

# Fixed Asset Handover Certificate

Date of Handover: \_\_\_\_\_

Certificate No.: \_\_\_\_\_

## Asset Details

Asset Name	_____
Asset Code / Tag Number	_____
Description	_____
Make / Model	_____
Serial Number	_____
Purchase Date	_____
Current Condition	_____
Location	_____

## Handover Details

Handed Over By (Name & Dept.)	_____
Received By (Name & Dept.)	_____

## Confirmation

I hereby confirm that the above-mentioned fixed asset has been handed over in the stated condition and all relevant documentation/manuals/accessories have been provided.

\_\_\_\_\_  
Signature of Handing Over Person  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Receiving Person  
Date: \_\_\_\_\_

### Important Notes:

- This certificate serves as formal evidence of transfer of responsibility and custody of fixed assets.
- Ensure asset condition is inspected and recorded accurately before handover.
- All supporting documents and accessories should be handed over alongside the asset.
- Both parties must sign and retain a copy of this certificate for record-keeping.
- Any discrepancies must be reported immediately to the asset management team.