

# Fixed Asset Verification Certificate

Certificate No: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Organization Name: \_\_\_\_\_  
Department/Location: \_\_\_\_\_  
Asset Verification Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Asset Details:

Asset ID	Description	Location	Physical Condition	Status (Present/Missing)	Remarks
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Verified By: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved By: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Important Notes:

- This certificate is issued after physical verification of the fixed assets as per records.
- Any discrepancies found during the verification must be reported immediately.
- The certificate should be retained for audit and compliance purposes.
- Tampering with asset data may result in disciplinary action.
- Ensure signatures and dates are properly filled out for validity.