

# Movable Asset Handover Letter

Reference No: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**From (Handover Party):**

Name: \_\_\_\_\_  
Designation/Department: \_\_\_\_\_  
Organization: \_\_\_\_\_

**To (Receiving Party):**

Name: \_\_\_\_\_  
Designation/Department: \_\_\_\_\_  
Organization: \_\_\_\_\_

This letter is to formally document the handover of the following movable asset(s) from the undersigned (Handover Party) to the Receiving Party, effective on the above-mentioned date.

No.	Description of Asset	Asset Code	Quantity	Condition	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____

Both parties acknowledge and agree to the above handover of movable asset(s). The Receiving Party confirms the receipt of asset(s) in the condition stated above.

\_\_\_\_\_  
Signature (Handover Party)  
Name:  
Date:

\_\_\_\_\_  
Signature (Receiving Party)  
Name:  
Date:

**Important Notes:**

- Ensure all asset information is accurate and up-to-date before signing.
- This document serves as legal proof of asset handover; retain a copy for record purposes.
- Both parties should verify the condition of assets during the handover process.
- Any discrepancies or issues should be noted in the remarks section at the time of handover.
- Additional documents (such as photographs or asset manuals) can be attached if necessary.