

Company Asset Register

Document Type: Essential Document Format
Company Name: [Your Company Name Here]
Period Covered: [MM/YYYY to MM/YYYY]
Prepared By: [Name]
Reviewed By: [Name / Position]
Date of Preparation: [DD/MM/YYYY]

Asset Register Table

Asset ID	Description	Category	Purchase Date	Location	Cost	Condition	Responsible Person	Remarks
AS001	Dell Inspiron Laptop	IT Equipment	15/03/2022	Head Office	750.00	Good	Jane Doe	-
AS002	Office Chair	Furniture	10/01/2023	Branch 1	120.00	Excellent	John Smith	-
AS003	Samsung Projector	Electronics	21/09/2020	Meeting Room	450.00	Fair	Susan Lee	Needs Service

Important Notes

- Regularly update the register to reflect asset acquisitions, disposals, or transfers.
- Ensure accurate details for accountability and efficient asset management.
- Assign a responsible person for each asset to facilitate tracking and maintenance.
- Support financial reporting and audits with up-to-date asset records.
- Store this document securely and back it up regularly.