

Asset Transfer Form (Digital Signature Enabled)

1. Asset Details

Asset Name

Asset ID / Serial No.

Asset Category

Description

Current Location

Date of Transfer

2. Transferor Details (Current Holder)

Name

Employee ID / Code

Department

Contact Number

3. Transferee Details (New Holder)

Name

Employee ID / Code

Department

Contact Number

4. Authorization & Acknowledgment

We hereby acknowledge the transfer of the above-mentioned asset under the company policy. Digital signatures below serve as authorization from all relevant parties.

Transferor
(Current Holder)

Date: _____
Transferee
(New Holder)

Date: _____
Authorized Signatory / HR

Date: _____

Important Notes:

- This document is legally binding once digitally signed by all concerned parties.
- Please review all information carefully before signing digitally.
- Digital signatures are equivalent to handwritten signatures under applicable law.
- Ensure all fields are completed and correct prior to submission.
- Retain a copy of the digitally signed form for your records.