

# Government of [Country/State]

## Asset Transfer Form

(Government Standard Format)

Transfer Reference Number: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_

**1. Details of Transferring Department/Office**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**2. Details of Receiving Department/Office**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**3. Asset Details**

S. No.	Asset Description	Asset Code/ID	Quantity	Date of Acquisition	Original Cost	Condition	Remarks
1.							
2.							

**4. Reason for Transfer:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Additional Remarks (if any):**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Transferring Authority**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

\_\_\_\_\_  
**Signature of Receiving Authority**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**Important Notes:**

- This form must be filled legibly and accurately by both transferring and receiving departments.
- All asset details must match the official asset register records.
- Supporting documents such as asset register entries, approval letters, and inventory lists should be

attached.

- Ensure both authorities sign and date the form for legal validity.
- Retain copies in both departments for audit and future reference.