

Standard Asset Handover Document

Document No.	_____	Date	_____
Department	_____	Location	_____

Parties Involved

Handed Over By	Name: _____	Received By	Name: _____
Designation	_____	Designation	_____
Contact	_____	Contact	_____

Asset Details

Asset Name	Asset ID/Serial No.	Description	Condition	Remarks
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Remarks/Comments

Handed Over By

Date: _____

Received By

Date: _____

Important Notes:

- Verify all asset details and conditions before signing this document.
- Both parties must retain a signed copy for their records.
- Report any discrepancies or damages immediately to the relevant authority.
- This document serves as legal proof of asset transfer and acceptance.