

# 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.