

# Vehicle Asset Handover Form

## Vehicle Details

Make

e.g., Toyota

Model

e.g., Camry

Year

e.g., 2022

Registration No.

e.g., ABC 1234

VIN / Chassis No.

e.g., 1HGCM82633A004352

Color

e.g., Silver

## Current Odometer Reading

e.g., 45,000 km

## Handover Parties

Handed Over By (Name & Department)

e.g., John Doe, Admin

Contact No.

e.g., 0123456789

Received By (Name & Department)

e.g., Mary Smith, Engineering

Contact No.

e.g., 0987654321

Date of Handover

yyyy-mm-dd

Time of Handover

e.g., 10:00 AM

## Accessories / Documents Provided

Item	Provided (Y/N)	Remarks
Spare Tire		
Tool Kit		
Vehicle Registration Card		
Insurance Document		
Keys (Number of sets)		
Other (Specify)		

## Condition at Handover

e.g., Clean, Minor scratch on left door

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Signature (Handed Over By)

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Date:

Signature (Received By)

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Date:

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## Important Notes:

- This handover form serves as formal evidence of transfer of vehicle custody between parties.
- All vehicle details, accessories, and documents should be checked and recorded accurately.
- Both parties must sign and retain a copy of the completed form.
- Any existing damages or missing items should be clearly noted in the remarks section.
- The form does not replace legal ownership transfer processes as required by law.