

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

Signature (Handed Over By)

Date:

Signature (Received By)

Date:

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.