

Asset Handover Form for Custodian Transition

Custodian Information

From (Current Custodian) *

To (New Custodian) *

Department *

Handover Date *

Asset Details

Asset Description *	Asset Tag/ID *	Serial Number	Condition *	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>

Verification

Checked By *

Date *

Additional Notes

Acknowledgement & Signature

Signature of Current Custodian *

Date *

Signature of New Custodian *

Date *

Important Notes

- Ensure all fields marked with * are completed to validate the handover process.
- Asset conditions must be inspected and recorded accurately before transfer.
- Signatures from both custodians and a verifier are mandatory for a valid transition.
- Maintain a copy of this document for compliance and audit purposes.
- Update asset registers immediately after the transition is completed.