

# Asset Handover Form

## 1. Document Information

Document No.	Date
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## 2. Details of Custodian Transfer

From (Current Custodian)	
To (New Custodian)	
Department	

## 3. Asset Information

Asset ID	Description	Quantity	Condition	Remarks

## 4. Handover Confirmation

Transferred By (Current Custodian)	Received By (New Custodian)	Witness/Verified By
Name:	Name:	Name:
Signature:	Signature:	Signature:
Date:	Date:	Date:

## 5. Additional Remarks

### Important Notes:

- Ensure that all asset information entered is accurate and complete before signing.
- Both current and new custodians must verify and confirm asset condition at the time of transfer.
- This form should be retained for audit and record-keeping purposes.
- Any discrepancies in asset details or condition must be noted in the remarks section.