

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

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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.