

# Laptop and Mobile Asset Handover Form

## Employee Details

Name	_____	Employee ID	_____
Department	_____	Designation	_____
Email	_____	Contact No.	_____

## Assets Handover Details

Asset Type	Brand/Model	Serial Number	Asset Code	Condition
Laptop	_____	_____	_____	_____
Mobile	_____	_____	_____	_____

## Accessories (if any)

Accessory	Quantity	Remarks
Charger	_____	_____
Bag/Case	_____	_____
Others	_____	_____

## Declaration

I hereby acknowledge the receipt of above assets in good working condition and undertake to use them responsibly for official purposes only. I agree to return all provided assets and accessories in original condition (reasonable wear and tear excepted) when required by the company.

Employee Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

IT/Admin Representative:

\_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes

- Ensure all asset details (serial numbers, codes) are accurately recorded before handover.
- Both employee and IT/admin must sign after verifying the condition of assets.
- This document serves as a legal acknowledgment of custody and responsibility.
- Report any loss or damage to IT/admin immediately as per company policy.
- Keep this form for future reference during asset return or exit clearance.