

# 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.