



DHIR & PARTNERS SDN BHD (800511-H)

No 23-2 ,Jalan Mega, Pusat Perdagangan Mega , JalanSakeh84000 Muar,Johor.
Tel : 06-9501006 Fax : 06-9593436 Emel : dhirpartners@yahoo.com

STAFF EQUIPMENT FORM

Name	
IC No	
Position	
Department/Team Leader	
Phone No	

Equipment Details:

Please Tick (/) the box below for the item received:

NO	ITEM	(/)	TAGGING NO	REMARK IF ANY (BROKEN/MISSING)	RETURN DETAILS
1.	LOCKER KEY		LOCKER NO:		
2.	ACCESS CARD		LABEL NO:		
3.	HEADSET				
4.	CALCULATOR				
5.	NAME CARD		ID NO:		
6.	CPU				
7.	MONITOR				
8.	KEYBOARD				
9.	MOUSE				
10.	CHAIR				
11.	SMARTPHONE MODEL:		TAGGING NO:		
12.	SIMCARD		NETWORK: NO TEL: ** POSTPAID/ PREPAID		
13.	OFFICE PHONE		EXT NO:		
14.	CALENDAR				
15.					
16.					

By signing below, I agree to accept liability for the equipment listed above. I understand that should any lost occur of the equipment, I will be held fully responsible for the replacement of the equipment.

(Staff Signature) (Date Received)

Approved By:

(FA Department)

(HR Department)

Equipment Return Details:

Staff Signature :

Checked By:

Name :
Date Return :

(FA Department)

(HR Department)