

Asset Declaration Form - Individual

Name:

Queenie Reyes

Employee ID:

NH0002

Department:

HR Department

Date:

13/9/21

Please fill in the form below declaring all company assets in your possession.

Item	Yes	No	Remarks
Desktop (Monitor, mouse, keyboard)	/		
Mobile Phone (Iphone 6)	/		
CU6 0586194614	/		
Telephone (111 Ext.)	/		

Employee Signature:

[Signature]

Manager Signature:

[Signature]