



HR/AHForm/200220-1

| | | | |
|----------------|--|--------------------|--|
| Employee Name: | | Asset Transfer No: | |
| Employee ID: | | Handover Date: | |
| Department: | | Handover By: | |

Dear Ms. _____,

We congratulate you to join Intelcode India Pvt Ltd. Please find below as the assets handed over to you to support you in carrying out your assignment in a most proficient manner.

[illegible]

Handover by,

MD Farooq Nawaz

Administrator

Date:

ACKNOWLEDGEMENT AND DECLARATION BY EMPLOYEE:

I, _____ hereby acknowledge that I have received the above mentioned assets. I understand that this assets belong to Intelcode India Pvt Ltd and is under my possession for carrying out my office work. I hereby assure that I will take care of the assets of the company to the best possible extend.

| |
|--------------|
| Received by, |
| |
| Name: |
| Date: |

FOR OFFICE USE ONLY

[illegible]