

Dear Team,

As part of our ongoing efforts to ensure the efficient management and accountability of our company's resources, we are implementing a new policy regarding the responsibility for fixed assets.

Effective immediately, each department will be responsible for all fixed assets assigned to it. This includes, but is not limited to, office equipment, furniture, and any other physical assets. The head of each department will be accountable for maintaining an accurate inventory, ensuring proper usage, and reporting any issues or discrepancies.

Key Responsibilities:

Inventory Management:

Each department must maintain an up-to-date inventory of all fixed assets. This includes regular audits and updates to the asset register.

Proper Usage:

Ensure that all assets are used appropriately and for their intended purposes.

Asset Transfer:

No asset is to be transferred from one department to another without filing out Asset transfer form, duly authorized by the GM or the General Supervisor.

Reporting:

Any damage, loss, or theft of assets must be reported immediately to the Accounts Department and the General Supervisor.

Maintenance:

Regular maintenance and servicing of assets should be scheduled and documented to prolong their lifespan and functionality.

We believe that this policy will enhance our asset management processes and ensure that all resources are utilized efficiently. Your cooperation and diligence in adhering to this policy are greatly appreciated.

If you have any questions or need further clarification, please do not hesitate to contact the General Supervisor.

Thank you for your attention to this matter.

Best regards,