**ASSET HANDOVER FORM**

**Name of our Company:**

**Date:**

**E-Mail:**

**To Whom the Asset Handed Over:**

**Asset Description:**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **SERIAL NO.** | **QUANTITY** |
|  |  |  |

**Details of the person Holding Asset:**

**Name:**

**Contact no.**

**Email:**

**Designation:**

**Official and Personal Contact No:**

**Date of Issue:**

**ACKNOWLEDGEMENT AND DECLARATION BY EMPLOYEE**

1. **I hereby acknowledge**

**that I have received the above-mentioned assets. I understand that this asset belongs to BM INFOTRADE Private Limited. And it is under my possession for carrying out my office work. I hereby assure you that I own the responsibility to take care of the assets to its fullest extent. On resignation/termination, I will immediately handover this asset in its working condition to the company.**

1. **I will be solely responsible for the company belonging with me.**

Signature Of the Receiving Person

**Issuing Authority (NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REMARK:**