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| **ASSET HANDOVER FORM** | | | | |
| **Sensepart.pvt.ltd** | | | | |
| **Registered Office**: Sensepart,  304 3rd Floor ,  Atlantis  , Opposite Vadodara central, VADODARA, GUJARAT, 390020  **Contact No**: +919265364235  **Email**: [info@sensepart.in](mailto:info@sensepart.in)  **Website**: | | | |  |
| **Name of Employee : Employee Code No :**  **Department :** | | | **Asset Transfer No : Handover Date :**  **Handover By** : | |
| Dear Sir / Madam,  We congratulate you for joining Sensepart Group!. Please find the below as the assets handed over to you, to support you in carrying out your assignment in a most Proficient manner. | | | | |
| **Sr.**  **No.** | **Particulars** | **Asset**  **Code** | **Qty** | **Remarks** |
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| **Authorized Signatory Authorized Signatory**  **Authorized Signatory**  **(Person Requesting) (Approver)**  **(Person responsible for hand-over)** | | | | |
| **ACKNOWLEDGEMENT AND DECLARATION BY EMPLOYEE**  I, Ms/Mr hereby acknowledge that I have  received the above mentioned assets. I understand that this asset belong to **Sensepart.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.  Employee Signature: | | | | |

**OTHER REMARKS:**