

Asset Possession Transfer Document

Date:

Transferor Details

Name:

Position:

Contact:

Transferee Details

Name:

Position:

Contact:

Asset Details

| Asset Name | Asset ID/Serial | Description | Condition |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Remarks

Signatures

Transferor Signature: _____ Date:

Transferee Signature: _____ Date: