

BORANG AKUAN PENYERAHAN ASET
ASSET HANDOVER DECLARATION FORM

Nama Staf <i>(Staff Name)</i>	
Jawatan <i>(Position)</i>	
Bahagian / Unit <i>(Section / Unit)</i>	
Tarikh Penyerahan <i>(Handover Date)</i>	
Tarikh Tamat Perkhidmatan <i>(Service End Date)</i>	
No. Telefon <i>(Phone No.)</i>	

SENARAI ASET YANG DIKEMBALIKAN
LIST OF RETURNED ASSETS

No.	Nama Aset <i>(Asset Name)</i>	No. Harta <i>(Asset No.)</i>	No. Siri <i>(Serial No.)</i>	Catatan <i>(Remarks)</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Saya mengesahkan bahawa semua aset seperti yang disenaraikan di atas telah diserahkan dengan sempurna.

I certify that all assets listed above have been properly handed over.

STAF <i>(Staff)</i>	PEGAWAI ASET <i>(Asset Officer)</i>
Tandatangan: <i>(Signature)</i> Nama: <i>(Name)</i> Tarikh: <i>(Date)</i>	Tandatangan: <i>(Signature)</i> Nama: <i>(Name)</i> Tarikh: <i>(Date)</i>