



# COMPANY ASSETS ASSIGNED FORM

Name : \_\_\_\_\_ Department : \_\_\_\_\_  
Position : \_\_\_\_\_ Location : \_\_\_\_\_

<input type="checkbox"/> Vehicle	<input type="checkbox"/> Desktop / Laptop	<input type="checkbox"/> Uniform
Brand :	Brand :	Size: S / M / L / 2XL / 3XL / 4XL
Model :	Ref No.:	Sleeve: Long / Short
Remarks:	Remarks:	Quantity:
Received Date:	Received Date:	Received Date:
Acknowledge:	Acknowledge:	Acknowledge:
Returned Date:	Returned Date:	Returned Date:
Acknowledge:	Acknowledge:	Acknowledge:

<input type="checkbox"/> Office Key	<input type="checkbox"/> Name Card / Stamp	<input type="checkbox"/> Others :
Office: JB / Kuchai / Others:	Quantity :	
Quantity :	Quantity :	
Remarks:	Remarks:	Remarks :
Received Date:	Received Date:	Received Date:
Acknowledge:	Acknowledge:	Acknowledge:
Returned Date:	Returned Date:	Returned Date:
Acknowledge:	Acknowledge:	Acknowledge:

## Acknowledgement:

I, \_\_\_\_\_ (NRIC No). \_\_\_\_\_ Hereby confirm the collection /  
Returning of the above assets and will be responsible to keep and maintain the assets in good manner.

## HR Records:

First Assigned By:	Date:	Remarks:
Exchange Records: Item :	Date:	
Item :	Date:	
Item :	Date:	
Returned Re'ed by:	Date:	Remarks: