

## ASSET HANDOVER FORM

### Lamama Foods

Registered Office:

Contact No. +91      FAX: +91

Email :                      Website:

**Name of Employee :**

**Employee Code No :**

**Department :**

**Asset Transfer No :**

**Handover Date :**

**Handover By :**

Dear Sir / Madam

We congratulate you for joining Lamama Foods 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

**Authorized Signatory**  
**Authorized Signatory**  
**(Person Requesting)**  
(Person responsible for hand-over)

**Authorize Signatory**  
**( Approver)**

#### 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 company name 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 Remark: