



UGEN TRADING HOUSE

Asset Transfer Form

Handed over from:
Division/Complex:
Date:

Taken over by:
Division/Complex:
Date:

Sl. #	Description	Asset Code	Qty.	Remarks

Handed over by (Signature)
Name:
Designation.

Taken over by (Signature)
Name:
Designation.

Copy to:

1. Finance Manager, for information;
2. Inventory Manager, for information;
3. HR Division, for information; and
4. Personal File.