**SOCIALIST REPUBLIC OF VIETNAM**

# **Independence – Freedom – Happiness**

# **ASSET HANDOVER RECORD**

**No.:** ………….  
**Date:** ………….

## **I. PARTIES INFORMATION**

### ****HANDOVER PARTY****

* **Full Name:** …………………………………
* **Position:** …………………………………
* **Department/Company:** …………………………………

### ****RECEIVING PARTY****

* **Full Name:** …………………………………
* **Position:** …………………………………
* **Department/Company:** …………………………………

## **II. ASSET LIST**

| **No.** | **Asset Name** | **Asset Code** | **Quantity** | **Condition** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

## **III. RESPONSIBILITIES OF THE PARTIES**

1. The **Receiving Party** commits to checking and using the asset properly, ensuring its maintenance according to regulations.
2. The **Handover Party** confirms that all assets are transferred in the correct quantity and condition as stated.
3. Both parties agree to comply with the terms and responsibilities stated in this document.

## **IV. CONFIRMATION OF THE PARTIES**

**HANDOVER PARTY**  
(Signature & Full Name)

**RECEIVING PARTY**  
(Signature & Full Name)

**WITNESS (IF ANY)**  
(Signature & Full Name)