



**GERMAN-MALAYSIAN INSTITUTE
ASSET TRANSFER FORM
(When Transfer Ownership)**

| Description | Make/Model | Serial No. | FA No. |
|-------------|------------|------------|--------|
| | | | |

| | | | |
|-------------------|--|------------|--|
| <u>Reason(s):</u> | | | |
| From: (current) | | To: (new) | |
| Building | | Building | |
| Room | | Room | |
| Department | | Department | |

| | |
|-----------------------------------|-------------------------------------|
| Applicant: (releasing department) | Approved By: (releasing department) |
| Name: | Name: |
| Position: | Position: |
| Section: | Section: |
| Date: | Date: |
| Signature: | Signature: |

| CONFIRMATION OF TRANSFER COMPLETED | |
|---|--|
| To Be Completed By Receiving Department | To Be Completed By Asset Management |
| Signature: Name: Position: Date: | Acknowledge & Checked By Signature: Position: Date: |