



## GERMAN-MALAYSIAN INSTITUTE

Jalan Ilmiah, Taman Universiti  
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### ASSET RELEASE AUTHORIZATION FORM

Purpose/Reason (please tick):					
Service		Rental		Exhibition	
Repair		On-Loan		Write-Off	

NO	ITEM	ASSET NO/SERIAL NO	QUANTITY	LOCATION

Applicant Detail:		Endorsed By:	
Name: _____		(_____) (Head of Department/Section)	
Position:		Name:	
Department:		Date:	
Date:			
<b>External Use Only:</b>			
<b>TO WHOM/COMPANY DETAILS</b>		<b>Company Chop</b>	
Company:			
Name:			
I/C No.:			
Date:			
Vehicle No.:			
Signature:			

Authorized By:		Service/Repair/Rental/On-Loan/Exhibition	
_____		From Date:	
Head of Section/Senior Executive		To Date:	
Asset Management & Procurement Section		Write-Off	
Name:		Approval No.:	
Date:		Approval Date:	

Note: Completed Form To Be Submitted To Asset Management Unit.