

WESTERN ENGINEERING (PVT.) LTD

TCB Bhaban (10th Floor), Kawran Bazar, Dhaka-1215

IT Asset Inter Transfer Form

1 Asset Detail:

Asset Description:	
Brand Name:	Model:
Serial No:	ID No:

2 Transfer For:

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3 Previous User:

Name:	Department:
Location:	Org:

4 Transfer Details:

Transfer From.

Transfer To

The above Listed asset is being transferred by	The above listed asset is being received by
Name:	Name:
Designation:	Designation:
Department:	Department:
Org:	Org:
Mobile:	Mobile:
Signature & Date	Signature & Date