

Transfer of Equipment – General Form (From SoC)

| No | Description/Model | Serial No. | Asset No. If any | Qty | Unit Price | RP No If any | Remarks |
|----|-------------------|------------|------------------|-----|------------|--------------|---------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |

| Transfer From | | Receiver's Acknowledge of Receipt | |
|---|-------------------------------|-----------------------------------|---------------------------------------|
| <i>*Important: I confirm that I have irretrievably deleted all confidential and sensitive data from all the storage of the above system.</i> | Approving Authority | Transfer To | Approving Authority (Head Of Dept) |
| Name: | Name: WONG Weng Fai | Name: | Name: |
| Designation: | Designation: ITU Co-ordinator | Designation : | Designation : (if other than HOD): |
| Department: | Department: Computer Science | Department: | Department: |
| Signature: | Signature: | Signature: | Signature: |
| Date: | Date: | Date: | Date: |