

COMPANY NAME LOGO

ASSET MANAGEMENT
REGULATIONS

Code:

Version:

Date of issues:

MINUTES OF INSTALLATION AND ACCEPTANCE OF ASSETS

Dated, ..., two parties include:

Party A (Hand-over party):.....

Company Name:.....

Address:.....

Tel:.....

Account:..... Branch:.....

Tax code:.....

Mr/Mrs:..... representative.

Party B (Receiver):.....

Company Name:.....

Address:.....

Tel:.....

Account:..... Branch:.....

Tax code:.....

Mr/Mrs:..... representative.

The two parties agreed to sign the handover and acceptance minutes of the equipment as follows:

PART I / INSTALLATION & HANDOVER:

Party A handed over to Party B the following equipment:

No	Name of equipment	Equipment Description	Quantity	Current equipment	Accessories

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Attached Service:

Warranty Period:.....

User manual attached:.....

Manual for: Department:.....

Explain how to use the operation

PART II/ ACCEPTANCE:

Acceptance time:.....

Notes (for the contents of the inspection when strictly, opinions of the parties):....

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After reviewing the assets and equipment installed, the two sides agreed: assets, equipment and activities are working well.

Behalf of Party A

Behalf of Party B

Users