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| ☐ Gintell (M) Sdn Bhd | ☐ Gintell (B) Sdn Bhd | ☐ Gintell (Cambodia) Co. Ltd. | ☐ Eracare Philippines, Inc. |
| ☐ Gintell Borneo Sdn Bhd | ☐ Gintell Properties Sdn Bhd | ☐ Gintell Vietnam Co. Ltd. | ☐ Eracare Health Mart Vietnam Co. Ltd. |
| ☐ Gintell Rest N Go Sdn Bhd | ☐ SOVOTEL Malaysia Sdn Bhd | ☐ Gintell Philippines, Inc. | ☐ Eracare Health Mart Philippines, Inc. |
| ☐ Gintell (S) Pte. Ltd. | ☐ Gintell (Thailand) Co. Ltd. | ☐ Eracare Vietnam Co. Ltd. | |

FIXED ASSET DISPOSAL / TRANSFER FORM

FOR: _____ DEPARTMENT

Person Request: _____ Mobile Contact: _____

Email: _____

Fixed Asset Physical Location: _____

Description of Item: _____
(such as Model / Serial Number / Color)

Date of Disposal/ Transfer: _____

Quantity Disposed/ Transfer: _____

Type of Disposal/ Transfer: ☐ Write-Off ☐ Trade-in ☐ Transfer

Reason of Write-Off / Trade-in / Transfer: _____

Disposal/ Transfer Value: _____

For transfer only

From Current Department/ Location: _____

To New Department/ Location: _____

FOR ACCOUNTS DEPARTMENT ONLY

Date of Purchase:		Original Cost:	
Asset Class:		Net Book Value:	

REQUESTED BY :	APPROVED BY :			
	OVERSEAS COMPANY	MALAYSIAN COMPANY	ACCOUNTS DEPARTMENT	MANAGEMENT
	DEPARTMENT (OPERATION):	DEPARTMENT (OPERATION):		
Signature:	Signature:	Signature:	Signature:	Signature:
Name:	Name:	Name:	Name:	Name:
	ACCOUNTS DEPARTMENT:			
	Signature:			
	Name:			
Date:	Date:	Date:	Date:	Date: