



IT Hardware and Software Handover Form

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|--|--|---|
| ☐ GINTELL (M) SDN BHD | ☐ GINTELL (T) CO. LTD | ☐ ERACARE VIETNAM CO. LTD |
| ☐ GINTELL (BORNEO) SDN BHD | ☐ GINTELL (S) PTE LTD | ☐ ERACARE PHILIPPINES INC. |
| ☐ GINTELL REST N GO SDN BHD | ☐ GINTELL (B) SDN BHD | ☐ _____ |

Person request : _____ Position : _____

Department : _____ Contact : _____

Software:

- | | | |
|--|--|------------------------------------|
| ☐ Microsoft Product | ☐ Adobe Product | ☐ Antivirus |
| ☐ _____ | | |

Hardware:

- | | | | | |
|----------------------------------|-----------------------------------|----------------------------------|----------------------------------|---|
| ☐ PC Set | ☐ Notebook | ☐ CPU | ☐ Monitor | ☐ Keyboard/Mouse |
| ☐ Printer | ☐ CCTV | ☐ Network | ☐ _____ | |

Remark:

IT Department	Staff
Signature:	Signature:
Prepared by:	Received/Returned by:
Date:	Date:
	Item in good condition ☐