



# IT Hardware and Software Handover Form

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> GINTELL (M) SDN BHD      | <input type="checkbox"/> GINTELL (T) CO. LTD     | <input type="checkbox"/> ERACARE PHILIPPINES INC. |
| <input type="checkbox"/> GINTELL (BORNEO) SDN BHD | <input type="checkbox"/> GINTELL (S) PTE LTD     | <input type="checkbox"/> _____                    |
| <input type="checkbox"/> GINTELL (B) SDN BHD      | <input type="checkbox"/> ERACARE VIETNAM CO. LTD |   |

Person request : \_\_\_\_\_ Position : \_\_\_\_\_

Department : \_\_\_\_\_ Contact : \_\_\_\_\_

**Software:**

- |  |  |                                    |
|--|--|------------------------------------|
| <input type="checkbox"/> Microsoft Product | <input type="checkbox"/> Adobe Product | <input type="checkbox"/> Antivirus |
| <input type="checkbox"/> _____             |  |                                    |

**Hardware:**

- |                                  |                                   |                                  |                                  |   |
|----------------------------------|-----------------------------------|----------------------------------|----------------------------------|---|
| <input type="checkbox"/> PC Set  | <input type="checkbox"/> Notebook | <input type="checkbox"/> CPU     | <input type="checkbox"/> Monitor | <input type="checkbox"/> Keyboard/Mouse |
| <input type="checkbox"/> Printer | <input type="checkbox"/> CCTV     | <input type="checkbox"/> Network | <input type="checkbox"/> _____   |   |

**Remark:**


IT Department	Staff
Signature: _____	Signature: _____
Prepared by: _____	<input type="checkbox"/> Received by: _____
Date: _____	<input type="checkbox"/> Returned by: _____
	Date: _____
	Item in good condition <input type="checkbox"/>