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GINTELL/PUR&IT/FAD/01

☐ Rest N Go App Sdn Bhd ☐ Rest N Go (Singapore) Pte Ltd ☐ Rest N Go (Thailand) Co Ltd  
☐ Rest N Go (Cambodia) Co Ltd ☐ Rest N Go (B) 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/ Locaion: \_\_\_\_\_

To New Department/ Location: \_\_\_\_\_

### FOR ACCOUNTS DEPARTMENT ONLY

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

| REQUESTED BY :                                   | APPROVED BY :               |                            |                            |                   |
|--------------------------------------------------|-----------------------------|----------------------------|----------------------------|-------------------|
| Signature:<br><br>Name:<br><br><br><br><br>Date: | <u>OVERSEAS COMPANIES</u>   | <u>MALAYSIAN COMPANIES</u> | <u>ACCOUNTS DEPARTMENT</u> | <u>MANAGEMENT</u> |
|                                                  | DEPARTMENT (OPERATION):     | DEPARTMENT (OPERATION):    |                            |                   |
|                                                  | Signature:                  | Signature:                 | Signature:                 | Signature:        |
|                                                  | Name:                       | Name:                      | Name:                      | Name:             |
|                                                  | <u>ACCOUNTS DEPARTMENT:</u> |                            |                            |                   |
|                                                  | Signature:                  |                            |                            |                   |
|                                                  | Name:                       |                            |                            |                   |
|                                                  | Date:                       | Date:                      | Date:                      | Date:             |