

Form-4 Computer Ownership Transfer Form (Upon Expiry of Useful Life)

The Head of the Agency

Section	Details
1. Employee Details	
Name	
Employee ID	
Designation	
2. Device Details	
Device Type (Laptop/Desktop)	
Asset identification code	
Brand & Model	
Serial Number	
Date of Issuance/Purchase	
Original Cost	

Submitted by:

Verified by:

Approved by: