

# Asset Return Declaration Form

Confirms return of company-issued equipment and assets.

## 01 Employee Information

Employee Name

Employee ID

Department

Last Working Date

## 02 Assets Returned

Assets Returned

- Laptop
- Monitor / Display
- Headset
- Keys
- Other

- Mobile Phone
- Keyboard & Mouse
- Access Card / Badge
- Company Vehicle

Laptop Serial Number

Laptop Condition

Phone Serial Number

Phone Condition

Access Cards Returned?

Keys Returned?

**03 Digital Assets**

Email Archived?

Data Backed Up?

Personal Data Removed?

**04 Confirmation**

Received By

Receipt Date

Additional Notes

**Declaration & Consent**

I confirm that all company-issued assets listed above have been returned in the condition noted. Any outstanding items or damages will be addressed through the appropriate deduction or resolution process. Digital assets have been handled in accordance with data retention and security policies. All data will be handled in accordance with Humii's Privacy Policy.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

\_\_\_\_\_  
Full Name (Print)

\_\_\_\_\_  
Designation