HEXATECH	PROJECT DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	Equipment, Material & Document Handover / Takeover Form	Revision No.: 0		Document Ref: PD-REC-EMDHTF

To:	EMDHTF No:
	EMDHTF Date:

Project Name / Purpose:

Please find forward / attached herewith:

☐	Equipment	☐	BQs / Schedule	☐	Drawings / Document Attached
☐	Material / Component	☐	Specifications	☐	Reports Attached
☐	Samples	☐	Photographs Attached	☐	Other ……

For the following action:

☐	For Approval	☐	Loan & Return	☐	Information Only
☐	Project / Maintenance Use	☐	Tender / Quotation	☐	As Requested
☐	Warranty Repair / Replace	☐	Awarded P.O. / Contract	☐	Other……..

No.	Item Description	Brand / Model / Serial No. / Document Ref. No. / Drawing No.	Quantity

Issued / Send:

☐ By Hand ☐ By Post ☐ By Courier ☐ By Despatch / Lorry

Hand Over / Issued by:	Take Over / Received by:
Signature:	Signature:
Name :	Name :
Company Chop:	Company Chop:
Date :	Date :