

# CONTRACTOR FINAL HANDOVER & PROPERTY RETURN

## 1. General Information

CONTRACTOR NAME

COMPANY / AGENCY NAME

CONTRACT END DATE

DEPARTMENT / PROJECT

SUPERVISOR / CONTRACT MANAGER

CONTACT PHONE / EMAIL

## 2. Company Property & Asset Return

| Item Description            | Serial / Asset ID Number | Returned (Y/N) | Date Returned | Received By (Initials) |
|-----------------------------|--------------------------|----------------|---------------|------------------------|
| Laptop & Power Charger      |                          |                |               |                        |
| Monitor & Accessories       |                          |                |               |                        |
| Mobile Phone & Charger      |                          |                |               |                        |
| Security Access Card / Keys |                          |                |               |                        |
| External Hard Drives / USBs |                          |                |               |                        |
| Company ID Badge / Lanyard  |                          |                |               |                        |
| Other:                      |                          |                |               |                        |
| Other:                      |                          |                |               |                        |

## 3. Knowledge Transfer & Deliverables Handover

| Deliverable / Task Name | Status (Completed / Pending) | Location of Files / Documentation | Handover Recipient |
|-------------------------|------------------------------|-----------------------------------|--------------------|
|                         |                              |                                   |                    |
|                         |                              |                                   |                    |
|                         |                              |                                   |                    |
|                         |                              |                                   |                    |

## 4. System Accounts & Access Deactivation

| System / Software Account                            | Access Revoked (Y/N) | Date Deactivated | Actioned By |
|------------------------------------------------------|----------------------|------------------|-------------|
| Company Email Account                                |                      |                  |             |
| VPN / Network Access                                 |                      |                  |             |
| Project Management Tools (Jira, Trello, etc.)        |                      |                  |             |
| Shared Drives / Cloud Storage (Drive, Dropbox, etc.) |                      |                  |             |
| Other:                                               |                      |                  |             |

5. Comments / Notes

6. Signatures and Sign-off

By signing below, the Contractor confirms they have returned all company property, transferred all intellectual property and documentation, and have retained no copies of confidential company data. The Company Representative confirms receipt of the listed items and completion of the listed handover tasks.

CONTRACTOR

Signature

Printed Name

Date

COMPANY REPRESENTATIVE

Signature

Printed Name

Date