



Annex 2 to Administrative Instruction ICC/AI/2013/001 on Property and Assets  
Management

(Re)Issue  Handover  Voucher Form

**Handover From:**

Name of Current Holder	
Section / Division	
Location Room #	
Date of Handover	
Signature	

**Asset Details:**

Item Description	Make	Model	ICC Bar-code (NE...)	Serial Number	New Location (room#...)

**Handover To:**

Name of New Holder	
Section / Division	
Location Room #	
Date Received	
Signature	

**Comments:**

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Please use this form when the status or responsibility for an asset changes or is renewed. When completed please forward to Property Management/LTU/GSS, Email: [ICCAssetManagement@icc-cpi.int](mailto:ICCAssetManagement@icc-cpi.int) , Address: Room S-029 (Saturnusstraat Complex).

