



UNIMAS HOLDINGS SDN. BHD. (727487-D)
(A Company Wholly Owned by Universiti Malaysia Sarawak)

ASSET REGISTRATION FORM (PROJECT)

Document No	:	UH-FM-PMO-04
Revision No.	:	00
Effective Date	:	01.03.25
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SECTION 1: PROJECT DETAILS

Project Name			
Project ID		Faculty/PTJ's	
Project Leader		Staff ID	
Start Date		End Date	

SECTION 2: ASSET DETAIL

Asset Name			
Asset Type	<input type="checkbox"/> Hardware (e.g., equipment, devices) <input type="checkbox"/> Software (e.g., licenses, applications) <input type="checkbox"/> Documentation (e.g., manuals, reports, map) <input type="checkbox"/> Others: _____		
Type Brand Model			
Asset ID / TAG No. <small>(to be insert by Project Leader)</small>		Acquisition Price (RM)	
Manufacturer		Date Received	
Chassis No. / Serial No.		PO Number	
Supplier Name & Address:	Warranty Period:		

SECTION3: OWNERSHIP & CUSTODY

Current Custodian		Faculty/PTJ's	
Staff ID		Handphone No.	
Nationality		Email	

Disclaimer: Asset Custodian Liability

The individual or entity designated as the Custodian of the asset(s) listed in this registration form acknowledges and agrees to the following terms:

- Full Liability:** The Custodian assumes full responsibility and liability for the safekeeping, proper use, maintenance, and security of the asset(s) under their custody for the duration of the project or until ownership is formally transferred.
- Loss or Damage:** The Custodian shall bear all costs associated with loss, theft, damage, or misuse of the asset(s) resulting from negligence, unauthorized access, or failure to comply with organizational policies or applicable laws.



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- Compliance:** The Custodian agrees to use the asset(s) strictly for authorized project purposes and in accordance with all organizational guidelines, contractual obligations, and legal/regulatory requirements.
- Reporting Obligations:** The Custodian must promptly report any incidents, defects, or risks related to the asset(s) if requested by UHSB. Failure to report may result in escalated liability.
- Indemnification:** The Custodian agrees to indemnify and hold [Company/Project Name] and its stakeholders from any claims, fines, or liabilities arising directly or indirectly from their custody or use of the asset(s).
- Insurance:** Unless explicitly covered by organizational insurance, the Custodian is responsible for securing adequate insurance for the asset(s), if applicable.

This disclaimer does not absolve the Custodian of liability even in cases of third-party actions involving the asset(s), unless such actions are demonstrably beyond the Custodian's control and unrelated to their oversight.

By signing below, the Custodian acknowledges understanding and acceptance of these terms.

Custodian Signature	Official Stamp	Confirmation Date

I hereby declare that all the details furnished above are true and if any of the above information is found to be false or misleading, UHSB shall reserve the right to take any other action as may be deemed appropriate.

Project Leader Signature	Official Stamp	Confirmation Date

FOR OFFICE USE ONLY

Sr Project Manager Signature	Official Stamp	Confirmation Date