

FOR OFFICE USE

REF No:

TREASURY**Government Asset Register (GAR)**Request form to update Asset Location/Category

Ministry/Department :

Asset Book :

Name of GAR User : Govt Email : Tel :

To the Officer in Charge GAR unit,

Please update the following details in the Government Asset Register:

- Select as appropriate (√)
- 1) Asset Location
- 2) Asset Category

1) Asset Location

SN	Building, Floor, Section, Room/Office/Ward or Locality	Current location <i>(applicable where location is to be amended)</i>	Proposed location <i>(applicable for new location to be created)</i>	A/ N/ D*	Office Use Code assigned

2) Asset Category

SN	Major	Current Minor1 / Minor2		Proposed Minor1/ Minor 2		Lifetime of asset <i>(applicable for proposed minor 2)</i>	A/ N/ D*	Office Use	
		Minor 1 <i>(If applicable)</i>	Minor 2 <i>(Current description of asset)</i>	Minor 1	Minor 2 <i>(Description and purpose of asset)</i>			Code assigned	Asset category code combination

* A : Amend / N: New / D: Disable

Updating of details recommended by:*(GAR Coordinator/ Designated Officer)*

Name : Signature :

Date : Govt email :

FOR USE AT THE TREASURYVerified by:

Name:

Signature:

Date:

Approved by:

Name:

Signature:

Date:

Processed by:

Name:

Signature:

Date: