

**Community Investment & Inclusion Fund  
Fixed Asset Register**

**\*Grantees shall make procurement in accordance with the Approved List of Furniture and Equipment of the CoG and enter the items in the Register which shall be submitted together with the Performance Report to the CIIF Secretariat on a quarterly basis. Please note that:**

**(i) If the Furniture and Equipment cost HK\$1,000 or above, Parts I and II shall be completed; if the Final Performance Report is submitted for this quarter, please also complete Part III.**

**(ii) If the Furniture and Equipment cost less than HK\$1,000, only the Annex to the Register shall be completed for filing and notice of the Secretariat.**

Name of Project and Project No. \_\_\_\_\_ ( ) \_\_\_\_\_

As at Quarter ended: \_\_\_\_\_

Name of Grantee: \_\_\_\_\_

Name and Title of Asset Manager: \_\_\_\_\_

Tel. No. of Asset Manager: \_\_\_\_\_

**I Furniture and Equipment Procurement Record**

Item No.	Description of Furniture and Equipment (Please list out the brand, model and colour of the items)	Unit Price HK\$ (a)	Quantity (b)	Total Value HK\$ (c) = (a) x (b)	Date of Receipt	Name of Supplier and Receipt/Invoice No.	Furniture and Equipment Storage	Having obtained the valid quotations? (Please tick as appropriate)	
								Yes	N.A.
1.		0.00		0.00					
2.		0.00		0.00					
3.		0.00		0.00					
4.		0.00		0.00					
5.		0.00		0.00					
6.		0.00		0.00					
7.		0.00		0.00					

Total Value: HK\$ 0.00

**II Furniture and Equipment Write-off Record (Note 2)**

Item No.	Description of Furniture and Equipment (Please list out the brand, model and colour of the items)	Reasons for Write-off (Please elaborate on the course and date of the incident)	Method of Disposal (Please elaborate on the follow-up actions taken and the results)	Total Value HK\$	Write-off Date	Signature of Asset Manager

Total Value: HK\$ \_\_\_\_\_

**III Application for Retention of Furniture and Equipment** (Shall complete this part by ticking only one box as appropriate when the Final Quarterly Performance Report is submitted.)

The Project will complete on \_\_\_\_\_. We —

- will continue to run the Project for at least two years, and hereby apply to the Government for retaining all the Furniture and Equipment so as to sustain the development of the Project.
- will continue to run the Project for at least two years, and hereby apply to the Government for retaining some of the Furniture and Equipment, including (please list out the Item No.s of the Furniture and Equipment to be retained) \_\_\_\_\_, so as to sustain the development of the Project. The remaining Furniture and Equipment will be returned to the Government.
- intend to return all the Furniture and Equipment of the Project to the Government.

**IV Verification of Declared Information**

I, Project Co-ordinator, confirm that the information provided above is true and correct.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Chop of Grantee: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Results for Retention of Fixed Assets** (To be completed by the CIIF Secretariat)

**Verification**

- Project Officer has verified that the CIIF has accepted Audit Reports and Project Completion Performance and Evaluation Report. Besides, the above furniture and equipment list is confirmed to be correct.

Name of Project Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Result**

- Application for retention of all/some Furniture and Equipment is approved. Please notify the organistaion to properly maintain, process and record the Furniture and Equipment. The Secretariat may determine at its sole discretion under Clause 13.2 of the CoG to transfer the title and interest in any or all of the Furniture and Equipment to the Applicant at the date of completion of Project if the Project will continue for two years after the date of completion of Project. If an application for retention of some Furniture and Equipment is made, please notify the organisation to return the remaining Furniture and Equipment to the Government.
- Application for return of all Furniture and Equipment is approved. Please notify your organisation to release and make available all Furniture and Equipment of the Project on or before \_\_\_\_\_ for removal by the Government or the Government's nominee.

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note 1: Under clause 8 of the CoG, services and goods shall be procured in an open, fair and value for money manner. The Grantee shall follow the CIIF's requirements to carry out procurement procedures and accept the lowest offer to specification, unless prior approval has been obtained from the Secretariat.

Note 2: The Grantee shall immediately notify the Government in writing of any loss, damage and theft to the Furniture and Equipment upon becoming aware of such occurrence (fair wear and tear excepted).

**Annex - Asset Procurement Record (Only applicable to unit price below HK\$1,000)**

Name of Project (No.): \_\_\_\_\_ ( \_\_\_\_\_ )

Name of Grantee: \_\_\_\_\_

As at Quarter ended: \_\_\_\_\_

No.	Description of Assets	Unit Price HK\$ (a)	Quantity (b)	Total Value HK\$ (c) = (a) x (b)	Date of (DD/MM/YY)	Name of Supplier and Receipt/Invoice No.
		0.00		0.00		
		0.00		0.00		
		0.00		0.00		
		0.00		0.00		
		0.00		0.00		
		0.00		0.00		
		0.00		0.00		
		0.00		0.00		
		0.00		0.00		
		0.00		0.00		
		0.00		0.00		
		0.00		0.00		

Total Value: HK\$ 0.00

I, Project Co-ordinator, confirm that the information provided above is true and correct.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Chop of Grantee:  
\_\_\_\_\_