

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

Grantee shall make procurement in accordance with the Approved List of Furniture and Equipment in the Conditions of Grant (CoG) and enter the items in this Register. Grantee shall submit the completed Register to CIIF Secretariat on a half yearly basis.

**Note :** Part III should be completed for the submission of final report.

Name of Project \_\_\_\_\_ Project No: \_\_\_\_\_

Project Covering Period: \_\_\_\_\_

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

Name of Asset Manager: \_\_\_\_\_

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

Title of Asset Manager: \_\_\_\_\_

**I Furniture and Equipment Procurement Record (Please fill in ascending order of the receipt date)**

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 Amount HK\$ (c) = (a) x (b)	Date of Receipt	Name of Supplier and Receipt/Invoice No.	Location of Furniture and Equipment	Having obtained the valid quotations? (Please tick as appropriate) (Note 1)	
								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					
8.		0.00		0.00					
9.		0.00		0.00					

Total Amount: 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 Amount HK\$	Write-off Date	Signature of Asset Manager

Total Amount: HK\$: \_\_\_\_\_

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

The Project will be completed on \_\_\_\_\_. We

- will continue to run the Project for at least two years, and hereby apply to the Government of the Hong Kong Special Administrative Region (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 Nos. 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 Coordinator, 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 the Audited Report 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 organization 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 at least two years after the date of completion. If an application for retention of some Furniture and Equipment is made, please notify the organization to return the remaining Furniture and Equipment to the Government.
- Application for the return of all Furniture and Equipment is approved. Please notify your organization 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 for the specification, unless prior approval has been obtained from CIIF 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).