




Sample Fixed Assets Register

Asset Ref. No.	Asset Description	Asset Picture	Location	Asset Class	Useful Life / Depreciation Rate	Date of Purchase	Cost HK\$	Insurance / Maintenance	Date of Disposal / Photo	Sold to / Amount HK\$
0001	Bus Registration No. AB111		Car Park	Vehicle	10 years	1.1.2XX1	xxx,xxx	5 years warranty		
0002	Computer Serial No. 12345		Management office	Computer	3 years	3.1.2XX1	xx,xxx	3 years warranty		
0003	Computer Monitor Serial No. 45678		Management office	Computer	3 years	3.1.2XX1	xx,xxx	1 year warranty		

Note : The responsible MC member / staff should sign against the record every time after updating the Fixed Assets Register.