PACKAGES CONVERTORS LIMITED REQUEST FOR APPROVAL OF WRITE OFF& DISPOSAL OF ASSETS OF CAPITAL NATURE

Plant Department Asset Description & Quantity Asset Number Specific Reasons for write off Plant Department (ii) Quantity (iii) Asset Number Specific Reasons for write off Plant Department (iii) Quantity (iiii) Asset Number Specific Reasons for write off Plant Department (iii) Quantity (iiii) Asset Number Specific Reasons for write off Plant Department (iii) Quantity (iiii) Asset Number Specific Reasons for write off Plant Department (iii) Quantity Performance (iv) Valuatage Levels (v) the Risk of selling this asset in terms of use by Compatition and (vii) peaches box of business appointment Mode of Disposal Correct Machine Form Related Spares - (That cannot be used other than this Asset) Mechanical Spares - value Rs Annexure - A* Deptit Incharge Electrical Spares - value Rs Annexure - B* TM - (Power) Accounting Record Deptit Incharge Div. Manager Cost (Rs) Book Value (Rs) COA/DCOA Disposal of Asset Details of three highest bids Name & Address Amount Offered (PKR) Remarks by MS&I 2 3 Mianager Stores & Inventory Approval for Disposal HOP / HOE / HOCP	General Manager	Dated:		
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Approval for Disposal				area 9 Inventor
HOP / HOE / HOCP	Approval for Disposal		Manager St	ores & inventory
	HOP / HOE / HOCP			

Distribution:

- Finance Manager
- Manager Stores & Inventory (for Waste Disposal Cell)
- Comptroller of Accounts
- Manager Internal Audit

Note:-

- i) Describe proper reason for write off proposal.
- ii) Manager Stores shall obtain an estimate of the disposal value before the form is submitted to the GM for final approval.
 iii) Once the form is signed by the General Manager, it should be distributed to all concerned by the Originating department.
- iv) The written off Asset must be handed over to Incharge Waste Disposal Cell for Disposal as per Company policy.
- * v) Please use Material Disposal Form for write of mechanical and electrical spares