

HANDOVER/ TAKE OVER DOCUMENT

SATHYA SAI BABA CENTRE OF: _____

POSITION : _____

Details Of Person Handing Over

Name : _____

Address (Home) : _____

(office) : _____

Telephone (Home) : _____

(office) : _____

(mobile) : _____

I am enclosing explanatory notes to highlight principal points pertaining to my position and also all outstanding matters. I am also enclosing a copy of the Manual on the Practical Guide for the Operation of Sai Baba Centres in Malaysia. Herewith are all the required documents.

Signature : _____ **Date:** _____

Details Of Person Taking Over

Name : _____

Address (Home) : _____

(office) : _____

Telephone (Home) : _____

(office) : _____

(mobile) : _____

I am satisfied with all the explanations given and I am happy to receive this handover.

Signature : _____ **Date:** _____