**Branch Assets & Liabilities Register**

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| Branch Number: |  |
| Representatives Name: |  |
| Period: |  |

**Branch [Fixed] Assets held by Representative**

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| **Description** | **Date Purchased** | **Cost** | **Location\Held by** |
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**Branch Liabilities held by Representative**

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| **Description** | **Contracted to** | **Cost** | **Location\Held by** |
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| We, the undersigned, certify that the above statement represents the true and correct record of assets &/or liabilities of the branch held by the undersigned representative, we also understand that the Assets &/or Liabilities held remain the property of the Unite branch and will be returned to the relevant branch official or in the case of liabilities settled by the branch should we stand down from our Unite representative position (unless the branch decides an alternate action): |
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| --- | --- | --- | --- |
| Branch Representative: |  | Branch Secretary: |  |
| Signature: |  | Signature: |  |
| Membership No: |  | Membership No: |  |
| Date: |  | Date: |  |

Note: when completing the Description of Assets &/or Liabilities a unique identifier should be included alongside the general description i.e. Serial number, IMEI number, Telephone number, etc..