Handing & Taking Over Certificate

1.	This is to certify that we have handed/taken over the charge of	to certify that we have handed/taken over the charge of	
	including related documents, files and accounts/funds and there is no discre	epancy to report.	
2.	All the pending actions have been explained by/to me regarding the above	ing actions have been explained by/to me regarding the above duties.	
Handed over by:		Taken over by:	