



Laptop Handover Agreement

Version 1, Dated Apr 4, 2023

This laptop agreement (the "Agreement") is made on Apr 4, 2023 by and between Nbions Solutions Pvt Ltd, DevOps Department (the "Department") and Hitendra Manshani , EID HRNB211 (the "Employee").

Laptop Description

The laptop being transferred is a brand new Lenovo V15G2ITL with serial number MO L9N012826014 S/N PG03E5NQ. The laptop is in perfect working condition and comes with the charger and laptop Bag.

Handover

The Department agrees to hand over the laptop to the Employee in a clean and functional condition. The Employee acknowledges that they have received the laptop in this condition.

Responsibilities

The Employee agrees to use the laptop in a responsible manner and take reasonable care of it to avoid any damage or loss. The Employee will also be responsible for any damage caused to the laptop during their use. The Department reserves the right to perform regular maintenance and updates on the laptop as necessary to ensure its proper functioning.

Ownership

The laptop remains the property of the Department at all times, and the Employee has no ownership rights over it. The Employee shall use the laptop only for official purposes and shall not use it for personal use or any illegal activities.

Do's and Don'ts

The Employee shall follow the IT policies and procedures of the Department and shall not install any software or hardware that is not approved by the Department. The Employee shall also keep the laptop updated with the latest security patches and virus definitions to ensure the security of the Department's network.

The Employee shall not share their laptop or password with anyone, nor shall they use another employee's laptop or password. The Employee shall also report any loss, theft, or damage of the laptop to the Department immediately.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

[Signature of Employee]

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