

IT Asset Handover Form

Employee Details:

Name	T S Vishnuvasan
Employee Code	E2159
Email ID	vishnuvasan.ts@samco.in
Department	Engineering
Location / Floor	Chennai
Employee Mobile No	9840063842
Asset Handover Date	05.11.2024
Handover by	Dhanalakshmi M
Asset Return Date	

Asset Details:

SI NO	Asset Type	Asset Tag	Make / Model	Asset Serial no
1	HP-Laptop	cdc-camp-076	Laptop HP 240 G9 Notebook	1N13390156
2				
3				
4				
5				
6				
7				
8				
9				
10				

Asset Checklist:

Application Name	Installation Checklist (Y/N)	Application Name	Installation Checklist (Y/N)
Asset Tag Pasted	Y	Nest Trader Installation	NA
MS office Installation	NA	Chrome and Firefox Installation	Y
7 zip Installation	NA	Admin / User Account Creation	Y
Slack Configuration	Y	Hostname	Y
TightVNC Installation	NA	Mail Configuration	Y
GlobalProtect Installation	NA	TE Back Office Setting	NA

AGREEMENT TO RETURN AND CARE FOR COMPANY EQUIPMENT

This Agreement is made effective **05 NOV 2024** (the "Effective Date"), by and between:

1. **T S Vishnuvasan (Employee Name) E2159 (Employee Code)**

And

2. **Samco Securities Ltd** registered office at 1004 - A, 10th Floor, Naman Midtown - A Wing,
Senapati Bapat Marg, Elphinstone Road, Mumbai, Maharashtra 400013

Terms and conditions:

a) I acknowledge that while I am working for the company, I will take proper care of all company equipment that I am entrusted with.

b) I further understand that upon termination, I will return all company property and that the property will be returned in proper working order.

c) I understand that, I may be held financially responsible for lost or damaged property and company has a right at its discretion to deduct the entire value of the equipment or part thereof from my salary.

By signing this agreement, I acknowledge that I have received these assets from the company in good working conditions and I agree to the terms and conditions.

Employee Name : T S Vishnuvasan

Prepared by Name & Sign:

Employee Signature: _____

Date: _____

Approved by Name & Sign:
