



User Name : Pardeep Kumar  
Employee ID : M3657  
Employee Email : na@na.com  
Designation :  
Department :  
Location : MUM  
Date of Issue : 25-06-2024

Below are the asset details :

Model	Serial No.	Adapter Serial No.	Due Date
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**NOTE:** 1. Laptop/ Desktop policy term and condition are bound to follow.  
2. Breakage and loss will be borne by user, Not covered under insurance.  
3. Laptop tenure is 4 Years and it will changes in future as per policy only.  
4. Company is not providing any accessories along with Laptop. User will take at their own expense.  
5. Company is not providing any accessories along with Desktop except keyboard & mouse. User will take at their own expense.  
6. Kindly revert the same asset issue form along with your signature immediately for asset insurance process.  
7. If Laptop issue form isn't revert on time & meantime any unexpected activity noticed & that won't able to cover in insurance, its totalcost bear by end user.

**Mandatory Declaration:** Laptop condition: ☐ Good ☐ Working ☐ Standby

Please specify damage description if asset is in Working condition with some flaws,Damage description:

I hereby accept asset issued to me was in good working condition and without any damages.

Received by  
Pardeep Kumar

Issued by  
hsadmin