

**18 September 2023**

**Asset Acknowledgement**

I, Ellavarsi Pillay acknowledge that I am the current user of the below items which were received by me from ITRelated in good working condition.

1 x HP Probook – S/N 5CD9517929

x Laptop charger

1 x Wired Mouse

- The physical security of 'your' devices is your personal responsibility so please take all reasonable precautions. Be sensible and stay alert to the risks.
- Keep your laptop in your possession and within sight always, just as if it were your wallet, handbag or mobile phone. Be extra careful in public places.
- If the insurance company fails to honour a claim after an incident because of your negligence, the employee will have to take full responsibility for the incident and costs thereof. In cases where the insurance company honours the claim, management has a right to recover the excess from the employee if the incident was deemed to be as a result of negligence.
- ITRelated would appreciate you keeping all your devices in its original condition as long as possible. Therefore, it is imperative that you keep the laptop clean by wiping it often with an appropriate cloth and cleaning material (available from the front desk).

Accepted and understood by Employee  
ITRelated:

Issued by on behalf of

\_\_\_\_\_  
Date: 18/09/2023

Ellavarsi Pillay

ITRelated Employee

\_\_\_\_\_  
Date: 18/09/2023

Roma Singh

Director