

## **Laptop Issuance Form**

### **Employee Details**

- **Full Name:** \_\_\_\_\_
- **Designation:** \_\_\_\_\_
- **Employee ID:** \_\_\_\_\_
- **Department:** \_\_\_\_\_
- **Date of Issue:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **Laptop Details**

- **Laptop Brand:** \_\_\_\_\_
- **Model Number:** \_\_\_\_\_
- **Serial Number:** \_\_\_\_\_
- **Processor:** \_\_\_\_\_
- **RAM:** \_\_\_\_\_
- **Hard Disk / SSD:** \_\_\_\_\_
- **Operating System:** \_\_\_\_\_

### **Additional Accessories Issued (if any):**

- ☐ Charger
- ☐ Mouse
- ☐ Laptop Bag
- ☐ diary
- ☐ Pen
- ☐ Keychain
- ☐ Bottle
- ☐ Mousepad
- ☐ Other (please specify): \_\_\_\_\_

### **Guidelines and Acknowledgment**

I acknowledge that I have been provided with a laptop and accessories by the company for official use. I understand that it is my responsibility to use the laptop and accessories in a professional and secure manner.

### **Responsibilities:**

1. **Data Protection:** I will ensure that all company data is stored securely and in accordance with company policies.
2. **Software Updates:** I will regularly update the laptop's operating system, antivirus software, and other applications to ensure they are current and secure.
3. **Secure Connection:** I will use company-approved VPN connections when accessing company resources remotely.
4. **Password Protection:** I will keep the laptop and all company data password-protected and secure.
5. **Remote Wipe:** I understand that the company may remotely wipe the laptop in case of loss, theft, or termination of employment.
6. **Usage Monitoring:** I understand that the company may monitor laptop usage to ensure compliance with company policies.
7. **Return of Accessories:** I will return all company-provided accessories, including chargers, mice, and laptop bags, upon resignation/termination or as instructed by the company.
8. **Damage Reporting:** I will report any damage or issues with the laptop to the IT/HR department promptly, including any spills, drops, or other incidents that may affect the laptop's functionality.
9. **Company Property:** I understand that the laptop and all accessories remain the property of the company at all times.
10. **Compliance with Company Policies:** I will comply with all company policies and procedures related to laptop usage, data security, and confidentiality.

### **Liability and Cost Recovery:**

1. I am responsible for the care and proper use of the laptop.
2. I will not install unauthorized software or share company data.
3. In case of damage, loss, or theft, I will report it immediately to the IT/HR department.

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4. I will return the laptop and all accessories in good working condition upon resignation/termination or as instructed by the company.
5. I understand that misuse of the laptop may lead to disciplinary action.
6. Damage Liability: I understand that if the laptop or any accessories are damaged, lost, or stolen due to my negligence or misuse, I will be liable for the costs of repair or replacement, as determined by the company.
7. Cost Recovery: The company reserves the right to recover the costs of any damages or losses from me, including but not limited to:
  - Repair or replacement costs for damaged or lost laptops and accessories
  - Costs associated with data recovery or breach mitigation
  - Any other costs incurred by the company as a result of my negligence or misuse.
8. I will be responsible for paying the costs of damages or losses within the timeframe specified by the company.

**Acknowledgment:**

By signing below, I acknowledge that I have read, understood, and agree to comply with the guidelines and acknowledgments outlined above.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**HR/IT Representative Signature:** \_\_\_\_\_