

Declaration cum Undertaking for the company provided assets

Employee Name- Pallavi Kumbhar

Designation-UI Developer - Senior Analyst

Date of joining- 13/11/2024

Asset Allocation date- 13/11/2024

Assets allocated- Laptop, Charger, Headphones/Earphones and Mouse

In acceptance of the assets for usage, I agree to the terms and conditions stated below:

- I understand that I am responsible for the laptop whilst in my possession.
- I am responsible for keeping the assets in good condition while using it and until the time of return.
- I understand that I should not install any program or software that is not permitted to use by the company, for privacy and security reasons.
- I should be the only authorized person to have access to and use this laptop, any unauthorized access to this laptop is a violation of this company's policy and employment regulation and employment contract.
- I should remove all data that is not the company or work-related before turning over the laptop to the designated department.
- I should not take the laptop for repair to any external agency or vendor at any point of time
- In the event of loss, theft, or damage, this must be reported to the police within 24-48 hours, and a copy of a Police report or incident report must be submitted to the company for verification purposes.
- I understand that any violation of these policies is a violation and I am subject to any disciplinary action by the company. employment regulation and employment contract.
- I shall handover the assets on my last working day and the organization retain the rights not to release the full and final settlement till the satisfactory evaluation of the asset condition is done.

Note: If any asset under your custody is not functioning or you have not received, kindly mention under remark space.

Remark_____

Sign:Pallavi Kumbhar

Date: 25/11/2024