

## **Equipment Checkout-Form**

This agreement ensures that the requirement is assigned to the employee for his/her official use and will be used and maintained by the designed employee named below. By signing this form, the employee accepts all responsibility.

Please do not install any software of any kind. Please ask IT department for assistance.

### **EMPLOYEE INFORMATION**

**FULL NAME** : **Maheswar Reddy**\_\_\_\_\_

\_\_\_\_\_  
: **Software Engineer**  
**Trainee**

**DESIGNATION**

**EMP Code/NO** : **3325**

**Project /Department** : **RMG**

**Location** : **Pune**

### **LAPTOP DESCRIPTION:**

**MANUFACTURER** : **Lenovo**

**MODEL** : **ThinkPad E14**\_\_\_\_\_

**SERIAL NO : PF263K61**

**MSYS Asset NO : PUN/LAP/256**

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**OTHER EQUIPMENT ISSUED:**

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S No	Equipment Type	Make & Model	Serial Number
1.	NA	NA	IMEI: NA
			SIM: NA
			S/N: NA
			Mo: NA

**Terms and Conditions:**

The management wishes to inform you that a laptop and other equipment's with accessories are provided to you for official use not for any personal purpose.

1. This laptop and other equipment shall be surrendered when you leave the organization.
2. In the event of damage, loss or theft of the laptop, you will have to immediately notify to IT Team ([IT@msys technologies.com](mailto:IT@msys technologies.com)) and your designated representative.

**(MSys Damage Policy - 75% of the cost of repairing the damage will be borne by the **employee** and remaining 25% cost of repairing the damage will be borne by the **company**. However, it is at the discretion of MSys management to decide how this asset can be replaced or repaired (E.g. replacement of similar asset/employee responsible for depreciated cost only / partial payment etc.)**

3. In case of theft, Employee will log a police Complaint and submit the FIR copy to IT team, in case employee is not able to reproduce the copy of FIR, She/he will be responsible to reimburse the replacement cost
4. Please send the advance notice to IT Team before sending the above laptop or equipment to Office by courier, you will need to send the laptop or other equipment along with the **insurance**. The Employee

will be accountable for any damage cost if the equipment sends without insurance and damage during transport.

5. Do not save the important/critical company data in the laptop drive, MSys IT team will not accountable for any type of data loss which is saved in the laptop drive. Kindly save/store the important data on the MSys Google Drive or MSys provided centralized storage.
6. Kindly exercise utmost care and protect laptop and other equipment safely.
7. Using of this laptop is governed by the subject to the rules and conditions of MSys
8. I accept that the laptop which is provided to me is not physically damaged and I verified the same before accepting the laptop.

**I agree to the above terms and conditions as such, agree to fully cooperate with property loss reporting requirements and with property loss incident investigations.**

My signature below or **E-acknowledgement** indicates, I have thoroughly read and understand the above information.

**Issue Authority Signature:**

**Date:**

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**Employee Signature:**

**Date:**

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