



Genuine Technology & Research Ltd.

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DHK Office: HM Plaza (9th floor), Suite#01, Plot#34, Road#2, Sector#3, Uttara, Dhaka-1230.

Acknowledgement of Receipt of Company/Project Property Receive Copy / Return Copy

Date: __/__/____

I Mr/Ms. **MOHAM MINHAJUL ISLAM** Working at Genuine Technology & Research Ltd. as INTERN in **Software Development**, hereby acknowledge receipt & assignment of the following

company property:

SL #	Description	Quantity	Status	Remark
1	ID Card	01 pcs	2022	
2	Airtel SIM:01613-019301	01 pcs		
3	Samsung Mobile	01 pcs		
4	HP i5 with charger[14-NOV-2019(PURCHASED DATE)]	01 pcs		
5	A4 TECH Mouse	01 pcs		
6	Pen Drive 8 GB	01 pcs		
7	Small Mouse (store)	01 pcs		
8	Tellitalk Modem and SIM	01 pcs	Damage and SIM (LOST)	
9	Laptop Cooler	01 pcs		
10	Bag	01 pcs		
11	Sandals	01 pair		
	Lan netconnector	01 pcs	new	date_need

Please read & Sign:

By signing this form, I agree to the followings:

I am responsible for the equipment or property issued to me. I will use it/these in the manner intended. I will be responsible for any damage done (excluding normal wear and tear). Upon separation from the Company, I will return all tools and company property (specified above or attached sheet) issued to me in proper working order (excluding normal wear & tear). I will replace any item issued to me that are damaged or lost at my expense. **I authorize a payroll deduction to cover the replacement cost of any item issued to me that is not returned for whatever reason or is not returned in good working order.**

Member's Signature with date