

COMPANY ASSET/PROPERTY AGREEMENT

Employee Responsible for EQUIPMENT/DEVICES/ASSETS/PROPERTIES:

Employee Name:	
Employee Designation:	
Employee Residence Address:	
Employee Permanent Address:	
Employee Emergency Contact Details	Contact 1: <ol style="list-style-type: none"> 1. Family Member Name: 2. Family Member Contact Number: 3. Relationship: Contact 2: <ol style="list-style-type: none"> 1. Family Member Name: 2. Family Member Contact Number: 3. Relationship:
Employee Phone Number:	
Employee Alternative Phone Number:	
Employee Email Id:	

Address:

SR Intelligent Technologies India Private Limited
 203 & 204, 2nd Floor, Trishul Plaza, Nanjappa Gardens, Babusapalya, Kalyan Nagar, Bangalore-560043
 Karnataka, India, Email: info@srintelligenttechnologies.com, Website: <https://sritgroup.com>

Details of the Assets collected from the Company:

Device Name	Serial Number	Asset Description/Configurations	Remarks

Employee Justification for EQUIPMENT/DEVICES/ASSETS/PROPERTIES Release:

EMPLOYEE SELF DECLARATION:

I -----holding Aadhar No:----- hereby acknowledge that while I am working for SR Intelligent Technologies India Private Limited, I will take proper care of all the company equipment/devices/assets/properties that I am entrusted with. I further understand that upon termination or resignation or separation or on demand by the company, I will return all SR Intelligent Technologies India Private Limited equipment/devices/assets/properties and that the equipment/devices/assets/properties will be returned in 100% proper working condition as same as provided to me. I understand that I will be held financially responsible for lost or damaged equipment/devices/assets/properties that I am entrusted with. This agreement includes, but is not limited to, laptops, cell phones, Tablets, and other equipment. I understand that failure to return equipment will be considered theft and may lead to criminal prosecution by SR Intelligent Technologies India Private Limited.

✓ I will secure my laptop at my home when not in use.

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- ✓ I understand that leaving the laptop in a car can promote theft and damage from temperature extremes, and that I will be responsible to pay for loss or damage as a result of leaving the laptop in a car.
- ✓ I understand that negligence during the travel promotes theft and damage, and that I will be responsible to pay for loss or damage as a result of such negligence.
- ✓ I understand that I am expected to protect my laptop from damage and theft, and that I will be responsible for damage or theft that takes place off Company property.
- ✓ I understand that if my laptop is lost or stolen, I will immediately notify Management and file a report with the police.
- ✓ I understand that I will not permit others to use my laptop, without prior permission from the company.
- ✓ I understand that this laptop computer will be always in my possession, and I am not to lend my laptop to anyone, including members of my family, for any reason.
- ✓ I understand that I am responsible for the appropriate use of my laptop, including anything stored on the laptop, by anyone, for any length of time.
- ✓ I hereby agree all the information security policies and guidelines of the company and I will be sole responsible for any breach of policy in any means directly or indirectly.

Employee Name : _____

Employee Signature : _____

Date : _____

HR Manager Name : _____

HR Manager Signature : _____

Date : _____

Address:

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