



Chalukya Technologies Private Limited (CTPL)

Reference: CTPL/LRA/2025/

Date:

Laptop Reimbursement Agreement

This Laptop Reimbursement Agreement ("Agreement") is entered into as of _____, between:

Xcelerator (the "Company"),
1st Floor, No.11, Commissariat Road
Bangalore – 5600 025

and ("Employee"),

1. Purpose

The purpose of this Agreement is to outline the terms and conditions under which the Company shall reimburse Employee for the purchase of a laptop necessary for official duties, pursuant to the Company's Laptop Purchase and Reimbursement Policy.

2. Eligibility and Approval

- The Employee is eligible as a full-time member of the Engineering team.
- Eligibility and compliance have been validated and approved by the Employee's department head and the IT Department.

3. Purchase Details

- Laptop Brand and Model: _____
- Serial Number: _____
- Purchase Date: _____
- Total Cost of Laptop: INR _____ (maximum reimbursable limit: INR 1,25,000)
- Amount eligible for reimbursement: INR _____ (maximum INR 1,25,000)
- The employee shall bear the cost exceeding INR 1,25,000, if any, without reimbursement.

4. Reimbursement Terms

- The reimbursement shall be provided in equal monthly installments over **24 months**.
- Reimbursement commences one month following submission and verification of necessary purchase documentation, including:
 - Original purchase receipt
 - Proof of payment
 - EMI schedule (if applicable)
- Monthly reimbursement installment amount: INR _____ (Eligible amount ÷ 24).



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5. Payment Method

- The monthly reimbursement installments shall be directly credited to the Employee's bank account through the Company's payroll.
- TDS on the reimbursements will apply as applicable.

6. Conditions of Employment

- The employee must maintain full-time employment status with the Company during the entire 24-month reimbursement period.
- Should the Employee separate from the Company prior to the completion of the 24-month period, all reimbursement payments will cease immediately from the effective date of resignation or termination, and no further payments shall be due or owed to the Employee.

7. Ownership and Responsibilities

- The laptop will be considered the personal property of the Employee upon purchase, subject to Company-installed security and malware configurations.
- The Employee is solely responsible for the maintenance, security, and operational integrity of the laptop during the reimbursement period.
- In case of loss, theft, or irreparable damage, the Employee shall bear the responsibility for all associated costs not covered by warranty or insurance.
- The employee agrees to use the laptop primarily for official work-related purposes.

9. Policy Compliance and Amendments

- Employee agrees to abide by the terms specified in the Laptop Purchase and Reimbursement Policy.
- The company reserves the right to amend the policy periodically, and amendments shall be communicated to the Employee prior to enforcement.



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10. Exceptional Circumstances

If there are any exceptions to the the policy that are applicable to this contract, list them here:

11. Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of India. Any dispute arising from this Agreement shall be subject to the exclusive jurisdiction of the courts located in Bengaluru, Karnataka, India.

Acceptance and Signatures

For Xcelerator

Authorized Signature:

Name & Title:

Date:

Employee

Signature:

Name:

Date:

Registered and Corporate Office:

1st Floor, No.11, Commissariat Road, Bangalore – 5600 025