

Company Logo

## Asset Declaration & Agreement Form

### Custodian Details

<b>Employee ID:</b> 01	<b>Manager:</b> Raju	<b>Contact Number:</b> 8123951708
<b>Engineer Name:</b> Sharath	<b>Location:</b> Belagavi	<b>Request Number:</b> 14
<b>Email:</b> patilsharath07@gmail.com	<b>Building:</b> admin	
<b>Department:</b> IT	<b>Seat Number:</b> 1	

### Allocation Category

<b>Project Specific:</b> yes	<b>Other Assets:</b>
<b>Laptop Category:</b> yes	<b>Short Term:</b> no

### Asset Details

<b>Laptop:</b> LTX0002	<b>Adapter:</b> 250	<b>Mouse:</b> yes
<b>Manufacturer:</b> dell	<b>Asset Tag Number:</b> 75	<b>Serial Number:</b> 25
<b>Processor:</b> i7	<b>RAM Size:</b> 16	<b>Model:</b> 121212
<b>Hard Disk:</b> 256	<b>Other Description:</b>	
<b>Bag:</b> yes		
<b>Battery Serial:</b> 545		

### Agreement for Using Company Computer/Mobile Computer

I, **Sharath**, undersigned, understand that the Computer/Mobile loaned to me by Aequus is to be used for company-related business only. It is not to be used by anyone except myself. I also understand that I should not install software and/or hardware without authorization.

I agree to return all hardware and/or software to the company on the specified date or upon request by the IT department. I understand that I am responsible for any theft or physical damage to the assigned Mobile/Computer and will bear the charges for the same.

## Laptop User Guidelines

- Antivirus/windows firewall should not be disabled for any reason.
- Do not interrupt virus scanning; keep virus definitions up to date.
- If a virus is found, report it to IT and avoid connecting the laptop to the network.
- Avoid storing data on the desktop.
- Do not copy video/audio files into the backup directory.
- Do not place files on the C:\ drive; it is dedicated to the operating system.
- Store all data in the Share folder (AQ-FS01); data outside will not be backed up.
- Do not install personal/freeware/unauthorized software.
- Lock the workstation before leaving the desk.
- Sharing drives or folders with others is restricted.
- Be cautious about laptop/mobile/data card theft, especially while traveling.
- Report stolen/lost laptops to the police and provide the FIR number to IT.
- Always carry the laptop in a laptop bag, not in luggage bags.
- Do not leave the laptop at the office overnight.
- Change passwords regularly (every 30 days).
- Avoid placing laptops on beds or pillows to prevent overheating.
- Only connect to authorized wireless networks within Aequus.
- Ensure public Wi-Fi connections are secure before connecting.
- For onsite travel over 30 days, contact IT for local server configuration.

I agree to the terms and conditions outlined in the agreement.

☐

Enter Full Name:

Submit