

Asset Declaration & Agreement Form

Custodian Details

Employee ID: 01	Manager: Raju
Employee Name: aaditya	Location: Belagavi
Email: patilsharath07@gmail.com	Building: admin
Department: IT	Seat Number: 1
Contact Number: 8123951708	
Request Number: 14	

Allocation Category

Project Specific: yes	Other Assets:
Laptop Category: yes	Short Term: no

Asset Details

Laptop: LTX0004	Adapter: 250
Manufacturer: dell	Asset Tag Number: 12
Processor: i7	RAM Size: 16
Mouse: yes	Hard Disk: 256
Serial Number: 25	Bag: yes
Model: 121212	SIM:
Other Description:	

Agreement for Using Company Computer/Mobile Computer

I, **aaditya**, 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 Aequs.
- Ensure public Wi-Fi connections are secure before connecting.
- For onsite travel over 30 days, contact IT for local server configuration.

NOTE

- Download the above form as pdf and forward it to example@aequs.com

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



Enter Your Name(Same as in the documents):

aaditya