



Laptop Issue Form

Name of the Employee: Nirmal Thangaraj

Pan No of Employee: APXPT8309P

Designation: Business Process Manager

Date of issuance: 11- Oct-2021

Model No: PF9XBI806025

Device Name: Laptop-G6A970JC (Lenovo)

Issued Items: Laptop, Adapter and Mouse

I have received the following Laptop Computer:

I understand that I am being issued a laptop and mouse as a tool to facilitate my work.

I understand that I am responsible for the laptop & mouse issued to me and that I will care for the equipment in such a manner as to prevent to loss or damage.

In the case of any damage or abuse of the laptop & mouse, or because of my failure to follow company technology acceptable use policies, including this agreement and be responsible to bare the charges in case of physical damage.

Thanks,

Sincerely

Nirmal Thangaraj B