



## Asset Declaration Form

**Name of Employee:**

**Date of issue:**

**Location:**

**I have received the following laptop: Yes/No**

**Model No:**

- I understand that I am being issued a laptop as a tool to facilitate my work.
- I understand that I am responsible for the laptop issued to me and that I will care for the equipment to prevent loss or damage.
- The laptop should be transported in its case and stored carefully so it is not susceptible to damage. I may not make any permanent personally identifying marks on the laptop including adhesive labels/stickers.
- In case of any damage or abuse of the laptop, or because of my failure to follow company technology acceptable use policies, including this agreement. I understand I will be held responsible for payment of repairs or replacement. The company reserves the right to withhold payment from my paycheck if I fail to make appropriate payment.
- I will inform the HR department in case if I face any technical issues and Software issues.
- Any data corruption or configuration errors caused by the installation of unauthorized or illegal software may result in a loss of all data on the laptop and/or system due to the need for a complete reload. No such communal data may be stored on the laptop. Unauthorized or illegal software may not be installed on the laptop. Failure to follow this may result in penalty to employee and immediate seizure of laptop.

- I am responsible for taking care of the laptop and accessor. In case of loss or damage, I will be responsible for the replacement.
- When I will leave the company then I will be required to return the laptop along with accessories that the company is issuing to me to the HR department.
- I have received the following item(s) for my laptop and am responsible for replacing any lost items at the time laptop is returned.
- I am responsible for backing up all data on the laptop. The company is not liable for lost data.
- Use of this laptop is governed by the subject to the rules and conditions of Surnoi Technology Pvt Ltd.
- I agree to the above terms and conditions as such, agree to fully cooperate with property loss reporting requirements and with property loss incident investigators.

**My signature below indicates I have thoroughly read and understand the above information.**

**Employee signature:**

**Date:**