

Acknowledgement of Receipt of Company Property

I, *[Employee Name]*, NRIC No. _____ hereby acknowledge the receipt of the following company equipment or property on *[Date Received]*:

Motor Car

Make/Brand:

Model:

Year of Manufacture:

Registration No.:

Laptop Computer

Make/Brand:

Model:

Year of Manufacture:

Serial No.:

Mobile Phone/Device

Make/Brand:

Model:

Year of Manufacture:

Serial No.:

Others:

Make/Brand:

Model:

Year of Manufacture:

Serial No.:

I hereby understand and agree to the following terms and conditions in relation to the above stated equipment or property issued to me:

- I am responsible for the reasonable care of the equipment or property issued to me;
- I will use it/them in the manner intended;
- I will be responsible for any loss or damage (excluding normal wear and tear) that arises from my actions;
- Upon separation from the Company, I will return to the Company the above items in proper working order (excluding normal wear & tear);
- If any item issued to me is not returned to the Company for whatever reason, or is not returned in good working order, I authorise the Company to deduct the cost of such item or damage from my pay.

Acknowledgement by Employee

Witnessed for and on Behalf of Company

.....
Signature

Employee's Name

Date

.....
Manager's Signature

Manager's Name

Date