

USE & TERMS/ CONDITIONS OF COMPANY EQUIPMENT

Teqbridge Limited hereby set the following as terms and conditions for the use of properties belonging to the company:

1. The equipment and the content, remains solely the property of the company.
2. The equipment must not be used for personal reasons but to perform functions related to the company **ONLY**.
3. The equipment can, at any time be re-assigned to another user.
4. The equipment must be used with utmost care and precaution.
5. At the time of exit, equipment must be handed over to the company in good condition.
6. Staff assigned equipment must refund the money for repurchase or have it deducted from his/her salary should there be damage or any form of loss.
7. Current usernames and passwords must be disclosed to the MD or HR on request and when changed same parties must be updated.

Equipment Description

- a. **Equipment Type** : Laptop
- b. **Equipment Brand** : HP by OMAN (Win 10 Pro)
- c. **Serial No** : #5CD8265313
- d. **Processor** : Intel ® Core ™ i7-7700HQ CPU (2.80 GHz)
- e. **Hard Disk** : 2TGB
- f. **RAM** : 16GB
- g. **Equipment Cost** : N 585,000.00
- h. **Date Purchase** : 11TH November, 2018
- i. **Equipment Purchase Place/Store**: West Gate

Iwish to agree to abide with above rules and regulations and hereby acknowledge the receipt of the above described equipment belonging to **Teqbridge Limited** in good condition and shall be returned as such. If damaged or lost, I agree to refund the money for repurchase or taken out of my salary.

Address:

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Staff Signature

Managing Director Signature

Date _____

Date _____