



"IT3 / IT 4", AKP, Block 6, TTC Industrial Area,

Airoli, Mumbai- 400 708

Capgemini India IT Asset Control Form

Capgemini provides notebook, laptop, palmtop, and desktop computers, and peripheral equipment (e.g. printer) to employees to be used in conjunction with their assignments. The purpose of this form is to explain Capgemini equipment policy and track all equipment/assets. If there are any questions or concerns you may have regarding this form and its meaning, and then please contact the IT or accounting department.

I hereby acknowledge receipt of the following equipment from Capgemini India to be used in performing my responsibilities as an employee of Capgemini India, and agree to follow the policy as listed below.

A list of approved and supported software for all supported equipment is available from the Capgemini IT-Desktop Administrator. All other software must be pre-approved by the Capgemini IT-Desktop Administrator before it may be loaded on to a Capgemini owned computer or device.

All repairs must be carried out by the Capgemini IT department. Any repairs not performed by the Capgemini IT department must be pre-approved by the Capgemini IT-Desktop Administrator. Additional costs could be incurred due to problems caused by the installation of incompatible software or the results of improper repair work.

I understand that I will be held responsible for all of the costs associated with installing non-approved software or having non-approved repair work performed. This includes any cost associated with returning the computer back to the Capgemini approved configuration.

I agree to return all Capgemini issued and owned equipment upon termination of my employment with Capgemini or upon the request of my supervisor or within first week of my return from travel. I agree to replace, at my own cost, the equipment listed below should it become damaged and or lost. I understand that if I fail to return this equipment, the cost of replacing this equipment will be deducted from any compensation due to me.

I agree to complete the necessary customs permission at the port of exit and entry.

Laptop User Details:-

Name : Deepak Mahadev Naik

Capgemini email ID : deepak.naik@capgemini.com

Project Name : Billing Finance Engine

Duration: Temporary-

Return date: *-*

Make: Lenovo

Model:

Service Tag / Serial No.: PF1EJ742

Sign:

Laptop issued Date: 03/17/2020