

Asset Issuance Form

Section I – Asset Details (To be filled by Admin)

Asset (s) Issued: _____

Details of Main Asset (s) being issued: _____

Included Accessories ☐ Laptop ☐ Headphones ☐ Charger ☐ Mouse ☐ USB Cable

Others _____

Mode of Working ☐ Damco Office ☐ Interim Work from home ☐ Permanent Remote Working

Working Location _____

Issuance Duration: ☐ Complete tenure with DAMCO ☐ Interim Work From Home

Duration of Issuance From _____ To _____

Section II – Receipt Details

Employee Name: _____ Employee Code: _____

Division/Department: _____ Designation: _____

Present Address: _____

Permanent Address: _____

By signing this form, I certify that,

- I have received the laptop/assets in good working condition for rendering my services during working from home starting from _____
- I will always handle and use the laptop/assets responsibly, safely and carefully.
- If any technical fault arises in the same, I will report the same to IT Support team of damcogroup.com immediately.
- Damco IT department reserves the right to review/ do preventive checks on the laptop as deemed necessary.
- I am required to take reasonable precautions against damage, breakage or loss of my assets and in case of any damage, I assume responsibility for repair cost or fair market value of assessed equipment.
- I will hand over the issued laptop/assets in the same working condition on completion of my work from home as I received them at the time of returning.
- At the time of exit, I undertake full responsibility to handover the asset/s to IT Support team for taking the final exit clearance. I understand that my exit and disbursement of final dues will remain on hold till complete clearance from IT Team.

I have read and understood the above Terms and Conditions and I agree to abide by them.

Employee Signature: _____ Date: _____