



MTD GROUP
IT DEPARTMENT
LOAN IT EQUIPMENT FORM

Appendix 8

Loan Date:

Return Date:

Full Name :

Company :

Department :

Contact No :

Duration of Loan : day(s)

Equipment Information

Type & Model : _____

Equipment Serial No: _____

Reason: _____

.....
Signature
(Requestor)

Date:

.....
Approved By
(Head of Department)

Date:

.....
Authorised By
(Head of IT)

Date:

ACKNOWLEDGEMENT RECEIPT

I hereby understand that I will be held responsible for any damage of the equipment throughout the loaning period.

.....
Signature

Name:

Date:

ACKNOWLEDGEMENT RETURN

I hereby acknowledge return of the above loaned equipment in good order.

.....
Signature

Name:

Date:

For IT Department use only

Handed over by :

Received by :

Date :

Date :

RIVALUDDIN SALLEH
Senior General Manager, Head
Group Compliance & General Services Division
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