
	MTD GROUP	DOC NO. 7	ISSUE: 3
		REV. DATE: 12 Feb 2020	REV. NO. 2
POLICY TITLE:	IT Asset Management at Overseas Offices	PAGE: 1	

IT Asset Management at Overseas Offices


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

	MTD GROUP	DOC NO. 7	ISSUE: 3
		REV. DATE: 12 Feb 2020	REV. NO. 2
POLICY TITLE:	IT Asset Management at Overseas Offices	PAGE: 2	

1. Objective

- 1.1. Information Technology (IT) asset management provides for policies, procedures on guidelines for purchasing or setting up of MTD's IT assets at MTD overseas offices.


2. Policy

2.1 General

- 2.1.1 The ITD is responsible to support MTD business in the management of IT assets and lifecycle processes, including standards, acquisition and management.
- 2.1.2 IT asset acquired for or on behalf of MTD are owned by the respective MTD Group of companies.
- 2.1.3 IT asset is assigned to the position, not the individual, and remains with the position if the individual terminates employment or is transferred to another position. If a position is abolished, the Head of Company shall arrange for the asset transfer within the same company or to dispose or to write off the asset. (Refer to SOP of *Fixed Asset Management- Disposal of Fixed Asset*)
- 2.1.4 Employees who violate or otherwise abuse the provisions of this policy may be subject to disciplinary action, up to and including dismissal. (*HCD Policy- Employment Rules*)
- 2.1.5 Any new acquisition of IT asset will be reviewed to ensure the new asset is given to executive and above while the old asset is given to non-executive.

2.2 Acquisition

- 2.2.1 Acquisition of all IT assets for MTD is the responsibility of the respective Head of Department or Head of Company. ITD will review the acquisition and make recommendation of the asset to be acquired.
- 2.2.2 Acquisition of IT assets shall follow a central purchasing policy. Purchases, contracts, amendments, and renewals will be processed

	MTD GROUP	DOC NO. 7	ISSUE: 3
		REV. DATE: 12 Feb 2020	REV. NO. 2
POLICY TITLE:	IT Asset Management at Overseas Offices	PAGE: 3	

through ITD for approval by the respective Head of Department or Head of Company or designee as per the DAG.


- 2.2.3 Approvals for acquisition are based on availability of funds approved by BOD , conformance to IT standards and solution match for business need.
- 2.2.4 The budget for a laptop shall be approximately between RM3,500.00 to RM7,500 per unit.
- 2.2.5 The budget for a desktop computer laptop shall be approximately between RM3,000.00 to RM7,000 per unit.
- 2.2.6 All IT assets acquired for or on behalf of MTD or developed by ITD, employees or contract personnel on behalf of MTD are and shall be deemed as MTD's property.
- 2.2.7 ITD recommends for PC replacement if the age of a PC is above 7 years subject to Management approval.

2.3 Assets Management

- 2.3.1 The respective companies within MTD will manage its IT assets to comply with IT policy, as well as applicable licensing and copyright laws.
- 2.3.2 ITD is responsible for tracking MTD-owned software and hardware, including licenses, through an inventory control system. Software inventory records and reports shall be available in accordance with IT policy. All associate software licenses will be kept at ITD for central tracking and control.

2.4 Installations of Software and Hardware

- 2.4.1 MTD shall maintain an IT environment whereby installations and configurations are centrally managed through ITD.
- 2.4.2 Only MTD designated standard software, hardware, or approved exception shall be installed.
- 2.4.3 Software, hardware, or approved exception must be MTD owned or licensed. All software without required licenses will be removed from the desktops/laptops.


	MTD GROUP	DOC NO. 7	ISSUE: 3
		REV. DATE: 12 Feb 2020	REV. NO. 2
POLICY TITLE:	IT Asset Management at Overseas Offices	PAGE: 4	

- 2.4.4 Designated IT personnel shall authorize installations of software, hardware, or approved exception.
- 2.4.5 Installation of business-related, no cost software (i.e. Adobe Acrobat Reader or browser-required applications) shall be approved through ITD. These types of software shall be evaluated through the standards and exception to standards procedures.
- 2.4.6 User-supplied software shall not be installed or executed on MTD-owned desktops. Non-MTD hardware is not allowed to connect to MTD network.
- 2.4.7 Unauthorized duplication of licensed software is a violation of this policy and a violation of copyright laws.
- 2.4.8 All IT assets within MTD which have got a net book value worth of RM1 may be transferable to other company with consent from both the 'selling' and 'buying' Head of respective Company or Head of respective Department.
- 2.4.9 ITD shall delete all data and applications, exclusive of the operating system, from all excess IT equipment upon approval from Head of Department or Head of Company or Top Management.
- 2.4.10 ITD shall use spare IT equipment as needed upon request from Head of Department or Head of Company with a minimum Management Fees imposed.

2.5 Exceptions

- 2.5.1 ITD is responsible for reviewing exceptions to IT policies and forward the exceptions request to Top Management for approval.
- 2.5.2 ITD will evaluate and determine if the requested exception can be reasonably resolved through technology within the confines of the MTD technology environment.
- 2.5.3 For granted exceptions, the requester must establish with ITD a plan for technical support, training, and maintenance. The plan shall be developed prior to purchase or implementation of non-standard technology.

2

	MTD GROUP	DOC NO. 7	ISSUE: 3
		REV. DATE: 12 Feb 2020	REV. NO. 2
POLICY TITLE:	IT Asset Management at Overseas Offices	PAGE: 5	

2.5.4 Exceptions shall be considered provisional and can be superseded any time a MTD standard is determined. If a broader need is determined at the time of an exception request, then an MTD standard will be established.

2.5.5 Upon granting an exception regarding access to or connection with the MTD local or wide area network, the requestor will be subject to Acceptable Use of IT Facilities Policy.

2.6 Loan IT Equipment

2.6.1 Only spare IT equipment is eligible for loan to MTD's employees only. The equipment must be used for office work related only. Non employee shall request for approval to the management of MTD for loan IT equipment if the work shall be related to MTD. Loan of equipment should comply with MTD IT policy.

2.6.2 Conditions of each loan shall include but are not limited to the following:


2.6.2.1 ITD shall delete all data and applications, exclusive of operating system, residing on loan IT equipment.

2.6.2.2 Loan IT equipment shall remain on ITD IT asset and inventory records.

2.6.2.3 The loaning department is responsible for completion of the *Letter of Undertaking and Indemnity [Appendix 3]* with the user.

2.6.2.4 The user of the loan IT equipment shall be responsible for any physical damage or loss, ordinary wear and tear excepted, regardless of fault.

2.6.3 ITD is not responsible for maintenance or repair of loaned IT equipment, including hardware, software or connectivity.

	MTD GROUP	DOC NO. 7	ISSUE: 3
		REV. DATE: 12 Feb 2020	REV. NO. 2
POLICY TITLE:	IT Asset Management at Overseas Offices	PAGE: 6	

2.7 Disposal of IT

2.7.1 IT equipment is disposed in situations where an asset is beyond economical repairs, malfunction, lost and stolen. The list of disposal item shall be submitted to the Fixed Asset Department for further process and approval.

3. Procedure for purchasing or setting up of IT equipment

Item	Description / Action	Responsibility
3.1	Approved overseas project office layout plan provided to ITD	Head, Overseas Project
3.2	Number of PCs / laptops / other IT equipment proposed shall be provided to ITD	Head, Overseas Project
3.3	Specification of IT equipment recommended based on each position roles, obtain quotation from local for comparison.	ITD
3.4	Overseas project representative sources for 3 quotations based on the specification & costs of configuration proposed by ITD.	Representative, Overseas Project
3.5	ITD to review the MC paper.	ITD
3.6	Budget approval for acquisition of IT equipment by EXCO/BOD	Head, Overseas Project
3.7	Procure IT equipment	Head, Overseas Project/ Procurement department (HQ)
3.8	Configuration of IT equipment	Vendor or ITD