Company Logo

{{ date }}

Dear {{ name\_info }},

This is to inform you that you will be provided a Mobile Phone subject to the following terms & conditions. Accordingly; your monthly allocation is as follows;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EPF No** | **Name** | **Designation** | **Mobile No** | **Phone** | **IMEI No** |
| {{ epf\_info }} | {{ name\_info }} | {{ designation\_info }} | {{ print\_mobile }} | {{ model\_info }} | {{ imei\_info }} |

You are required to adhere for the following conditions.

1. The phone is issued under the Company name and should not be misused.
2. The phone should be kept switched on 24 hrs.
3. The phone is not transferable to a third party.
4. The mobile phone facility should not be misused.
5. You are required to protect your Mobile Phone and the accessories against unauthorized usage, physical damage and/or loss
6. Any occurrence of above, you are requested to bring it to the notice of Assistant Manager – IT of ABC (PVT) Limited.
7. You are required to use this facility within the limits allocated, purely for the purpose of official requirements and any occurrence of exceeding the allocated limits would be recovered from your salary, unless your limit is exceeded due to official reasons/calls.
8. Any International Calls taken within the limits should be your responsibility to settle from your salary. If you are on an official overseas visit, you need to obtain prior approval from the Head of IT, if you are required to use roaming calls, data and text massages etc. If it is a private visit, you should bear the charges for above facilities.
9. Recommend to use a screen guard sticker and a external protection cover to safeguard against physical damages.

**Loss of Mobile Phone**

Loss or suspected loss (misplacement after failure of genuine search), should immediately be intimated to the IT Department through the respective Head of Department with the following details.

* Mobile Number
* Date on which it was lost / misplaced
* **IMEI number of the phone (written on the box or under the battery)**
* The IT Department will disconnect the respective line temporarily and will issue a letter to the mobile operator in order to re-issue a new SIM to the same number.
* The new SIM could be collected from the IT Department
* To replace a lost service phone, you have to pay the value of the lost mobile to the IT department

**Repairing of Mobile Phone or Dongle**

The defective Phone has to be handed over to the IT Department with an indication of the faults by an email. As the repair may take approximate 02 - 03 weeks a replacement phone will be issued temporarily.

In the event of damages and battery defects, mobile operator will not bear the repair / replacement cost in the event of parts replacement made necessary due to the negligence by you and you have to bear the repair / replacement cost The Company will not be liable for such cost

Company Logo

**Obligations on Resignation / Termination of service**

You should arrange to hand over the respective Mobile Phone or Dongle with the following accessories through the Head of Department

* Battery Charger
* Sim

If you are unable to return the above-mentioned items that you are liable to bear the full cost involved. In respect of the above; please adhere for the rules and procedures mentioned in the above.

Heshan Eranga

Head of IT

To: Head of IT

This is to certify that I have received the following items from ABC (PVT) Limited & I have read & understood the terms & conditions therein.

|  |  |  |
| --- | --- | --- |
| **S/N** | **Item** | **Please tick (x)** |
| 1 | Phone | {{ print\_phone }} |
| 2 | Battery 01 | {{ print\_battery }} |
| 3 | Charger 01 | {{ print\_charger }} |
| 4 | Hands free set | {{ print\_hands\_free }} |
| 5 | SIM Card | {{ print\_sim }} |
| 6 | Data Cable | {{ print\_data\_cable }} |

|  |
| --- |
| Remark - {{ remark\_info }} |

**Name of the employee** : {{ name\_info }}

**EPF No** : {{ epf\_info }}

**Signature** : …………………………..

**Date** : {{ date }}