

# LETTER OF UNDERTAKING

This Undertaking is executed by \_\_\_\_\_ herein referred to as END USER, with address at \_\_\_\_\_, the following terms and conditions:

1. I understand that the headset issued is solely for official use only.
2. I understand that I am responsible for the device issued to me and that I will care for the equipment in such a manner as to prevent loss or damage.
3. The headset should be stored carefully so it is not susceptible to damage. I may not make any permanent personally identifying marks on the headset including adhesive labels/stickers.
4. The headset should never be left unattended after office hours, weekends, holidays, etc.
5. I shall be fully accountable for theft, loss or damage of the property.
6. In case of loss or theft, I must report the incident to the nearest police station.
7. I shall be liable to pay all charges incurred due to unofficial use of the unit or damage.
8. I attest that the headset unit with the following specifications have been turned over to me in good condition:

**A. Asset Identification:**

Device	Model	Serial Number	ITD Tag
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**B. Operating System Installation:**

Software and OS Version
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RECEIVED BY:

\_\_\_\_\_  
Assignee

\_\_\_\_\_  
Date