

Self-Company Asset Declaration

Employee ID	Designation	Employee Name

Laptop / Desktop System :	Make
	Model No
	Specifications

Pen Drive :	Yes / No	Size
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Visiting Cards :	Yes / No	How many given in Past 3 Months
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Email Id given by Company : Yes / No 1):
2):

Mobile Phone :	Yes / No	Make :
		Model No :

SIM : Yes / No Brand :
Plan :

Internet Dongle : Yes / No Brand :

Plan :

MS office 2010 : Yes / No

Date of Declaration :	Remarks on status of the Asset :

Attachment Pic of the IT Assets like Laptop/ System/ Mobile Phone :

Employee Signature