

AGREEMENT
REGARDING ISSUE OF LAPTOP FOR OFFICIAL USE
(RYTHMOS INDIA PVT LTD)

Rythmos India Pvt Ltd is providing you with a laptop for organizing the official activities. This agreement governing its use must be signed by you. Your signature acknowledges receipt of the laptop and your agreement to abide by the policies and procedures described in this agreement.

1. Any duplication of licensed software, except for backup and archival purposes, is a violation of the software license.
2. If you own or purchase software that you want to use on the laptop, you should request the RIPL staff to install the software. Failure to properly configure your software to coordinate with the software supplied by office may result in the laptop not functioning properly. RIPL will install only properly licensed software.
3. RIPL staff will periodically review the software installed on the computer in order to maintain and upgrade the system.
4. The laptop is the property of the **(Rythmos India Pvt Ltd)** and for the official use only. Placing stickers, writing on, engraving or otherwise defacing/marketing the laptop or case are prohibited. The laptop should always be used under the employee's supervision. The assigned employee assumes the responsibility for the actions of others while using the laptop.
5. The assigned employee assumes the responsibility of security and care of the laptop. If the laptop is lost, stolen or damaged while on or off official hour, the incident **MUST** be reported within 24hrs to the head of the organization.
6. Laptops that are lost, stolen or damaged will result in financial loss to the organization. If it's determined that the loss or damage of the laptop is the result of the employee's failure to comply with laptop security guidelines, the employee assumes full financial responsibility for the assessed equipment. For other instances of loss, theft or accidental damage, employees will be responsible for an amount fee.
7. Employee is responsible for the confidentiality and security of organizational information on the laptop.
- 8 Assigned laptops can remain with employees as long as they remain active, eligible employees of the **Rythmos India Pvt Ltd**. When they are not active, employees must return the laptop. Additional exceptions to this rule include cases where an employee leaves the organization and/or assumes an administrative position. If you change organization, you **must**

Rythmos India Private Limited

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fill out an organization “Report of Equipment Transfer” form. Any software purchased by the organization remains the property of that organization and should be uninstalled by the user.

Date: 29-05-2018

Host Name: RYTH

Laptop Make and Model: _____

Serial Number: _____

Accessories: **Optical Mouse / Carry pack**

My signature indicates that I have read, understand and agree to abide by the conditions listed above. I further understand that (**Rythmos India Pvt Ltd**) will seek to recover cost for repair or replacement of the laptop due to negligence on my part and/or failure to follow the Laptop Use Agreement. I agree to fully cooperate with laptop reporting requirements and with property loss, theft or damage incident investigations.

Employee Name: Kavya Namana

Employee ID: RYTH RYTH0297

Employee Signature:

Date