

Undertaking Note/Handover Note

(Note: This Check Sheet is to be filled up by IT Department before handing over Asset to Employee)

I Lahcen Chakour Dept.: IT

Hereby undertaking that, I have received the following Company property for official use:

SL	CT	Description	Installation Status
1	Asset Information	1 Asset type	Software
		2 Serial Number	1009A3
		3 Model Name	Xampp
		4 Asset Condition	
2	Security & Other Softwares	1 Operating System	No
		2 Anti Virus	No
		3 Adobe Reader	No
		4 Domain/Local User added to Local Users & Groups	No
		5 7 Zip	No
		6 Windows firewall disabled	No
		7 SAP GUI	No
		8 Printers	No
		9 Encryption	No
		10 VPN	No
		11 Removed all un-authorised Software	No
		12 Administrator Rights	No
		13 Asset tag	No
For IT Use	1] Installation Date/Handover Date: 2020-07-28 2] Installation by : nabil cambiaso 3] Asset Assigned to (Emp. Name): Lahcen Chakour 4] Employee ID / Branch Office: 1000 5] Department: (b) IT		
	<u>Signature of IT Representative</u> <u>Signature of IT HOD</u>		
User Acceptance	1] I received the above Asset from NOMAC 2] I understood and satisfied with the information explained on above points. 3] I received the password in relation to above stated asset & email. 4] I will take care of the product and if any damage due to misuse, I will be penalized. 5] I have received the product in Brand New/ Excellent / Good / poor condition		
	Signature of Employee:		
Note for IT Team: If user is remote located, please take "User Acceptance" through email.			