

## Undertaking Note/Handover Note

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

I \_\_\_\_\_ Dept.: \_\_\_\_\_

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

SL	CT	Description	Installation Status
1	Asset Information	1 Asset type	
		2 Serial Number	
		3 Model Name	
		4 Asset Condition	
2	Security & Other Softwares	1 Operating System	
		2 Anti Virus	
		3 Adobe Reader	
		4 Domain/Local User added to Local Users & Groups	
		5 7 Zip	
		6 Windows firewall disabled	
		7 SAP GUI	
		8 Printers	
		9 Encryption	
		10 VPN	
		11 Removed all un-authorised Software	
		12 Administrator Rights	
		13 Asset tag	
For IT Use	<div style="display: flex;"> <div style="flex: 1;"> <p>1] Installation Date/Handover Date:</p> <p>2] Installation by :</p> <p>3] Asset Assigned to (Emp. Name):</p> <p>4] Employee ID / Branch Office:</p> <p>5] Department: (b)</p> </div> <div style="flex: 2; border: 1px dashed black; min-height: 100px;"></div> </div>		
	<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <u>Signature of IT Representative</u> </div> <div style="width: 45%; text-align: center;"> <u>Signature of IT HOD</u> </div> </div>		
User Acceptance	<p>1] I received the above Asset from <b>NOMAC</b></p> <p>2] I understood and satisfied with the information explained on above points.</p> <p>3] I received the password in relation to above stated asset &amp; email.</p> <p>4] I will take care of the product and if any damage due to misuse, I will be penalized.</p> <p>5] I have received the product in Brand New/ Excellent / Good / poor condition</p>		
	Signature of Employee: _____		
<b>Note for IT Team: If user is remote located, please take "User Acceptance" through email.</b>			