I **<Full Name>** undersigned, and understands that the notebook Computer loaned to me by Airbus Group India Private limitedis to be used for Company related business. It is not to be used by anyone except the undersigned. I also understand that I am not to install software and /or hardware without authorization.

I further agree that I will return all the hardware and /or software to the company to my department manager on the date specified below. If the equipment and/or software is being loaned to me on a long-term basis, I agree to return the hardware and / or Software to the IT department upon request or when the company-related business / project is finished.

I further agree that I will handle the computer equipment with care and follow the guidelines listed below to help prevent theft and damage

The following Laptop and accessories were checked out by the undersigned:

Notebook Computer Model:  **<Laptop Model>**

Serial No**: <Serial Number>** Host Name **: <Laptop Number>**

External Devices & Accessories:

Floppy Drive **No**  RAM <**RAM Size>**

DVD/CD Drive **No**  Hard Disk <**Storage Size>**

Power Adapter **110 – 230 Volts**  Floppy **No (Internal)**

Ethernet LAN Card ***Built-in*** CD/DVD ***No* (Internal)**

Power Adapter \_\_**Yes**\_ Screen <**Screen Size>**

Modem Card **Built-in** Track Pad **NO**

Lock NA **Software Installed**

External Mouse No OS ***Windows***

Carry Case **NA** Anti Virus *McAfee 8.8*

Validity Date - <Validity Date> Passport Number : <Passport Number>

Recipient Name: <**Full Name>** Authorization Name: <Auth Name>

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Issue: <Current Date> Date of Issue: <Current Date>

Copies of the completed Agreement to:

- Recipient

- Information Services Department