I Mayank Deshpande undersigned, and understands that the notebook Computer loaned to me by Airbus Group India Private limited is 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: ahodsfiasodhf

Serial No: hsdfaoshdf Host Name : 12dfshoa

External Devices & Accessories:

Floppy Drive No RAM 16

DVD/CD Drive No Hard Disk 152

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

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

Power Adapter \_\_Yes\_ Screen 21

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 - 12/12/2022 Passport Number : hf12dhs

Recipient Name: Mayank Deshpande Authorization Name: Tina Jones

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

Date of Issue: 22/09/2022 Date of Issue: 22/09/2022

Copies of the completed Agreement to:

- Recipient

- Information Services Department