

Laptop Issuance Form

Issued to: Nitesh Kesarkar

Date of issue: 31/08/2023

Company: Shivneri Systems Pvt Ltd

You are being issued the following laptop:

Asset Name	Asset	Make	Model	Serial Number
Laptop	SSPL-001	Lenovo	Yoga Pro 7 Slim	PF3WZ0J0

And the following accessories (if any):

Asset Name	Asset	Make	Model	Serial Number
HP	Headphone	Poly	V4320-M USB-A	FIBQ0V

I understand that the laptop being issued to me through management or members of IT is the property of **Shivneri Systems** and must always be treated in this manner.

Employees agree to the following actions regarding Company Laptops:

- Employee will not install personal software on company laptop.
- Employee will not use company laptop for personal use such as personal emails, IMs, web browsing, etc.
- Employee will report Loss or Theft of company laptop to IT or management immediately.
- Employee will take all reasonable measures to ensure the physical and digital security of the laptop, including:
 - Locking the laptop in a secure location when it is not in use.
 - Changing the password as often as required by employer.
 - Ensuring that Company provided Anti-virus, Firewall, or Encryption software is functioning.
- In the event of termination, all company property, including Company Laptops, must be returned to employer.

"**Shivneri Systems**" means "**Shivneri Systems Pvt Ltd**" and all of its subsidiaries, from time to time.

My signature indicates I have received the equipment listed above and I have thoroughly read, understand and agree to the above information.

Employee Signature:

Date: