DECLARATION CUM UNDERTAKING

I ( MR/ MS) …………………………………………..

s/o / /d/o …………………........................................

Employee ID ………………………..

Residing at .. ………….................................................................................................................

have been issued a company asset / laptop with the following specifications:

Brand name ……………………………

Model no ……………………………….

IMEI / Serial no ………………………..

Name of Employee: ………………………

Signature of Employee: …………………..

Date of Issue: ……………………………..

Issuing Authority …………………………..

The company assets have been issued to the said individual with the below mentioned understanding:

* I undertake that the laptop and ID card has been issued solely for professional purpose.
* I undertake that I am fully liable for any kind of theft, loss or damage of the company assets.
* Any additional hardware required by employee (before or after taking handover) should be clearly communicated through mail to the concerned personnel of the IT Department by raising request at : NECTIIThelpdesk@india.nec.com
* I understand that the Management is at the sole discretion on approving request.
* I undertake that in case of any virus/ fault/defect employees are required to report the same immediately and communicate to the IT. Department at : [NECTIIThelpdesk@india.nec.com](mailto:NECTIIThelpdesk@india.nec.com)
* I undertake that the company laptop should not be taken for repair to any external agency or vendor unless approved in writing by IT.
* I undertake that the company assets should be returned to the organisation at the time of EXIT in proper condition and ensure that there is no leakage/pilferage of any kind of NEC data.
* In case of theft, loss or damage to the company assets the employee will be held accountable or can be held liable to pay an equivalent amount to the organization.

I,…………………………………………………….., employee ID ……………………………have read and understood the terms & Conditions laid by NEC Corporation Of India (NECI).

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Employee Name: Signature of Employee: