From:	ONE Connect Communication <hcltech@service-now.com>
Sent:	Sunday, October 12, 2025 5:01 AM
To:	Raj Kishore
Subject:	Your computer is ready for collection from workplace
Importance:	High

Reminder1

Great news!

The computer with **Serial Number** 5CD532CT1V has been assigned to you.

The requested HCL Asset is ready for collection as per below details:

Computer Details

Request ID- **RITM1419500**

Serial #- **5CD532CT1V**

Asset Tag- **5CD532CT1V**

Make- **HP INDIA SALES PRIVATE LIMITED**

Model- **HP ELITE MT645 G8**

Pickup Location and Schedule- **Noida SEZ-Tower2 Sec 126 | Floor : GF|Seat :Meeting Room-7 | Time: 12 - 2 PM or 4 - 5PM (Mon-Fri)**

Contact Details - **Somprakash . :somprakash.s@hcltech.com**

What do I need to do?

To avoid raising a fresh request, the above asset should be collected before 15/10/2025, based on "Pickup Location and Schedule" mentione above.

Collect the Computer/IT Asset and follow these instructions **at an HCL location before you take the device home.**

What if my new starter needs support with their new computer?

Ask them to contact support via ITSD (Service Desk).

For further clarification and Guidance please refer below link

https://hclo365.sharepoint.com/sites/policyhub/SitePages/IT/Global-IT-Handbook.aspx

Thank you

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