

Shikha Rani

Date: 15-11-2021

Kiba Labs,
Bharath Nilaya, Kundalahalli
Brookfield, Bangalore

Sub: Authorization Letter for Usage of Laptop

You have been provided with this laptop for official use. You are authorized to take the laptop with you outside the office premises.

It is important to make sure all Kiba Labs systems are in compliance with Information security Policy with regards to the usage and installed applications.

You must properly and securely use the Internet to protect Kiba Labs and information. You may not use Kiba Labs systems to access or download material from the Internet that violates the Code of Conduct.

You will be personally liable for the safe custody of the laptop provided to you till it is returned to the company, **for any physical damage only employee will be responsible and repair amount will deduct at the time of submission.** Details of the laptop: **DELL Inspiron Ryzen 5 Quad Core 3450U**, Laptop ST No: **55003G3**, Power Adaptor Number: **16C-06UH-A08**, The laptop is provided to you with the company pre built software and should not be changed. You are not authorized to install or remove any software into or out of the laptop without formal approval Kiba Labs IT Team.

If there are any issues with functioning of this laptop, you must inform Kiba Labs IT Team and not authorized to get any repairs from any third parties.



This QR code help you to find your and laptop details. Kindly don't remove QR code from your Laptop backside.

KBHPW1001112100001

For Kiba Labs

Rahul Kumar

Signature

(Kiba Labs IT)

Received above laptop.

User Signature

(Shikha Rani)