

## LAPTOP BOND FORM

Document Identification:  
MSI/QMS/LBF/11R/Ver. 1.0

## Laptop Bond Form

Name:	Shivaprasad.Rudrappa.Hattaraki		
Emp ID:	MSI-3583		
Employee Status:	Permanent <input checked="" type="checkbox"/>	Contract <input type="checkbox"/>	Partner <input type="checkbox"/>

SUB: Laptop Declaration

This letter is to record that you have been given a Laptop to assist you in carrying out your job responsibilities.

The details of the asset are as follows:

Asset Name\Serial Number	Model	Configuration
MSI-11618\2Y7N542	Latitude E6440	i5-8GB RAM-64bit OS-500GB HD.

Terms and Conditions:

- You will be responsible for the safe custody of the Laptop and ensure it is properly maintained while it is in your possession.
- You will make good to the company for any loss on account of the following:
  - Theft, misplacing or any other occurrence by which you lose possession of the laptop due to your negligence.
  - Physical tampering of the asset components
  - Misuse or carelessness which leads to breakage or cracks on the asset
  - Loss of accessories viz power cord, power adaptor, external mouse and add on cards
  - Loss of hardware components. Identified as a mismatch when compared to the asset hardware details when the asset was issued
  - Liquid spilled on laptop due to which the motherboard and other components getting damaged
- The company will recover the cost of replacement/repair of the asset from the user in the event of any above occurrence.
- You will return the Laptop to the IT/CE team either the job responsibilities are completed or during exit formalities.

## Laptop User

Please sign as an acceptance that you have accepted the above terms and conditions

Name	Department & Designation	Signature	Date
Shivaprasad Rudrappa Hattaraki	MTS		29/01/2019
Corporate Engineering Approval			
Name	Designation	Signature	Date

Asset Type:	Template	PAL No:	11R
Effective Date:	April 8, 2013	Doc Status:	Draft / Reviewed / Approved
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## Corporate Engineering

*Return Acknowledgement to be done by IT/CE team in the presence of the employee handing over the laptop.*

Status of the Laptop			
Any physical damages remarks			
Any configuration changes remarks			
Name	Designation	Signature	Date
Laptop User			
Name	Designation	Signature	Date

*\*Applicable only during return of Laptop*

## Need to Fill While by User

Department	Workstation Number	Old Desktop\Laptop Number	Date
MTS Product Delivery Infrastructure	4BIW201	MSI-MTDO72	29/01/2019

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