



ASSET DECLARATION FORM

EMPLOYEE DETAILS

Name :
Employee ID :
Department / Team :
Designation :
Contact Number :

COMPANY ASSETS ASSIGNED

Sl. No	Asset Type	Asset Description (Model/Brand)	Serial Number / IMEI
1	Laptop		
2	Charger		
3	Keyboard / Mouse		
4	Headset		
5	CUG SIM		
6	ID Card		
7	Others		

EMPLOYEE DECLARATION

I hereby acknowledge that the above-listed company assets have been issued to me and are in my possession. I agree to handle these assets with due care and responsibility. I understand and accept that:

- I am fully responsible for the safekeeping and proper usage of all assigned assets.
- In case of any theft, loss, damage, negligence, or misuse—whether inside or outside company premises—I will be held accountable.
- I agree to comply with and accept any action taken by the company as per its policies regarding such incidents.
- All assets must be returned in good working condition upon request or at the time of separation from the company.

Employee Signature: _____

Date: _____