



ICT UNIT
Department of Infrastructure
Employee Laptop Agreement Form

Employee

First Name

Last Name

Position/Title

Department

In acceptance of this device (Laptop) for usage, I agree to the terms and conditions stated below:

- I understand that I am responsible for the laptop whilst in my possession.
- I am responsible for keeping the laptop in good condition while using it and until the time of return.
- I understand that I should not install any program or software that is not permitted to use by the company, for privacy and security reasons.
- I should be the only authorized person to have access to and use this laptop, any unauthorized access to this laptop is a violation of this company's policy and employment regulation and employment contract.
- I should remove all data that is not the company or work-related before turning over the laptop to the designated department.
- In the event of loss, theft, or damage, this must be reported to the police within 24-48 hours, and a copy of a Police report or incident report must be submitted to the company for verification purposes.
- I understand that any violation of these policies is a violation and I am subject to any disciplinary action by the company.

Date Signed

Employee Signature

☐ Power Adaptor ☐ Carry bag ☐ Display adaptor ☐ Ethernet Cable

☐ Other _____

Releasing Officer

Full Name

Signature