

## EQUIPMENT REQUEST



### Equipment - Eligibility

Dear shaik

While the majority of our associates use client-provided equipment to perform their daily activities, we do have some associates who require Cognizant provided equipment to perform their role. Depending on your role/level, you may be automatically provided with Cognizant equipment. Please review the table below to determine your eligibility for equipment.

### ELIGIBILITY

Senior Vice President ,Vice President, Assistant Vice President, Senior Director or Director	Laptop and CellPhone/Blackberry (Approval from their line manager)
Senior Manager & Associate Director	Laptop and Cell phone (Approval from UK line manager) (Re: Blackberry's Require approval mail from their UK Business Unit Head this must capture a valid business justification as to why the equipment is needed.)
Below Senior Manager Grade	Laptop and Cell phone (Requires to fill in the NSS request form + We need an approval mail from their UK Business Unit Head this must capture a valid business justification as to why the equipment is needed.)

If you are receiving client equipment, you will not be entitled to any Cognizant assets.

\* Director must be from within same BU as associate requesting equipment

If Director or Department approval is required, we will seek approval on your behalf upon receipt of this form and processing of your associate ID. If as per the table above, no additional approval is required, and we receive your form at least 5 business days before your start date, we will have equipment ready for you on your first day.

### Equipment request form

Associate Name

Level

Personal Email ID

Telephone

Shipping Location (Office / Shipping location)

☐ Office ☒ Shipping

### **The address you specify here will be used to deliver your asset and the ID card**

Corporate Induction will be conducted in the Paddington office. If you happen to be in Paddington on your day of joining, please arrange to collect your equipment from there. ID cards can take up to 2 weeks from joining. You will be notified once your ID card is available for collection.

Kindly select your equipment collection location.

Shipping Address

Shipping Postcode