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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ASSET HANDOVER FORM | | | | | | | | | |
| Solventek Private Limited | | | | | | | | | |
| **Registered Office**: 301, Plot No:78-A, Designer Towers, Shilpa Layout, Mind Space Gachibowli Circle, Phase 2, HITEC City, Hyderabad, Telangana 500032  **Contact No:** 9949204050 **Email:** [info@Solventek.com](mailto:info@Solventek.com) **Website**: [www.Solventek.com](http://www.Solventek.com/) | | | | | |  | | | |
| Dear Solventek’s Family Member  Please find the below as the assets handed over to you, to support you in carrying out your assignment in a most proficient manner. | | | | | | | | | |
|  | | **S.**  **No** | **Particulars** | **Assets Code/**  **Serial No.** | **Qty** | | **Storage**  **RAM** | **Asset provided by which Client Specify the Same “Client Name”** |  |
|  | | 1 | Laptop(HP) | SN# 5CD1515Z6C | 1 | | 8GB | NaNagaraju Chaganti |
|  | | 2 |  |  |  | |  |  |
|  | | 3 |  |  |  | |  |  |
|  | | 4 |  |  |  | |  |  |
|  | Acknowledgement and Declaration by employee  I yallamarthi prakash rao hereby acknowledge that I have received above mentioned assets, understand that these assets belong to **Solventek pvt** Ltd and is/are under my possession for carrying out my office work. I hereby assure that I will take care of assets of the company to best possible extent.  This asset has been issued to the said individual solely for the official purpose and with the below mentioned understanding   1. In case of any malfunction, Employee / Consultant / Contractor (personnel) are required to report the same to the Respective team at . They should not tamper or take the same for repair to any external agency   At any point of time   1. Any additional software & hardware required by personnel (before or after taking handover) should be clearly communicated through email to the Solventek 2. Personnel shall be fully accountable for any theft / loss / damage of the asset. They shall be liable to pay an amount equivalent to the organization in such cases as decided by Solventek 3. Organization has the right to deduct the same from the salary in case of such event. 4. Asset should be returned to the Solventek in case of leaving the organization or if they do not intend to use it for work related purposes.   Name : y prakash rao  Designation :software engineer  Employee Signature yallamarthi prakash rao | | | | | | | | |
|  |  | | | | | | | | |