# Laptop and Equipment Handover Form

The company issues the equipment below to the Employee for work use.

## Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

EMAIL

PHONE

## Equipment issued

ITEM

MAKE AND MODEL

SERIAL OR ASSET TAG

ACCESSORIES (CHARGER, BAG, MOUSE, HEADSET)

ISSUE DATE

CONDITION

## Conditions of use

- The equipment stays company property and is used mainly for work.
- The Employee keeps it secure, does not remove security software, and reports loss or theft within 24 hours.
- Loss or damage from negligence may be recovered at depreciated value.
- The Employee returns the equipment on request or on exit.

☐ I received the equipment above in the stated condition and accept these conditions.

Signed electronically under the Information Technology Act, 2000.

**Employee**

SIGNATURE

PRINTED NAME

DATE

**HR**

SIGNATURE

PRINTED NAME

DATE