

Date: 24-08-2022

Cell Phone Undertaking Form

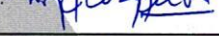
Mr. Faraz Awan working at Appedology Pvt. Ltd. as a E-Commerce Developer, with CNIC # 42201-4388850-3 has been issued a company Cellphone.

Name: Iphone
Software Version: 14.7.1
Model Name: Iphone 7 Plus
Model Number : MN662LL/A
Capacity : 128 GB

The cellphone has been issued to the said individual with the below mentioned understanding:

- The cellphone issued is for solely official purposes.
- The employee shall be fully accountable for theft, loss or damage of the property.
- The cellphone requisition form has to be signed before taking possession of the cellphone.
- Any additional software hardware required by employee (before or after taking handover) should be clearly communicated through mail to HR Department
- Management is at the sole discretion on approving such requests.
- In case of any malfunction, employees are required to report the same to the Department.
- Employees may not take the Cellphone for repair to any external agency or vendor at any point in time. I must not delete or cause to delete any official record or report from any file from the system where it is stored except when required in the performance of my duties.
- I must not exhibit or divulge the content of any record to any person except in the conduct of my Work duties or in accordance with the policies of Appedology Pvt.Ltd.
- I must not divulge or share any security code (i.e. user-name, passwords, etc.) used to access any secured files.
- I must not access or request others to access any Appedology Pvt. Ltd. data for personal business..
- The employee shall be liable to replace or pay an equivalent amount to the organization in case of theft, loss or damage to the property. The organization retains the right to deduct the same from the salary in case of such an event.

I, Faraz Awan have read and understood the terms and conditions laid by Appedology Pvt. Ltd. and declare to abide by them.

Signature: 

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