

**Date:** 04-03-2022

## **Laptop Undertaking**

Mr **Hina Qamar**, working at **Appedology Pvt. Ltd.** as a **Medical Scribe**, with CNIC # **90403-0125585-6** has been issued a company laptop with the following specifications:

**Make:** HP

**Model:** Hp Notebook

**Processor:** Core i5 6 gen 2.30ghz

**Memory:** 8gb Ram

**Hard Drive:** hdd 250gb

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

- The laptop issued is for solely official purposes.
- The employee shall be fully accountable for theft, loss or damage of the property.
- The laptop requisition form has to be signed before taking possession of the laptop.
- Employee can mention necessary specifications needed for their job function before taking handover from the IT Department.
- Any additional software hardware required by employee (before or after taking handover) should be clearly communicated through mail to the IT Department.
- Management is at the sole discretion on approving such requests.
- Incase of any malfunction, employees are required to report the same to the Systems Admin Department.
- Employees may not take the laptop 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 laptop should be returned to the IT Department in case of leaving the organization or if they do not intend to use it for any reason.
- 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, Hina Qamar have read and understood the terms and conditions laid by Appedology Pvt. Ltd. and declare to abide by them.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_