

Dear Sir/Madam

I Ms/Mr [ ] hereby acknowledge that I have received the below mentioned assets.

I understand that this asset belongs to 'Prism Life Sciences Limited' and is now on under my possession for carrying out my office work. I am expected to exercise due care in my use and only for authorized purposes. I hereby assure that I will take care of the asset of the company.

I also understand that the laptop must be returned to 'Prism Life Sciences Limited' at the time of my separation from employment or when it is requested by my manager or supervisor and that I will be charged for it as decided by the company, if not returned as recovery of the cost.

### LAPTOP ASSIGNMENT FORM

- \* One copy of this form must be provided to the receiver, when handing over the device. This needs to remain with the device at all times whilst with Prism.
- \* Please ensure that the IT provides the power supply for these device.
- \* Please ensure that the justification field is completed and the job is updated when the receiver collects the device from IT.

|  |                  |  |                            |
|--|------------------|--|----------------------------|
| Date   | :                | New joiner : [ ] / Existing employee : [ ] |                            |
| Recommended By                                     | :                |  |                            |
| & the Justification                                | :                |  |                            |
| Laptop Assigned/ given to                          | :                | Department :                               |                            |
|  | :                | Department :                               |                            |
| Laptop Handed over by                              | :                | Department :                               | I.C.T.                     |
| Previous User                                      | :                | (IT TO FILL)                               | Department :               |
| Receivers Contact #                                | :                |  |                            |
| Serial Number                                      | :                |  |                            |
| Make and Model                                     | :                |  |                            |
| Laptop is Factory reset                            | :                | Yes [ ]                                    | No [ ]      Don't Know [ ] |
| Equipment Included                                 | :                |  |                            |
| 1) Bag:  | Yes [ ] / No [ ] | 3) Power Supply:                           | Yes [ ] / No [ ]           |
| 2) Mouse:  | Yes [ ] / No [ ] | 4) Keyboard:                               | Yes [ ] / No [ ]           |
| Other Items:                                       |                  |  |                            |
| _____ : Yes [ ] / No [ ], _____ : Yes [ ] / No [ ] |                  |  |                            |

( Recommended By )

( Handed Over By )

( Taken Over By )