

Hein+Fricke

HEIN+FRICKE India Technology Services Private Limited
C/1301, Amar Business Zone,
Baner, Pune – 411045,
INDIA

CUSTODY NOTE (Laptop)

Doc. No.: IT/01

Rev. No./Date: 01/26-05-2025

To: Mr/Ms. _____

Date: _____

The company takes pleasure in issuing this notebook and related equipment/accessories to facilitate you for official use within and outside company premises.

Being a mobile device, especially containing sensitive business data, the security, safety, and handling of the equipment is critical.

No.	Item Description	Serial No.	Quantity
1			
2			
3			
4			
5			

Policies & User Responsibilities:

1. The user is responsible for the safe use and protection of the equipment and its data from theft and/or damage, especially when outside company premises.
2. The equipment must only be used for official Hein+Fricke business purposes.
3. Users must not install unauthorized software or alter system configurations without IT approval.
4. The user is responsible for ensuring all software updates and antivirus protections are maintained as directed by IT.
5. Any Internet usage must comply with company security policies. Hein+Fricke disclaims liability for consequences arising from illegal or unsafe use.

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6. The user agrees to immediately inform the IT Department in case of equipment malfunction, loss, or theft.
7. Loss of the equipment due to negligence will be the sole responsibility of the user and may result in disciplinary action or cost recovery.
8. The user confirms having received training on the basic operation of the issued equipment.
9. The user commits to abide by Hein+Fricke's IT security and asset handling policies.

I hereby acknowledge receipt and accept full responsibility for the custody of the above-mentioned equipment.

Emp. Code: _____

Name: _____

Signature of Recipient: _____

Department: _____

Signature of Issuer (IT Department): _____