



Indian Immunologicals Limited
IT Asset Acknowledgement

To,

Shri, SATEESH KUMAR KANDA

Following IT asset(s) are being handed over to you to assist you in carrying out your regular duties. The assets are the property of Indian Immunologicals Limited and you are holding those as representative of IIL for work purpose only. You will handover the asset(s) to organization immediately on leaving the organization or immediately on demand by the organisation, without any demur.

Management reserves the rights to change / call back the assets as and when required.

SN	Asset	Serial Number
1.	HP EliteBook 630 G9 Notebook PC(Intel i7, 11 th Gen, RAM:8GB, SSD:512GB, Power Adaptor.	Serial No : 5CD33580Y3 MAC ID : 64-4E-D7-97-E4-B1

The responsibility of security of the asset lies with you.

Prepared By Anjaneya Varma K	Approved By Nagaraj S
Executive – IT	General. Manager – IT

Kindly sign on the copy of this document as acknowledgement.

Acknowledgement of Understanding

I have received the IT assets mentioned above in good workable condition. I have read and agreed to the above and also comply with the terms of the Information Security Policy governing the use of company assets. I understand that violation of the above and the policy(s) may result in disciplinary action against me. In case of theft of the above asset(s), I undertake to lodge Police complaint immediately and take all the necessary steps to recover the said asset (s). M/s Indian Immunologicals Limited has every right to recover the Total Device Cost + Installed Software Cost + Stored Official Data Cost from me in case of loss or physical damage of the asset (s).

Employee Code: 008106

Employee Name: Sateesh kumar kanda

Date : 02/04/2024

Place : GCH (Supply chain)


Signature of Employee