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| --- | --- |
| Name |  |
| Position/Title |  |

In acceptance of the devices or equipment issued for **[insert organisation name]** use, I agree to the terms and conditions stated below:

* I understand that I am responsible for the equipment whilst in my possession.
* I am responsible for keeping the equipment in good condition while using it and until the time of return.
* I understand that I should not install any program or software that is not permitted to use by **[insert organisation name]**, for privacy and security reasons.
* I should be the only authorised person to have access to and use this laptop, any unauthorised access to **[insert organisation name]** equipment is a violation of this company's policy and employment regulation and employment contract.
* I should remove all data that is not company or work-related before returning the device to **[insert organisation name]**.
* In the event of loss, theft, or damage, this must be reported to the police within 24-48 hours, and a copy of a Police report or incident report must be submitted to the company for verification purposes.
* I am responsible for the $60 + GST fee if I have lost my building access card more than once.
* I understand that any violation of these policies is a violation, and I am subject to any disciplinary action by **[insert organisation name]**.

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| --- | --- | --- | --- |
| Signature |  | Date |  |

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| **Equipment details** | |
| Laptop | Laptop Brand/Model  Laptop serial number  Device name |
| Office swipe pass |  |
| Other equipment |  |