

ASSET UNDERTAKING

I,....., son of,
holding CNIC #: , do hereby solemnly undertakes
as follows:

Whereas I am working in M/s Hillcrest Solutions (Private) Limited (Hereinafter referred
as ‘Company’) as

Whereas I have been issued “Laptop” by the said ‘Company’:

Laptop Manufacturer:

Model Number:

Serial Number:

Now this Deed of Undertaking as follows:

1. I understand that the asset issued to me is for Official use only.
2. I understand that the asset belongs to said ‘Company’ and I am the custodian of the asset.
3. I understand that the asset can be requisitioned from me at any time and without the need of assigning any reason for such an action.
4. I understand that I have to use the asset properly and to keep the asset in a good working condition.
5. I understand that I have to return the asset in case I proceed on long leave or in case of separation from the company.
6. I understand that under no circumstances the asset can be withheld by me pending any settlement of final dues to me.
7. I understand that in case of any damage, theft or misplacement of the laptop, I will pay the full cost of the laptop to company as per the policy.
8. I understand that laptop charger and battery are not under the warranty and I have to bear the cost in case of any damage.
9. I understand that a fixed amount as per the company policy will be deducted from my salary on monthly basis to be kept as laptop security and the same shall be reimbursed at the time of release.

Huawei ID:.....

Signature:

Hillcrest ID:

Date:

Note: Please read all the clauses before signing the form.