

MOBILE PHONE / SIM CARD UNDERTAKING LETTER (LOU)

COMPANY :

PERSON REQUEST :

DEPARTMENT : POSITION :

No	Item (s)	Value
1	Phone Brand / Model : Serial No : IMEI No :	RM
3	SIM Card Mobile No : Telco : Package Details :	RM
4	Other Accessories :	RM
	VALUE	RM

1.1 Device information table

TERMS AND CONDITIONS

PHONE

- The phone may only be used and operated for the working purpose only must be comply with the laws.
- Staff shall make no alterations to the phone without prior written consent of the management.
- Management shall have the right to inspect the phone during staff's normal business hours upon request.
- Any cost to repair the damage caused by staff behaviour or negligence should be bare by staff on their own cost.
Example, the cost to repair screen crack due to phone fall.
- Compensation table for lost/damage phone

Period of time	1 – 12 months	13 – 24 months	25 -36 months	37 – 48 months	48 months onwards
Compesations	100% of value	70% of value	40% of value	10% of value	0% of value

- Total compensation listed above can be deduct from the monthly salary.
- **Value** is the amount stated in the 1.1 device information table

- Upon resignation, staff should return the phone back to Human Resources Department for proper return process. It is **NOT ALLOW** to hand over the phone to other person before acknowledge Human Resource Department.
- For staff that are not based in Headquarter, you need to notify Human Resources Department for them to make arrangement to process the Letter of Undertaking and update IT department. If failed to do so, the value in clause 4 will be deducted from the final salary.
- Return phone need to be in GOOD and WORKING condition, full set as initiate during the first hand over device to the staff. Any missing/damaged items may result in compensation in clause 4.

SIM CARD

1. Do not use sim card for personal internet surfing, gaming, watching video, social media activities and any non-work-related activities.
2. Staff are **NOT ALLOWED** to purchase any **ADDITIONAL DATA** or other services with any permission from IT department.
3. All additional purchase without permission will be deduct from salary and additional **RM25.00 surcharge (Ringgit Malaysia Twenty-Five)** will be charge for internal processing.
4. All staff will be given 10GB data monthly. Staff are allowed to request for additional data by submitting request service form to IT department and must get approval from department manager. Staff also must show the data usage for the additional quota.

STAFF ACKNOWLEDGEMENT

RECEIVED RECEIPT

I, (.....)
(Name) (No of New IC)

holds position as agree to undertake above loan items which provided by company to carry out my job responsibilities in an effectively and efficient manner. AND I am understood and agreed for all the terms and clause which listed as above.

IT DEPT	HUMAN RESOURCE DEPT	STAFF
Prepared by : Date :	Checked by : Date :	Received by : Date :
Documentation <input type="checkbox"/> Update intranet <input type="checkbox"/>	Documentation checking <input type="checkbox"/> Documentation filing <input type="checkbox"/>	Device in good condition <input type="checkbox"/> Full set <input type="checkbox"/> If no
Acknowledged by :	Acknowledged by :	

RETURN RECEIPT

Item condition :

Total Compensation :

Reason for compensation :

IT DEPT	HUMAN RESOURCE DEPT	STAFF
Checked by : Date :	Received by : Date :	Return by : Date :
Documentation <input type="checkbox"/> Update intranet <input type="checkbox"/>	Documentation checking <input type="checkbox"/> Documentation filing <input type="checkbox"/>	Device in good condition <input type="checkbox"/> Full set <input type="checkbox"/> If no