



IT Mobile Phone/Sim Card Undertaking Letter (LOU)

- ☐ GINTELL (M) SDN BHD ☐ GINTELL (T) CO. LTD ☐ ERACARE VIETNAM CO. LTD
☐ GINTELL (BORNEO) SDN BHD ☐ GINTELL (S) PTE LTD ☐ ERACARE PHILIPPINES INC.
☐ GINTELL REST N GO SDN BHD ☐ GINTELL (B) SDN BHD ☐ _____

Staff Name : _____ Position : _____
 Staff ID : _____ Contact : _____

No.		Item (s)	Value (RM)
Mobile Phone	☐	Brand/Model: Serial No: IMEI No:	
Sim Card:	☐	Mobile No: Telco: Package Details	
Other Accessories	☐		
1.1 device information table			Total (RM)

TERMS AND CONDITIONS

Mobile 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 behavior 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 times	1 – 12 months	13 – 24 months	25 -36 months	37 – 48 months	48 months onwards
Compensations	100% of value	70% of value	40% of value	10% of value	0% of value

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

- Upon resignation, staff should return the phone to the Human Resources Department for proper return process. It is NOT ALLOW to hand over the phone to another person before acknowledging 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 fail 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 additional data by submitting a request service form to IT department and must get approval from department manager. Staff also must show the data usage for the additional quota.

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STAFF ACKNOWLEDGEMENT RECEIVED RECEIPT

I, (Name) (NRIC:)
holds position as agree to undertake the above loan items which are
provided by the company to carry out my job responsibilities in an effective and efficient manner. AND I understand and
agreed for all the terms and clause which listed as above.

IT Department	Human Resource Department	Staff
Signature:	Signature:	Signature:
Checked by:	Checked by:	Received by:
Date:	Date:	Date:

RETURN RECEIPT

Item Condition :

Total Compensation :

Reason for compensation :

IT Department	Human Resource Department	Staff
Signature:	Signature:	Signature:
Checked by:	Received by:	Returned by:
Date:	Date:	Date: