

RNG IT Mobile Phone/Sim Card Undertaking Letter (LOU)

Person Request : _____ Date Request : _____
 Department : _____ Position : _____

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

Reason for the request	
Support Document(s) if any	

STAFF ACKNOWLEDGEMENT RECEIVED RECEIPT

I, (Name) _____ (NRIC/EMP.NO.): _____)
 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 agree with all the ***terms and conditions** which listed in the gintell intranet system under **"REFERENCE" -> IT Device Terms and Conditions.**

IT Department	Staff	HOD
Signature:	Signature:	Signature:
Checked by:	Received by:	Approved by:
Date:	Date:	Date:
	Device in good condition: Yes/No	

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RETURN RECEIPT

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

Item Condition : _____

Total Compensation : _____

Reason for compensation : _____

IT Department	Staff	HOD
Signature:	Signature:	Signature:
Checked by:	Returned by:	Approved by:
Date:	Date:	Date:
Device in good condition: Yes/No		