

Equipment & Asset Allocation Form

Tracks issuance of company equipment and digital assets to employees.

01 Employee Information

First Name

Last Name

Employee ID

Department

Start Date

Work Location

02 IT Equipment

Equipment to be allocated:

- | | |
|--|---|
| <input type="checkbox"/> Laptop / Notebook | <input type="checkbox"/> Desktop Computer |
| <input type="checkbox"/> External Monitor | <input type="checkbox"/> Keyboard & Mouse |
| <input type="checkbox"/> Headset / Earbuds | <input type="checkbox"/> Webcam |
| <input type="checkbox"/> Docking Station | <input type="checkbox"/> Portable Storage |

Laptop Specifications

Monitor Specifications

03 Software & Digital Access

Digital access to be provisioned:

- | | |
|---|---|
| <input type="checkbox"/> Company Email | <input type="checkbox"/> VPN Access |
| <input type="checkbox"/> Project Management Tools | <input type="checkbox"/> Communication Platform (Slack/Teams) |
| <input type="checkbox"/> Cloud Storage | <input type="checkbox"/> HR Portal Access |
| <input type="checkbox"/> CRM / ERP System | <input type="checkbox"/> Development Tools / IDE |

04 Physical Assets

Physical items to be issued:

- | | |
|---|---|
| <input type="checkbox"/> Building Access Card | <input type="checkbox"/> Parking Pass |
| <input type="checkbox"/> Office Key | <input type="checkbox"/> Company Mobile Phone |
| <input type="checkbox"/> Company Credit Card | <input type="checkbox"/> Safety Equipment |

05 Special Requirements

Special equipment or accessibility requirements

Additional Notes

Declaration & Consent

By signing this form, I acknowledge receipt of the equipment and assets listed above. I agree to use all company property in accordance with Humii's acceptable use policies. I understand that all equipment remains the property of the company and must be returned in good condition upon termination or when requested. I accept responsibility for any loss or damage caused by negligence.

Authorized Signature

Date (DD/MM/YYYY)

Full Name (Print)

Designation