

INFORMATION TECHNOLOGY DIVISION



LETTER OF UNDERTAKING

I,..... Identity Card / Passport No.....
having an address at.....
.....

declare that I have been granted a Notebook / Desktop under the IIUM ICT Policy.

(Hereinafter referred to as 'Equipment'); and with the serial no. of.....

I hereby undertake that I,

1.Shall agree to use the Equipment in accordance with the University's acceptable use policies and never use the Equipment in a way that is illegal, immoral or inappropriate.

2.Shall agree to be responsible for the safety and security of the Equipment.

3.Shall agree to prevent the installation of pirated software and illegal applications.

4. Shall agree to make the Equipment available to the representatives of the University for audit purposes upon (3) days' oral or written notice.

5. Shall agree that the University may assume that any information in the Equipment when it is returned is not confidential information of the Employee.

6.Shall acknowledge that the equipment has been delivered to me and accept such Equipment 'as is' on the terms and conditions set forth in this undertaking and agree that the University makes no warranty, expressed or implied, with respect to the Equipment.

7.Shall acknowledge that the University owns and retains title to the Equipment.

8.Shall agree that the Equipment will not be removed from its first installation location to any other location without ITD permission.

9. Shall return the Equipment at the end of the agreed period and shall give my consent to the University to deduct my monthly salary to pay the University based on the net book value of the Equipment for a period which shall not exceeding two (2) years in the event that the Equipment:

- a) is damaged or destroyed,
- b) is lost or stolen,

- c) is not available for any reason due to the Employee being unwilling or unable to return it at the end of the agreement,
- d) cannot be used or
- e) in any other condition which has arisen, which, in the reasonable opinion of the Information Technology Division, International Islamic University Malaysia (IIUM), interferes or threatens to interfere with the successful performance of the Equipment.

This Letter of Undertaking (LOU) constitutes the entire agreement between the parties and there are no other agreements, written or oral, with respect to subject matter hereof. Any waivers or amendments must be in writing, signed by both parties.

I fully understand that if I commit a breach of this undertaking, I shall be liable to disciplinary action by the University.

Signature of Employee :

Name of Employee :

Designation / Staff No :

Kulliyah/ Centre/ Division/Institute/Office :

(K/C/D/I/O)

Date Received :

Name of Equipment :

Model of Equipment :

Equipment ITD Tag number :

Equipment Serial Number :

Witnessed by:

Immediate Supervisor

Signature :

Name :

Date Received :

I/C / Passport :

Date :

Representative from ITD

Signature :

Name :

Date Received :

I/C / Passport :

Date :