

Annexure II

DATA CARD REQUISITION FORM

Employee Name: _____ Department: _____

Designation: _____ Location: _____

To,
The Admin. Department.

Sub: Request for a Data card for official use.

Dear Sir,

I need to access internet as a need of business Hence request you to allot a Data Card. I am fully aware of the terms & conditions of the Data Card Policy & usage .

Yours faithfully,

Signature of Employee

Date: _____

HOD

DATA -CARD USAGE TERMS & CONDITION

- The company is providing me with this Data-Card with the sole purpose of enabling me to perform my job duties.
- If the Data-Card is lost or damaged, I understand that I may be required, at the discretion of management to pay for the Data- Card.
- Maximum usage is of 2GB per month above which needs approval from HOD.
- If I terminate the employment with SMARTLINK NETWORK SYSTEMS LIMITED Data- Card will be returned to the Administration department as a part of termination process.
- By signing the form I acknowledge the receipt of the Data- Card and agree to Data- Card usage guidelines.

(For Internal use by Administration Department)

Data Card Details

Sr. No. of the card :	SIM no. of the card :
ESN No :	Service Provider:
Account No :	Make :