



**Annexure I**

**MOBILE PHONE REQUISITION FORM**

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Grade : \_\_\_\_\_ Location: \_\_\_\_\_

Emp Code: \_\_\_\_\_

To,  
The Admin Department.

Sub: Request for a card under Mobile Phone Policy.

Dear Sir / Madam,  
I request you to provide me with a mobile phone for \_\_\_\_\_.

I undertake the following to the company:

- 1) I have read all terms and conditions of the policy and I agree to, accept and abide by all the terms and conditions laid down by the company in this policy and amendment if any, thereof.
- 2) I understand that the company is extending this facility to me depending on the nature of my work and this facility can be withdrawn at any given time in future.
- 3) If the card and/or instrument is lost or damaged, I understand that I may be required to pay for the replacement.
- 4) If the facility is withdrawn or I terminate the employment with the company, I shall return the card to the Admin department. I may choose to keep back the mobile phone instrument by paying the company the amount calculated on pro rata basis for the reimbursement made by the company towards the purchase of the same.
- 5) Roaming Facility Needed :        Yes / No

Yours faithfully,

Approved by,

Signature of the employee

Signature of the HOD

Date: \_\_\_\_\_

Date: \_\_\_\_\_

.....

SIM no. of the card: \_\_\_\_\_

Service Provider: \_\_\_\_\_

Model of the Instrument : \_\_\_\_\_

Reimbursement Amount : \_\_\_\_\_

Date of Purchase of Instrument : \_\_\_\_\_

*(For Internal use by Admin Department)*