

Company Mobile Phone and Tablet Agreement Form

This agreement outlines the policies and guidelines for the use of company-provided mobile phones and tablets. Please review, complete, and sign this form prior to receiving your device.

1. Employee Information

Employee Full Name:

Job Title:

Department:

Email Address:

2. Device Details

Device Type (Mobile Phone / Tablet):

Device Make and Model:

Serial Number / IMEI:

Assigned Phone Number (if applicable):

Estimated Replacement Value (\$):

3. Terms and Conditions of Agreement

- The device remains the sole property of the Company and must be returned immediately upon request or termination of employment.
- The employee is responsible for the physical care and safekeeping of the device. Any loss, theft, or damage must be reported to the IT Department immediately.
- The device must be secured with a passcode or biometric lock at all times to protect company data.
- The device is intended primarily for business use. Personal use should be kept to a minimum and must not interfere with work responsibilities.
- The employee agrees not to use the device while operating a motor vehicle unless a hands-free system is utilized in accordance with local laws.
- Modifying the device's operating system (e.g., jailbreaking or rooting) is strictly prohibited.
- The Company reserves the right to monitor data usage, inspect the device, and remotely wipe company data at any time for security purposes.

4. Acknowledgement and Sign-Off

By signing below, I acknowledge that I have read, understood, and agree to abide by the terms and conditions outlined in this Company Mobile Phone and Tablet Agreement.

Employee Signature: Date:

Authorized Representative Name: Title:

Representative Signature: Date: