

BUNDL TECHNOLOGIES Pvt. Ltd

Service Delivery



Laptop Buyback Policy

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Author:	IT Compliance Team	Approved by:	Head of IT, Finance, HR

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1. Purpose:

The purpose of this policy is to define the terms and conditions for Laptop buyback by employees

2. Scope:

This policy applies to all BTPL On roll employees who use company provided assets to perform their official work.

3. Policy:

3.1 Eligibility criteria:

3.1.1 Employee Eligibility:

- Employees who have completed 2 years of service & have been allocated laptops which fit the device criteria can opt for buyback.
- In case of Employee is eligible and allocated device is not eligible then Employee shall participate in buyback as per stock availability
- Employees who are eligible and is serving notice period shall not claim for buyback

3.1.2 Device Eligibility:

- Windows laptops which have been in use for more than 4 years while Mac devices which have been used for more than 5 years.

3.2 Request for opt in:

To opt for laptop buyback request, Eligible employee shall raise a request through [internal portal](#)

All eligible employees can raise a request and same shall be treated as per stock availability & device eligibility

Employees shall refer the policy for eligibility criteria & price of the device before raising the purchase request

Each Employee can raise only one buyback request.

Payment:

Finance department shall confirm the payment type and details for employees to make payment.

Employees shall pay the defined amount while purchasing the laptop. The purchase value will be decided by the Finance department and reviewed on periodic basis

Payment shall be made by employees through NEFT or any defined payment mode in favour of Bundl Technologies Pvt Ltd. which will be confirmed by the FA team before the campaign is executed.

Post receiving the payment, finance team shall confirm on receipt of payment made by the employee

Asset Handover:

- The IT Asset team will share the Buyback Template to the user to update and post IT validation and the payment confirmation will proceed with the buyback process
- Laptop intended to be bought back should be returned to the IT department(if the employee is currently using the asset) until all the below formalities are completed:
- Invoice to be generated based on the information shared by IT department in the Asset Buyback Template with AR Team
- Buyers have to make the payments via NEFT or Mode of payment provided by the finance team during buyback.
- The request fulfillment would take 10 working days to complete finance clearance, update in all book's entries, invoice generation and final handover.
- New asset replacement would take 3 to 4 weeks(if the existing EOL(end of life) asset being in use by an employee), if IT has enough stock it would be replaced within a week's time.
- When an employee has given replacement for the existing laptop which is aged 4 years or more and an employee is not willing to buy back, the same should be returned to the IT department.
- The IT team shall ensure that the data wipe of the asset will be completed before handing over the device. Device will be handed over by factory default settings
- Employee shall verify and accept that the device is in good working condition, once the device is handed over, buyer will be solely responsible for the device hardware and software
- Before the handover of assets, all the data including any licensed software and applications will be formatted and deleted as per the standard compliance formatting procedure. (zero data)
- InfoSec team shall confirm on hardening procedure while laptop is in ready to handover condition
- IT department must share non-returnable gate pass and sale invoice with employee & employee acknowledgement to FA team in the same month
- Company shall not be responsible for any asset repair, damage, support after the sale of asset to buyer (employee) or exchange
- Company will provide only laptop hardware and operating systems (windows and MAC) as per OEM standards .

Post payment and other formalities IT team shall provide the asset acceptance form and the same needs to be accepted by the employee.

4.0 Exceptions:

Exceptions to this policy shall be granted by Head of Finance & IT

5.0 Acronyms Used:

Acronym	Expanded Form	Acronym	Expanded Form
InfoSec	Information Security	BUNDL Technologies	Bundl Technologies Pvt Ltd
FA Team	Finance Account team	CT -IT	Compliance Team - IT
HO IT	Head of IT	SD	Service Delivery
opt In Link	Link		