ZEGU ICT ELECTRONIC GADGET REGISTRATION FORM

Dear Security

Kindly allow Mr/Miss/Mrs/Ms/Dr/Prof..... Reg / Employee Number:

.....National ID..... to leave the premises with the following electronic gadgets:

Gadget Description	Model	Serial No

Note: This form must be accompanied by a ZEGU Staff ID / Student ID and or National ID where applicable. The form is invalid without a security stamp.

Signed by Owner: _____ Date: _____

Verified by Security: _____ Date: _____

FOR OFFICIAL USE ONLY

ORIGINAL KEPT AT SECURITY	☐	DATE	SIGN
COPIES SCANNED BY ICT	☐	DATE	SIGN
COPY RETAINED BY INDIVIDUAL	☐	DATE	SIGN