

Home-Based Work Asset Loan Approval Form

Purpose

This form is to be used when an employee is wishing to borrow assets from Metro North as part of their working from home agreement.

EMPLOYEE DETAILS

PERSON ID: PAN NUMBER:

SURNAME: _____ GIVEN NAME: _____

Asset	Description

I certify that the Metro North assets identified above have been loaned to me for home-based work purposes. I am aware that:

1. Upon the termination of my home-based work agreement, or if otherwise directed, I am required to return all Metro North assets as outlined above.
2. I am required to report any faults or necessary repairs on all Metro North assets as outlined
3. I must exercise reasonable care and responsibility for the Metro North assets as outlined in this asset loan approval form.

I have read and understand the arrangements detailed in this agreement

Employee Signature:	Date:
ASSET LOAN APPROVED/NOT APPROVED (please delete as appropriate)	
Line Manager's Signature:	Date: