



Rustenburg Local Municipality Acknowledgement of Receipt Form for Cellphone and Data Tools (Form B)

To be completed by officials upon receipt of a cellphone or data services under the Cellphone and Data Policy

1. Recipient Details

Name and Surname: _____

Job Title: _____

Post Level: _____

Department/Directorate: _____

Employee Number: _____

Contact Number: _____

Date of Receipt: _____

2. Device and Service Details

Type of Device / Service Issued:
Cellphone / Data Services

Cellphone Make and Model: _____

Serial Number / IMEI: _____

SIM Card Number: _____

Allocated Airtime (Minutes): _____

Allocated Data (GB): _____

Purpose of Issuance:

- Fulltime
- Standby / Shift Duties
- Other (Specify): _____

3. Issuing Officer Details

Name and Surname: _____

Job Title: _____

Department: _____

Signature: _____

Date: _____

4. Supervisor / Line Manager Confirmation

Name and Surname: _____

Job Title: _____

Confirmation of Issuance:

I confirm that the above device / services have been issued to the recipient for official use in accordance with the Cellphone and Data Policy.

Signature: _____

Date: _____

5. Declaration by Recipient

I, _____ hereby acknowledge receipt of the cellphone or data services described above. I confirm that I have read and understood the Rustenburg Local Municipality Cellphone and Data Policy.

I agree to:

- Use the device/services solely for official purposes as outlined in the policy.
- Maintain and secure the device, reporting any damage, loss, or security breaches immediately using the Incident Report Form (Form G).
- Return the device to the Directorate: Corporate Support Services upon termination of duties, promotion, demotion, transfer, or when the device is no longer required, using the Device Return Form (Form C) or Cellphone Return Form for Standby / Shift Duties (Form E), as applicable.
- Reimburse the Municipality for any costs incurred due to private use or negligence, including excess amounts for insurance claims.

- Ensure I remain contactable, reachable, and responsive, providing an alternative contact number if the device is damaged or lost, as per policy requirements.
- Refrain from inserting foreign SIM cards into the device, as this voids the insurance warranty.

Signature:

Date:
