



Европейски парламент Parlamento Europeo Evropský parlament Europa-Parlamentet Europäisches Parlament  
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Europski parlament Parlamento europeo Eiropas Parlaments Europos Parlamentas Európai Parlament  
Parlament Ewropew Europees Parlement Parlament Europejski Parlamento Europeu Parlamentul European  
Európsky parlament Evropski parlament Euroopan parlamentti Europaparlamentet

2014 - 2019

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*The Quaestors*

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17.04.2019

## **NOTICE**

### **(15/2019)**

**Subject: Returning portable IT equipment**

The Parliament has made available to Members portable IT equipment, inter alia comprising a laptop and/or tablet. This equipment, which belongs to the Parliament, must be returned when Members reach the end of their term of office.

Members who received a laptop and/or tablet are therefore asked to return the equipment to MEP IT Support (ASP 01E035 in Brussels or in PFL F-1060 in Strasbourg) with all accessories by 28 June. A receipt will be issued upon receiving the equipment in its entirety.

For security reasons, all data stored on the equipment will be erased. Members may request a backup of their data before returning the equipment.

If the equipment is not returned by 28 June, the Parliament reserves the right to withhold a payment of Members individual financial entitlements by way of compensation, corresponding to the residual market value of the equipment.

Karol KARSKI  
Chair-in-Office

PE 634.070/QUEST/CM

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*United in diversity*

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