WHAT YOU RECEIVE AFTER EVERY PICKUP

Sample Document Pack

These are the documents an enterprise client receives from Axis GreenCycle at the end of an IT asset disposition job. Client details, serial numbers and figures in this pack are illustrative.

01 **Certificate of Data Erasure** — Serial-level record of how every storage device was sanitised — p. 2

02 **Certificate of Recycling & Disposal** — Confirms end-of-life items went to an authorised recycler under the E-Waste (Management) Rules 2022 — p. 3

03 **ESG Impact Sheet** — Weight, reuse vs. recycling split and material recovery, for sustainability and BRSR reporting — p. 4

04 **Asset Handover Note** — Chain-of-custody record signed at your site at the time of pickup — p. 5

DATA ERASURE STANDARD	E-WASTE COMPLIANCE	MINIMUM PICKUP
NIST SP 800-88 Rev. 1	E-Waste (Management) Rules 2022	50 units

SAMPLE

Certificate of Data Erasure

This certifies that the storage media in the assets listed below were sanitised or destroyed by Axis GreenCycle as recorded.

CLIENT [Client Name] Pvt. Ltd., Bengaluru	PICKUP REFERENCE AGC-PU-2026-0418	PICKUP DATE 07 Oct 2026	ISSUE DATE 14 Oct 2026
STANDARD NIST SP 800-88 Rev. 1 · Purge	ERASURE LOCATION Axis GreenCycle facility, Bengaluru	ASSETS WITH STORAGE 110	RESULT 107 erased · 3 shredded

ASSET TAG	TYPE	MAKE / MODEL	SERIAL	STORAGE	RESULT
AGC-0001	Laptop	Dell Latitude 5420	8F2K••••	256 GB NVMe	Erased
AGC-0002	Laptop	Apple MacBook Air M1	C02F••••	256 GB SSD	Erased
AGC-0003	Laptop	Lenovo ThinkPad T14	PF3X••••	512 GB NVMe	Shredded
AGC-0004	Laptop	HP EliteBook 840 G7	5CG1••••	256 GB NVMe	Erased
AGC-0005	Laptop	Dell Latitude 7410	JH7L••••	512 GB NVMe	Erased
AGC-0006	Laptop	Apple MacBook Pro 13" M1	FVFG••••	512 GB SSD	Erased
AGC-0007	Laptop	Lenovo ThinkPad E14	PF2Q••••	256 GB SSD	Erased
AGC-0008	Desktop	Dell OptiPlex 7080	4KD9••••	512 GB SSD	Erased
AGC-0009	Desktop	HP ProDesk 400 G6	8CC0••••	1 TB HDD	Erased
AGC-0010	Laptop	HP ProBook 440 G8	5CD1••••	256 GB NVMe	Erased
AGC-0011	Laptop	Dell Vostro 3510	B7M3••••	512 GB NVMe	Shredded
AGC-0012	Laptop	Lenovo ThinkPad L14	PW0A••••	256 GB NVMe	Erased

Showing 12 of 110 assets. The full serial-level register is attached as Annexure A (PDF and CSV). Drives that failed verification were physically shredded and are recorded as “Shredded”.

COMPANY SEAL

ERASURE OPERATOR · [NAME]

VERIFIED BY · [SUPERVISOR NAME]

SAMPLE

Certificate of Recycling & Disposal

This certifies that the end-of-life electrical and electronic equipment listed below was handed over for environmentally sound recycling in accordance with the E-Waste (Management) Rules 2022.

CLIENT [Client Name] Pvt. Ltd., Bengaluru	PICKUP REFERENCE AGC-PU-2026-0418	PICKUP DATE 07 Oct 2026	ISSUE DATE 14 Oct 2026
RECYCLER [CPCB-authorised recycler name]	AUTHORISATION NO. [Recycler authorisation no.]	HANDOVER TO RECYCLER 11 Oct 2026	TOTAL WEIGHT RECYCLED 130 kg

CATEGORY	ITEM	QTY	WEIGHT (KG)	DISPOSAL ROUTE
IT & telecom	Laptops (non-working / shredded media)	16	32	Dismantling & material recovery
IT & telecom	Desktops / CPUs	6	48	Dismantling & material recovery
IT & telecom	LCD / LED monitors	10	50	Dismantling & material recovery
Total		**32**	**130**	

BULK CONSUMER RECORD

Quantities above are recorded for the client's bulk-consumer obligations under the E-Waste (Management) Rules 2022. Supporting handover documents are retained and available on request.

REUSED ASSETS

88 working assets from this pickup were refurbished for resale after data erasure and are **not** included in the recycling quantities above. See the ESG Impact Sheet.

COMPANY SEAL

AUTHORISED SIGNATORY · AXIS GREENCYCLE

RECYCLER ACKNOWLEDGEMENT · [NAME]

SAMPLE

ESG Impact Sheet

Environmental summary of IT assets retired in this pickup, for sustainability, BRSR and global HQ reporting.

CLIENT	PICKUP REFERENCE	PICKUP DATE	ISSUE DATE
[Client Name] Pvt. Ltd., Bengaluru	AGC-PU-2026-0418	07 Oct 2026	14 Oct 2026

120
ASSETS RETIRED

354 kg
TOTAL WEIGHT DIVERTED FROM LANDFILL

63%
REUSED BY WEIGHT (88 ASSETS)

≈18 t
CO_2E AVOIDED THROUGH REUSE*

REUSE VS. RECYCLING (BY WEIGHT)



Reused · 224 kg Recycled · 130 kg

ASSETS BY TYPE

Laptops	96
Desktops	14
Monitors	10

MATERIAL RECOVERED FROM RECYCLED ITEMS

Plastics	42 kg
Ferrous metals	38 kg
Non-ferrous metals (Al, Cu)	22 kg
Printed circuit boards	16 kg
Batteries	8 kg
Glass & other	4 kg

Zero items sent to landfill or the informal sector.

* Illustrative figure. CO_2e avoided is estimated as the manufacturing emissions of an equivalent new device, multiplied by the number of devices reused. Method and emission-factor source: [state source]. Figures in this sample are not from a real client.

COMPANY SEAL

PREPARED BY · AXIS GREENCYCLE

REVIEWED BY · [NAME]

SAMPLE

Asset Handover Note

Chain-of-custody record completed and signed at the client's premises at the time of pickup.

CLIENT [Client Name] Pvt. Ltd.	PICKUP SITE [Site address], Bengaluru	DATE & TIME 07 Oct 2026 · 14:30	VEHICLE NO. KA-04-[XXXX]
ASSETS PER CLIENT LIST 120	ASSETS SCANNED AT SITE 120	CONTAINERS 6 sealed	SEAL NOS. S-88411 to S-88416

ASSET TYPE	CLIENT LIST	SCANNED ON SITE	VARIANCE	CONDITION NOTED
Laptops	96	96	0	8 with damaged screens
Desktops / CPUs	14	14	0	—
Monitors	10	10	0	2 not powering on
Total	**120**	**120**	**0**	

DECLARATION

The assets above were counted, scanned and sealed in the presence of the client's representative. Custody passes to Axis GreenCycle on signature. Any variance found on arrival at our facility is reported to the client in writing.

SAMPLE

CLIENT REPRESENTATIVE · [NAME, DESIGNATION]

AXIS GREENCYCLE · [NAME, EMPLOYEE ID]

COMPANY SEAL