

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: Device Factory
CONTACT NO.: 340-5418
EMAIL ADDRESS: ndcapao.ph@toyoflex.com
NAME OF EMPLOYEE: Noel Capao
EMPLOYEE ID NO.: 007926
DEPARTMENT/DIVISION: Production Control

DEAR SIR / MADAM

PLEASE FIND THE BELOW AS THE ASSETS HANDED OVER TO YOU TO SUPPORT YOU IN CARRYING OUT YOUR ASSIGNMENT IN A MOST PROFICIENT MANNER.

NO.	PARTICULARS	QTY	REMARKS
1	Lenovo E590 Laptop Thinkpad	1	TFXC0542
2	Acer Desktop(Common for warehouse	1	TFXC0248
3	Acer Desktop(Common for warehouse	1	TFXC0323

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

21.07.24
Hiroki Kishimoto

RESPONSIBLE FOR HANDOVER

2021-07-21
SUETTE SURBANO

I, MR. / MRS Noel Capao HEREBY ACKNOWLEDGED THAT I HAVE RECEIVED THE ABOVE MENTIONED ASSETS(S), I UNDERSTAND THAT THIS ASSET(S) BELONG TO TOYOFLEX CEBU CORPORATION AND IS UNDER MY POSSESSION FOR CARRYING OUT MY WORK, I HEREBY ASSURE I WILL TAKE CARE OF THE DEVICE(S) OF THE COMPANY TO THE BEST POSSIBLE EXTEND.

EMPLOYEE SIGNATURE

[Signature]

DATE SIGNED

2021 07-23

Document No.	TCF-G084	Ver.	1	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	