

# ASSETS HANDOVER FORM



|                    |                        |
|--------------------|------------------------|
| REGISTERED OFFICE: | TCM                    |
| EMPLOYEE ID NO.:   | 11049                  |
| DIVISION:          | PRODUCTION ENGINEERING |

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 THINKPAD E15 | 1   | TFXC0778 |
|     | N/A                 |     |          |

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

|                               |                |
|-------------------------------|----------------|
| <br>2023-01-12<br>D. R. BEYES | <br>2023.01.13 |
|-------------------------------|----------------|

I, MR. / MRS **KHEY B. BAGUIO** 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.

BY SIGNING THIS DOCUMENT I AM ALSO AWARE THAT IF I FAIL TO FOLLOW THE PART IV ARTICLE 1 SEC 3 , 4 , 5 OF THE COMPANY CODE OF CONDUCT THERE WILL BE A CORRESPONDING SANCTION.

Related Document: TCF-G022

|                    |            |
|--------------------|------------|
| EMPLOYEE SIGNATURE |            |
| DATE SIGNED        | 2023-01-12 |

|                  |            |                 |                                |                           |                  |
|------------------|------------|-----------------|--------------------------------|---------------------------|------------------|
| Document No.     | TCF-G084   | Ver.            | 2                              | TOYOFLEX CEBU CORPORATION | Retention Period |
| Effectivity Date | 2022-10-27 | Prepared by:    | Checked by:                    | Approved by:              | 2 YEARS          |
|                  |            | SUSETTE SURBANO | REY DAGATAN / AMADITO ORTIZANO | TAKAFUMI MATSUNAGA        |                  |