

ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory

CONTACT NO.: 340 - 5418

EMAIL ADDRESS: qa.wire.ph@toyoflex.com

NAME OF EMPLOYEE: Reynan Binan

EMPLOYEE ID NO.: 010881

DEPARTMENT/DIVISION: QA/QC Wire Rope

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 laptop E490	1	TFXC0516
1	Dell E1916 HVF	1	TFXC0055

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

Dennis Bernales / Atsushi Takeuchi 2021-07-28

SUSETTE SURBANO 2021-07-29

I, MR. / MRS Reynan Binan 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

2021-07-22

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