

## ASSETS HANDOVER FORM

**ASAHI INTECC GROUP**  
**TOYOFLEX CEBU CORPORATION**

REGISTERED OFFICE: DEVICE

CONTACT NO.: 344-2926 LOCAL 603

EMAIL ADDRESS: ilyn.corpus.ph@toyoflex.com

NAME OF EMPLOYEE: ILYN N. CORPUS

EMPLOYEE ID NO.: 009285

DEPARTMENT/DIVISION: PRODUCTION CONTROL -PURCHASING GROUP

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 LAPTOP (INTER CORE i5 8TH GEN)	1	TFXC0552

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

NOEL APAO

SUSETTE SURBANO

I, MR. / MRS. ILYN N. CORPUS 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

ILYN N. CORPUS

DATE SIGNED

2021-07-22

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	