IT Installation/ Repair Request Form

<table>
<tr><td></td><td>Date of Request
2022-08-04</td></tr>
</table>

2022-08-04
SIGNATURE
Local Supervisor/Manager

2022 08 04
SIGNATURE
Japanese Department Manager

Name: DEN LOUISE REMOLADOR

I.D No. 10817

PC Name/No: TFXC0742

Div/Dep't: PR/STRL

Type of Installation   ■ (Entry) (For Install)   □ (Exit) (For Deletion)

☐ R-Pics System

☐ Cybozu/Garoon   ☐ Wireless Network

☐ E-Mail   ☐ LAN Cable Assembly/Installation

☐ Active Directory   ☐ PC Reformat

☐ Siam System   ☐ Documentum/Astrux System

☐ Data Surfing   ☐ Toss System

☐ Change of PC User   ☐ SAP
  previous user/I.D No.: _____   current user/I.D No.: _____

☐ File Server Drive
  (specify) _____   (purpose) _____

☐ Transfer of PC
  from dep't _____   to dep't _____

☐ Software
  (specify) _____   (purpose) _____

☐ Others   (specify) _____

■ *Firewall Policy*
      (Select Policy Level Number) (3)   **Select from 1, 2, 3, 4**

   Reason for Application Research for Excel formula's ,5's concept, programming tutorial

   for AI improvement in the process.

   Policy Validity Period   **Date From** (yyyy/mm/dd) _____   **Date To** (yyyy/mm/dd) _____

   Note: Do not fill-up Validity Period if Permanent

   Requests Performed by: ABABA CLYDE   2022-08-05   9:29 am
                                IT MEMBER   *Date and Time of Execution*

<table>
<tr><td>Document No.</td><td>TCF-G022</td><td colspan="2">Ver. 3</td><td colspan="3">TOYOFLEX CEBU CORPORATION</td><td>Retention Period</td></tr>
<tr><td>Effectivity Date</td><td>2021-04-15</td><td>Prepared by:
SUSETTE SURBANO</td><td colspan="2">Checked by:
REY DAGATAN/AMADITO ORTIZANO</td><td colspan="2">Approved by:
TAKAFUMI MATSUNAGA</td><td>2 YEARS</td></tr>
</table>