

# ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory  
 CONTACT NO.: 340-5418  
 EMAIL ADDRESS: hanna.gandhi.ph@toyoflex.com  
 NAME OF EMPLOYEE: Hanna Lee Gandhi  
 EMPLOYEE ID NO.: 007961  
 DEPARTMENT/DIVISION: T-Assy/Office

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	1	TFXC0680

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

201-07-23 201-07-23  
 Iven Averion / Yoshiyuki Morita  
 SUSETTE SURBANO

I, MR. / MRS Hanna Lee Gandhi 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

HANNA LEE GANDHI

DATE SIGNED

2021-07-22

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKARUMI MATSUNAGA	