IT Installation/ Repair Request Form   *Applied*

| | Date of Request |
| | 2023 -01- 16 |

Prepared By:	Local Supervisor/Manager	Japanese Department Manager
ANGEL GRACE CHAVEZ SIGNATURE	SIGNATURE	YOSHIYUKI MORITA SIGNATURE

Name of User Angel Grace Chavez

I.D No. 006503

PC Name/No: TFXC 0665

Div/Dep't: TUNGSTEN

Position: Senior Leader

Select the purpose of Application	☐ For New PC Issuance Request	☐ (For PC replacement request) If you check here, attached the signed TFJ-S15-G030 form	☐ System Registration and Job Request

(Systems Registration and Job Requests)

☐ Cybozu/Garoon   ☑ Wireless Network

☐ E-Mail   ☐ LAN Cable Assembly/Installation

☐ Domain ID   ☐ MS Teams Account

☐ PC Reset/Reformat   ☐ Documentum/Astrux System

☐ SAP   ☐ Toss System

☐ Change of PC User
    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) (2A)   *Select from 1, ②, 2A, 3, 3A*

Reason for Application   TO HAVE EASY ACCESS TO SERVER, WHEN TRANSFERRING TO OTHER AREA. MY PC IS TEMPORARILY USE IN SAVING AND CHECKING PICTURE IN PACKING 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: Roy Dagaba	2023-01-16
IT MEMBER	*Date and Time of Execution*

Related Document: TCT-G007

Document No.	TCF-G022	Ver.	4	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2022-10-27	Prepared by: REY DAGATAN	Checked by: AMADITO ORTIZANO	Approved by: TAKAFUMI MATSUNAGA		2 YEARS