

# ASSETS HANDOVER FORM



REGISTERED OFFICE:	DEVICE
CONTACT NO.:	333-F4A 2ND FLOOR PLM OFFICE
EMAIL ADDRESS:	khint.grafe.ph@toyoflex.com
NAME OF EMPLOYEE:	KHINT PAUL I. GRAFE
EMPLOYEE ID NO.:	9753
DEPARTMENT/DIVISION:	PRODUCTION ENGINEERING

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 E590	1	TFXC0525

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

SUSETTE B. SURBANO

I, MR. / MRS. KHINT PAUL GRAFE 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

DATE SIGNED

2021-07-22

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	