

IT Installation/ Repair Request Form

Date of Request

2/18/2023

2023-02-18
LOUIE ESTAMPA
SIGNATURE

Prepared By:

2023-02-18
MICHAEL LAUREA
SIGNATURE

Local Supervisor/Manager

2023-02-18
DAISUKE NAKAYAMA
SIGNATURE

Japanese Department Manager

Name of User Louie Estampa

I.D No. 009626

PC Name/No: TFXC0640

Div/Dep't: Wire rope

Position: Senior Staff

Select the purpose of Application

☐ For New PC Issuance Request

☐ (For PC replacement request)

☐ System Registration and Job Request

If you check here, attached the signed TFI-S15-G030 form

(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) \\172.16.81.205\qa.qc (purpose) To be able to view documents such as FPS

☐ 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

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:

IT MEMBER

2023-02-18 4:01 PM

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:	Checked by:	Approved by:	2 YEARS
		REY DAGATAN	AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	