

# ASSETS HANDOVER FORM

**ASAHI INTECC GROUP**  
**TOYOFLEX CEBU CORPORATION**

REGISTERED OFFICE: DEVICE FACTORY

CONTACT NO.: 340-5418

EMAIL ADDRESS: fanomar.ph@toyoflex.com

NAME OF EMPLOYEE: ROSEMARIE FANO

EMPLOYEE ID NO.: 007717

DEPARTMENT/DIVISION: PLASTIC MOLDING

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 E15 | 1   | TFXC0682 |
|     |                   |     |          |
|     |                   |     |          |
|     |                   |     |          |

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

2021-07-16  
JENNIFER SOLABAR / MR. NESTOR CAPE / MR. KYUSUKE SATO  
2021-07-16  
SUSETTE B. SURBANO

I, MR. / MRS. ROSEMARIE FANO 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

2021-07-16

|                  |            |                 |                                |                           |                  |
|------------------|------------|-----------------|--------------------------------|---------------------------|------------------|
| Document No.     | TCF-G084   | Ver.            | 1                              | TOYOFLEX CEBU CORPORATION | Retention Period |
| Effectivity Date | 2021-07-16 | Prepared by:    | Checked by:                    | Approved by:              | 2 YEARS          |
|                  |            | SUSETTE SURBANO | REY DAGATAN / AMADITO ORTIZANO | TAKAFUMI MATSUNAGA        |                  |