

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: DEVICE FACTORY
CONTACT NO.: 390-5418
EMAIL ADDRESS: _____

NAME OF EMPLOYEE: EDNA Montellano
EMPLOYEE ID NO.: 010937
DEPARTMENT/DIVISION: WIRE ROPE NYLON COATING

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 THINKPAD LAPTOP E15 GEN9	1	TFXC0935

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER _____
RESPONSIBLE FOR HANDOVER _____

I, MR. / MRS _____ 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 _____

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	