

ASSETS HANDOVER FORM



REGISTERED OFFICE: Device

CONTACT NO.: 340-5418

EMAIL ADDRESS: _____

NAME OF EMPLOYEE: HANELYN ALEDON

EMPLOYEE ID NO.: 011829

DEPARTMENT/DIVISION: Production Engineering / Process

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 E15 | 1 | Monitor: TFXC0069 CPU: TFXC0036 |
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(AUTHORIZED SIGNATORIES)

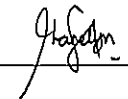
REQUESTOR / APPROVER


MARIO BERGANCIA / YUJI INABA -07-28

RESPONSIBLE FOR HANDOVER

I, MR. / MS. HANELYN ALEDON 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 - 27

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