

# ASSETS HANDOVER FORM



REGISTERED OFFICE: **Device Factory**

CONTACT NO.: **340-5418 - Device factory**

EMAIL ADDRESS: **reynan.soon.ph@toyoflex.com**

NAME OF EMPLOYEE: **REYNAN SOON**

EMPLOYEE ID NO.: **008687**

DEPARTMENT/DIVISION: **PLM / Mold Maintenance**

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	DESKTOP ( DELL )	1	TFXC0063

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER **Nestor Cape / Ryusuke Sato** *2021-07-28*

RESPONSIBLE FOR HANDOVER **SUSETTE SURBANO** *2021-07-28*

I, MR. / MRS **Reynan Soon** 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 **Reynan Soon** *2021-07-28*

DATE SIGNED **2021-07-28**

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Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	