

ASSETS HANDOVER FORM



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| REGISTERED OFFICE: | Toyoflex Cebu Corporation |
| EMPLOYEE ID NO.: | 02306 |
| DIVISION: | Quality Assurance |

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 | TFXC0770 lenovo laptop | Set | temporary endorse to Ms. Montayre while waiting for replacement |
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(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

| | |
|----------------------------|--|
| 2023-05-25 Lui Reatauri | |
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I, MR. / MRS Rowena Montayre 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.

BY SIGNING THIS DOCUMENT I AM ALSO AWARE THAT IF I FAIL TO FOLLOW THE PART IV ARTICLE 1 SEC 3 , 4 , 5 OF THE COMPANY CODE OF CONDUCT THERE WILL BE A CORRESPONDING SANCTION.

Related Document: TCF-G022

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| EMPLOYEE SIGNATURE | <u>[Signature]</u> |
| DATE SIGNED | 2023-05-25 |

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| Document No. | TCF-G084 | Ver. | 2 | TOYOFLEX CEBU CORPORATION | Retention Period |
| Effectivity Date | 2022-10-27 | Prepared by: | Checked by: | Approved by: | 2 YEARS |
| | | SUSETTE SURBANO | REY DAGATAN / AMADITO ORTIZANO | TAKAFUMI MATSUNAGA | |