

ASSETS HANDOVER FORM



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|--------------------|------------------------------------|
| REGISTERED OFFICE: | TCM |
| EMPLOYEE ID NO.: | 11889 |
| DIVISION: | Production Engineering (Equipment) |

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 Gen 2 | 1 | TFXC0833 |
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| | | | |

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER


RESPONSIBLE FOR HANDOVER

| | |
|---|---|
|  2023-05-11 |  2023-05-11 |
| | |

I, MR. / MRS PETER PAUL MERIN 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 COMPANY CODE OF CONDUCT THERE WILL BE A CORRESPONDING SANCTION.

Related Document: TCF-G022

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|--------------------|---|
| EMPLOYEE SIGNATURE |  |
| DATE SIGNED | 2023-05-11 |

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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 | |