

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: _____ DEVICE FACTORY _____
CONTACT NO.: 340-5418
EMAIL ADDRESS: Tetsuya Endo <tetsuya.endo.ph@toyoflex.com>
NAME OF EMPLOYEE: TETSUYA ENDO
EMPLOYEE ID NO.: 10980
DEPARTMENT/DIVISION: PRODUCTION/WIRE ROPE


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 LAPTOP E15	1	TFXC0611
2	ACER V196HQL	1	

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER


KOJI NAKAGAWARA

RESPONSIBLE FOR HANDOVER


SUSETTE SURBANO

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


TETSUYA ENDO

DATE SIGNED

7/16/2021

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