

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: DEVICE
CONTACT NO.: 244-2926
EMAIL ADDRESS: irene.hiyas@toyoflex.com
NAME OF EMPLOYEE: MA. IRENE L. HIYAS
EMPLOYEE ID NO.: 009679
DEPARTMENT/DIVISION: PRODUCTION CONTROL - PURCHASING

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 (THINKPAD)	1	TEXT COLORED

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

NO. 17-23 / 2021-07-29

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO

I, MR. / MRS. MA. IRENE L. HIYAS 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

[Signature]

DATE SIGNED

2021-07-29

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	