

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: DEVICE FACTORY
CONTACT NO.: 340-5418
EMAIL ADDRESS: _____

NAME OF EMPLOYEE: MAIZA DELIMA
EMPLOYEE ID NO.: 011927
DEPARTMENT/DIVISION: WIRE ROPE STRANDING

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
	THINKPAD LENOVO LAPTOP E15	1 pc	TF+CO936

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

Hans Sanchez 2022-08-25 *Koji Sugimoto* 2022-08-25
Hans Sanchez / Koji Sugimoto

I, MR. / MRS MAIZA DELIMA 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

DATE SIGNED

2022-08-24

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