

## ASSETS HANDOVER FORM



REGISTERED OFFICE:

TCM

EMPLOYEE ID NO.:

10567

DIVISION:

PR/ASSY/PTCA

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	1	TFXC1046

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

MR. CHRISTY ARIAS

MR. MASAOKI SHIGEMATSU

RESPONSIBLE FOR HANDOVER

MR. HAROLD TORREON

I, MR. / MRS **ANALOU PANILAGAO** HEREBY ACKNOWLEDGED THAT I  
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 C  
COMPANY CODE OF CONDUCT THERE WILL BE A CORRESPONDING SANCTION.

Related Document: TCF-G022

EMPLOYEE SIGNATURE

DATE SIGNED

2023-02-07

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	