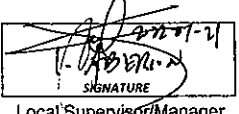
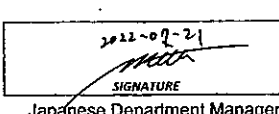


0933

NO ASSET HANDOVER

IT Installation/ Repair Request Form

Date of Request _____	
 Local Supervisor/Manager	 Japanese Department Manager
Name: <u>ADRIAN, IVEN</u>	
I.D No. <u>6968</u>	
PC Name/No: <u>TFXC0236</u>	
Div/Dep't: <u>T-ASY</u>	
Type of Installation <input type="checkbox"/> (Entry) (For Install) <input type="checkbox"/> (Exit) (For Deletion)	
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> R-Pics System <input type="checkbox"/> Cybozu/Garoon <input type="checkbox"/> E-Mail <input type="checkbox"/> Active Directory <input type="checkbox"/> Siam System <input type="checkbox"/> Data Surfing <input type="checkbox"/> Change of PC User previous user/I.D No.: _____ current user/I.D No.: _____ <input type="checkbox"/> File Server Drive (specify) _____ (purpose) _____ <input type="checkbox"/> Transfer of PC from dep't _____ to dep't _____ <input type="checkbox"/> Software (specify) _____ (purpose) _____ <input checked="" type="checkbox"/> Others (specify) <u>Replace New Laptop</u> </div> <div style="width: 50%;"> <input type="checkbox"/> Wireless Network <input type="checkbox"/> LAN Cable Assembly/Installation <input type="checkbox"/> PC Reformat <input type="checkbox"/> Documentum/Astrux System <input type="checkbox"/> Toss System <input type="checkbox"/> SAP </div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Firewall Policy (Select Policy Level Number) () Select from 1, 2, 3, 4 </div> <div style="margin-top: 10px;"> Reason for Application <u>Slow Function</u> </div> <div style="margin-top: 10px;"> Policy Validity Period Date From (yyyy/mm/dd) _____ Date To (yyyy/mm/dd) _____ <small>Note: Do not fill-up Validity Period if Permanent</small> </div>	
Requests Performed by: <u>Donatella Kael Samu</u> <u>2021-10-29</u> <div style="display: flex; justify-content: space-between;"> IT MEMBER Date and Time of Execution </div>	
Document No.	TCF-G022
Ver.	3
TOYOFLEX CEBU CORPORATION	
Effectivity Date	2021-04-15
Prepared by:	Checked by:
SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO
Approved by:	TAKAFUMI MATSUNAGA
Retention Period	
2 YEARS	