

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: **DEVICE FACTORY**

CONTACT NO.: **340-5418**

EMAIL ADDRESS: **jennifer.cornito.ph@toyoflex.com**

NAME OF EMPLOYEE: **JENNIFER C. SOLABAR**

EMPLOYEE ID NO.: **008403**

DEPARTMENT/DIVISION: **PLASTIC MOLDING**

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	TFXC0619

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

2021-07-16
MR. NESTOR CAPE / MR. RYUSUKE SATO

RESPONSIBLE FOR HANDOVER

2021-07-21
SUSETTE B. SURBANO

I, MR. / MRS. JENNIFER SOLABAR 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

J. Solabar

DATE SIGNED

2021-07-16

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	