

ASSETS HANDOVER FORM



REGISTERED OFFICE: DEVICE FACTORY

CONTACT NO.: 340-5418

EMAIL ADDRESS: yuri.torres.ph@toyoflex.com

NAME OF EMPLOYEE: JOHN YURI TORRES

EMPLOYEE ID NO.: 6812

DEPARTMENT/DIVISION: QA / QC

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 THINKPAD LAPTOP E490 | 1 | TFXC0482 |
| | | | |
| | | | |
| | | | |

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

DENNIS BERNALES / ATSUSHI TAKEUCHI

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO

I, MR. / MRS JOHN YURI TORRES 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

2021-07-16

| | | | | | |
|------------------|------------|---------------------------------|-----------------------------------------------|------------------------------------|------------------|
| 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 |