

# ASSETS HANDOVER FORM



|                    |            |
|--------------------|------------|
| REGISTERED OFFICE: | TCM        |
| EMPLOYEE ID NO.:   | 011428     |
| DIVISION:          | PRODUCTION |

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 (TFXC1022) | 1   |         |
|     |                            |     |         |
|     |                            |     |         |
|     |                            |     |         |

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

|   |   |
|---|---|
| <p>2023-03-06</p> <p><i>[Signature]</i></p> <p>GLENN RAY P. RUBEN</p> | <p>2023-03-06</p> <p><i>[Signature]</i></p> <p>MASAARI SHIGENATSU</p> |
|---|---|

I, MR. / MRS GLENN RAY P. RUBEN 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.

BY SIGNING THIS DOCUMENT I AM ALSO AWARE THAT IF I FAIL TO FOLLOW THE PART IV ARTICLE 1 SEC 3 , 4 , 5 OF COMPANY CODE OF CONDUCT THERE WILL BE A CORRESPONDING SANCTION.

Related Document: TCF-G022

EMPLOYEE SIGNATURE

DATE SIGNED

2023-03-06

*[Signature]*

2023-03-06

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