

ASSETS HANDOVER FORM



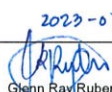

| | |
|--------------------|--------------------|
| REGISTERED OFFICE: | TCM |
| EMPLOYEE ID NO.: | 12470 |
| DIVISION: | PE/IMPROVEMENT/APS |

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 E15 | 1 | TFXC1112 |
| | N/A | | |
| | | | |

(AUTHORIZED SIGNATORIES)

| | | |
|--------------------------|--|--|
| REQUESTOR / APPROVER |  Glenn Ray Ruben |  Takumu Sasaki |
| RESPONSIBLE FOR HANDOVER | | |

I, MR. / MRS JAY MARK MONTERONA 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 - 07 - 17 |

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