

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE:	TCM
EMPLOYEE ID NO.:	8777
DIVISION:	QA

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 P49G	1	TFXC0059
	<i>MS Laptop</i>		
	<i>make: Dell</i>		
	<i>model: P49G</i>		

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

<i>2022-11-21</i> LUI RESTAURO	HIROYA HAMAGUCHI
LUI RESTAURO	

I, MR. / MRS Koji Ishikawa 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

K. Ishikawa

DATE SIGNED

2022-11-21

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	