

IT Installation/ Repair Request Form

Date of Request

2023-02-04

2023-02-07
ROSEMARIE RABANO
SIGNATURE

Prepared By:

2023-02-07
CHERRY PIENSO
SIGNATURE

Local Supervisor/Manager

2023-02-07
KOUJI SUGIMOTO
SIGNATURE

Japanese Department Manager

Name of User panalon, NONE

I.D No. 005713

PC Name/No: ACER / TFX C0399

Div/Dep't: WR - DRAWING

Position:

Select the purpose of Application

☐ For New PC Issuance Request

☐ (For PC replacement request)

☐ System Registration and Job Request

If you check here, attached the signed TFX-515-G030 form

(Systems Registration and Job Requests)

☐ Cybozu/Garoon

☐ Wireless Network

☐ E-Mail

☐ LAN Cable Assembly/Installation

☐ Domain ID

☒ MS Teams Account

☐ PC Reset/Reformat

☐ Documentum/Astrux System

☐ SAP

☐ Toss System

☐ Change of PC User
previous user/I.D No.: _____ current user/I.D No.: _____

☐ File Server Drive
(specify) _____ (purpose) _____

☐ Transfer of PC
from dep't _____ to dep't _____

☐ Software
(specify) _____ (purpose) _____

☐ Others (specify) _____

☐ Firewall Policy

(Select Policy Level Number) () Select from 1, 2, 2A, 3, 3A

Reason for Application _____

Policy Validity Period Date From (yyyy/mm/dd) Date To (yyyy/mm/dd)

Note: Do not fill-up Validity Period if Permanent

Requests Performed by: Kouji Sugimoto 2023-02-07
IT MEMBER Date and Time of Execution

Related Document: TCT-G007

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|------------------|------------|--------------|------------------|---------------------------|------------------|
| Document No. | TCF-G022 | Ver. | 4 | TOYOFLEX CEBU CORPORATION | Retention Period |
| Effectivity Date | 2022-10-27 | Prepared by: | Checked by: | Approved by: | 2 YEARS |
| | | REY DAGATAN | AMADITO ORTIZANO | TAKAFUMI MATSUNAGA | |