

ASSETS HANDOVER FORM



REGISTERED OFFICE: Device Factory

CONTACT NO.: 1502/322

EMAIL ADDRESS: cherry.inso.ph@toyoflex.com

NAME OF EMPLOYEE: Cherry Pie Inso

EMPLOYEE ID NO.: 007780

DEPARTMENT/DIVISION: Production / Wire Rope / Drawing

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	1	TFXC0639

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

2021-07-24
Mr. Arnold Malingin / Mr. Daisuke Nakayama

2021-07-24
SUSETTE M. SURBANO

I, MR. / MRS. Cherry Pie Inso 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

Cherry Pie Inso

DATE SIGNED

2021-07-24

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Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:		2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA		