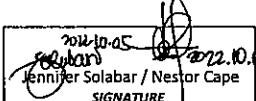



## IT Installation/ Repair Request Form

				Date of Request 2022-10-05	
				<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">               Jennifer Solabar / Nestor Cape              SIGNATURE              Local Supervisor/Manager           </div> <div style="text-align: center;">               Ryosuke Sato              SIGNATURE              Japanese Department Manager           </div> </div>	
Name: <u>Rosemarie Fano</u>					
I.D No. <u>007717</u>					
PC Name/No: <u>TFXC0682</u>					
Div/Dep't: <u>Plastic Molding</u>					
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>Type of Installation</b>  <input type="checkbox"/> (Entry)              (For Install)           </div> <div style="width: 30%;"> <input type="checkbox"/> (Exit)              (For Deletion)           </div> <div style="width: 35%;"></div> </div>					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> R-Pics System  <input type="checkbox"/> Cybozu/Garoon  <input type="checkbox"/> E-Mail  <input type="checkbox"/> Active Directory  <input type="checkbox"/> Siam System  <input type="checkbox"/> Data Surfing  <input type="checkbox"/> Change of PC User                previous user/I.D No.: _____ current user/I.D No.: _____  <input type="checkbox"/> File Server Drive                (specify) _____ (purpose) _____  <input type="checkbox"/> Transfer of PC                from dep't _____ to dep't _____  <input type="checkbox"/> Software                (specify) _____ (purpose) _____  <input type="checkbox"/> Others (specify) _____  <input type="checkbox"/> Firewall Policy                (Select Policy Level Number) (   )    Select from 1, 2, 3, 4         </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Wireless Network  <input type="checkbox"/> LAN Cable Assembly/Installation  <input type="checkbox"/> PC Reformat  <input type="checkbox"/> Documentum/Astrux System  <input type="checkbox"/> Toss System  <input type="checkbox"/> SAP         </div> </div>					
<b>Reason for Application</b> Request for WIFI Connection, this is use in updating data _____ during Goods Issue to Production Order on SAP System _____ and updating of in/out data. _____					
<b>Policy Validity Period</b> <b>Date From ( yyyy/mm/dd )</b> <b>Date To ( yyyy/mm/dd )</b> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> </div> <p style="font-size: small;">Note: Do not fill-up Validity Period if Permanent</p>					
<b>Requests Performed by:</b> <u>SUSETTE SURBANO</u> <u>2022-10-11</u> <div style="display: flex; justify-content: space-between;"> <span>IT/MEMBER</span> <span>Date and Time of Execution</span> </div>					
Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION	
Effectivity Date	2021-04-15	Prepared by:	SUSETTE SURBANO	Checked by:	REY DAGATAN/AMADITO ORTIZANO
		Approved by:	TAKAFUMI MATSUNAGA		Retention Period
					2 YEARS