

IT Installation/ Repair Request Form

Date of Request

2023-02-17

[Signature]
JULIE ANI RODRIGO
SIGNATURE

Prepared By:

[Signature]
N/A
SIGNATURE

Local Supervisor/Manager

[Signature]
KENGO KITAGAWA
SIGNATURE

Japanese Department Manager

Name of User Dong Hee Lee

I.D No. 12285

PC Name/No: TFX055

Div/Dep't: PE

Position:

Select the purpose of Application	<input type="checkbox"/> For New PC Issuance Request	<input type="checkbox"/> (For PC replacement request) <small>If you check here, attached the signed TFJ-S15-G000 form</small>	<input checked="" type="checkbox"/> System Registration and Job Request
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(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 ① PRODUCTION ENGINEERING
(specify) ② DOCSTM (purpose) Access files of PE Division
③ QMS Common / EMS Common
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☒ Software (specify) ms teams (purpose) Communication
- ☐ 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: _____ IT MEMBER Date and Time of Execution _____

Related Document: TCT-G007

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	