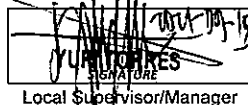


IT Installation/ Repair Request Form

Date of Request
2021-07-10 (2021-07-15)


YUMIKO KES
Local Supervisor/Manager


ATSUSHI TAKENCHI
Japanese Department Manager

Name: GLADYS NIÑA SUGAROL

I.D No. 10758

PC Name/No: TFXC517

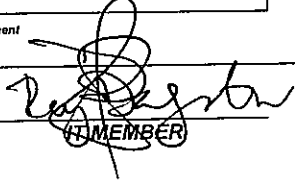
Div/Dep't: QUALITY ASSURANCE

Type of Installation ☒ (Entry) ☐ (Exit)
(For Install) (For Deletion)

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ Change of PC User
previous user/I.D No.: _____ current user/I.D No.: _____
- ☒ File Server Drive (specify) _____ CAR PARTS SERVER FOLDER: PRODUCTION PLAN & PRODUCTS CARD (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, 3, 4

Reason for Application To have access for the production plan + products card
for QC reference

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:  MEMBER Date and Time of Execution 2021-07-10 1:28 pm

Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-04-15	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	