

IT Installation/ Repair Request Form

Date of Request

2022-05-16

[Signature]
J. Larovis
SIGNATURE

Local Supervisor/Manager

[Signature]
S. Nishimura
SIGNATURE

Japanese Department Manager

Name: Sumaga, Christopher G. (priority)

I.D No. 009676

PC Name/No: TFXC0626

Div/Dep't: Car Parts - Packing

Type of Installation ☒ (Entry) (For Install) ☐ (Exit) (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) _____ (purpose) _____
- ☐ Transfer of PC
from dep't _____ to dep't _____
- ☐ Software
(specify) _____ (purpose) _____
- ☒ Others (specify) MS TEAMS - FOR SAP
- ☐ Firewall Policy
(Select Policy Level Number) () Select from 1, 2, 3, 4

Reason for Application _____

Use for SAP

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: *[Signature]* IT MEMBER Date and Time of Execution 2022-05-17

| | | | | | |
|------------------|------------|-----------------|------------------------------|---------------------------|------------------|
| 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 | |