

ASSETS HANDOVER FORM



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| REGISTERED OFFICE: | TCM |
| EMPLOYEE ID NO.: | 10719 |
| DIVISION: | PR/PS/PS |

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 | DELL OPTIPLEX5040 | 1 | TFXC0284 |
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| | | | |

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

RESPONSIBLE FOR HANDOVER

| | |
|---------------------------------|-------------------------------------|
| 2022-11-26 GERLIE LEGARA | 2022-11-26 MASAKI SHIGEMATSU |
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I, MR. / MRS GERLIE LEGARA 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.

BY SIGNING THIS DOCUMENT I AM ALSO AWARE THAT IF I FAIL TO FOLLOW THE PART IV ARTICLE 1 SEC 3 , 4 , 5 OF COMPANY CODE OF CONDUCT THERE WILL BE A CORRESPONDING SANCTION.

Related Document: TCF-G022

EMPLOYEE SIGNATURE

DATE SIGNED 2022-11-23

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|------------------|------------|-----------------|--------------------------------|---------------------------|------------------|
| Document No. | TCF-G084 | Ver. | 2 | TOYOFLEX CEBU CORPORATION | Retention Period |
| Effectivity Date | 2022-10-27 | Prepared by: | Checked by: | Approved by: | 2 YEARS |
| | | SUSETTE SURBANO | REY DAGATAN / AMADITO ORTIZANO | TAKAFUMI MATSUNAGA | |