

## IT Installation/ Repair Request Form

Date of Request

2023-05-20

JENNIFER SOLABAR  
SIGNATURE

Prepared By:

NESTOR CAPE  
SIGNATURE

Local Supervisor/Manager

RYUSUKE SATO  
SIGNATURE

Japanese Department Manager

Name of User Solabar, Jennifer

I.D No. 008403

PC Name/No: TFXC0619

Div/Dep't: Device / Plastic Molding

Position: Supervisor

Select the purpose of  
Application☐ For New PC Issuance Request☐ (For PC replacement request)☐ System Registration  
and Job Request

If you check here, attached the signed TFJ-S15-G030 form

## (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

(specify) \_\_\_\_\_ (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, 2A, 3, 3A

Reason for Application As per request by PLM Japanese Section Manager to install Cybozu

so that can send and receive large documents file.

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:

KNAVEN JADE PAPAN

IT MEMBER

2024-07-01

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: | REY DAGATAN | Checked by:               | AMADITO ORTIZANO | Approved by: | TAKAFUMI MATSUNAGA |
|                  |            |              | 2 YEARS     |                           |                  |              |                    |