

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: Device-Factor
CONTACT NO.: 340-5418
EMAIL ADDRESS: general@toyoflex.com
NAME OF EMPLOYEE: Victor E. Orac
EMPLOYEE ID NO.: TC-915
DEPARTMENT/DIVISION: IT - Equip.

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	XXX Laptop Lenovo E15	1	602 / TFX10571
2	Laptop Dell Inspiron 5437	1	TFX0270

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

Mario Bergancia / Inaba 2021
-07-28

RESPONSIBLE FOR HANDOVER

SUSETTE SURBANO
2021-07-29

I, MR. / MRS _____ 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.

EMPLOYEE SIGNATURE

[Signature]
2021-07-27

DATE SIGNED

Document No.	TCF-G084	Ver.	1	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-07-16	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	