

ASSETS HANDOVER FORM

ASAHI INTECC GROUP
TOYOFLEX CEBU CORPORATION

REGISTERED OFFICE: DEVICE FACTORY
CONTACT NO.: 340-5418
EMAIL ADDRESS: m.laurea.ph@toyoflex.com
NAME OF EMPLOYEE: MICHAEL LAUREA
EMPLOYEE ID NO.: 006938
DEPARTMENT/DIVISION: MECHANICAL UNIT / PRODUCTION

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	LAPTOP (LENOVO E15)	1	TFXC0636

(AUTHORIZED SIGNATORIES)

REQUESTOR / APPROVER

MR. HIRORI KISHIMOTO

RESPONSIBLE FOR HANDOVER

SUSETTE B. SURBANO

I, MR. / MRS. MICHAEL LAUREA 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

M. LAUREA

DATE SIGNED

2021-07-16

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		SUSETTE SURBANO	REY DAGATAN / AMADITO ORTIZANO		TAKAFUMI MATSUNAGA	