

ASSET DECLARATION 2022 & BUDGET SURVEY 2023 **FORM**

ATM-FM07

To : Information Technology Service Office
From : AQUA - SETAPAK HQ (ACCOUNTS)
Date : 10th August 2022

RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

We refer to the above matter. The following is the declaration for AQUA - SETAPAK HQ (ACCOUNTS) :

A. Summary of IT Asset

| No. Of Staff | Desktop | Laptop | Others |
|--------------|---------|--------|--------|
| 7 | 13 | 3 | 6 |

B. Detailed Information Of Active IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remarks |
|-----|---|---------|--------------------|---------------------------|--------------|
| 1. | ARIF ISKANDAR BIN CHE ABDUL RAHMAN | Desktop | Dell Optiplex 3050 | AA-STPAC03/C5SWFL2 | Sophos 2 WFH |
| 2. | Mohamad Safuan Bin Samsudi | Desktop | Dell Optiplex 3050 | AA-STPAC23/F74V9P2 | |
| 3. | Chng Sin May | Desktop | Dell Optiplex 3050 | AA-STPAC20/9ZH8R2 | WFH |
| 4. | Wan Nurul Syuhada Binti Wan Ahmad Azhan | Desktop | Dell Optiplex 3050 | AA-STPAC14/9ZM59R2 | WFH |
| 5. | Chee Yen Wei | Desktop | Dell OptiPlex 3060 | AA-STPAC22/H33ZVV2 | |
| 6. | ARIF ISKANDAR BIN CHE ABDUL RAHMAN | Desktop | Dell OptiPlex 3060 | AA-STPACC17/H2D4WV2 | |
| 7. | Lim Huah Ting | Desktop | Dell OptiPlex 3060 | AA-STPFN04/JPHF862 | WFH |
| 8. | Muhammad Fitri bin Mohamad Noor | Desktop | Dell OptiPlex 3070 | AA-STPAC21/71LX933 | |
| 9. | Loke Horng Cherng | Desktop | Dell OptiPlex 3070 | AA-STPAC12/71JT933 | |
| 10. | VIOLET TAN YU JIN | Desktop | Dell OptiPlex 3070 | AA-STPAC11/71K2883 | WFH 71K2B33 |
| 11. | LEOW YEE MUN | Desktop | Dell Latitude 3420 | AA-STPNB29/20ZFML3 | |
| 12. | LIM HUAH TING | Desktop | Dell Optiplex 3090 | AA-STPACC10/CC7LPP3 | |
| 13. | EDLYN LIM PEI TEIN | Desktop | Dell Latitude 3420 | AA-STPNB30/84ZFML3 | |
| 14. | FANNY HING PUEY HOON | Laptop | Dell Latitude 3490 | AA-STHQNB20/1QVZ1W2 | |
| 15. | WONG FEI SAN | Laptop | Dell Latitude 3400 | AA-STHQNB24/234FMW2 | |
| | | | | | |
| | | | | | |
| | | | | | |

C. Inactive IT Asset

The following asset list is not able to trace during IT Preventive Maintenance 2022 as confirmed by person in charge :

| No. | User | Device | Model | Computer | Remarks |
|-----|------|--------|-------|----------|---------|
|-----|------|--------|-------|----------|---------|

| | | | | Name/ Serial No. | |
|----|---------------------|--------|---------------------|--------------------|---|
| 1. | CHALERMSAK RIMDUSIT | Laptop | Dell Latitude E5440 | AA-STPNB19/55Y6YZ1 | TR2021 - (PCA: 6523104270 & CCA: 652310400) |
| | | | | | |
| | | | | | |

We agreed that all inactive asset will be removed from IT Asset Listing.

D. Pending Purchasing For 2022

Tech Refresh

| No. | User | Device | Model | PO No. |
|-----|------|--------|-------|--------|
| | | | | |
| | | | | |
| | | | | |

New Request

| No. | User | Device | Model | PO No. |
|-----|------|--------|-------|--------|
| | | | | |
| | | | | |
| | | | | |

E. Budget Plan For 2023

Manage IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remark |
|-----|--|---------|--------------------|---------------------------|--------------|
| 1. | ARIF ISKANDAR BIN CHE ABDUL RAHMAN | Desktop | Dell Optiplex 3050 | AA-STPAC03/ C5SWFL2 | Sophos 2 WFH |
| 2. | Mohamad Safuan Bin Samsudi | Desktop | Dell Optiplex 3050 | AA-STPAC23/ F74V9P2 | |
| 3. | Chng Sin May | Desktop | Dell Optiplex 3050 | AA-STPAC20/ 9ZH8R2 | WFH |
| 4. | Wan Nurul Syuhada Binti Wan Ahmad Azhan | Desktop | Dell Optiplex 3050 | AA-STPAC14/ 9ZM59R2 | WFH |
| | | | | | |
| | | | | | |
| | | | | | |

Additional

| No. | Device | Quantity | Purpose |
|-----|------------|----------|---------|
| 1. | Laptop | | |
| 2. | Desktop | | |
| 3. | Printer | | |
| 4. | Others () | | |

Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,

*Approval is required for 'Budget Plan 2023' only. You may ignore this part if not related
Approved by,

()
Head of Department/Plant/Farm/Hatchery
ACCOUNTS

()
AVP and above
ACCOUNTS

INTERNAL USE
Effective Date : 30 May 2019