



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

ATM-FM07

**To** : Information Technology Service Office  
**From** : AQUA - SETAPAK HQ ( CUSTOMER SERVICE )  
**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 ( CUSTOMER SERVICE ) :

#### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others
0	3	1	3

#### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Lim Su King	Desktop	Dell OptiPlex 3046	AA-STPSL01/ 6HZ0TF2	
2.	LEONG SHI LING	Desktop	Dell Optiplex 3050	AA- STHQFS05/ 9ZL69R2	
3.	NORAINI BINTI ABU BAKAR	Desktop	Dell Optiplex 3050	AA- STHQFS04 / 9ZK09R2	
4.	PHANG HUEY JIUN	Laptop	Dell Latitude 3490	AA- STHQNB09 / 20ZRKR2	Sophos 2

#### 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 Name/ Serial No.	Remarks

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.	Lim Su King	Desktop	Dell OptiPlex 3046	AA-STPSL01/ 6HZ0TF2	
2.	LEONG SHI LING	Desktop	Dell Optiplex 3050	AA- STHQFS05/ 9ZL69R2	
3.	NORAINI BINTI ABU BAKAR	Desktop	Dell Optiplex 3050	AA- STHQFS04 / 9ZK09R2	

**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**  
CUSTOMER SERVICE

( )  
**AVP and above**  
CUSTOMER SERVICE

*INTERNAL USE*  
*Effective Date : 30 May 2019*