

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

ATM-FM07

**To** : Information Technology Service Office  
**From** : AQUA - SETAPAK HQ ( HR & ADMINISTRATION )  
**Date** : 15th 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 ( HR & ADMINISTRATION ) :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop	Others	Printer (Dot Matrix)	Printer (LaserJet)
16	5	2	3	1	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	NUR HASFIZA BINTI MOHD NOR	Desktop	Dell Optiplex 3090	AA-STPHR11/ G7M1SN3	
2.	WONG JOUE EE	Desktop	Dell Optiplex 3080	AA-STPHR07/ H7M1SN3	
3.	LIM GIN WEI	Desktop	Dell Optiplex 3090	AA-STPHR12/ 28M1SN3	
4.	KOH GEK BING	Desktop	Dell Optiplex 3090	AA-STPHR13/ 18M1SN3	
5.	YONG SZE TENG	Desktop	Dell Optiplex 3090	AA-STPHR14/ F7M1SN3	
6.	KELVIN LIM HUAH SENG	Laptop	Dell Latitude 3480	AA-STPNB24/ FYS46F2	Sophos 1
7.	MOHD FAIZAL BIN AB RAHIM	Laptop	Dell Latitude 3420	AA- STPHRNB04/ DF0FR93	
8.	KELVIN LIM HUAH SENG	Printer (Dot Matrix)	Epson LQ-2190	AA- STPR2190/ MK3Y035796	

**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
1.	KELVIN LIM HUAH SENG	Printer (LaserJet)	HP 2420	P2015-aqua02/ CHNKG59362	from aqua warehouse to HR Department 16022022-store setapak

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.	KELVIN LIM HUAH SENG	Laptop	Dell Latitude 3480	AA-STPNB24/ FYS46F2	Sophos 1

**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**  
HR & ADMINISTRATION

( )  
**AVP and above**  
HR & ADMINISTRATION

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