



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To : Information Technology Service Office
From : AQUA - SETAPAK HQ (HR / GENERAL AFFAIRS & GOVT. LIAISON)
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 / GENERAL AFFAIRS & GOVT. LIAISON) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others
4	2	2	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	PADMAVATHY A/P MANIMARAN	Desktop	Dell Optiplex 3060	AA-STPHRD09/ GJHV8X2	NEW TECH REFRESH
2.	NADIA BINTI ZAKARIA	Desktop	Dell Optiplex 3090	AA-STPAD01/ J7M1SN3	
3.	SHAARI BIN YACOB	Laptop	Dell Latitude E5440	AA-STPNB21/ 2SY6YZ1	
4.	HO BOON LEONG	Laptop	Dell Latitude 5320	AA-HRNB04/ FBFJHL3	Dell Latitude 5320. Windows 11 installed.

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

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 / GENERAL AFFAIRS & GOVT.
LIAISON

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AVP and above
HR / GENERAL AFFAIRS & GOVT.
LIAISON

INTERNAL USE
Effective Date : 30 May 2019