



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

ATM-FM07

**To** : Information Technology Service Office  
**From** : AQUA - SETAPAK HQ ( MARKETING )  
**Date** : 11th 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 ( MARKETING ) :

#### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others
21	3	2	2

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	SUMMER CHEN YEAT LEE	Desktop	Dell OptiPlex 3040	AA-STPMKT09/ 9V83CD2	Sophos 1 User not in office
2.	WAN NAJWA BINTI WAN MOHD BAKRI	Desktop	Dell Optiplex 3090	AA-STPMKT18/ 3LDKPQ3	
3.	LIM PEI FUN	Desktop	Dell Optiplex 3090	AA-STPMKT17/ 2BSDPQ3	
4.	CHEN TEK YOON	Laptop	Dell Latitude 3480	AA-STPNB26/ CN81PJ2	Sophos 1
5.	YIP JE YUE	Laptop	Dell Latitude 3420	AA-STPNB50/ 9H44PL3.	

#### 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.	CHEN TEK YOON	Laptop	Dell Latitude 3480	AA-STPNB26/ CN81PJ2	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**  
MARKETING

( )  
**AVP and above**  
MARKETING

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