


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

ATM-FM07

**To** : Information Technology Service Office  
**From** : AQUA - SETAPAK HQ ( SAFETY & HEALTH )  
**Date** : 22nd 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 ( SAFETY & HEALTH ) :

**A. Summary of IT Asset**

No. Of Staff	Laptop	Others
1	1	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	CHEN BOON KWEE	Laptop	Dell Latitude 3420	AA-STHQNB31/ B0DZQG3	

**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**  
SAFETY & HEALTH

( )

**AVP and above**  
SAFETY & HEALTH

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