



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To : Information Technology Service Office
From : AA - TAWAU PROCESSING PLANT 2
Date : 9th August 2022

RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

We refer to the above matter. The following is the declaration for AA - TAWAU PROCESSING PLANT 2 :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Network Switch	Others	Printer (Dot Matrix)	Printer (LaserJet)	Printer (Thermal)
34	21	7	1	2	2	2	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	ARLINA BINTI PATAWARI	Desktop	Dell Optiplex 3050	AA-SPNPPT22/ F9MW9P2	
2.	ABDUL RAZAK BIN MADE AMIN	Desktop	Dell Optiplex 3070	AA-TWPPT- 22/ CXTDNX2	
3.	WENDY LIAU TSAE FUI	Desktop	Dell Optiplex 3090	AA-TWPPT50/ J8SDPQ3	
4.	JUMARNI BINTI HAMSAH	Desktop	Dell Optiplex 3070	AA- SPNPPT27/ CXS8NX2	
5.	NURIDAH BINTI BACHO	Desktop	Dell Optiplex 3050	AA-TWPPT33/ FBKT9P2	
6.	SURIANAH BINTI YUSUP	Desktop	Dell Optiplex 3050	AA-TWPPT40/ FBBT9P2	
7.	ESTRELLA R. GEMINO	Desktop	Dell Optiplex 3050	AA-TWPPT38/ FB4S9P2	
8.	NORASHIKIN BIN KUAMAT	Desktop	Dell Optiplex 3050	AA-TWPPT45/ FB7W9P2	
9.	NURIDAH BINTI BACHO	Desktop	Dell Optiplex 3050	AA-TWPPT42/ FBGR9P2	
10.	Suria binti Baddu Habang	Desktop	Dell Optiplex 3050	AA-TWPPT41/ FBDS9P2	
11.	GUSRIYANTI BINTI MARSUKI	Desktop	Dell Optiplex 3050	AA-TWPPT36/ FBFW9P2	
12.	SITTY WALDA BINTI NULJIM	Desktop	Dell Optiplex 3050	AA-TWPPT37/ FB90BP2	
13.	SHAFAZARINA SAKKA	Desktop	Dell Optiplex 3050	AA-TWPPT34/ FBLY9P2	
14.	LIM SIEW HOON	Desktop	Dell Optiplex 3050	AA-TWPPT35/ FBMY9P2	
15.	JUMIATI BINTI HAMDAN	Desktop	Dell Optiplex 3050	AA-TWPPT31/ FB1T9P2	
16.	FAZILA BINTI AMBO	Desktop	Dell Optiplex 3070	AATWPPT04/ 7LMDRZ2	
17.	SAMSINAR BINTI TUN	Desktop	Dell Optiplex 3070	AA-TWPPT05/ 7NCJRZ2	
18.	ZAENAL BIN WALLANG	Desktop	Dell Optiplex 3070	AA-TWPPT02/ 7MKFRZ2	
19.	LU DI WEI DAVY	Desktop	Dell Optiplex 3090	AA-TWPPT53/ 7BRWPQ3	
20.	SOHANA BINTI OTHMAN	Desktop	Dell Optiplex 3090	AA-TWPPT51/ F8SDPQ3	

21.	CHIN AI LEE	Desktop	Dell Optiplex 3090	AA-TWPPT54/ 19SDPQ3	
22.	Marsan Bin Syamsuddin	Printer (Thermal)	Zebra ZT220	AA- TWUPT01/ 08J121801277	ZEBRA PRINTER
23.	Suria binti Baddu Habang	Printer (Thermal)	Zebra ZT220	AA- TWUPT02/ 08J130200119	ZEBRA PRINTER
24.	TONY BIN HASAN	Laptop	Dell Latitude 3490	AA- TWPPNB02/ BZNZ1W2	
25.	Thanakorn Pootanasab	Laptop	Dell Latitude 5290	AA- TWPPNB14/ 6YQ6RV2	
26.	KAMARIAH BINTI JOTEN	Laptop	Dell Latitude 3400	AA- TWPPNB04/ BNGBHT2	
27.	NURLIANA BINTI NURDIN	Laptop	Dell Latitude 3400	AA- TWPPNB03/ DNGBHT2	
28.	SULIANO ALFONSO BIN LUGAM	Laptop	Dell Latitude 3400	AA- TWPPNB10/ 534FMW2	
29.	NUR AINI BINTI BAHARUDIN	Laptop	Dell Latitude 3410	AA- TWPPNB07/ JVQ9403	
30.	CHANG CHUNG YEW	Laptop	Dell Latitude 3410	AA- TWPPNB12/ F2Q9403	
31.	SURIANAH BINTI YUSUP	Printer (Dot Matrix)	Epson LQ-310	AA- TWPPTPRT30/ R9DY014969	
32.	SULIANO ALFONSO BIN LUGAM	Printer (Dot Matrix)	Epson LQ-2180	TWOFF Epson LQ-2180/ BE9Y181392	
33.	YANIS BINTI ABBAS	Printer (LaserJet)	Others	HP Officejet 7110/ CN37B1THPB	
34.	ABDUL RAZAK BIN MADE AMIN	Printer (LaserJet)	Dell B1265dnf	AA- TWPPRT31/ 472JMY1	

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

()
AVP and above

INTERNAL USE
Effective Date : 30 May 2019