



## SUMMARY ASSET DECLARATION 2020 &amp; BUDGET SURVEY 2021 FORM

ATM-FM08

**To** : AQUA - SETAPAK HQ ( HR & ADMINISTRATION )

**From** : Information Technology Service Office

**Date** : 5th September 2022

## SUMMARY OF IT ASSET 2022 &amp; BUDGET 2023

We refer to the above matter.

Following is the summary for AQUA - SETAPAK HQ ( HR & ADMINISTRATION ) :

## A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others	Printer (Dot Matrix)	Printer (LaserJet)
11	5	2	3	1	0

## B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	KELVIN LIM HUAH SENG	Printer (Dot Matrix)	Epson LQ-2190	1010-03-28 / AA-STPR2190 / MK3Y035796
2.	KELVIN LIM HUAH SENG	Laptop	Dell Latitude 3480	/ AA-STPNB24 / FYS46F2
3.	KELVIN LIM HUAH SENG	Others	Others	/ AA-IPPH13 / 3142018101410893
4.	KELVIN LIM HUAH SENG	Others	Others	/ AA-IPPH14 / 3142018101410885
5.	KOH GEK BING	Desktop	Dell Optiplex 3090	/ AA-STPHR13 / 18M1SN3
6.	LIM GIN WEI	Desktop	Dell Optiplex 3090	/ AA-STPHR12 / 28M1SN3
7.	MOHD FAIZAL BIN AB RAHIM	Others	Others	/ AA-IPPH41 / 3140018092D04190
8.	MOHD FAIZAL BIN AB RAHIM	Laptop	Dell Latitude 3420	/ AA-STPHRNB04 / DF0FR93
9.	NUR HASFIZA BINTI MOHD NOR	Desktop	Dell Optiplex 3090	/ AA-STPHR11 / G7M1SN3
10.	WONG JOUE EE	Desktop	Dell Optiplex 3080	/ AA-STPHR07 / H7M1SN3
11.	YONG SZE TENG	Desktop	Dell Optiplex 3090	/ AA-STPHR14 / F7M1SN3

## 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	Remark

				Name/ Serial No.	

**New Request**

No.	User	Device	Model	PO No.

If the information above is incorrect, please notify us via email to [itso.survey@cpmalaysia.com](mailto:itso.survey@cpmalaysia.com) before 25 August 2022.

Thank You

Yours faithfully,

**Information Technology Service Office**

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