



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : AQUA - SETAPAK HQ (HR / GENERAL AFFAIRS & GOVT. LIAISON)

From : Information Technology Service Office

Date : 5th September 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

Following is the summary for AQUA - SETAPAK HQ (HR / GENERAL AFFAIRS & GOVT. LIAISON) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others
2	2	2	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	HO BOON LEONG	Laptop	Dell Latitude 5320	/ AA-HRNB04 / FBFJHL3
2.	HO BOON LEONG	Others	Others	/ AA-IPPH041 / 3142018101410884
3.	NADIA BINTI ZAKARIA	Desktop	Dell Optiplex 3090	/ AA-STPAD01 / J7M1SN3
4.	PADMAVATHY A/P MANIMARAN	Desktop	Dell Optiplex 3060	/ AA-STPHRD09 / GJHV8X2
5.	SHAARI BIN YACOB	Laptop	Dell Latitude E5440	1005-10-17 / AA-STPNB21 / 2SY6YZ1
6.	SHAARI BIN YACOB	Others	Others	/ AA-IPPH15 / 3142018101410892

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

New Request

No.	User	Device	Model	PO No.

If the information above is incorrect, please notify us via email to itso.survey@cpmalaysia.com before 25 August 2022.

Thank You

Yours faithfully,

Information Technology Service Office

INTERNAL USE
Effective Date : 30 May 2019