



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

ATM-FM08

**To** : AQUA - SETAPAK HQ ( MANAGEMENT OFFICE )

**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 ( MANAGEMENT OFFICE ) :

#### A. Summary of IT Asset

| No. Of Staff | Desktop | Laptop | Others | Printer (LaserJet) |
|--------------|---------|--------|--------|--------------------|
| 3            | 1       | 11     | 8      | 1                  |

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

| No. | User                   | Device             | Model              | Asset ID/Computer Name/Serial No.           |
|-----|------------------------|--------------------|--------------------|---|
| 1.  | BENEDICT TAN TAI YIK   | Laptop             | Dell Latitude 5290 | 1003-02-01 / AA-STHQNB08 / 2HV6SQ2          |
| 2.  | CHANG SWE MING         | Laptop             | Others             | / AA-STHQNB17 / 015051285053                |
| 3.  | CHONG YEW SENG         | Laptop             | Dell Latitude 3490 | 1003-01-30 / AA-STHQNB10 / BHB6SQ2          |
| 4.  | Hea Kok Wei            | Others             | HP J4660           | 1000223 / HP OFFICEJET J4660 / SCN8CK805C   |
| 5.  | Hea Kok Wei            | Laptop             | Dell Latitude 5290 | 1003031 / AA-STHQNB11 / 5T46SQ2             |
| 6.  | LAI YOKE WAI           | Laptop             | Others             | / AA-STHQNB13 / 2CSMNT2                     |
| 7.  | Manoon Vongsawapakkul  | Laptop             | Dell Latitude 5280 | / AA-STHQNB30 / 7QC9FH2                     |
| 8.  | MICHELLE CHENG LAI YEE | Printer (LaserJet) | Others             | 1008-01-17 / AA-STPPOPRINTER01 / VNC5L00205 |
| 9.  | MICHELLE CHENG LAI YEE | Others             | Others             | / AA-IPPH23 / 3140018092D04451              |
| 10. | MICHELLE CHENG LAI YEE | Desktop            | Dell Optiplex 3090 | / AA-STPMKT16 / 39SDPQ3                     |
| 11. | SOMBAT PROMMOON        | Laptop             | Microsoft Surface  | / AA-STHQNB05 / 027513384953                |
| 12. | SOMBAT PROMMOON        | Others             | Others             | / AA-IPPH37 / 314201811143948               |
| 13. | SUNTHORN CHUANKLIN     | Laptop             | Microsoft Surface  | / AA-STHQNB06 / 015128485053                |
| 14. | SUNTHORN CHUANKLIN     | Others             | Others             | / AA-IPPH22 / 3142018111403949              |
| 15. | WEERAWUT HIRANMATEEKUL | Laptop             | Others             | / AA-STHQNB23 / 015050385053                |
| 16. | WEERAWUT HIRANMATEEKUL | Others             | Others             | / AA-IPPH24 / 3142018101410862              |
| 17. | WIRAT POTHIPHAN        | Laptop             | Microsoft Surface  | / AA-STFNB01 / 012453673453                 |
| 18. | WIRAT POTHIPHAN        | Others             | Others             | / AA-IPPH36 / 3142018111403947              |
| 19. | WIRAT POTHIPHAN        | Others             | Others             | / AA-IPPH40 / 3142018101410863              |
| 20. | YIP KAM TOH            | Others             | Others             | / AA-IPPH54 / 3142018111403950              |

|     |             |        |                   |                                |
|-----|-------------|--------|-------------------|--------------------------------|
| 21. | YIP KAM TOH | Laptop | Microsoft Surface | / AQUA-CEO01 /<br>010088482953 |
|-----|-------------|--------|-------------------|--------------------------------|

**D. Pending Purchasing For 2022****Tech Refresh**

| No. | User | Device | Model | PO No. |
|-----|------|--------|-------|--------|
|     |      |        |       |        |
|     |      |        |       |        |
|     |      |        |       |        |

**New Request**

| No. | User                      | Device | Model                   | PO No.     |
|-----|---------------------------|--------|-------------------------|------------|
| 1.  | Veerachai Charoensilpskul | Laptop | Microsoft Surface Pro 7 | 4500193006 |
|     |                           |        |                         |            |
|     |                           |        |                         |            |
|     |                           |        |                         |            |

**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](mailto:itso.survey@cpmalaysia.com) before 25 August 2022.

Thank You

Yours faithfully,

**Information Technology Service Office**

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