

SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 **FORM**

ATM-FM08

To : AQUA - SETAPAK HQ (SAFETY & HEALTH)

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 (SAFETY & HEALTH) :

A. Summary of IT Asset

No. Of Staff	Laptop	Others
0	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	CHEN BOON KWEE	Laptop	Dell Latitude 3420	/ AA-STHQNB31 / B0DZQG3
2.	CHEN BOON KWEE	Others	Others	/ AA-IPPH33 / 3142018101410891

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