

ASSET DECLARATION 2022 & BUDGET SURVEY 2023 **FORM**

ATM-FM07

**To** : Information Technology Service Office  
**From** : AA - SEMPORNA PROCESSING PLANT  
**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 - SEMPORNA PROCESSING PLANT :

**A. Summary of IT Asset**

| No. Of Staff | Desktop | Laptop | Others | Printer (Dot Matrix) |
|--------------|---------|--------|--------|----------------------|
| 17           | 14      | 1      | 2      | 1                    |

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

| No. | User                           | Device               | Model              | Computer Name/ Serial No.   | Remarks            |
|-----|--------------------------------|----------------------|--------------------|-----------------------------|--------------------|
| 1.  | ABDUL AZIZ BIN NARAYANAN       | Desktop              | Dell Optiplex 3050 | AA-SPNPPT20/<br>F9PX9P2     | ✓                  |
| 2.  | MARDZIAH BINTI JAKARIAH        | Desktop              | Dell Optiplex 3050 | AA-SPNPPT03/<br>F9SZ9P2     | ✓                  |
| 3.  | SARAN BIN TADING               | Desktop              | Dell Optiplex 3050 | AA-SPNPPT02/<br>F9NT9P2     | ✓                  |
| 4.  | JEFRI BIN ABD LAJID            | Desktop              | Dell Optiplex 3046 | AA-SPNPPT15/<br>F6L71H2     | ✓                  |
| 5.  | SUAIBA BINTI KURAGA            | Desktop              | Dell Optiplex 3050 | AA-SPNPPT04/<br>F9KX9P2     | ✓                  |
| 6.  | SABARIAH BINTI PATAH           | Desktop              | Dell Optiplex 3050 | AA-SPNPPT24/<br>F9HX9P2     | PC Running Xportal |
| 7.  | MUHAIMIN BIN AB. HARIM         | Desktop              | Dell Optiplex 3050 | AA-SPNPPT25/<br>F9R0BP2     | ✓                  |
| 8.  | IHSAN AHMAD BIN HUSSAIN AHMAD  | Desktop              | Dell Optiplex 3090 | AA-SPNPPT31/<br>87CLPP3     | ✓                  |
| 9.  | MASNI BINTI KURAGA             | Desktop              | Dell Optiplex 3090 | AA-SPNPPT29/<br>97CLPP3     | ✓                  |
| 10. | NORZALIAH BINTI TARAPIDU       | Desktop              | Dell Optiplex 3090 | AA-SPNPPT28/<br>B7CLPP3     | ✓                  |
| 11. | LUKAS LO                       | Laptop               | Dell Latitude 3410 | AA-SPNPPTNB01/<br>BXV9403   | ✓                  |
| 12. | AINA ATIQA BINTI MUHAMAD JIFRI | Printer (Dot Matrix) | Epson LQ-300+II    | AA-SMPTPRT01/<br>G82Y294571 | ✓                  |
|     |                                |                      |                    |                             |                    |
|     |                                |                      |                    |                             |                    |
|     |                                |                      |                    |                             |                    |

**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                      |
|-----|--------------------------|---------|----------------------|---------------------------|------------------------------|
| 1.  | Sitti Aisah Binti Gibol  | Desktop | Dell OptiPlex 3046   | AA-SPNPPT09/1T091H2       | Faulty                       |
| 2.  | NORZALIAH BINTI TARAPIDU | Desktop | Dell Optiplex 3046   | O3046AA-SPNPPT10/1WDB1H2  | TR2022                       |
| 3.  | MASNI BINTI KURAGA       | Desktop | Dell Optiplex 3046   | O3046AA-SPNPPT11/F5W91H2  | TR2022                       |
| 4.  | Yanis Binti Abbas        | Desktop | Dell Precision T3500 | AA-SPNFGPT01/629RD2S      | not use. keep at server room |
|     |                          |         |                      |                           |                              |
|     |                          |         |                      |                           |                              |
|     |                          |         |                      |                           |                              |

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,



( ABDUL AZIZ NARAYANAN )  
Head of Department/Plant/Farm/Hatchery

\*Approval is required for 'Budget Plan 2023' only. You may ignore this part if not related  
Approved by,



( KANTI NINHUSRUNG SRI )  
AVP and above