



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM.FM07

To : Information Technology Service Office
From : AQUA - SETAPAK HQ (SAFETY & HEALTH)
Date : 22nd August 2022

RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

We refer to the above matter. The following is the declaration for AQUA - SETAPAK HQ (SAFETY & HEALTH) :

A. Summary of IT Asset

No. Of Staff	Laptop	Others
1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	CHEN BOON KWEE	Laptop	Dell Latitude 3420	AA-STHQNB31/ B0DZQG3	

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

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

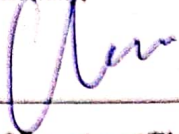
Additional

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,



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**Head of Department/Plant/Farm/Hatchery
SAFETY & HEALTH**

*Approval is required for 'Budget Plan 2021'
only. You may ignore this part if not related
Approved by,

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**AVP and above
SAFETY & HEALTH**

INTERNAL USE
Effective Date : 30 May 2019