



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office
From : PKA - PORT KLANG FEEDMILL (HR & ADMINISTRATION)
Date : 29th August 2022

RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

We refer to the above matter. The following is the declaration for PKA - PORT KLANG FEEDMILL (HR & ADMINISTRATION) :

A. Summary of IT Asset

| No. Of Staff | Desktop | Laptop | Projector |
|--------------|---------|--------|-----------|
| 9 | 4 | 3 | 1 |

B. Detailed Information Of Active IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remarks |
|-----|--|---------|--------------------|------------------------------|------------|
| 1. | Abdul Hakim Bin Shamshuddin Siti Maryam Bt Mohd Ibrahim | Desktop | Dell Optiplex 3050 | PKA-PKHR01/ 3VVZ9P2 | Sophos 2 ✓ |
| 2. | Muhammad Shafiq Bin Farizan | Desktop | Dell OptiPlex 3060 | PKA-PKHR06/ JPJ0LQ2 | ✓ |
| 3. | NURUL BADARINA BINTI BADARUL ZAMAN Afina | Desktop | Dell OptiPlex 3070 | PKA-PKHR11/ 71M0B33 | ✓ |
| 4. | Abdul Rahim bin Zaharian Abdull Hakim B. Shamshuddin | Desktop | Dell Optiplex 3080 | PKA-PKHR07/ 3NXFTD3 | ✓ |
| 5. | Chan Chee Kiong | Laptop | Dell Latitude 5290 | PKA- PKHRNB03/ HB5QXT2 | Sophos 2 ✓ |
| 6. | Ho Liang Choon | Laptop | Dell Latitude 3490 | PKA- PKHRNB04/ 6ZNZ1W2 | ✓ |
| 7. | Kogilarasi A/P Subramaniam | Laptop | Dell Latitude 3420 | PKA-PKNB63/ 54JV1B3 | ✓ |
| 8. | | | | | |
| | | | | | |
| | | | | | |

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 |
|-----|---|---------|----------------------------|---------------------------|----------|
| 1. | Abdul Hakim Bin Shamsuddin ME TET KOGILARASI | Desktop | Dell Optiplex 3050 3070 | PKA-PKHR01/ 3VVZ9P2 | Sophos 2 |
| | | | | | |
| | | | | | |
| | | | | | |

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,

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

()
Ryan Ho 30/8/22
Head of Department/Plant/Farm/Hatchery
HR & ADMINISTRATION

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Jody Chenda
AVP and above
HR & ADMINISTRATION

INTERNAL USE
Effective Date : 30 May 2019