ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To : Information Technology Service Office
From : PKA - SENAWANG PLANT (FOOD DIVISION)
Date : 10th August 2022

O'K

RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

We refer to the above matter. The following is the declaration for PKA - SENAWANG PLANT (FOOD DIVISION) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)
3 ~~27~~	6 ~~9~~	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	NURUL AZNIDA BINTI MD ARIFFIN	Desktop	Dell OptiPlex 7010 (1)	PKA-SWFP12/ 4F1XYY1	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200) 69
2.	Sofiah Binti Abd Latif	Desktop	Dell OptiPlex 780 (2)	PKA-SWPR07/ D15H62S	TR2021 - JAN (PCA : 6523102072 & CCA : 652310200)
3.	~~Shahrim bin Ahmad~~ Zamili B. Mat Tajid	Desktop	Dell OptiPlex 7010 (3)	PKA-SWPK-25/ SJ1XYY1	TR2021 - JAN (PCA : 6523102082 & CCA : 652310200) 68
4.	Sofiah Binti Abd Latif	Desktop	Dell OptiPlex 780 (4)	PKA-SWPR09/ 125H62S	TR2021 - JAN (PCA : 6523102082 & CCA : 652310200) 80
5.	~~Halimah Binti Mohammed~~ Nattalynn A/P Suwit	Desktop	Dell Optiplex 3090 (5)	PKA-SWPR03/ H4RWXP3	
6.	Halimah Binti Mohammed	Printer (Dot Matrix)	Epson LQ-310 (i)	PKA-SWPD05/ R9DY461135	VOL - LOW RISK
7.	Sofiah Binti Abd Latif	Printer (Dot Matrix)	Epson LQ-~~300~~ 310 (ii)	At Packing Line/ ~~G82Y182602~~	R9DY426515 ✓
8.	Norhazwani Bt. Mohamad Adam	Desktop	Dell OptiPlex 3090 (6)	PKA-SWPK30	
				BKOLPR3	
9.	Fazleen Binti Abdullah	Desktop	Dell OptiPlex 3070 (7)	PKA-SWFPP30/	FDM1SN3
10.	Asnya Binti Asu Hanipah	Desktop	Dell OptiPlex 3070 (8)	PKA-SWPK04/ BPX61D3	
	Sofian Bin Abdul Latif	Desktop	Dell OptiPlex 3080 (9)	PKA-SWPR10/ 4912CJ3	

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.	Halimah Binti Mohammed	Desktop	Dell OptiPlex 780	PKA-SWPR08/ G15H62S	TR2021 - JAN (PCA : 6523102072 & CCA : 652310200)

We agreed that all inactive asset will be removed from IT Asset Listing.

Steaming - 2069 Frying - 2068
RTE - 2080
Packing - 2072

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.	NURUL AZNIDA BINTI MD ARIFFIN	Desktop	Dell OptiPlex 7010	PKA-SWFP12/ 4F1XYY1	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200)
2.	Sofiah Binti Abd Latif	Desktop	Dell OptiPlex 780	PKA-SWPR07/ D15H62S	TR2021 - JAN (PCA : 6523102072 & CCA : 652310200)
3.	Shahrim bin Ahmad	Desktop	Dell OptiPlex 7010	PKA-SWPK-25/ SJ1XYY1	TR2021 - JAN (PCA : 6523102082 & CCA : 652310200)
4.	Sofiah Binti Abd Latif	Desktop	Dell OptiPlex 780	PKA-SWPR09/ 125H62S	TR2021 - JAN (PCA : 6523102082 & CCA : 652310200)

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,

NAPAWAN JANJUMNEAN
General Manager
PKA Agro Industrial Products (M) Sdn Bhd

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Head of Department/Plant Farm/Hatchery
FOOD DIVISION

INTERNAL USE
Effective Date : 30 May 2019

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

Approved by,

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AVP and above
FOOD DIVISION

Ms. Kannika Sangthong
Vice President
Food Processing Business