



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To : Information Technology Service Office
From : SFM - BERANANG FACTORY (FRONT SALES OFFICE)
Date : 10th August 2022

RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

We refer to the above matter. The following is the declaration for SFM - BERANANG FACTORY (FRONT SALES OFFICE) :

A. Summary of IT Asset

No. Of Staff	Desktop	Others	Printer (Dot Matrix)	Printer (LaserJet)	Scanner Barcode
6	5	1	3	1	3

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	MOHD KHAIRUL AIMI ABD. RAHMAN	Desktop	Dell Optiplex 3090	SFM-BRRP04/ 624GWP3	
2.	RAJAZVARI A/P BALASUNDARAM	Desktop	Dell OptiPlex 3046	SFM-BRFS03/ F2Q2TF2	sophos 1
3.	KHAIRUN SYAZREEN BINTI ISMAIL	Desktop	Dell Optiplex 3090	SFM-BRFS09/ 524GWP3	
4.	DEIVARAANI A/P PARAMASIVAM	Desktop	Dell Optiplex 3090	SFM-BRFS06/ 424GWP3	
5.	KAVITHAH A/P KUPPUSAMY	Desktop	Dell Optiplex 3090	SFM-BRFS08/ 324GWP3	
6.	DEIVARAANI A/P PARAMASIVAM	Printer (Dot Matrix)	Epson LQ-2180	BE9Y222291/ BE9Y222291	(Rani)
7.	DEIVARAANI A/P PARAMASIVAM	Printer (Dot Matrix)	Epson DLQ-3500	DTEY003573/ DTEY003573	
8.	Deivaraani A/P Paramasivam	Printer (Dot Matrix)	Epson LQ-2190	SFM-PDMFR01/ MK3Y032140	
9.	KAVITHAH A/P KUPPUSAMY	Printer (LaserJet)	Dell 2330d	DELL2350DN01/ 89021312	

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.	DEIVARAANI A/P PARAMASIVAM		Datalogic QW2170	NQW2170-03/ G15196224	IRHC01S03

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.	RAJAZVARI A/P BALASUNDARAM	Desktop	Dell OptiPlex 3046	SFM-BRFS03/ F2Q2TF2	sophos 1

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,

()
Head of Department/Plant/Farm/Hatchery
FRONT SALES OFFICE

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AVP and above
FRONT SALES OFFICE

INTERNAL USE
Effective Date : 30 May 2019