

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

ATM-FM07

To : Information Technology Service Office
From : SFM - BERANANG FACTORY (PRODUCTION)
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 (PRODUCTION) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)
289	5	3	1	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Addy Mustasyakban bin Jamal	Desktop	Dell OptiPlex 3046	SFM-BRPD04/6M94LG2	sophos old
2.	Yutthaphong Chairod	Desktop	Dell OptiPlex 3046	SFM-BRMT06/1WC91H2	Sophos 1.
3.	Kirubhaanathan a/l Muniandy	Desktop	Dell Optiplex 3050	SFM-BRQC10/C5H3GL2	sophos 1
4.	KALISWARAN A/L PALANIAPPAN	Desktop	Dell Optiplex 3090	SFM-BRPD08/18CLPP3	
5.	MOHD SUFIAN BIN NGAH	Desktop	Dell Optiplex 3090	SFM-BRPD11/78CLPP3	
6.	Yutthaphong Chairod	Laptop	Dell Latitude 3400	SFM-BRMNB02/DG90WZ2	
7.	THANONGSAK SAENWONG	Laptop	Dell Latitude 3490	SFM-BRFTNB07/5T6B1W2	
8.	META KAEWMEK	Laptop	Dell Latitude 3420	SFM-BRPMNB02/CL2WKL3	
9.	KIRUBHAANANTHAN A/L MUNIANDY	Printer (LaserJet)	Others	SFM-PRT11/VNC7700288	PRINTER HP LASERJET PRO M102A

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.	ADDY MUSTASYAKBAN BIN JAMAL	Printer (Dot Matrix)	Epson LQ-300	PRD EPSON LQ-300+/G82Y192150	Faulty

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.	Addy Mustasyakban bin Jamal	Desktop	Dell OptiPlex 3046	SFM-BRPD04/6M94LG2	sophos old
2.	Yutthaphong Chairod	Desktop	Dell OptiPlex 3046	SFM-BRMT06/1WC91H2	Sophos 1.
3.	Kirubhaananthan a/l Muniandy	Desktop	Dell Optiplex 3050	SFM-BRQC10/C5H3GL2	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
PRODUCTION

()
AVP and above
PRODUCTION

INTERNAL USE
Effective Date : 30 May 2019