



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
 From : AQUA - Setapak HQ (Marketing)
 Date : 22nd July 2021

RE : IT ASSET DECLARATION 2021 & IT BUDGET SURVEY 2022

We refer to the above matter. The following is the declaration for AQUA - Setapak HQ (Marketing) :

A. Summary of IT Asset

| No. Of Staff | Desktop | Laptop | Others |
|--------------|---------|--------|--------|
| 31 | 4 | 2 | 3 |

B. Detailed Information Of Active IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remarks |
|-----|------------------------|---------|---------------------|------------------------------|-----------------------------|
| 1. | Summer Chen Yeat Lee ✓ | Desktop | Dell OptiPlex 3040 | AA-STPMKT09/ 9V83CD2 | Sophos 1 User not in office |
| 2. | Teo Jia Xin | Desktop | Dell OptiPlex 3046 | AA-STPOF03/ 6J3XSF2 | Sophos 1 AA-STPMKT13 ✓ |
| 3. | Lai Chin Ling ✓ | Desktop | Dell OptiPlex 7010 | AA-STPMKT12/ CGM8F2S | |
| 4. | Lim Pei Fun ✓ | Desktop | Dell OptiPlex 7010 | AA-STPMKT11/ FR1XYY1 | |
| 5. | Yip Je Yue ✓ | Laptop | Dell Latitude E5440 | AA-STPNB25/ B5Y6YZ1 | |
| 6. | Chen Tek Yoon ✓ | Laptop | Dell Latitude 3480 | AA-STPNB26/ CN81PJ2 | Sophos 1 |
| | | | | | |
| | | | | | |
| | | | | | |

C. Inactive IT Asset

The following asset list is not able to trace during IT Preventive Maintenance 2021 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 2021

Waiting for Vendor/IT Delivery

| No. | User | Device | Model | PO No. | Asset ID | New Serial No. |
|-----|------|--------|-------|--------|----------|----------------------|
| | | | | | | |

Waiting for Purchase Request

| No. | User | Device | Model | IO No. |
|-----|------|--------|-------|--------|
| | | | | |

E. Budget Plan For 2022

| No. | User | Device | Model | Computer Name/ Serial No. | Remark |
|-----|---------------|---------|--------------------|------------------------------|--------------------|
| 1. | Lai Chin Ling | Desktop | Dell OptiPlex 7010 | AA-STPMKT12/ CGM8F2S | BUDGET CANCEL!!! |
| 2. | Lim Pei Fun | Desktop | Dell OptiPlex 7010 | AA-STPMKT11/ FR1XYY1 | |
| 3. | YIP JE YUE | LAPTOP | | | OLD LAPTOP FAILING |
| | | | | | |

Additional

| No. | Device | Quantity | Purpose |
|-----|------------|----------|---------|
| 1. | Laptop | | |
| 2. | Desktop | | |
| 3. | Printer | | |
| 4. | Others () | | |


7/22/2021

IT Asset Declaration 2021 & Budget Survey 2022

Hereby, we clarify the information given is accurate and complete.

Thank you

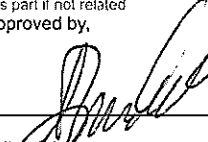
Yours faithfully,



Head of Department/Plant/Farm/Hatchery
Marketing
17/8/2021

INTERNAL USE
Effective Date : 30 May 2019

*Approval is required for 'Budget Plan 2022' only. You may ignore
this part if not related
Approved by,



AVP and above
Marketing
17/8/2021