



## ASSET DECLARATION &amp; BUDGET SURVEY FORM

ATM-FM07

**To** : Information Technology Service Office  
**From** : SFM - Beranang factory ( Production )  
**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 SFM - Beranang factory ( Production ) :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)
309	6	3	1	2

**B. Detailed Information Of Active IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Rachan Kaewsomsri	Desktop	Dell OptiPlex 3046	SFM-BRPD01/ 4BM0LG2	sophos old
2.	Kirubhaananathan a/l Muniandy	Desktop	Dell OptiPlex 3046	SFM-BRPD02/ 6MKZKG2	sophos old
3.	Mohd Sufian bin Ngah	Desktop	Dell OptiPlex 3046	SFM-BRPD03/ 6MM2LG2	Sophos 1
4.	Addy Mustasyakban bin Jamal	Desktop	Dell OptiPlex 3046	SFM-BRPD04/ 6M94LG2	sophos old
5.	Yutthaphong Chairod	Desktop	Dell OptiPlex 3046	SFM-BRMT06/ 1WC91H2	Sophos 1.
6.	Kirubhaananathan a/l Muniandy	Desktop	Dell Optiplex 3050	SFM-BRQC10/ C5H3GL2	sophos 1
7.	Yutthaphong Chairod	Laptop	Dell Latitude 3400	SFM-BRMN02/ DG90WZ2	
8.	Meta Kaewmek	Laptop	Dell Latitude 3470	SFM-BRPMNB01/ 8TC72C2	Sophos 1
9.	Thanongsak Saenwong	Laptop	Dell Latitude 3490	SFM-BRFTNB07/ 5T6B1W2	
10.	Kirubhaananathan 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 2021 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 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

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 2022' 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