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|  | <h1>Asset Disposal Form</h1> <h2>Forms and Templates</h2> | | Document Number: FM-SS-08.02 |
| | Department: Materials Management | Effective Date: May 19, 2023 | Revision No 1 |

| F2 LOGISTICS PHILIPPINES, INC. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ASSET DISPOSAL REQUEST | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | Document No. FM-SS-08.02 Effective Date: May 19, 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | Department: Materials Management Revision No. 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REQUESTING UNIT: BUSINESS UNIT: _____ REQUESTED BY (Last Name/First Name/M.I.): _____ DEPARTMENT: _____ REQUESTED DATE: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ASSET DETAILS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DESCRIPTION | MODEL NO. | SERIAL NO. | QTY | UOM | LOCATION | | PURCHASE DATE (MM,YYYY) | PURCHASE COST | NET BOOK VALUE | PROPOSED SELLING PRICE | GAIN / LOSS (AMOUNT) | CONDITION CODE | REASON CODE | METHOD OF DISP. CODE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | BRANCH | DEPT / AREA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Nothing Follows** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | ₱0.00 | ₱0.00 | ₱0.00 | ₱0.00 | Scrap Buyer: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOTE: Attach necessary report and/or photo | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VERIFIED BY <table border="1" style="width: 100%;"> <tr> <td>(print name / signature / date)</td> <td>(print name/signature/date)</td> <td>(print name/signature/date)</td> </tr> <tr> <td>Department Head</td> <td>Finance Head</td> <td>Internal Audit Head</td> </tr> </table> | | | | | | | | | | | | | | | (print name / signature / date) | (print name/signature/date) | (print name/signature/date) | Department Head | Finance Head | Internal Audit Head | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (print name / signature / date) | (print name/signature/date) | (print name/signature/date) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Department Head | Finance Head | Internal Audit Head | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APPROVED BY <table border="1" style="width: 100%;"> <tr> <td>(print name/signature/date)</td> <td>(print name/signature/date)</td> <td>(print name/signature/date)</td> </tr> <tr> <td>General Manager</td> <td>CFO / CRO</td> <td>PRESIDENT / CEO</td> </tr> </table> | | | | | | | | | | | | | | | (print name/signature/date) | (print name/signature/date) | (print name/signature/date) | General Manager | CFO / CRO | PRESIDENT / CEO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (print name/signature/date) | (print name/signature/date) | (print name/signature/date) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Manager | CFO / CRO | PRESIDENT / CEO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MMD-ASSET MANAGEMENT <table border="1" style="width: 100%;"> <tr> <td>(print name/signature/date)</td> <td>(print name/signature/date)</td> <td>(print name/signature/date)</td> </tr> <tr> <td>Asset Management Specialist</td> <td>Asset Management Supervisor</td> <td>Department Head (MMD)</td> </tr> </table> | | | | | | | | | | | | | | | (print name/signature/date) | (print name/signature/date) | (print name/signature/date) | Asset Management Specialist | Asset Management Supervisor | Department Head (MMD) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (print name/signature/date) | (print name/signature/date) | (print name/signature/date) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Asset Management Specialist | Asset Management Supervisor | Department Head (MMD) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%;"> <tr> <th>CONDITION CODE</th> <th colspan="3">REASON FOR WRITE-OFF</th> <th>METHOD OF DISPOSAL</th> </tr> <tr> <td>P – Poor</td> <td>O – Obsolete</td> <td>CC – Converted to Components</td> <td>RU – Replace by Upgrade</td> <td>C – Computer recycle scheme</td> </tr> <tr> <td>F – Fair</td> <td>U – Unrepairable</td> <td>UR – Uneconomic to Repair</td> <td></td> <td>D – Donated</td> </tr> <tr> <td>G – Good</td> <td>S – Stolen</td> <td>L – Lost</td> <td></td> <td>I – Already scrapped without approval</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>T – Tender /Sold</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>S – Scrap</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>TI – Trade-in</td> </tr> </table> | | | | | | | | | | | | | | | CONDITION CODE | REASON FOR WRITE-OFF | | | METHOD OF DISPOSAL | P – Poor | O – Obsolete | CC – Converted to Components | RU – Replace by Upgrade | C – Computer recycle scheme | F – Fair | U – Unrepairable | UR – Uneconomic to Repair | | D – Donated | G – Good | S – Stolen | L – Lost | | I – Already scrapped without approval | | | | | T – Tender /Sold | | | | | S – Scrap | | | | | TI – Trade-in |
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| | | | | S – Scrap | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | TI – Trade-in | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled