

**APPENDIX G**

**Wrap**

I. Asset Transfer Form (1page) -----

II. Property Release (1page) -----

III. Clearance (1page) -----



ASSET TRANSFER FORM

Form No. :
Date Filed:

Instructions:

- 1 Fill out form whenever there is a movement of any assigned asset to transfer accountability.
2 Complete required details for validity of transfer.
3 Accountability form will be prepared when final approval has been signed (c/o Asset Management).

Requested by: Department: Signature:
For transfer to: Department: Signature:

Table with 6 columns: SQ, QTY, ASSET CODE, ASSET DESCRIPTION, SERIAL NUMBER, REMARKS

Purpose of transfer:

APPROVAL

Department Head of Requesting Party Department Head of Receiving Party Chief Financial Officer



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Purpose of transfer:

APPROVAL

Department Head of Requesting Party Department Head of Receiving Party Chief Financial Officer



Production title: \_\_\_\_\_  
Director: \_\_\_\_\_  
Producer: \_\_\_\_\_  
Line producer: \_\_\_\_\_

## PROPERTY WRAP RELEASE

DATE: \_\_\_\_\_

Property: Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

For Individuals: Owners Name \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Mail \_\_\_\_\_

For Corporate Ownership: Name of Corp. \_\_\_\_\_  
Employee's Name \_\_\_\_\_ Position/ Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Mail \_\_\_\_\_

Owner of the property described above and in the Property Agreement between the Producer and Owner dated \_\_\_\_\_ ("Property") hereby acknowledges that the Property has been returned to Owner in substantially the same condition it was in prior to Producer's use of the Property.

Owner further acknowledges that:

(a) the Property does not need to be repaired or improved in any respect as a result of the Producer's use of the Property  
and

(b) neither Owner nor any individual who entered the Property at the invitation or on behalf of the Owner suffered any loss or damage arising from or relating to the use of the Property by the Producer.

Owner hereby releases and forever discharges Producer and their respective successors, assigns, agents, and employees from any and all claims, debts, demands, liabilities, judgements, obligations, costs, expenses, damages, actions and causes of action of whatsoever kind or nature, whether known or unknown, whether in law or in equity, whether now existing or hereafter arising, that relate to or arise from Producer's use of the Property.

Kindly indicate your acceptance of the foregoing by signing and returning to us the enclosed duplicate of this release.

Read and agreed by

\_\_\_\_\_  
for and on behalf of Bigfoot Entertainment  
Date \_\_\_\_\_

\_\_\_\_\_  
[duly authorised for and on behalf of] [Owner]  
Date \_\_\_\_\_

*This release should be attached to the property agreement.*



Name : \_\_\_\_\_ Department : \_\_\_\_\_

This form must be completed by an employee, consultant, intern or on-the-job trainee of Bigfoot Entertainment Phils., Inc. (BF-E) whose services for BF-E or any of its projects have ended. BF-E has a right to withhold payment of any monies owed any employee, consultant, intern or on-the-job trainee until this form has been completed to the satisfaction of BF-E.

**CLEARANCE GUIDELINE**

1. Secure all signatories for department clearance. During clearance, company property and other liabilities under the custody of the employee must be endorsed to any signatory of the concerned department. The following accountabilities must be surrendered in good condition to the Production Secretary:
  - a. Company ID and sling
  - b. ATM Card (as applicable)
  - c. E-Cash Card (as applicable)
2. After all departments have cleared the individual, clearance form shall be noted by the Human Resource and Administration Director.

FILM TITLE	SIGNATORY	SIGNATURE & DATE
ICT Hardware Support	Allan Bargamento	
Prop Coordinator	Donna Elesterio	
Wardrobe	Lloyd Aljas	
Motorpool Coordinator	Gilbert Mollaneda	
Equipment Custodian	Jay-r Oliva	
Production Services	Nora Javellana	
Art Director	Carlo Uypuangco	
Production Coordinator	jiLL anoba	
Asset Accounting	Ariel Cabillas	
Associate Producer	Fiona Chan	
Production Accountant	Jassie Gloria	

I, the undersigned, an (employee, consultant, intern, on-the-job trainee) of Bigfoot Entertainment, Ltd. (BF-E), affix my signature hereunder to officially acknowledge the termination of my services for BF-E or any of its projects as \_\_\_\_\_ effective on this date, \_\_\_\_\_. Further, I understand that in effect of my separation, I will no longer have access to BF-E and its resources (e.g. corporate email account) and can no longer avail of privileges enjoyed when still connected with BF-E. I also agree that the final amount owed me as a result of such services is \_\_\_\_\_ and that no other fees, commissions, or other compensation or benefits shall be owed to me upon my termination.

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Date

Noted by:

Noted by:

\_\_\_\_\_  
MARIE STEPHANIE MANUEL  
HR/Admin Director

\_\_\_\_\_  
LORAIN GARCIA  
Chief Finance Officer