



Memorandum

ATTENTION All Employees via Head of Department
FROM The Management
DATE 1 July 2017
SUBJECT **Menara TA One – Clamping and Lobby
Turnstile Cards**

1. Main Lobby – Turnstile Cards

Please be advised that for each entry of the turnstile card only one person may pass through the turnstile barrier at a time. This is to tighten security of the building and to allow our security officers to be more efficient in monitoring each visitor.

2. Turnstile Deposit & Car Park Season Pass Deposit

With immediate effect there will be no exceptions for a waiver of the deposits to any and all staff who wish to apply for a turnstile access card and/or a car park season pass. The required deposits are as follows:

- a) Turnstile card – RM50.00 per card
- b) Car park season pass – RM60.00 per card

3. Damaged and/or modified access cards

There will be a penalty imposed for each card if the card is damaged, modified, abused or mishandled by the user in any way. Any and all requests for a waiver will strictly not be allowed. Eg: punching a hole, laminating, wrapping with duct tape etc.

4. Clamping

Any and all cars parked at unauthorized parking bays will be clamped. The penalty to remove the clamp is RM100.00 and not negotiable.

For any complaints and/or appeals on the above please refer to your Heads of Department or Heads of Business (for Remisiers). It is up to the Heads of Department/Heads of Business to decide whether they wish to absorb the penalty incurred by your staff/remisiers otherwise the staff/remisiers will be required to bear the penalty incurred.

Thank you.

Yours faithfully,

Eusoffe Chua
Head, Group Property Management

Datin Alicia Tiah
Director