

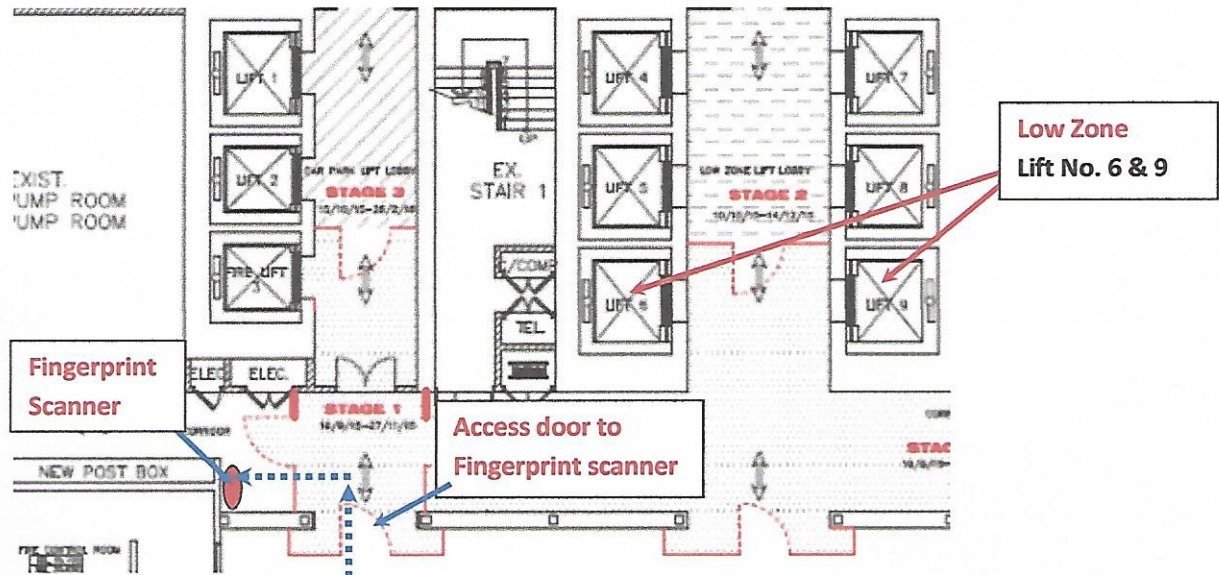
## MEMORANDUM

**DATE** : 21 DECEMBER 2015  
**TO** : TA GROUP OF COMPANIES – STAFF AND REMISIERS  
**FROM** : TA PROPERTIES SDN BHD – PROPERTY MANAGEMENT DEPT  
**SUBJECT** : RENOVATION WORKS AT MENARA TA ONE – GROUND FLOOR LIFT LOBBIES

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We refer to our memos dated 10 September 2015, 14 September 2015, 5 November 2015 and 4 December 2015. Please be informed we are now entering Stage 3 of our renovation works at Menara TA One (“the Renovations”). Therefore, the car park lift lobby area at the ground floor will be closed with effect from **23 December 2015 to 4 February 2016** (“the Period”).

During this period, please use lifts no. 6 & 9 in the Low Zone (as shown in the figure below) to access the Mezzanine level, where you will be able to connect to the car-park lifts.



During this period, the Fingerprint Scanner for Staff will be accessible as shown.

We apologize for any inconvenience caused and please be assured that this closure is entirely necessary for the speedy completion of the Renovation. Should you require further clarification, kindly contact the Property Management Office at 03-2072 1277 Ext 7807.

Thank you.

Yours faithfully,  
**TA PROPERTIES SDN BHD**

  
**ALVIN PEREIRA**  
Senior Manager