



# TA PROPERTIES

A MEMBER OF THE TA GROUP

## MEMORANDUM

**DATE : 30 January 2015**  
**TO : MENARA TA ONE – TA STAFF AND REMISIERS**  
**FROM : TA PROPERTIES SDN BHD**  
**SUBJECT : New Car Park Arrangements Due To Closure Of Car Parks At TA3 & TA4**

### **1. Closure of Car Parks at TA3 and TA4**

In view of the proposed development of TA3 and TA4 which is to commence on 1<sup>st</sup> March 2015, the car parks at TA3 and TA4 will be closed effective 28 February 2015.

### **2. Alternative Car Park Arrangements**

We have made inquiries around Menara TA One and we are pleased to inform you that Menara Prestige has agreed to provide 150 car parks at RM200.00 per month (Non-Reserved). Please note that this arrangement will be only for 6 months. Thereafter, the car park arrangement will have to be renewed by the individual car parker on a month to month basis with Menara Prestige.

### **3. Application Process at Menara Prestige**

Those interested in parking at Menara Prestige are required to get the relevant form from Menara Prestige car park Operation Office at the Lower Ground Floor (near the exit) and fill out the said form.

#### **3.1 TA Staff**

##### **a) TA Staff (Not a Current Parker at TA3)**

For TA staff not currently parking at TA3, after filling out the form, please present it to Human Resource Department (“HRD”) for verification then submit the application form to Menara Prestige.

##### **b) TA Staff (Current Parker at TA3)**

For TA staff currently parking at TA3 you do not have to present the form to HRD for verification as we have given the current parkers list to Menara Prestige. Just directly fill up the form to Menara Prestige.

#### **3.2 Remisiers**

##### **a) Remisiers (Not a Current Parker at TA3)**

Remisiers who are not currently parking at TA3 will need to have their duly filled application form verified by the TASH – Credit Control Department.

##### **b) Remisiers (Current Parker at TA3)**

Remisiers who are currently parking at TA 3 do not need to have their application forms verified as we have given the current parkers list to Menara Prestige. They just need to submit the duly filled form to Menara Prestige directly.

#### 4. Entitlement and Payments

If you are not entitled to Free of Charge Parking (Assistant Manager Level), you must make payments for your car parking directly to Menara Prestige. However, if you are entitled to Free of Charge Parking (Assistant Manager Level) then you are entitled to receive reimbursement from HRD on the subsequent month. HR must receive the original Receipt from you on or before the 15<sup>th</sup> of the subsequent month after payment was made.

#### 5. Deposit

Menara Prestige requires that, to guarantee season parking, applicants shall pay a deposit on or before **15 February 2015** of the following amount to Menara Prestige:

Deposits / advance payment:	
i) 1 month Security Deposit (Refundable)	RM200.00
ii) 1 month Advanced Season Parking	RM200.00
iii) Access Card Deposit (Refundable)	RM50.00
<b>TOTAL DEPOSIT</b>	<b>RM450.00</b>

Please note, if payment is made after the above date, parking will not be guaranteed.

#### 6. Parking at Menara TA One

We regret to inform that applications for parking at Menara TA One will be temporarily frozen until further notice as it has reached maximum capacity.

Thank you.

Yours faithfully,  
**TA PROPERTIES SDN BHD**

  
**CHOOI LEE CHEN**  
Senior Manager