

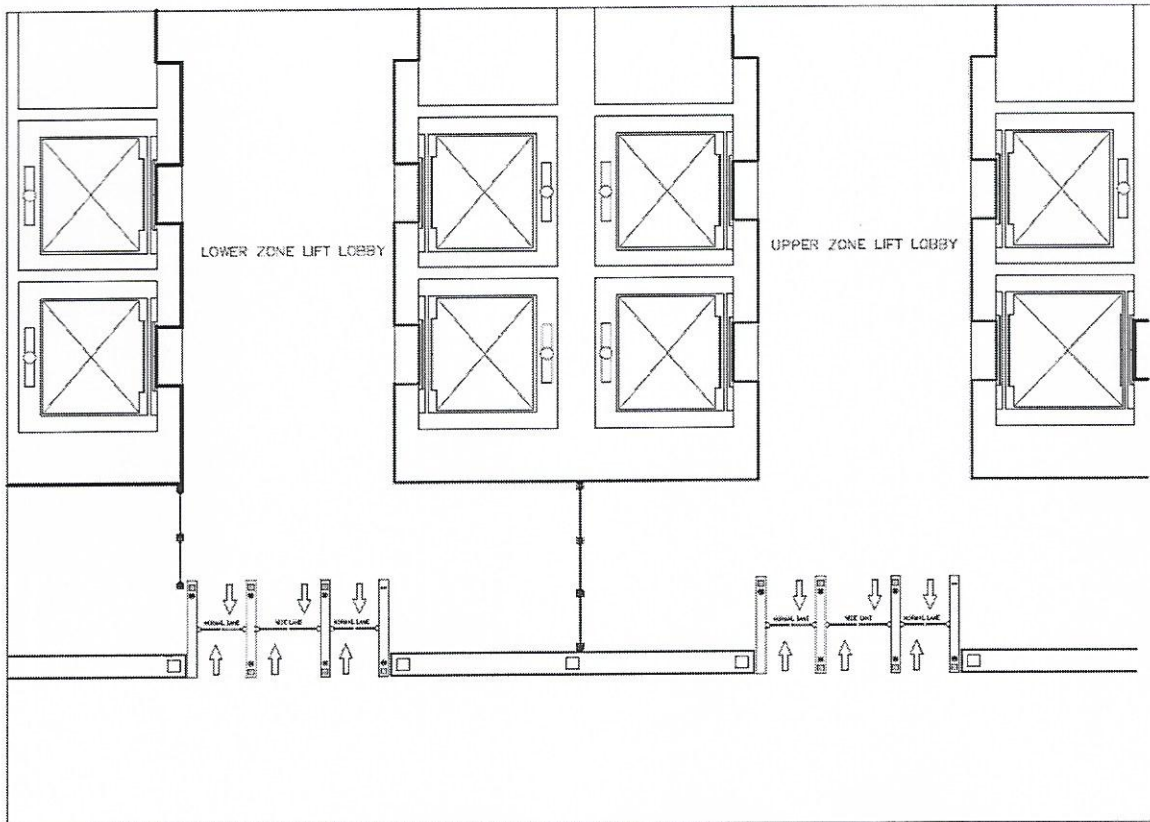


MEMORANDUM

DATE : 5 FEBRUARY 2016
TO : TA GROUP OF COMPANIES – STAFF AND REMISIERS
FROM : TA PROPERTIES SDN BHD – PROPERTY MANAGEMENT DEPT
(“the Company” or “Management”)
SUBJECT : SECURITY SYSTEM UPGRADE FOR MENARA TA ONE

A. SECURITY SYSTEM UPGRADE

1. The Company is pleased to inform all staff and remisiers (“Occupants”) of the security system upgrade at Menara TA One which features a pedestrian gate system at the ground floor, lift lobby area to help ensure there is no unauthorised entry into Menara TA One. It is expected that security system upgrade will be completed by the end of **February 2016**.
2. Upon completion of the upgrading project all Occupants will be issued a security access card (“access card”) for egress and ingress through the pedestrian gates at the ground floor lift lobby area. In addition all visitors to Menara TA One will be strictly required to register at the Security Counter before entering the premises.
3. As all pedestrian gates will be secured 24 hours starting from **7 March 2016**. Occupants are required to flash their access cards to gain entry and exit to Menara TA One at all times.
4. For your reference and information the diagram below indicates the location and plan of the pedestrian gate system at the ground floor, Menara TA One.



Ground Floor Pedestrian Gate System



TA PROPERTIES

A MEMBER OF THE TA GROUP

B. ONLINE APPLICATION FORMS

In order to ensure the smooth implementation of the pedestrian gate system which will be secured 24 hours upon activation, all Occupants are required to fill in and submit the attached form on or before **15 February 2016** in softcopy (in Excel format) to mta@ta.com.my.

In this regard all Occupants are strongly encouraged to ensure that they apply promptly for the access card to prevent any inconvenience or disruption.

C. TERMS AND REGULATIONS FOR ACCESS CARD

1. The access card is the property of **TA PROPERTIES SDN BHD**.
2. The access card facility is strictly for Occupants of Menara TA One. Occupants are required to use the access card at all times for ingress and egress. Activities of the user of an access card will be recorded under the registered user name of the access card.
3. A deposit of RM50.00 shall be charged for each access card (refundable if the returned card is in good condition).
 - (a) For TA staff, upon signing the acknowledgement for collection of the access card it will be deemed that the relevant staff has consented to the deduction of the RM50.00 deposit from his/her respective March 2016 salary.
 - (b) Remisiers are to arrange with Credit Control Department for payment of deposit for the access card.
4. Misplaced, lost or damaged access card must be reported to the Management office immediately to disable the said access card. The deposit of RM50.00 for the lost/damaged access card will not be refunded. A new deposit of RM50.00 will be imposed for the replacement of each new access card.
5. If the missing access card is later found by the access cardholder, the RM50.00 deposit is refundable, provided the said access card is in good condition. In order to obtain a refund of the said deposit the said access cardholder must submit a written application for refund to the Management office.
6. The access card is strictly non-transferable and the access cardholder shall be held responsible for any misuse.
7. It shall be the responsibility of the respective departments to notify/update the Management office in writing for any termination/cessation of employment of an access cardholder.
8. The Company reserves the right to terminate and withdraw the access card, if it is found that there has been any breach of security and no refund of deposit will be entertained.
9. The Company reserves the right to vary the deposit for the access card at any time.

The above terms and regulations are subject to changes as deemed fit by the Company without any prior notice.

If you have question in relation to the above please call 03-2072 1277 at extension 7826.

We trust you will usher in the New Year 2016 with the improved facilities at Menara TA One.
Thank you.

Yours faithfully,
TA PROPERTIES SDN BHD



TABBY TEO
Manager