

MEMORANDUM

TO : ALL DEALER'S REPRESENTATIVES (DR's)

FROM : THE MANAGEMENT

DATE : 26 OCTOBER 2020

RE : NO COOKING IN OFFICE AND MISUSE OF UPS SWITCH SOCKETS

The Management would like to remind all DR's to strictly adhere to the no cooking policy in our office premises.

However, you are allowed to heat up your food using your Microwave and/or to boil water using a kettle.

Please refer to the Memo issued by TA Property Management dated 12 October 2020, which is available in your TCPro's Web Report under Company Circular, on the misuse of the UPS Switch Sockets (Red Switch).

The UPS Switch Socket should strictly be used for computers and printers.

Kindly inspect and remove all non-computer devices from the UPS switch sockets and move them to White Switch sockets.

Any repair costs resulting from the above misuse will be charged to your account.

Please be guided accordingly.

Thank you.

