

**MEMORANDUM**

**TO : ALL DEALER'S REPRESENTATIVES  
(PRINCIPAL OFFICE)**

**FROM : THE MANAGEMENT**

**DATE : 28 APRIL 2021**

**RE : DESIGNATED OFFICE HOURS**

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We wish to remind you that our office hours are from **8.30 a.m. to 6.00 p.m.** and we would appreciate if you could leave your respective offices latest by 7 p.m.

If you wish to stay a while longer to clear your work, please obtain approval from our Remisier Relation Department by contacting Mr. Abdullah Sahani at ext. 9212, Ms. Shet Ling at ext. 9207 or Mr. Richard at ext. 9693.

After 7 p.m., Security personnel will be making their rounds and you are required to comply with their instructions.

Your cooperation in this matter is much appreciated.

Thank you.

