

MEMORANDUM

TO : STAFF & REMISIERS OF MENARA TA ONE (“MTA”)
FROM : TA PROPERTIES SDN BHD (“the Management”)
DATE : 2 November 2015
SUBJECT : CHANGE OF CAR PARK ACCESS CARDS

We refer to our Memos dated 5 October 2015 and 13 October 2015.

This Memo serves as a friendly reminder regarding the change of reserved and/or non-reserved car park access cards (“Access Cards”). The details are as follows:

Venue : Property Management Office, Level 8, MTA

Period : 26 October 2015 to 9 November 2015

Time : Monday to Friday (9.00a.m to 6.00p.m)

Upon returning your Current Access Cards to the Property Management Office, new Access Cards shall be issued immediately to those who are entitled to park at MTA. Your full cooperation on the above matter will be highly appreciated as all current Access Cards shall be terminated with effect from 10 November 2015.

As of 2 November 2011, all Staff and Remisiers who have not exchanged their Access Cards, are left with 5 working days to do so.

We apologize for any inconvenience caused. Should you require further clarification kindly contact **Mr Timothy** at +(603) 2072 1277 Ext. 7841 or **Cik Marjiana** at +(603) 2072 1277 Ext. 7808.

Thank you.

Yours faithfully,
TA PROPERTIES SDN BHD


EUSOFFE CHUA
Assistant Vice-President