

Memorandum

ATTENTION : TA GROUP OF COMPANIES – STAFF AND REMISIERS

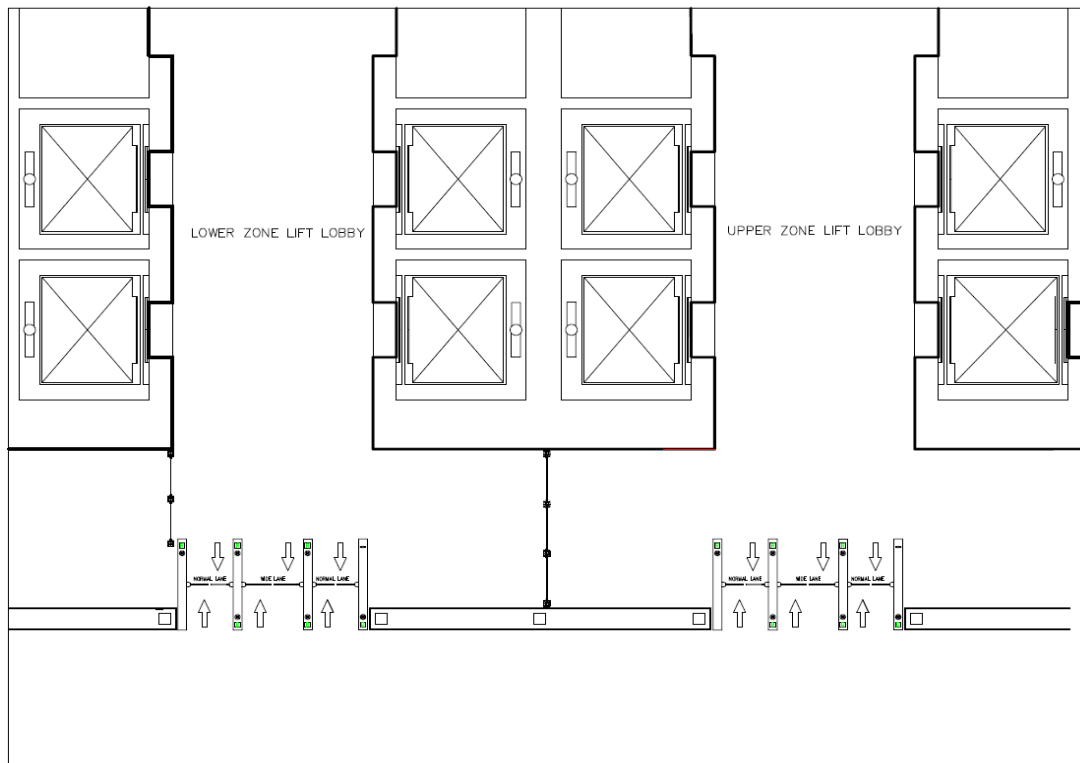
**FROM : TA PROPERTIES SDN BHD – PROPERTY MANAGEMENT DEPT
("the Company" or "Management")**

DATE : 2nd MARCH 2016

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.
2. 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 **21st 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 of Menara TA One.



Ground Floor Pedestrian Gate System

B. ACCESS CARD APPLICATION FORMS

In order to ensure the smooth implementation of the pedestrian gate system, all Occupants are required to fill in and submit the attached form on or before **7TH March 2016** in softcopy (in Excel format) to mta@ta.com.my.

- (a) For existing TA staff, TA Human Resource Department will compile the form and submit it to the above email and distribute the cards once received from the Property Management.
- (b) For future staff recruits, all respective Departments are required to apply for the access card via Property Management with consent from TA Human Resource Department prior to their commencement of work with the company.
- (c) For all Remisiers, TA Securities Holdings Berhad Credit Control Department is to compile the form and submit it to the above email.

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. Misplaced, lost or damaged access card must be reported to the Management office immediately to disable the said access card. A penalty of RM50.00 will be imposed for the replacement of each new access card.
4. The Company reserves the right to review the penalty of the access card as and when it deems fit.
5. The access card is strictly non-transferable and the access cardholder shall be held responsible for any misuse.
6. It shall be the responsibility of the respective departments to return the card to the Management office by submitting a Cancellation form provided by the Management office for any termination/resignation of employment of an access cardholder.
7. The Company reserves the right to terminate the access card, if it is found that there has been any breach of security.

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.