



MEMORANDUM

To	: RCBC Plaza Tenants	Date	: May 4, 2017
From	: Property Management Office	Ref. No.	: PMO-AMM-2017-47
Subject	: Tenant's Information Sheet Update (May 2017)		

Dear Tenants,

For us to ensure that the contact details and basic information of your company's operations in RCBC Plaza (e.g. operating schedule, population, etc.) are up to date, we would like to request for your company's submission of an updated Tenant Information Sheet and Emergency Situation Info Sheet **on or before May 9, 2017**.

Please note that for the Emergency Situation Info Sheet, at least two (2) mobile numbers of authorized personnel whom we may get in touch with in case of emergencies beyond your office's regular operating hours should be provided.

Accomplished forms may be submitted in hard copies to the Property Management Office (PMO) located on the 24th Floor of Yuchengco Tower, RCBC Plaza, or sent via email, through helpdesk@rcbcplaza.com.ph.

Should there be no changes in the information you have previously provided, please simply drop an email to our Helpdesk advising such.

Thank you and we look forward to your usual prompt and favourable response.

Yours Sincerely,


ANA MARIE MANGAMPO
Section Head – Helpdesk & CS

Noted by:


JONAH RAMIREZ
Tenant Relations Manager

*Cc: Property Manager
Security Department*