

RCBC PLAZA
PROPERTY MANAGEMENT OFFICE
 24th Floor Yuchengco Tower, RCBC Plaza
 6819 Ayala Avenue cor. Sen. Gil Puyat Avenue
 Makati City
 Tel. Nos. 887-4941 / Fax No. 887-5147



BUILDING TENANT INFORMATION SHEET

Company Name : _____
 Level / Tower : _____
 Nature of Business : _____
 Company Nationality : _____
 Website : _____
 Office Trunk Line Number : _____ Fax No. : _____

Company's Contact Persons

Person (1)	: _____	Designation	: _____
E-mail Address	: _____	Tel. No.	: _____
Person (2)	: _____	Designation	: _____
E-mail Address	: _____	Tel. No.	: _____

Company's Authorized Signatory/ies for Gate Passes on Deliveries and Pullout:
(Please see attached sheet)

Individuals assigned to receive Memorandum / Advisories from the Property Management Office

Name	Designation	E-mail Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Person/s to Contact in case of an emergency during and/or beyond office hours:

Name	Designation	Tel. No. / Mobile No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide the following together with this Information Sheet:

1. List of Company's Authorized Signatories and together with their specimen signatures
2. Photocopy of the standard Company I.D. (front and back)