

## RCBC PLAZA PROPERTY MANAGEMENT OFFICE SECURITY DEPARTMENT



## **BUILDING GATE PASS**

Type of Ga	ite Pass:		Tenant	Non-Tenant	t 🗌 PMC	)		To be filled up by PMO receptionist	
Nature of	Transact	ion:	Delivery	Transfer Fror	n:	То:		Gate Pass #:	
			Pull-out/mo	ve-out*			-	Date Prepared:	
Name of Requester (Tenant/User/Dep't Head):									
Requester's Company Name:Address:									
Name of Carrier (Hauler/Courier/Supplier/Contractor):									
Name of Carrier's Representative:									
Purpose:									
Reference	Docume	ent:		Reference No.: Requested Date/s:				ted Date/s:	
SPECIFICATIONS (Describe items in detail)									
Item No.	Qty.	Unit		lte	em Description			Remarks	
Disclaimer The RCBC Plaza Property Management Office shall be free and harmless from any claims, liens or obligations in case of losses and damages arising from forgery									
and other similar cases. User/ Staff Authorized Signatory/Dep't Head									
Name:		,		nature: Name:			-		
Position:				Date: Position:				Date:	
To be filled up by PMO									
								Inspected by Guard on Duty	
Delayed Updated				Name:				Name:	
Name:								Position:	
Position:								Signature:	
Signature: Date:							Date & Time:		
Remarks:							Remarks:		

Distribution: Copy 1 - Requester, Copy 2 - Carrier, Copy 3 - Security Personnel, Copy 4 - PMO Receptionist