

RCBC PLAZA**PROPERTY MANAGEMENT OFFICE**

Podium 4 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)