



# MAKATI COMMERCIAL ESTATE ASSOCIATION, INC.

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January 31, 2018

## MEMORANDUM CIRCULAR 2018-02

**TO: ALL MEMBERS/PROPERTY MANAGERS**

**RE: E-MAIL ADDRESS REQUIREMENT**

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In anticipation with the upcoming on-line connectivity of our office and our adoption of computerized system in most of our operations and services, may we request from you to submit your company/building's official (business) e-mail address. The e-mail address shall be used as our communication line with your company/building where we may send, among others, our Memo Circulars, advisories and official letters.

In this regard, may we request that your official e-mail address be submitted not later than February 28, 2018.

Please note that personal e-mail shall not be accepted as official e-mail address, unless duly authorized by your company's or Association's president.

You may respond via our e-mail: [macea@macea.com.ph](mailto:macea@macea.com.ph).

Thank you.

  
**JONATHAN C. DAVID**  
General Manager

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