



MAKATI COMMERCIAL ESTATE ASSOCIATION, INC.

Mini-Park, Legazpi St., Legazpi Village, Makati City

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July 29, 2002

MEMORANDUM CIRCULAR 2002 – 11

TO : ALL MEMBERS/BUILDING ADMINISTRATORS

RE : RENOVATION OR CONSTRUCTION PROJECTS WITHIN BUILDINGS

We have noticed in numerous instances that renovations or construction works within many buildings were able to be carried out without the necessary MaCEA permit.

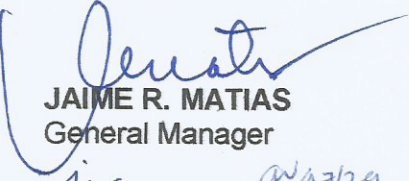
In this connection, we wish to remind you that a MaCEA permit is required before any renovation or construction work within your respective buildings can be undertaken.

Moreover, the MaCEA permit should be secured prior to your application of permits or clearances from the government regulating bodies such as the Barangay and the City Building Official. This is for the Association to be able to verify beforehand if the project conforms to MaCEA Restrictions and regulations.

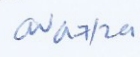
Any renovations or construction projects within your building that is not covered by a MaCEA permit will not be allowed to proceed.

Please be informed accordingly.

Very truly yours,


JAIME R. MATIAS
General Manager


JRM
/AVA


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