



MAKATI COMMERCIAL ESTATE ASSOCIATION, INC.

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

Tel. No. 813-2446, 810-3054 • Fax: 810-3194 • E-mail: macea@info.com.ph

January 03, 2003

MEMORANDUM CIRCULAR 2003 – 01 TO : ALL MEMBERS

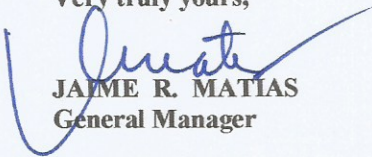
The Secretariat is presently updating the **MEMBERS/BUILDING ADMINISTRATORS DIRECTORY** of the Makati Commercial Estate Association, Inc. (MaCEA).

Kindly fill up the information sheet below and if more information is applicable, please indicate these data accordingly.

Due to the urgency of this compilation, may we beg your indulgence to accomplish and transmit the form to the MaCEA office on or before January 31, 2003.

Thank you for obliging us and our appreciation for your cooperation.

Very truly yours,


JAIME R. MATIAS
General Manager

2003 MaCEA MEMBERS INFORMATION SHEET

(To be filled up by the Property Owner or Representative to MaCEA)

Lot Owner: _____ Blk. _____ Lot _____

Address: _____

Representative to MaCEA: _____

Position: _____

Tel. Nos.: _____ Fax: _____

Building Name: _____ Blk. _____ Lot _____

Building Owner: _____

Address: _____

Representative to MaCEA: _____

Occupancy: Total Units in Building: Residential _____ /Office _____

Occupied Units in Building: Residential _____ /Office _____

No. of Persons in Building : Residential _____ /Office _____

Building Administrator: _____

Tel. Nos. : _____ Fax: _____

Signature of Property Owner or Representative to MaCEA: _____

Position: _____ Date: _____