



MAKATI COMMERCIAL ESTATE ASSOCIATION, INC.

Washington SyCip Park, Legazpi St., Legazpi Village, Makati City
Tel. No.: 813-2446, 810-3054 • Fax: 810-3194 • E-mail: macea@info.com.ph

January 02, 2008

MEMORANDUM CIRCULAR 2008-01

TO : ALL MEMBERS

The Secretariat is presently updating the **MEMBERS/BUILDING ADMINISTRATORS DIRECTORY** of 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 February 15, 2008.

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

Very truly yours,

JAIME R. MATIAS
General Manager

2008 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: _____