



## MAKATI CENTRAL ESTATE ASSOCIATION, INC.

MaCEA Building, Legazpi cor. V. A. Rufino Sts., Legazpi Village, Makati City

Tel. No.: 81-MaCEA (62232), 752-7929, 753-5004, 753-5006 and 753-5012

Email: macea@macea.com.ph

August 7, 2019

### MEMORANDUM CIRCULAR 2019 - 11

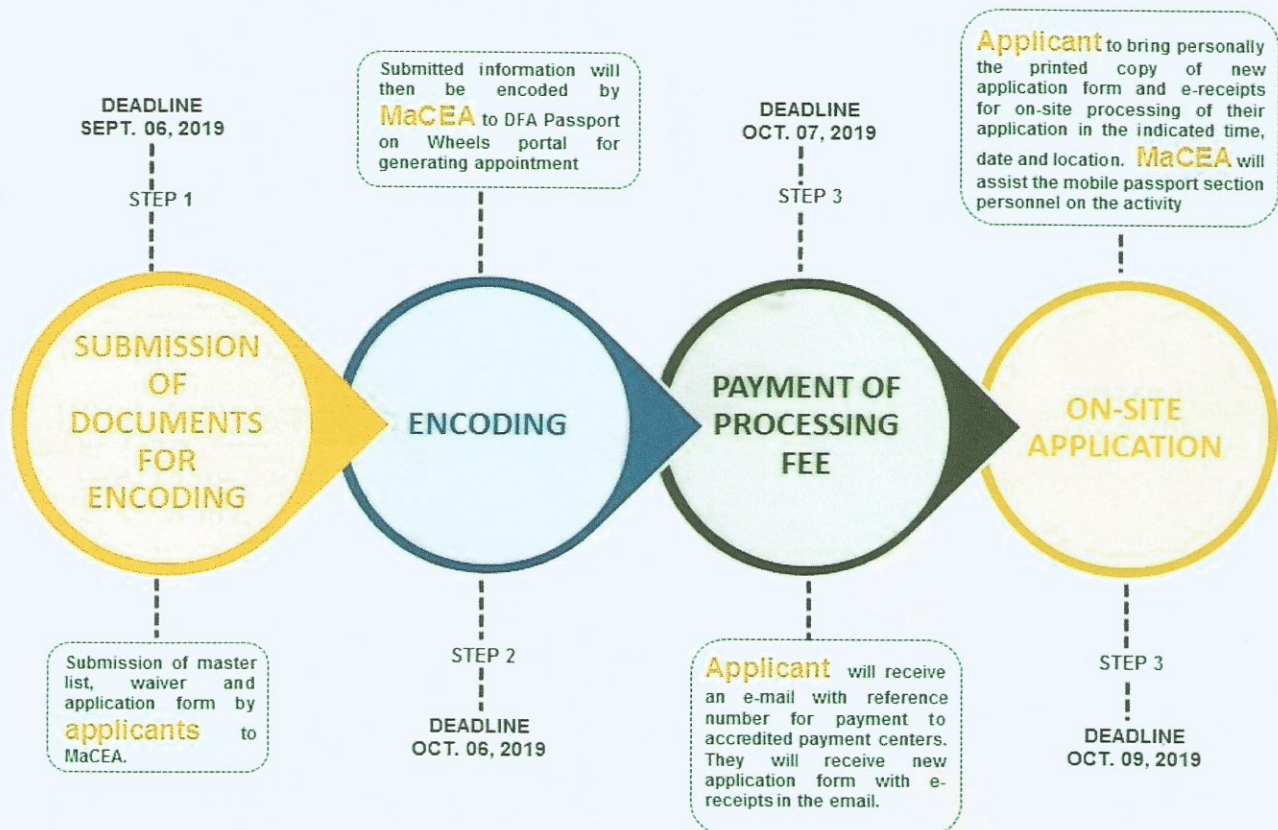
TO : ALL BUILDING ADMINISTRATORS

RE : PASSPORT ON WHEELS

We would like to inform you that MaCEA will be holding its 1<sup>st</sup> Passport on Wheels on October 9, 2019. Kindly disseminate this to your residents, tenants, merchants and employees.

Below is the step by step process of the passport application.

### PASSPORT ON WHEELS CHART



Attached are the following documents that you will need to start your application.

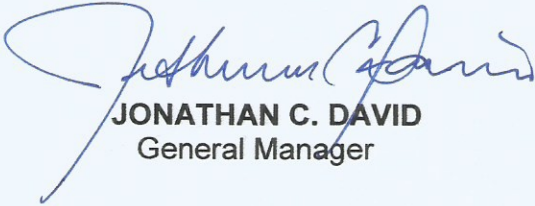
1. Accomplished Application Form
2. Accomplished Waiver Form
3. Scanned/Photo copy of the following: PSA Birth Certificate, PSA Marriage Certificate, Local Copy (Birth Certificate, Marriage Contract), and Valid Government ID

Also, kindly take note of the following guidelines

1. Passport Requirement
2. Acceptable IDs
3. Bayad Centers

Please feel free to call us at 816-2232 or email us at [macea@macea.com.ph](mailto:macea@macea.com.ph) for any queries on the matter.

Thank you.



**JONATHAN C. DAVID**  
General Manager