



January 02, 2020

MEMORANDUM CIRCULAR 2020 - 01

TO : ALL MEMBERS

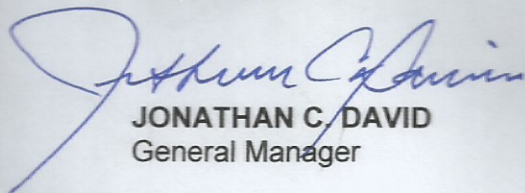
The Secretariat is presently updating the **MEMBERS/BUILDING ADMINISTRATORS DIRECTORY** of Makati Central Estate Association, Inc. (MaCEA).

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, 2020**. You may also email it at macea@macea.com.ph

Thank you for your usual cooperation.

Very truly yours,


JONATHAN C. DAVID
General Manager

2020 MaCEA MEMBERS INFORMATION SHEET

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

Lot Owner: _____ Blk. _____ Lot _____

Address: _____

Tax Identification Number (TIN): _____

Representative to MaCEA: _____

Position: _____ Email: _____

Tel. Nos./Mobile No.: _____ Fax: _____

Building Name: _____ Blk. _____ Lot _____

Building Owner: _____

Address: _____

Tax Identification Number (TIN): _____

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./Mobile No.: _____ Email: _____

Head of Security/Detachment Commander: _____

Tel. Nos./Mobile No.: _____ Email: _____

Signature of Property Owner or Representative to MaCEA: _____

Position: _____ Date: _____