



MEMORANDUM CIRCULAR 2024 - 001

DATE: JANUARY 02, 2024
TO: ALL MEMBERS
RE : 2024 MEMBERS INFORMATION SHEET

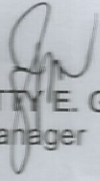
The Secretariat is presently updating the **MEMBERS/BUILDING ADMINISTRATORS DIRECTORY** of Makati Central Estate Association, Inc. (MACEA).

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, 2024**. You may also email it at macea@macea.com.ph

Thank you for your usual cooperation.

Sincerely,


PAUL GETTY E. GRANADA
General Manager

2024 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.: _____
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: _____