<COMPANY LETTER HEAD>

Building Management Office

Unit T2-3A-3 & 3A, Level 3A,

IOI City Tower Two,

Lebuh IRC, IOI Resort City

62502 Putrajaya, Sepang Date : \_ \_/\_ \_/\_ \_

Selangor Darul Ehsan REF.No: ICT(2)/SE\_\_\_\_

 We request for special approval for important Meeting/ Special Event/ Discussion at our office.
We have invited our Special Guest/ VVIP to attend for the following event-:
Date :
Time : to
Location :
Event :
Event Coordinator (P.I.C) :

We request the Building Management to provide Ease access to our Special Guest as follows

|  |
| --- |
| **SPECIAL ENTRY**  |
| NO | NAME  | CONTACT NO  |  CARD NO | SIGNATURE  |
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(Doc.No:ICT2/ADM/SE/REV2/19)
For further clarification, kindly contact (P.I.C Name: \_\_\_\_\_\_\_\_ Contact: \_\_\_\_\_\_\_\_\_\_\_)

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Acknowledge by Approved by
Name: Name:
Position: Position:
*(Admin/ FCC/ Reception)* *(BM/ABM)*

Date: Date:

 BUILDING MANAGEMENT USE ONLY

Requester

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name:
Position:
Date: