<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: