



**NOTICE TO SECURITY OFFICER / MANAGER**

Unit No : \_\_\_\_\_

Owner's Name : \_\_\_\_\_

Tel No : \_\_\_\_\_

Tenant's Name : \_\_\_\_\_

Tel No : \_\_\_\_\_

Contractor's Name : \_\_\_\_\_

Tel No : \_\_\_\_\_

Contractor's Address : \_\_\_\_\_  
\_\_\_\_\_

Vehicle No : \_\_\_\_\_ Valid Date : From \_\_\_\_\_ To \_\_\_\_\_

- Moving-In (Pindah Masuk)
- Moving-Out (Pindah Keluar)
- Delivering Goods (Penghantaran Barang)
- Renovation (Pengubahsuaian)
- Installation/Repairing/Servicing/Air-Cond/Water Filter/Household Items  
(Memasang/Membaiki/Servis Hawa Dingin/Pemanas Air dan Perkakas Rumah)
- Others (Lain-lain) \_\_\_\_\_  
\_\_\_\_\_

<i>Allowed Working Hours: Monday - Friday</i>	<i>: 09.00 am - 05.00 pm</i>
<i>Saturday</i>	<i>: 09.00 am - 01.00 pm</i>
<i>*not allowed on Sunday &amp; Public Holidays</i>	

Your kind co-operation in this matter will be greatly appreciated.  
Thank you

\_\_\_\_\_  
The Management

\_\_\_\_\_  
Date