



Management Office:

The MCST Plan No. 2719
10 Ubi Crescent #02-05
Singapore 408564
Tel : 6743 9163 (During Office Hour)
6743 1375 (After Office Hours)
Fax : 6743 9816
Email : feedback@ubitechpark.com
Website : <http://www.ubitechpark.com>

7 July 2017

To All Occupiers
Block 10
Ubi Techpark

Dear Sir/ Madam

UPDATES OF BUILDING DIRECTORY

The Management Office is updating the Building Directory Board which is located at the main Lobby in our Ubi Techpark. We would appreciate it if you could spare a few minutes of your time to confirm if your company is accurately listed on the Building Directory at your located Lobby.

If you wish to update your company on the Building Directory list, kindly download an application form for the building directory for flatted factory occupiers from our website address at www.ubitechpark.com. Please submit the completed application form together with a payment of \$16.05 by either NETS or cheque payable to MCST 2719 to our MA office for processing.

Kindly assist to fill in the below reply slip for the most updated information

Thank you for your attention in this matter.

Yours faithfully

Savills Property Management Pte Ltd
Managing Agent

Cherry Chow

Cherry Chow
Accounts Admin Manager
For & on behalf of

THE MANAGEMENT CORPORATION
STRATA TITLE PLAN NO. 2719

REPLY SLIP

Company Name of Occupier: _____

Block: _____

Unit Number: _____

1. To keep the Building Directory on the List

2. To remove the Building Directory away from the List