

ANNOUNCEMENT

**Dear,
Ladies and gentlemen
In TKC Apartments**

With respect,

We would like to inform all residents of TKC Apartment that the elevator access card can be exchanged for a new access card. The procedure of exchange is as follows:

1. Procedures for the exchange of cards for those who have no outstanding bills.
 - a) Come to the financial counter, exchange old card with new card up to 4pc
 - b) Coming to engineering office after having a new card for setting the floor address.
2. Card redemption arrangements for which there are still outstanding bills.
 - a) Come to the financial checkout counter, to inquire about arrears and make payments.
 - b) After the repayment do the points 1a and 1b as above.
3. Card redemption procedures for residents who do not understand the above rules.
 - a) After the occupants come to the counter in class about the bills and do not want to understand, to be directed to the TRO so that the discussion of settlement.

Procedures for transferring old cards with new ones (in the field)

A. Tower Eboni and Cendana

- 1) For Eboni and Cendana units will be given the time of exchange of old card with the new from 1 September to 10 September 2017. At the cash register at 08.00 to 16:00 pm, after exchange card to come to the engineering office for setting Floor address.
- 2) Security shall maintain the door of the basement lobby and GF lobby Ebony and Cendana at the time of card transition.

B. Tower Flamboyant and Aster

- 1) Rules according to points A1 implementation on 11 September 2017 to 20 September 2017.
- 2) Rules match points A2, but for flamboyant and aster.

C. Tower of Akasia and Bougenvile

- 1) Rules according to points A1 implementation on 21 September 2017 to 30 September 2017.
- 2) Rule according to point A2, but for Akasia and Bougenvile.

Thus the information we can convey, hopefully this card replacement can run well and orderly, for the attention and cooperation we say thank you.

Jakarta, August 22, 2017
Building Management PPSRS TKC