



11th December 2015

Our Ref: MCST/12-03/15

All Subsidiary Proprietors / Tenants and Occupiers
The Management Corporation Strata Title Plan No. 4136
AZ @ Paya Lebar
140 Paya Lebar Road
Singapore 409015

Dear Sir / Madam,

RE: FIRE DRILL EVACUATION EXERCISE ON 18th DEC 2015 @ 3pm AT AZ BUILDING

Please be informed that the 2nd FIRE DRILL EVACUATION EXERCISE has scheduled to be held on 18th Dec 2015, Friday at 3pm

All unit owners and tenants at AZ Building are encouraged to participate in the forthcoming Fire Drill as part of enforcement by Singapore Civil Defense Force (SCDF) and to familiarize with the emergency escape route in the event of emergency.

All fire alarm at AZ Building will be activated and all lifts will be grounded at around 3pm. There will be announcement from the PA system to remind all tenants to leave the building, simulating a real fire situation. Fire Warden will be at each level guiding the tenants and occupiers to the assembly area via the emergency escape route to the assemble area, an open field in front of AZ Building (next to ACE Building) during the exercise.

PLEASE DO NOT USE THE LIFT DURING THE FIRE DRILL EVACUATION EXERCISE

Attached copy of floor register form for each unit for completion with names of your staff who will be participating this evacuation exercise. All completed floor register form are to be handed over to the respective Fire Warden at the assembly area.

The Management look forward your support and participation in this forthcoming exercise. You may contact the Management Office at Tel. 6842-2450, if you require further clarifications.

Yours faithfully,

COLLIERS INTERNATIONAL CONSULTANCY AND VALUATION PTE LTD

Managing Agents

A handwritten signature in black ink, appearing to read 'Cheow Ming Chuang'.

Cheow Ming Chuang
Building Manager



Copy: Fire and Safety Manager (FSM), Mr. James Chor Heng Wah
AZ Notice Board