

VISITOR / GUEST / CONTRACTOR / TECHNICIAN / AGENT FORM

To : **Contessa Management Corporation** (Fax no: 03 2284 5490)
CC : **Security Guards, Guard House**

From :
Unit :
Date: :

A) GUEST PARTICULARS

NAME OF GUEST (S)	SEX	I/C NO. PASSPORT NO.	LOCAL/ FOREIGNER
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

B) PURPOSE

STAY - IN (*PERMANENT / TEMPORARY*) / *REPAIRS / APPOINTMENT /*
OTHERS :

C) DETAILS OF ARRIVAL & DEPARTURE

DATE : _____ FROM: _____ TO: _____
TIME : _____ (AM / PM)
SHIPMENT : _____

D) DECLARATION

I will make sure my guest(s) arrives between 0900 hours to 1800 hours on weekdays, and that my guest(s) shall at all times abide by all the house rules.

Name:

Date: