

Date: 11th August 2011

Ref. No.CSD/TT/110811-PT

NOTICE

Ref: Reminder about Safety awareness

Dear Tenants,

To reinforce and enhance the security service in our building, we would like to arouse the awareness of safety precautions to all tenants.

Firstly, for your own internal office security and safety measures please make sure that your *office door locks are functional securely and properly locked with security before lunch time, after office hours or whenever left vacant*. Besides that, please pay more attention about the security, especially, in the lunch time and also keep an eye or *report to us if find any strangers wandering around in the building*.

Secondly, we would like to remind all Tenants in the building.

- Do not put your valuables at location of public vision, including restrooms;
- Do not leave valuable asset or cash in your office during non-office hours;
- Buy the property insurance and third Party insurance during the operation period as stated in Article III.7 of Lease Contract and Lease Agreement.

To facilitate the monitoring of our Tenant's office movements at non-office hours, we have instructed our security officers to strengthen the patrols on all floors more often; however the co-operations of all of you are important to achieve a safety working environment.

In case you need to contact us for respective matter, please call:

Hotline of STC Management: **08 38298293** (during office hours)

08 38226174 (during non-office hours)

Hotline of Security: **0938.139.389** Mr. Vo Quoc Hoang (24 hours)

Thanks for your kind attention.

Yours faithfully,



Grace Yau
Chief of Customer Service
Customer Service Department of STC
The STC Management Office