

DATE: 9 OCTOBER 2017

CIRCULAR NO: 10/2017

TO: ALL MPMA MEMBERS

UPDATE OF MEMBERS' INFORMATION EXERCISE

In our effort to update information on our members, we are now requesting members to update their data as per the attachment. Kindly note that this is a **mandatory exercise** for all members to ensure that members' information is up-to-date.

When making amendments, kindly take note of the following:

1. For any amendments to your corporate information, please write in the column marked "Amendment Column".
2. Information that does not appear in our database is highlighted with the text - "Please provide.....". This indicates that your company's profile is incomplete. Members are advised to **update and ensure that the information is complete.**
3. There are further "NOTES" in the attached sheet to guide you to provide the correct information.

Deadline for members to return the form by fax is 24 October 2017 (Fax: 603 7876 8352). We look forward to your co-operation in this update exercise.

VERY IMPORTANT NOTE: All information in the attached is important and needs to be provided.

For any further inquiries, please contact Francis (franv@mpma.org.my) or Mandy (mandy@mpma.org.my) at Tel: 603 7876 3027. We look forward to receiving your updated data.

Thank you.

Yours sincerely,



ST GIAM
Executive Director