

MEMO – 018 TRAINING & BUSINESS DEVELOPMENT GROUP - 2022

From: MEGAWORLD INTERNATIONAL Training and Business Development Group

TO: Territory Heads / Sales Team Heads

CC: MMA/Group Heads

Re: Revised policy on borrowing of keys

Date: May 4, 2022.

POLICY ON REQUEST FOR KEYS

1. Request must be submitted to the **TRAINING AND BUSINESS DEVELOPMENT** at least 2-3 days prior to the viewing date. We strictly follow the guidelines from the department handling the keys. (Prime RFO & RFO Premier)
2. Cut-off time for email request is 4pm (Manila Time). Any request beyond the cut-off period will be processed the next day.
3. Requesting and releasing of key/s on the same day is not allowed.
4. Request should be sent via **email** using the attached key request form (Also available for download from TBD Cloud)

Please email the request to the ff. TBD personnel only:

Randolf Rivera (rrivera@megaworld-marketing.com)

Jolo Saranillo (jsaranillo@megaworld-marketing.com)

5. LOCATION for claiming of the key/s will be at Mckinley office. Instruction on claiming the key/s will be provided upon confirmation of the availability.
6. Lost or damaged key/s will be charged a fine of Php 3,000 per Key.

Additional requirements:

- Borrower needs to leave at least one I.D.
- Deposit of Php 500 per key.
- Borrower will get back the I.D and deposit immediately right after the key/s is returned, provided he/she complies with the policies and procedures.
- Key/s must be returned where the borrower received it within 24 hours.
- Extension of key/s is subject to approval of the management.
- Late returns will incur a fine of Php 500 per day, per key.
- Using a courier service to return the key/s is discouraged for safety reasons.

Prepared by:

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Noted By:

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