

Form 21 <Notice of Modification Work>

Name of Company : _____ Office Unit : _____

Contractor : _____ Responsible person of the contractor : _____

Contact no. : _____

Please note, provide proper and effective ways to handle the following potential problems during your modification work; and making sure the work to be completed by ____ (YY) ____ (MM) ____ (DD) and report status of work to the _____ department of management company.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Comment from Technical Department / Management Company

Signature of Tenant's representative : _____

Date : _____