



28 July, 2020

Dear Melrose Arch tenant

RE: BUILDING AND PARKING ACCESS CARDS

Upon your return to work after lockdown, you are likely to find that your staff's access cards for both parking and building access no longer work as they are programmed to deactivate if not used within a certain period.

Please note that if you and your staff members park in a nested area (a parking area allocated specifically for your company, with its own entry and exit booms), you need to ensure that you park in that area as the access cards are programmed to allow you to exit only after they have been swiped at both booms. If you do not swipe your card at the second boom, you will not be able to exit the parking area.

Please send a list of all staff members who have returned to work or will be returning in the near future, as well as their access card numbers, to Katy Omarjee at access@melrosearch.co.za so she can do a bulk reactivation at no charge to you.

Please provide the details timeously to ensure card activation. Where the details have not been provided and the card is inactive, staff members will be asked to come to the Precinct Management Office to allow us to reactivate their card. Only once this has been completed will they be permitted to exit the basement.

If you have any queries, please call Katy on (011) 684-0002.

Regards,

REINER HENSCHEL

OPERATIONS DIRECTOR: MELROSE ARCH