



**Ascendas Services Pte Ltd**  
A Member of CapitaLand

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(Regn. No.: 199600003W)

16 September 2021

Dear Tenants

**BY EMAIL ONLY**

**CONFIRMED CASE OF COVID-19 AT TELEPARK**

We would like to inform you of a confirmed case of COVID-19 at Telepark.

Our Property Management Team was notified that one of the staff has been tested positive of the COVID-19 virus on 15 September 2021. We have also been informed that the last time the person at Telepark was on 11 September 2021.

We would also like to request you to remind your staff to practise good personal hygiene, practice safe distancing, stay at home, and visit a doctor immediately if they are unwell and abide by advisories from MOM, MOH and any other relevant authorities. Also, **please inform us if any of your staff is placed under observation for COVID-19. This will help us take the necessary precautionary measures for the well-being of all tenants.**

We would like to seek your co-operation to conduct the following in accordance to MOM Guidelines:

- Check-In using SafeEntry
- Please keep a record of staff health declaration forms for the purpose of contact tracing in the event of any suspected/confirmed case.

We will continue to monitor the situation closely and take appropriate actions as guided by the authorities. For latest updates, please refer to the MOH's website at [www.moh.gov.sg](http://www.moh.gov.sg). We appreciate your understanding and cooperation. If you require assistance, please contact us at 6545 1677.

Thank you.

Yours sincerely

**For and on behalf of HSBC Institutional Trust Services (S) Ltd**  
**In its capacity As Trustee of Ascendas Real Estate Investment Trust**

**Phua Shau Wee**  
Manager  
Property Management Department