



## ASIAN LAND STRATEGIES CORPORATION

**TO:** : All Employees / ARESPs  
**FROM** : IT Department  
**DATE** : Apr 12, 2024  
**SUBJECT** : 3rd Floor Door Access

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A door access system is a security solution that regulates entry to a building or specific areas within it. Our new system employs advanced features such as **facial recognition, RFID card scanning, and exit sensors** to ensure efficient and secure access control.

Please note that access to the third floor is **restricted to authorized personnel only**. If you require access, kindly seek written approval from our Chief Operating Officer, Ma'am Pia Madrid. The IT Department will only handle approved access requests.

### Do

- Use your facial recognition by standing half a meter away from the access device or gently placing your RFID card to gain entry.
- Keep your access credentials secure and confidential.
- Report any lost ID or technical issues to the IT department.

### Don't

- Share your ID/access card or credentials with unauthorized individuals.
- Tamper with or attempt to bypass the door access system.
- Touch the exit motion sensor. Use any hand gesture instead.

In case of emergencies, do not panic and use the regular exit sensors, or if necessary, break the dedicated glass to activate the emergency exit mechanism and evacuate the premises safely.

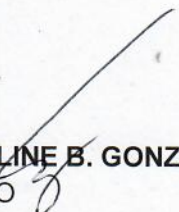
Your cooperation in adhering to these guidelines is essential to ensure the effectiveness and security of our new door access system. If you have any questions or concerns, please feel free to reach out to the IT Department.

PREPARED BY:

  
**FRANCIS DIAZ**  
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APR 12 2024

NOTED BY:

  
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CFO

  
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COO