



The MCST Plan No. 3697  
Latitude #B1-07  
35 Jalan Mutiara Road  
Singapore 249210  
Tel: 6634 7338 Fax: 6634 7336

6 May 2021

***IMPORTANT***

Dear Residents

**COVID-19 – MANAGEMENT OFFICE – ALTERNATE SATURDAYS FOR MAY AND JUNE 2021**

Following the latest guidelines issued by the government to minimise further spread of COVID-19, we would like to update on the following:

In view of social distancing, we minimize anyone entering management office. We encourage communication via phone call or email.

For payment of maintenance contribution by cheques, kindly deposit them into the management office letter box located at the basement of Block 35 labelled under unit #B1-07.

**The Management office Operating Hours for May and June 2021:**

**Mondays to Fridays – 8.30 am to 5.30 pm**

**Alternate Saturdays  
(8 and 22 May 2021 as well as 5 and 19 June 2021)  
– 8.30am to 12.30pm**

Should you require any assistance, please do not hesitate to contact us at :

**Email:** [mcst3697@gmail.com](mailto:mcst3697@gmail.com)

**Management Office No:** 6634 7338

**Guardhouse No.** 6634 7339

Thank you for your kind understanding.

Let's take care and stay safe.