






PROCEDURE FOR SCHEDULING A MEETING

(with Medical Certificate)

NO.		PARTICULARS	PERSON IN-CHARGE
1		Email the copy of the Medical Certificate to M & Associates : inquiry@m-associates.com	Client / Guest
2		Receptionist will forward a copy of the <u>completed</u> Medical Certificate together with the details of the meeting to the ORE Admin Office	M&A receptionist
3		Confirmation of the meeting by ORE Admin Office via email	ORE Admin
4		Send the following info to the guest via email, whatsapp, viber or text message <ul style="list-style-type: none"> ➤ Email confirmation ➤ ORE visitor guidelines ➤ M&A visitor guidelines ➤ Link for <i>Health Symptoms Questionnaire</i> 	M&A receptionist
5		On the scheduled date of the meeting, the liaison officer will meet the guest in the lobby of ORE and accompany him to the office	M&A liaison officer