

RIVERBANKS DEVELOPMENT CORPORATION

84 A. Bonifacio Ave., Marikina City TEL. NOS. 570-0701 to 06

Control No. _____

Date prepared _____

Date effective _____

TENANT: _____

Location: _____

Requested by: _____

Signature: _____

Gate to be used _____

() Operational hours

() Non-operational hours

GATE PASS

INGRESS WITHDRAWAL INITIAL INGRESS FINAL PULL-OUT

Company Owned

Tenant Owned

QUANTITY	ITEMS / DESCRIPTION	PURPOSE	DESTINATION

(Please use back page for additional space)

Instructions:

- Approval of the gate pass shall be from **9am-12nn only, Monday to Saturday (except holidays)**.
- Utility carts with rubber wheels shall be used in transporting merchandise to avoid damage to the flooring.
- Client or requesting party shall be liable for any damage to the building or its accessories caused by his employees / representatives while moving merchandise or other item/s. RDC management will not be responsible for any loss or damage to client's items.

ENDORSED BY: _____ RDC Employee (Print Name & Sign)	APPROVED BY: (only for final pull-out) _____ Accounting Manager	APPROVED BY: _____ Dept./Div. Manager	CHECKED BY: _____ Security Guard (Print Name & Sign)	ITEMS RECEIVED BY: _____ Print Name & Sign
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Distribution: 1-Operations 2-Security 3-Tenant

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