

## NOTICE TO VISITORS

MAS will be introducing a Visitor Management System to automate entry processing of our visitors. All visitors will henceforth be pre-registered prior to their arrival at MAS Building. To facilitate pre-registration, we will need to obtain your particulars, i.e. your name, NRIC or passport No.

As illustrated below, when a pre-registered visitor arrives at MAS Building, he will go to one of the self-help kiosks located in the lobby, present his ID document (NRIC, driver licence, work permit, employment pass or passport) for scanning at the kiosk, and collect a sticker ID badge and an entry card for accessing the building. When leaving the building, he will simply drop off the entry card into a slot at the turnstile. Our security staff will be on hand to provide assistance if necessary. Please remember to bring along your ID document for your visit.

Thank you.



- ビル1階左側に自動発券機があります。そこで、EP/Passportをスキャンしてください。
- 1** Scan your ID at the kiosk to register your arrival



- 自動発券機からEntry card（入館カード）及びSticker badge（シール）が出てきます。シールはご自身の服の目につきやすい所に貼ってください。
- 2** The kiosk will dispense an entry card and a sticker badge



- 3** Display the sticker badge and proceed to the meeting location via turnstile and lift

入館カードをセキュリティーゲードにかざすと、エレベーターの番号が表示されますので、そのエレベーターにお乗りください。

スキャンがうまくできない場合、直接キーパッドからEP/Passport 番号を入力してください。



- 4** Return the entry card into slot at turnstile when leaving

お帰りの際に、カードをセキュリティーゲードの穴にお入れください。