



Fax Letter

Urgent Confidential

A copy is sent: by hand by post by courier

To Fax No : 852 25724908 Country: Hongkong
 Firm / Company : **LWK & Partners (HK) Ltd.**
 Attn : **Mr Ronald Liang**
 Copy to : **Benoy Attn. Mr Simon Blore**

From : Dr. Kenneth Yeang
T. R. Hamzah & Yeang Sdn. Bhd. (Company No: 41743A)
- Architecture/Interior Planning • Building Technology
 6, Jalan Satu, Taman Sri Ukay, 68000 Ampang, Selangor, Malaysia.
 Tel. 03-42571966 / 42571948 Fax: 60-3-42569330 / 42561005
 E-mail: trhy@tm.net.my website: www.trhamzah-yeang.com
 Affiliated Offices: London, Stuttgart, Sydney, Tokyo, Beijing

Project Reference :
 Date : 29 August 2001 No. of Pages: 1 +

Dear Ron,

Ron

1. I am writing to offer my sincere apologies to the Client and to you that I will unfortunately not be able to make it to the presentation to the Client on Monday 3 September 2001 at 3.00pm.

I would certainly like the opportunity to present to the Client if I could. Friday 31 August and Saturday 1 September are my best days but unfortunately these dates are not convenient for them.

2. Our Director, Mr Andy Chong will to make the presentation of our work done to date on this project on my behalf on Monday 3 September.

His itinerary is as follows:

3 September 2001 (Monday)	KUL-SIN	SQ101 ETD0740	ETA0835
	SIN-HKG	SQ852 ETD0955	ETA1340
4 September 2001 (Tuesday)	HKG-SIN	SQ865 ETD1830	ETA2200

May we ask if you could please recommend an economy hotel for Mr Andy Chong near the Client's office or near your office for the night of Monday 3 Sept?

Please write below and fax back your reply:

1

Name: _____ Signed: _____

Please fax back your reply to: T. R. Hamzah & Yeang Sdn Bhd Fax:: 60-3-4569330, 4561005 (Malaysia).

3. Andy Chong will make the presentation using Power Point and will also be bringing an A3 Folder of the drawings.

For the Power Point presentation, please could we prevail on you to arrange for a digital projector and a laser pointer to be available at the Client's office?

4. As Andy Chong arrives at ETA1340 hr, may I please propose that before the presentation to the Client, we have a technical meeting with yourselves, the traffic engineers, the quantity surveyor and with Benoy (Mr Simon Blore and/or Mr John Dawes). Following which, could be the presentation to the Client.
5. I have asked Andy Chong to stay the night in Hongkong and the next day he will likely go to Shenzhen to meet with our associate office there.
6. I trust the above is agreeable to you. Please could you made a booking for Andy Chong's hotel and fax to us the programtime for the afternoon of Monday 3 September?

Many thanks.

Yours sincerely,


(KEN YEANG)

.../...
Is/KY

2 [] Please write below and fax back your reply:

Name: _____ Signed: _____

Please fax back your reply to: T. R. Hamzah & Yeang Sdn Bhd Fax: 60-3-4568330, 4561005 (Malaysia).