

**MATTA PENANG CHAPTER  
CHANGE OF  
VERIFIED OFFICIAL REPRESENTATIVE / ALTERNATE REPRESENTATIVE**

**THIS LETTER MUST BE ON MEMBER COMPANY'S LETTERHEAD**

Date :

**HONORARY SECRETARY GENERAL**

Malaysian Association of Tour and Travel Agents (MATTA)  
Wisma MATTA  
No. 6, Jalan Metro Pudu 2,  
Off Jalan Yew  
55100 Kuala Lumpur

**Fax No : 603 – 9223 8555**

Dear Sir,

We \_\_\_\_\_ (*company name*) of  
\_\_\_\_\_ (*address*)

being a member of the Malaysian Association of Tour and Travel Agents (MATTA), hereby confirm to change our official representative and/or alternate representative at all MATTA functions as follows :-

**Official Representative :** \_\_\_\_\_  
(Name as stated in the I/C & Designation)

Identity Card : Old \_\_\_\_\_ New \_\_\_\_\_

Or Passport No : \_\_\_\_\_

**Alternate Representative :** \_\_\_\_\_  
(Name as stated in the I/C & Designation)

Identity Card : Old \_\_\_\_\_ New \_\_\_\_\_

Or Passport No : \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Name :  
Designation:

\_\_\_\_\_  
Company Chop

**NB : Please only use this Form if your Company is changing the Official or Alternate Representatives.**

**Please return this letter to the MATTA HQ Secretariat at the above address before 1700 HOURS, 13 FEBRUARY 2022. THIS IS IN ACCORDANCE TO THE CLAUSE 15, ITEM 1.10.1 IN THE CONSTITUTION OF MALAYSIAN ASSOCIATION OF TOUR AND TRAVEL AGENTS (MATTA).**

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