MATTA MELAKA 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) **Fax No : 603 – 9223 8555**
Wisma MATTA
No. 6, Jalan Metro Pudu 2,
Off Jalan Yew
55100 Kuala Lumpur

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 : Company Chop
Designation:

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, 8 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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