



PERBADANAN ASET KERETAPI (Railway Assets Corporation)

Level 16, IOI City Tower 2, Lebuhr IRC IOI Resort City, 62502 Putrajaya, Sepang Selangor.

Tel 03-8939 0200 | Fax 03-8939 0222 | www.rac.gov.my

Ref: - RAC.100-15/3/2 (41)

Dear valued stakeholders,

NOTICE OF OFFICE CLOSURE

As announced by the Prime Minister YAB Tan Sri Muhyiddin Yassin on 25 March 2020, the **Movement Control Order (“Order”)** period has been extended until 14th April 2020 to further mitigate the risk of COVID-19 infection and to break the chain of infection amongst the citizens.

Railway Assets Corporation (RAC) is complying to the Order and would like to inform you of the following:

1. OFFICE CLOSURE

Our office will be temporarily closed from 18th March 2020 until 14th April 2020 and shall remain closed should there be any further extension to the Order.

2. BUSINESS OPERATING HOURS

Our business runs as usual. All our staff are working from home and are contactable via email during normal working hours:

Normal Working Days	: Monday - Friday
Normal Working Hours	: 8.00 am – 5.30 pm
Lunch Hour	: 1.00 pm – 2.00 pm (Monday – Thursday) : 12.45 pm – 2.15 pm (Friday)
Contact Details	: Refer to Appendix A

3. BUSINESS TRAVEL

All traveling staff have been recalled home since 17th March 2020. Any RAC employee required to be outdoors during the Order period will be issued a permission letter from RAC.

4. DOCUMENTS AND GOODS DELIVERY

All inbound and outbound deliveries have been stopped. Inbound delivery riders are to leave any documents or goods with the receptionist at the main lobby of IOI City Tower 2.

- a) Kindly leave a detailed and legible delivery notice; and
- b) Please contact the relevant officer-in-charge to inform delivery has been made.

We are truly sorry for any inconvenience caused however the health and safety of the rakyat takes paramount importance. We thank you for your kind understanding during this challenging period.

Take care, be safe and stay home.

Regards,

The Management
Railway Assets Corporation
30 Mac 2020

Appendix A

EMAIL LIST OF ALL RAC'S HEADS

NO.	NAME	UNIT/DIVISION	EMAIL
1.	Azhar Bin Ahmad	General Manager	azhar@rac.gov.my
2.	Ane Salfarizan Bt. Mispani	Corporate Affairs Unit	salfarizan@rac.gov.my
3.	Mohd Faiz B. Mat Zin	Legal Unit	faiz@rac.gov.my
4.	Muhammad Muzammil Mohd Nawawi	Strategic Planning Unit	muzammil@rac.gov.my
5.	Arenna Bt. Ariffin	Integrity and Compliance Unit	arena@rac.gov.my
6.	Muzieana Bt. Mohid@Mohamad	Management Services Division	muzieana@rac.gov.my
7.	Shela Bt. Saari	Human Resource Unit	shela@rac.gov.my
8.	Nabilah Bt. Zainuddin Nazri	Administration Unit	nabilah@rac.gov.my
9.	Mohd Shahir Bin Elias	Procurement Unit	mohd.shahir@rac.gov.my
10.	Akhmal Hisham Bin Mohd Mishani	Information Management Unit	akhmal@rac.gov.my
11.	Irmaya Bt. Mohd Hamim	Property Management Division	irmaya@rac.gov.my
12.	Mohd Ghazali Bin Aman	Property Management Unit	ghazali@rac.gov.my
13.	Abdul Wafiy Hadana Bin Abd Hadi	Facilities Management Unit	abdulwafiy@rac.gov.my
14.	Tan Lai Kum	Property Development Planning Unit	laikum@rac.gov.my
15.	Melissa Sandhu	Commercial Division	melissa@rac.gov.my
16.	Siti Mariam Bt. Md Isa	Rental & Revenue Unit	mariam@rac.gov.my
17.	Mohd Shafiq Zolkify	Property Development Division	shafiq@rac.gov.my