

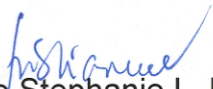


Human Resource and
Administration Department

TO : All Bigfoot and IAFT Staff
FROM : Chief Human Resource Officer
SUBJECT : **USING THE UPDATED COMPANY ADDRESS**
DATE : September 15, 2011

Let us all see to it that we are using the correct company address in all our business transactions. In this connection, addresses in business registration, real estate tax, etc. are to be always updated.

Please be guided accordingly.


Marie Stephanie L. Manuel
Chief Human Resource Officer