



**CIRCULAR NO : 001**  
**DATE : March 14, 2022**  
**TO : All Tenant-Partners**  
**FROM : Mall Operations Department**  
**SUBJECT : PAPERLESS BILLING IMPLEMENTATION**

**LET'S GO PAPERLESS!**

In line with the deployment of our Tenants' Portal and RLC's sustainability efforts, we are pleased to inform you that we will implement paperless billing starting **April 1, 2022**. Refer to the roll-out schedule below:

April 2022	May 2022	June 2022	July 2022	August 2022
NCR & Luzon Roll-out			Visayas Roll-out	Mindanao Roll-out
<ul style="list-style-type: none"> <li>Otis</li> <li>Magnolia</li> <li>Malabon</li> <li>Las Pinas</li> <li>Metro East</li> <li>Novaliches</li> <li>Antipolo</li> <li>Malolos</li> <li>Galleria Ortigas</li> </ul>	<ul style="list-style-type: none"> <li>Iloos</li> <li>Santiago</li> <li>Tuguegarao</li> <li>Pangasinan</li> <li>Luisita</li> <li>Angeles</li> <li>Starmills</li> <li>La Union</li> <li>Cainta</li> <li>Manila</li> </ul>	<ul style="list-style-type: none"> <li>Galleria South</li> <li>Dasmarinas</li> <li>General Trias</li> <li>Tagaytay</li> <li>Imus</li> <li>Sta. Rosa</li> <li>Los Banos</li> <li>Lipa</li> <li>Naga</li> <li>Palawan</li> </ul>	<ul style="list-style-type: none"> <li>Galleria Cebu</li> <li>Fuente / Cyber Cebu</li> <li>Tacloban / Ormoc</li> <li>North Tacloban</li> <li>Iloilo</li> <li>Jaro / Pavia</li> <li>Antique</li> <li>Dumaguete</li> <li>Bacolod</li> <li>Roxas</li> </ul>	<ul style="list-style-type: none"> <li>CDO</li> <li>Butuan</li> <li>Iligan</li> <li>Davao</li> <li>Tagum</li> <li>Valencia</li> <li>Gensan</li> </ul>

With paperless billing, you are assured of a most convenient and fast method of receiving your monthly Billing Statement:

- **Secure, Fast, and Convenient** - access 24/7 using your log-in credentials on any device (smartphone, tablet, computer) using any internet connection
- **Simple** – no clutter to worry about
- **Save** – we all help save the planet by saving paper which in turn saves trees

Below are important details to note:

- You will no longer receive a physical or paper billing statement.
- If there is a need to update or correct its registered email address, please email us within three (3) calendar days your new or correct email address at **RMalls.Tenantsportal@robinsonsl.com**. If no email is received from you within the time given, you confirm that your registered address is correct and will be used by you for the paperless billing.

Should you have any concerns or clarification, kindly coordinate with the Mall Operations Department.

Thank you for your usual support and cooperation.

Mall Operations Manager