

CENTRAL PLAZA

BUILDING & TOILET ACCESS CARD APPLICATION FORM

To : Central Plaza Management Co. Ltd. [Suite 2802, Central Plaza / fax no.: 2136 8999]

From : _____ (Name of Tenant)

_____ (Suite No. / Floor)

_____ (Contact Person) _____ (Tel. No.)

RE : APPLICATION FOR BUILDING & TOILET ACCESS CARD

1. We would like to apply for building access control card(s) according to the following and combine the toilet access function# to the card :-

<u>Name & Position</u>	⁽¹⁾ HKID <u>Card No.</u>	Toilet Access Function #			
		Female Toilet	Executive Female Toilet	Male Toilet	Executive Male Toilet
_____	_____				
_____	_____				
_____	_____				
_____	_____				

2. We would like to apply for toilet access card(s) according to the following :-

_____ pc(s) – Female Toilet Card

_____ pc(s) – Male Toilet Card

_____ pc(s) – Executive Female Toilet Card

_____ pc(s) – Executive Male Toilet Card

⁽¹⁾ Please provide the first 4 digits including the letter, e.g. K123XXX(X).

Note: (a) Please TYPE in BLOCK LETTERS and use supplement sheet if needed.

(b) Please “ ” the appropriate box.

We understand and agree to pay HK\$200.00 per building access control card and/or HK\$50.00 per toilet access card for lost or damaged card. For void card (refers to any mal-function access card except those due to improper use by cardholder), the card will be replaced free of charge.

Authorised Signature & Company Chop

Name & Position in Block Letters

Date : _____

FOR OFFICIAL USE ONLY

Total no(s). of building access control card(s) issued: _____ pc(s)

Total no(s). of toilet access card(s) issued: _____ pc(s)

Issued by (CPMCL): _____

Collected by (Tenant): _____

Signature

Signature & Company Chop

Name & Staff No.

Name in Block Letters

Date : _____

Date : _____