

To : Central Plaza Management Co. Ltd.
Basement 1, Central Plaza

Fax No. : 2586 8120
Tel. No. : 2586 8123

**APPLICATION FOR EXTENSION OF
AIR-CONDITIONING SERVICE FOR ANNEX**

Name of Tenant : _____

Contact Person : _____ Tel. No. : _____

Please arrange for the extension of air-conditioning service as detailed below:

Ad-hoc Service – Floor : _____
Date(s) applied for : _____ Time applied for : _____

On-going Service – Floor : _____
Date(s) applied for : from _____ to _____ Time applied for : _____

Authorized signature
with company chop : _____

Date : _____

Please “√” the appropriate box.

Remarks:

- 1) The applicant agrees to pay the charge as per the standard tariff which is subject to revision. Charges will be calculated to the nearest hour.
 - 2) The applicant agrees and understands that Central Plaza Management Co. Ltd. (CPMCL) reserves the right to adjust the standard tariff or suspend the supply by serving prior written notice or not to accept any application at its sole discretion.
 - 3) The applicant has to reimburse the difference tariff between the standard and discounted tariff to CPMCL if applicant terminates the service during the commitment period.
 - 4) The applicant must submit to CPMCL **the application 24 hours before the time at which air-conditioning is required.**
 - 5) A minimum charge of **two (2) consecutive hours** per application shall apply during Mondays to Saturdays[#]; and **four (4) consecutive hours** per application during Public Holidays and Sundays.
- [#] Extension of air-conditioning service should be started right after the normal service hours.

FOR OFFICE USE ONLY

Confirmed to tenant on _____ Accept Reject

No. of hours : _____ Rate per hour : HK\$ _____ Total charge : HK\$ _____

Others / Remarks : _____

Handled by : _____ Endorsed by GM (if necessary) : _____

Date : _____ Date : _____

Building Management Building Services Accounts