

CENTRAL PLAZA

APPLICATION FOR BORROWING WOODEN BOARD FORM

To : **Central Plaza Management Co. Ltd.**
Management Office – Basement 1, Central Plaza

From : _____ (Contractor's Name)

of Suite _____ on _____ floor, Central Plaza.

Re : **Borrow _____ (pcs.) of _____ mm x _____ mm Wooden Board
from Central Plaza Management Co. Ltd.**

We hereby apply to borrow _____ (pcs.) of _____ mm x _____ mm wooden boards from the Management Office for protection of public corridor during the fitting out period. They will be returned to the Management Office in good condition upon completion of the fit-out work. We understand that a penalty of HK\$250.00 per piece of wooden board (subject to revision) will be charged if we fail to return the wooden board(s) to the Management Office within six months from the application date or the object is found damaged.

Applied by

Authorised Signature & Company Chop

Name of Applicant

Application Date : _____

FOR OFFICE USE ONLY

▪ **Accounts Dept.**

If contractor fail to return the wooden board(s) to the Management Office, a penalty of HK\$250.00 per piece of wooden board (subject to revision) will be charged.

Penalty for _____ (nos.) pieces of wooden boards – amount: HK\$_____ to be charged.

[] (nos.) pieces of wooden boards
Received by Contractor from CPMCL:

[] (nos.) pieces of wooden boards
Returned by Contractor to CPMCL:

Signature & Company Chop

Signature

Name in Block Letters

Name in Block Letters

Date : _____

Date : _____