

To : Central Plaza Tenants
From : Central Plaza Management Co. Ltd.
Re : **Hongkong Post Mail Room – B1, Central Plaza**

For your information, we are pleased to inform you about the operation of the Mail Room by Hongkong Post are as follows:-

- a) The Mail Room opening hour is from 8:00 a.m. to 6:00 p.m. daily and it is closed on Saturdays, Sundays and Public Holidays.
- b) To avoid confusion with Post Office boxes, the Post Office would prefer that **NO Central Plaza mail box number appears in the address of your incoming mails and the normal address shall be used.**
- c) Mails for tenants are sorted to their boxes by the postmen twice daily (except Saturdays, Sundays and Public Holidays).
- d) For registered mails, large volume of mail and packets too large to be sorted to the boxes are available for collection at the counter*.
- e) In addition to the above facility, a posting box# situated inside the Mail Room is available.

| Days | Mail Room Opening Hour | * Counter Business Hours | # Posting Box Collection Time |
|--|-------------------------------|--|--------------------------------------|
| Mondays – Fridays | 8:00 a.m. – 6:00p.m. | 9:45 a.m. – 12:30 p.m. and 1:30 p.m. – 5:15 p.m. | 5:00 p.m. |
| Saturdays, Sundays and Public Holidays | Closed | Closed | No Collection Service |

Should you have any questions, please do not hesitate to contact the Management Office at 2586-8123 / 2586-8124 or staff of Hongkong Post at the Mail Room, B1, Central Plaza.

CENTRAL PLAZA MANAGEMENT CO. LTD.

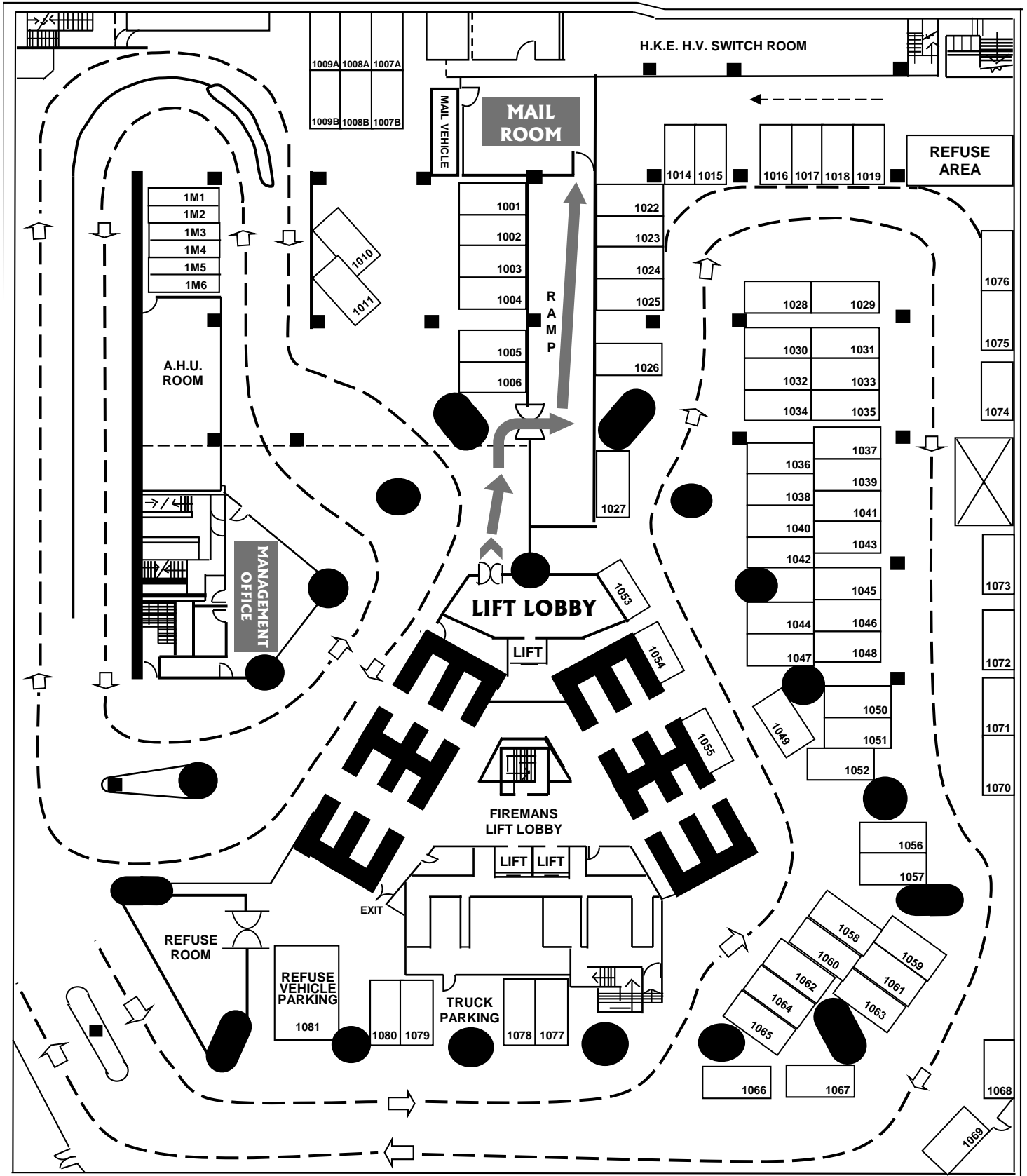
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CENTRAL PLAZA

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