

To : **Central Plaza Management Co. Ltd.**

[Suite 2802, Central Plaza / via email: ecircular@centralplaza.com.hk / fax no.: 2136 8999]

From : _____ (Name of Tenant)

Suite / Floor No. : _____ of Central Plaza

Contact Person & Tel. No. : _____

Email Address : _____

APPLICATION FOR DIRECTORY INSERTION / DELETION

Please arrange for the following * insertion/deletion to be made in the office directory in the main lobby on 2/F & 46/F * and/or in the lobby on the _____ floor :

(ENGLISH)

AND

(CHINESE)

Remarks:

Please * **DELETE** where applicable.

[a] The Applicant understands that only one (1) insertion is allowed for each tenant and agrees to bear the full costs for the above insertion/deletion.

Directory	Charges (HK\$)
■ Floor Directory	\$300 per company name
■ Touch Screen Directory (in the main lobby on 2/F & 46/F)	\$300 per company name

[b] Any insertion and/or deletion needs at least one (1) week to complete.

[c] Directory changing shall be subject to Landlord's approval.

The Applicant
(Authorised Signature & Company Chop)

Name & Position in Block Letters

Date : _____

FOR OFFICE USE

Application Accepted

Touch Screen Directory

Floor Directory

Endorsed by & date

Handled by & date

Handled by & date

Remarks : _____

Marketing

Building Management

Accounts

New Tenant / Cost to be borne by L/L

Invoice HK\$ _____