

# CENTRAL PLAZA

## Access Control Card System - Rules and Regulations

### 1. The Objectives

- a) Building Access - To tighten up the control over access to Central Plaza during non-office hours.
- b) Toilet Access - To facilitate access to office floor toilets that implemented with card access system.

### 2. Operation Hours

- a) Building Access:
  - Mondays to Fridays - from 8:00 p.m. till 7:30 a.m. on the next working day;
  - Saturdays - from 2:00 p.m. till 7:30 a.m. on the next working day;
  - Sundays/Public Holidays - from 8:00 a.m. till 7:30 a.m. on the next working day.
- b) Toilet Access: 24-hour

### 3. The System

The system comprises two components:

- a) card readers installed at the information counter in the main lobby on 2/F, designated lift cars and office floor toilets;
- b) Access Control Card - proximity type card coded with tenants' information facilitating only access to floor(s) and/or toilet(s) at which a tenant's office is located. For multi-floor tenants, they may choose to restrict their staff members to access to a particular floor(s) and/or toilet(s). Tenant should inform Central Plaza Management Co. Ltd. if this arrangement require.

### 4. How the System Works

#### a) At the Information Counter and designated toilets

Cardholder shall present his/her Access Control Card for identification and registration by placing his/her Access Control Card near and within 100 mm of the card reader. Cardholder with valid Access Control Card may enter or leave the building and/or toilet(s).

#### b) Access from 2/F lift lobby to an office floor

One lift from each lift bank has been installed with the card control system to provide access to office floors by means of valid Access Control Card. The following steps should be followed:-

- (i) Cardholder shall first press the car call button at the 2/F lift lobby.
- (ii) Go inside the lift car and place the Access Control Card near and within 100 mm of the card reader in the lift, the green lamp will blink for 5 seconds if the card is valid.
- (iii) Press the designated floor button for the floor for which the card is registered within this 5-second, the floor button will light up. The lift will run as usual.
- (iv) If the lift fails to respond, please repeat step (ii) and step (iii) or contact the on-duty management staff at the Information Counter on 2/F for assistance.
- (v) As the lift will be operated only if both steps (ii) & step (iii) are completed, even if the lift is in operation going to a floor, you must still complete step (ii) & (iii) if you are going to a different floor.

#### c) Access from tenant's floor lobbies to the 2/F (for tenants below 46th floor)

The lift can be called at any floor by pressing the car call button.

#### d) Access from tenant's floor lobbies to the 46/F (for tenants above 46th floor)

The lift can be called at any floor by pressing the car call button.

#### e) The Shuttle Lift Services

No access control card is required to operate the shuttle lifts.

# CENTRAL PLAZA

## Access Control Card System - Rules and Regulations

### 4. How the System Works (.../cont'd)

- f) Persons without the Access Control Card or cardholders with invalid card are required to sign in and/or sign out and present his/her valid personal identification for registration at the information counter before allowing the entry and leaving of the Building. Our management/security personnel will then assist with the lift service required.

For unable to gain toilet access with the Access Control Card, cardholder can contact the Management Office (B1) at 2586 8123 / 2586 8124 or via the intercom installed at each office floor passenger lift lobby for assistance.

- g) Central Plaza Management Co. Ltd. ("CPMCL") reserves the right to deny entry to or access from the building except upon the presentation of valid personal identification for registration for security reasons.

### 5. Who May Apply for the Access Control Card

Tenants of Central Plaza who for business purposes are required to gain frequent access to the building during non-office hours or to work late and tenants' offices located at floors with toilets equipped with card access may apply by completing the attached application form.

### 6. Issuance of Access Control Card

The Access Control Card will be issued free of charge on an individual basis (NOT on a corporate basis) and subject to the sole discretion of CPMCL. Application forms are available at CPMCL's office (Suite 2802, Central Plaza) or via the Building's website ( <http://www.centralplaza.com.hk> ). Tenant may either return the completed application form to CPMCL by hand (Suite 2802, Central Plaza) or by fax ( no.: 2136 8999) or via email ( [ecircular@centralplaza.com.hk](mailto:ecircular@centralplaza.com.hk) ).

### 7. General Rules

#### a) Loss of the Access Control Card / Void Card

For the security of all tenants, the Management Office should be notified in writing within 24 hours of any lost card. Request for replacement of lost/damaged card (due to improper use by the cardholder) will be accepted upon presentation of a completed CARD REPLACEMENT APPLICATION FORM which is obtainable from CPMCL or via the Building's website at <http://www.centralplaza.com.hk>. The replacement fee for lost/damaged card is HK\$200 per card for Building Access function (no matter with combination of Toilet Access or not) and HK\$50.00 per card for Toilet Access function only.

For any void card (void card refers to any mal-function Access Control Card except those due to improper use by cardholder), please follow the same procedure mentioned above and the card will be replaced free of charge.

#### b) Return of the Access Control Card

Upon the expiration or termination of the lease for any reason, Tenant shall return the applied Access Control Card to the Management Office or in lieu of costs listed in item 7(a) per non-returned card.

#### c) Transfer of the Access Control Card

Under no circumstance shall the Access Control Card be transferable.

#### d) Usage Rights of Toilet

The right of access to the toilet category in the application form must be according to the gender classification of the applicant which shall be provided by Tenant.

#### e) Rights of CPMCL

CPMCL reserves the right to modify the system and/or amend the Rules & Regulations regarding the Access Control Card System from time to time as it deems fit.

- f) Last but not least, for better security control and minimum wastage, Tenant and their staff members are strongly advised that only persons with genuine need shall apply for the Access Control Card.

< E N D >

# 中環廣場

## 『保安智能卡』服務系統 - 使用守則及操作簡介

### 一) 使用對象

- 1) 大廈進出 - 需要於『非辦公時間』返回大廈工作之租客。
- 2) 洗手間進出 - 已裝拍卡系統之寫字樓層洗手間。

### 二) 運作時間

- 1) 大廈進出：

週一至週五	:	由下午八時 至 翌日上午七時三十分
週末	:	由下午二時 至 翌日上午七時三十分
週日及公眾假期	:	由上午八時 至 翌日上午七時三十分
- 2) 洗手間進出：二十四小時

### 三) 系統

本系統將包括下列兩個部份：

- 1) 多部『讀卡機』將會設置於二樓服務台、每樓層區域其中一部指定升降機內及已裝拍卡系統之洗手間。
- 2) 『保安智能卡』適用範圍 - 持卡人祇可直達所屬之寫字樓層及/或所屬寫字樓層內有拍卡系統裝置之洗手間。對於租用多層之客戶，可預先向管理處申請個別進入一層或以上層數及/或一個或以上洗手間。

### 四) 如何操作此系統

- 1) 位於二樓服務台及已裝有拍卡系統之洗手間  
持卡人於進出本大廈及/或洗手間時，可利用二樓服務台之『讀卡機』，在距離不超過 100 毫米範圍內進行『讀卡』程序，其資料將會即時被識別，並會記錄在電腦檔案中以便日後有需要時查閱。
- 2) 利用二樓大堂通往樓上各層  
每一樓層區域中會有一部指定之升降機內裝有『讀卡機』，其使用步驟如下：
  - (i) 持卡人在二樓升降機大堂按升降機『召喚按鈕』。
  - (ii) 進入升降機後將『保安智能卡』放在距離『讀卡機』約 100 毫米範圍內『掠過』，成功之操作將會使到『讀卡機』上之綠色指示燈燐動五秒。
  - (iii) 在指示燈燐動之時間內，持卡者可即時按動所屬層數之『按鈕』，升降機將即時運作。
  - (iv) 倘若該升降機未有反應，可重覆(ii)及(iii)步驟或通知二樓服務台之值班保安員要求協助。
  - (v) 不同樓層之使用者，均需要獨立利用自己擁有之『保安智能卡』分別重覆(ii)及(iii)步驟方可各自到達其指定之樓層，即每張卡不能同時按動超過一『樓層』之『按鈕』。
- 3) 從寫字樓層返回二樓大堂（四十六樓層以下之租客）  
任何樓層內之升降機均可直接按鈕返回二樓大堂。
- 4) 從寫字樓層內返回四十六樓大堂（四十六樓層以上之租客）  
任何樓層內之升降機均可直接按鈕返回四十六樓大堂。
- 5) 來往二樓大堂至四十六樓大堂之升降機  
此區域內之升降機均不需利用『保安智能卡』操作。

# 中環廣場

## 『保安智能卡』服務系統 - 使用守則及操作簡介

### 四) 如何操作此系統 【續】

- 6) 任可訪客或『保安智能卡』不能被電腦識別之客戶，均需往二樓服務台出示其個人身份證明文件予保安人員作登記其每次進出時間。

如有『保安智能卡』在拍卡後不能進入洗手間，持卡人士可致電 2586 8123 / 2586 8124 或 使用寫字樓層客運升降機大堂之對講機，向管理處(B1)職員尋求協助。

- 7) 基於保安理由，中環廣場管理有限公司對於未能出示其個人有效之身份證明文件予保安人員作登記之客戶，均保留拒絕其進出本大廈之權利。

### 五) 什麼人可以申請『保安智能卡』

舉凡中環廣場之租客而有需要於非辦公時間進出本大廈或夜間超時工作，及/或其寫字樓層有已裝拍卡系統之洗手間者，皆可申請上述服務。

### 六) 簽發『保安智能卡』

『保安智能卡』之發出基本上是免費，但中環廣場管理有限公司（本公司）保留發卡之決定權利，而每張『保安智能卡』均被視作個人獨立擁有，而絕不能以公司名義申請後作共通使用。申請表可於本公司辦公室中環廣場二八零二室或本大廈網址 <http://www.centralplaza.com.hk> 索取，填妥申請表後，可直接送回本公司辦公室、透過傳真號碼 2136 8999 或電郵至 [ecircular@centralplaza.com.hk](mailto:ecircular@centralplaza.com.hk) 等方式交回。

### 七) 一般條款

#### 1) 遺失/損壞『保安智能卡』

為保障租客利益起見，倘若遺失『保安智能卡』請於 24 小時內書面通知本公司。所有遺失或因不正當使用而損壞之補領新卡之申請，均可向本公司辦公室或在大廈網址 <http://www.centralplaza.com.hk> 索取『遺失/損壞保安智能卡之補領申請表』，填寫後交回，每張補發有大廈進出功能之新卡（不論有洗手間進出功能與否）之費用為港幣 \$ 200 元正，只有洗手間進出功能的則每張為港幣 \$ 50 元正。所有『壞卡』（依照正確使用方法而未能操作之『保安智能卡』），均可依照上述途徑申請而費用則全免。

#### 2) 退還『保安智能卡』

於租約期滿後，租客需退還所有其持有的『保安智能卡』予本公司。若租客未能退還所持有的『保安智能卡』，須根據以上(七 1)項守則繳付有關之費用。

#### 3) 轉讓『保安智能卡』

任何情況下『保安智能卡』均不能轉讓。

#### 4) 洗手間之使用權

租客必須根據使用者之性別在申請表內填寫應使用之洗手間類別。

#### 5) 管理公司之權利

中環廣場管理有限公司保留更改本系統之操作程序及使用守則之所有權利。

- 6) 最後，為著能夠發揮最佳之保安效果及免被濫用起見，希望真正有需要之使用者，方可申請本『保安智能卡』。為盼！

【完】

《以上資料以英文本為準》