

CENTRAL PLAZA

BUILDING & TOILET ACCESS CARD REPLACEMENT APPLICATION FORM

To : Central Plaza Management Co. Ltd. [Suite 2802, Central Plaza / fax no.: 2136 8999]
From : _____ (Name of Tenant)
 _____ (Suite No. / Floor)
 _____ (Contact Person) _____ (Tel. No.)

RE : LOST / VOID CARD

1. We hereby request for the replacement of a *lost / void building access control card(s) *with / without the combination of the toilet access function# to the card :-

	(1) HKID Card No.	(2) Card No.	Toilet Access Function #			
Name & Position			Female Toilet	Executive Female Toilet	Male Toilet	Executive Male Toilet
_____	_____	_____				
_____	_____	_____				
_____	_____	_____				

2. We hereby request for the replacement of a * lost / void toilet access card(s) according to the following :-

	(2) Card No.
_____ pc(s) – Female Toilet Card	_____
_____ pc(s) – Male Toilet Card	_____
_____ pc(s) – Executive Female Toilet Card	_____
_____ pc(s) – Executive Male Toilet Card	_____

- Please issue new card(s) to us.
 Please issue an invoice for settlement.

(1) Please provide the first 4 digits including the letter, e.g. K123XXX(X).
 (2) Please provide the building & toilet access control card no.

Note: (a) Please TYPE in BLOCK LETTERS and use supplement sheet if needed.
 (b) Please “ ” the appropriate box.

We understand and agree to pay HK\$200.00 per building access control card and/or HK\$50.00 per toilet access card as the replacement fee (lost or damaged card only).

 Authorised Signature & Company Chop

 Name & Position in Block Letters

Date : _____

FOR OFFICIAL USE ONLY

No(s). of building access control card(s): Void ___ pc(s) / & Lost ___ pc(s) / & New card no(s): _____

No(s). of toilet access card(s): Void ___ pc(s) / & Lost ___ pc(s) / & New card no(s): _____

Issued by (CPMCL): _____

Collected by (Tenant): _____

 Signature

 Signature & Company Chop

 Name & Staff No.

 Name in Block Letters

Date : _____

Date : _____