

CENTRAL PLAZA

BUILDING & TOILET ACCESS CARD RETURN 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 : RETURN BUILDING & TOILET ACCESS CARD

1. We hereby return the following building access control card(s) for your cancellation.

<u>Name of Cardholder</u>	⁽¹⁾ <u>HKID Card No.</u>	⁽²⁾ <u>Card No.</u>	<u>(Official use only)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. We hereby return the following toilet access card(s) for your cancellation.

⁽²⁾ <u>Card No.</u>	<u>(Official use only)</u>
_____	_____
_____	_____
_____	_____

(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.

Authorised Signature & Company Chop

Name & Position in Block Letters

Date : _____

FOR OFFICIAL USE ONLY

No(s). of building access control card(s) returned: _____ pc(s)

Handled by (CPMCL): _____

card no. _____

card no. _____

card no. _____

No(s). of toilet access card(s) returned: _____ pc(s)

Signature

card no. _____

card no. _____

Name & Staff No.

card no. _____

Date : _____