

**TO WHOM IT MAY CONCERN**

**WORK PERMIT**

Permission is granted to the applicant to carry out fitting out/decoration works at Suite \_\_\_\_\_ on \_\_\_\_\_ floor, Central Plaza.

**Particulars of Main Contractor**

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

Site Supervisor : \_\_\_\_\_

Contact Tel. No. : \_\_\_\_\_ No. of Workers : \_\_\_\_\_

Fitting Out/Decoration Period - From : \_\_\_\_\_ To : \_\_\_\_\_

**Note :**

- NO contractors or their workmen are allowed to work any part in Central Plaza before this permission is granted.
- Contractors shall pay a refundable deposit of HK\$20 for each permit at our office Suite 2802 on 28/F Central Plaza. The work permits are available for collection at B1 Management Office.
- The receipt of deposit should be presented when applying for deposit refund.
- Contractors can only apply for deposit refund within six months from the application date. Except with solid reasons, Central Plaza Management Co. Ltd. will not accept any application for deposit refund after the specified period.

**Applicant**

**Approved by  
Central Plaza Management Co Ltd**

\_\_\_\_\_  
Authorised Signature & Company Chop

\_\_\_\_\_  
Signature & Name in Block Letters

Application Date : \_\_\_\_\_

Date : \_\_\_\_\_

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**FOR OFFICE USE ONLY**

- **Deposit of Work Permit(s) received by Accounts Dept. on \_\_\_\_\_ (date)**  
Deposit paid by Cash / Cheque – Amount : HK\$ \_\_\_\_\_ ( CQ No.: \_\_\_\_\_ )
- **No(s). of Work Permit(s) issued by the Management Office : \_\_\_\_\_ on \_\_\_\_\_ (date)**  
[ Permit no(s). from \_\_\_\_\_ to \_\_\_\_\_ ]

[  ] **Work Permit(s) Received by  
Tenant/Contractor from CPMCL**

[  ] **Work Permit(s) Returned by  
Tenant/Contractor to CPMCL**

\_\_\_\_\_  
Signature & Company Chop

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name in Block Letters

\_\_\_\_\_  
Name in Block Letters

Date : \_\_\_\_\_

Date : \_\_\_\_\_