

# CENTRAL PLAZA

## Carpark Rules and Regulations

### 1. ELIGIBILITY

Tenants of Central Plaza are eligible to apply for monthly carparking facility at Central Plaza.

### 2. NEW REQUEST

Application forms are available at the Management Office (2802), Management Office (B1) and via the website: <http://www.centralplaza.com.hk> of Central Plaza and shall be completed and returned. Successful applicants will be notified by a confirmation letter and shall render the appropriate fee to the Management Office at Suite 2802 within seven (7) days of receipt of the notification. Failing which the parking space(s) reserved will be allocated to other applicants. Unsuccessful applicants will be filed to the waiting list.

### 3. ALLOCATION

Allocation will be subject to availability and at the sole discretion of Central Plaza Management Co. Ltd ("CPMCL"). The monthly parking facility will be on a monthly licence basis.

### 4. REGISTRATION OF OCTOPUS CARD

- a) Maximum three (3) numbers of Octopus cards can be registered for each parking space. Applicant shall present his/her own Octopus card when hand-in the completed the "Request for Monthly Parking Space at Central Plaza [CP-MK-FM017]" application form for octopus numbers verification at Management Office (B1).
- b) The monthly parking licence must be renewed every month to ensure continuous allocation of carparking facility and any licensee who fails to renew will be considered to have relinquished his/her parking licence and the parking space(s) allocated will be made available to other applicants.

### 5. ISSUANCE OF PARKING LABEL

- a) Maximum three (3) numbers of parking labels will be issued for each parking space.
- b) Collection of Parking Label

The parking label will be available for collection at the Management Office (2802) between mid-December and 6<sup>th</sup> January annually. All monthly parking licensees shall render the monthly parking licence fee prevailing at the time of purchase and collect the parking label within such period.

### 6. LICENCE(S)

The licence or licences granted shall in no event be assignable to any third party and CPMCL reserves the right to terminate the licence or licences granted by serving one month prior written notice.

### 7. GENERAL RULES

#### a) Operation of the Automated Carpark System

Monthly parking licensee can gain access to the carpark by placing his/her registered Octopus card near and within 100 mm of the card reader located at the carpark entrance. The same procedure will apply to exit from the carpark.

#### b) Lost Octopus Card / Parking Label

The Management Office must be notified in writing via the 'Replacement of Monthly Parking Octopus Card [CP-FM-BM-008]' / "Replacement of Parking Label [CP-FM-BM-011]" declaration form within 24 hours of lost card / label. Before a replacement card and/or a replacement label is available, access to and from the carpark can be maintained via the hourly ticket parking system. No hourly parking charge will be levied upon the presentation of the driver's personal identification information, the hourly ticket and the declaration form at the Management Office (B1).

For lost Octopus card, licensee shall complete the said declaration form together with a new Octopus card for verification at Management Office (B1). The new Octopus card will be ready for use one (1) working day after successful Octopus card numbers verification. For lost label, a replacement label will be ready within one (1) working day after the report of lost to the Management Office. Replacement fee is HK\$100.00 per label.

#### c) Entering Carpark Without Registered Octopus Card

Monthly parking licensee who is unable to produce his/her registered Octopus card at the carpark entrance is denied the use of the monthly carparking facility. However, at the discretion of CPMCL, licensee may be allowed to access to and from the carpark via the hourly ticket parking system. No hourly parking charge will be levied upon presentation of the driver's personal identification information, the hourly ticket and a completed "Failure to Bring / Malfunctioned Monthly Parking Octopus Card [CP-FM-BM-007]" confirmation form (which is available at the Management Office (B1)).

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### 7. GENERAL RULES (.../cont'd)

#### d) Change of Vehicle Registration Number

Upto three (3) vehicle registration number(s) (max. three (3) numbers of vehicles) can be registered for each Octopus card. The number(s) must be specified in the application form. For any change of vehicle registration number(s), the following rules apply:-

##### (i) Temporary Change of Vehicle Registration No.

For any change of number for not more than three (3) days, please inform the Management Office (2802) in writing at least one (1) working day before the change and the period during which the change is to be effective.

##### (ii) Permanent Change of Vehicle Registration No.

Please inform the Management Office (2802) in writing at least one (1) working day before the change.

The monthly parking licensee shall return the label and a new label will be issued within one (1) working day.

#### e) Display of Parking Label

The label must be displayed prominently on the wind screen of the registered vehicle for identification. CPMCL reserves the right to refuse entry to the carpark any vehicle which either has the vehicle licence registration number not matching the number on the label or not having the label properly displayed as above-mentioned.

#### f) Carpark Location

The location of the carparking space(s) allocated shall be subject to the CPMCL's sole discretion.

#### g) Others

All monthly parking licensees shall observe the rules and regulations mentioned herein and those displayed at the entrance of the carpark, failing which CPMCL shall reserve the right to terminate any monthly parking licence granted.

### 8. SECURITY CONTROL

For better security control, all drivers of egress traffic may be requested to show his personal identification information for record during the period from midnight to 6:00 am.

You are advised NOT to leave valuables and your parking access card inside your car unattended.

### 9. FEES

The prevailing monthly parking licence fees are as follow :-

Single Carparking Space	<b>HK\$5,100.00</b>
Double Carparking Space	<b>HK\$8,100.00</b>
Motor Cycle Parking Space	<b>HK\$1,900.00</b>

CPMCL reserves the right to adjust the fees as and when it deems fit with prior written notice. Full month rate will be charged for monthly parking licence covering a period less than one month.

No separate receipt will be issued upon payment of the monthly parking licence fee and the label issued shall be taken as the acknowledgement of receipt of payment.

10. CPMCL reserves the right to amend and/or change the rules and regulations herein contained as and when it deems fit without prior notice.

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