

# CENTRAL PLAZA

## APPLICATION FOR EXTENSION OF AIR-CONDITIONING SERVICE FOR ANNEX

To : Central Plaza Management Co. Ltd.

[ Basement 1, Central Plaza -- Service Hotline. : 2586 8123 / 2586 8124 | Fax No. : 2586 8120 ]

From :

\_\_\_\_\_ ( Name of Tenant )

\_\_\_\_\_ ( Contact Person )

\_\_\_\_\_ ( Tel. No. )

\_\_\_\_\_ ( Fax No. )

Please arrange for the extension of air-conditioning service as detailed below:

**Ad-hoc Service**

Suite / Floor No. : \_\_\_\_\_ Zone no. : \_\_\_\_\_

Date(s) applied for : \_\_\_\_\_ Time applied for : \_\_\_\_\_

**On-going Service**

Suite / Floor No. : \_\_\_\_\_ Zone no. : \_\_\_\_\_

Date(s) applied for : \_\_\_\_\_ Time applied for : \_\_\_\_\_

Remarks:

Please "✓" the appropriate box.

- 1) The applicant agrees to pay the charge as per the standard tariff which is subject to revision. Charges will be calculated to the nearest hour.
- 2) The applicant agrees and understands that Central Plaza Management Co. Ltd. ("CPMCL") reserves the right to adjust the standard tariff or suspend the supply by serving prior written notice or not to accept any application at its sole discretion.
- 3) The applicant has to reimburse the difference tariff between the standard and discounted tariff to CPMCL if the applicant terminates the service during the commitment period.
- 4) **The applicant must submit to CPMCL the application 24 hours before the time at which air-conditioning is required.**
- 5) A minimum charge of two (2) consecutive hours per application shall apply during Mondays to Saturdays<sup>#</sup>; and four (4) consecutive hours per application during Saturdays, Sundays and Public Holidays.

<sup>#</sup> Extension of air-conditioning service should be started right after the normal service hours.

\_\_\_\_\_  
( Authorized Signature & Company Chop )

\_\_\_\_\_  
( Name & Position in Block Letters )

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

### PERSONAL INFORMATION COLLECTION STATEMENT

It is voluntary for you to provide the personal data. However, if you do not provide Central Plaza Management Co. Ltd. ("CPMCL") with your personal data, CPMCL may not be able to process the matter set out in this form or provide the products or services at your request. All personal data provided will be kept confidential and only be used for the matter set out in this form and directly related purposes within Hong Kong. CPMCL may share your personal data with any third-party service providers who may involve in handling the matter. CPMCL's Privacy Policy is available at our website, <https://www.centralplaza.com.hk> under "Customer-Data-Privacy-Policy" or upon request. You have the rights to request access to and correction of your personal data. You may contact CPMCL by email at [info@centralplaza.com.hk](mailto:info@centralplaza.com.hk).

### FOR OFFICIAL USE ONLY

Confirmed to tenant on \_\_\_\_\_

**Accept**

**Reject**

No. of hours : \_\_\_\_\_ Rate per hour : HK\$ \_\_\_\_\_ Total charge : HK\$ \_\_\_\_\_

Others / Remarks : \_\_\_\_\_

Handled by : \_\_\_\_\_ Date : \_\_\_\_\_ Endorsed by GM (if necessary) : \_\_\_\_\_ Date : \_\_\_\_\_

Building Management

Building Services

Accounts