

CENTRAL PLAZA

APPLICATION FOR DIRECTORY INSERTION / DELETION

To : Central Plaza Management Co. Ltd. ("CPMCL")
[Suite 2802, Central Plaza / via email: ecircular@centralplaza.com.hk / fax no.: 2136 8999]

From : _____
(Name of Tenant)
_____ of Central Plaza _____
(Suite / Floor No.) (Contact Person)
_____ (Email Address) _____ (Tel. No.)

Please arrange for the following * insertion / deletion to be made in the office directory in the main lobby on 2/F & 46/F * and / or in the lobby on the _____ floor :

(ENGLISH)

AND

(CHINESE)

Remarks:

* Please **DELETE** where applicable.

[a] The Applicant understands that only one(1) insertion is allowed for each tenant and agrees to bear the full costs for the above insertion / deletion.

Directory	Charges (HK\$)
▪ Floor Directory	\$300 per company name
▪ Touch Screen Directory (in the main lobby on 2/F & 46/F)	\$300 per company name

[b] Any insertion and / or deletion needs at least one (1) week to complete.

[c] Directory changing shall be subject to Landlord's approval.

The Applicant

(Authorised 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.

FOR OFFICIAL USE ONLY

Application Accepted

Touch Screen Directory

Floor Directory

Endorsed by (MK) & date

Handled by (CSA) & date

Handled by (CSA) & date

Remarks: _____

Marketing

Building Management

Accounts

New Tenant / Cost to be borne by L/L

Invoice HK\$ _____