

CENTRAL PLAZA

TENANT'S CONTACT

[see note-1]

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)

Suite / Floor No. : _____ of Central Plaza Date. : _____

A. **The information of our company is the same as the previous information we provided.** [see note-2]

B. **Contact in Central Plaza** [see note-3]

Tel. No. : _____ Fax No. : _____

Name : [Mr. / Mrs. / Ms. *] _____ (Admin. Dept.)

Name : [Mr. / Mrs. / Ms. *] _____ (Accounts Dept.)

C. **Emergency Contact (after office hours)** [see note-3]

(1) [Mr. / Mrs. / Ms. *] Name * : _____ (2) [Mr. / Mrs. / Ms. *] Name * : _____

Tel. No. : (mobile) _____ Tel. No. : (mobile) _____

(3) [Mr. / Mrs. / Ms. *] Name * : _____ (4) [Mr. / Mrs. / Ms. *] Name * : _____

Tel. No. : (mobile) _____ Tel. No. : (mobile) _____

D. **Person(s) in Charge** [see note-3]

(1) [Mr. / Mrs. / Ms. *] Name * : _____ Position : _____

(2) [Mr. / Mrs. / Ms. *] Name * : _____ Position : _____

E. **Authorized Signature & Company Chop Specimen**

Authorized Signature(s) and Name in Block Letters	Company Chop [1]	Company Chop [2]	Company Chop [3]
[1]			
[2]			

F. **Please state person(s) who need assistance from the Management Office or relevant Government Departments, in case of emergency.**

Name [Mr. / Mrs. / Ms. *] _____ Gender _____ Need _____ (disabled; illness; pregnant; visual impaired, etc.; please specify)

G. Please "✓" either of the following boxes if appropriate.

If no indication is given, CPMCL shall keep whole content of this form CONFIDENTIAL.

- Keep whole content CONFIDENTIAL.**
- Agree CPMCL to disclose the information of PART-B of this form ONLY if and when CPMCL receive enquiry from third parties about our company.**

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.

Note : 1) All contact numbers shall be Hong Kong local phone numbers. 2) Please "✓" the box if the information of your company is the same as the previous information you provided. 3) * Please delete where appropriate. 4) Please use supplement sheet if needed. 5) Please TYPE in BLOCK LETTERS.