

CENTRAL PLAZA

APPLICATION FOR BORROWING WOODEN BOARD FORM

To : Central Plaza Management Co. Ltd. [Management Office – Basement 1, Central Plaza]

From : _____ (Contractor's Name)

of Suite _____ on _____ floor, Central Plaza.

**Re : Borrow Wooden Board
from Central Plaza Management Co. Ltd.**

We hereby apply to borrow _____ (pcs) of _____ mm x _____ mm wooden boards from the Management Office for protection of public corridor during the fitting-out period. They will be returned to the Management Office in good condition upon completion of the fitting-out work.

We understand that a penalty of HK\$250.00 per piece of wooden board (subject to revision) will be charged if we fail to return the wooden board(s) to the Management Office within six (6) months from the application date or the object is found damaged.

Applied by

(Authorised Signature & Company Chop)

(Name of Applicant)

Application Date : _____

FOR OFFICIAL USE ONLY

▪ **Accounts Dept.**

If contractor fail to return the wooden board(s) to the Management Office, a penalty of HK\$250.00 per piece of wooden board (subject to revision) will be charged.

Penalty for _____ (nos.) pieces of wooden boards – amount: HK\$_____ to be charged.

[] (nos.) pieces of wooden boards

Received by Contractor from CPMCL:

[] (nos.) pieces of wooden boards

Returned by Contractor to CPMCL:

(Signature & Company Chop)

(Name in Block Letters)

Date : _____

(Signature)

(Name 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.