

CENTRAL PLAZA

BUILDING & TOILET ACCESS CARD APPLICATION FORM

To : Central Plaza Management Co. Ltd.

[Suite 2802, Central Plaza / via email: ecircular@centralplaza.com.hk / fax no.: 2136 8999]

From : _____
(Name of Tenant)

_____ of Central Plaza
(Suite No. / Floor) (Contact Person) (Tel No.)

1. ☐ We would like to apply for building access card(s) according to the following and combine the toilet access function# to the card :-

Full Name

*Staff No.

Toilet Access Function

Female Toilet	Executive Female Toilet	Male Toilet	Executive Male Toilet

[for official use only]
Building Access Card No.

2. ☐ We would like to apply for toilet access card(s) according to the following:-

_____ pc(s) - Female Toilet Card
_____ pc(s) - Female & Executive Female Toilet Card
_____ pc(s) - Male Toilet Card
_____ pc(s) - Male & Executive Male Toilet Card

Toilet Access Card No(s). [for official use only]

We confirm that we have read and agree to abide by the Central Plaza Access Control Card System – Rules and Regulations [CP-MK-FRD007], and agree to pay HK\$200.00 per building access card and/or HK\$50.00 per toilet access card for damaged or lost card. For void card (refers to any mal-function access card except those due to improper use by cardholder), the card will be replaced free of charge.

Remarks:

Please TYPE in BLOCK LETTERS and use supplement sheet if needed.

☐ Please “✓” the appropriate box(es) and type (s) of toilet #.

* Please provide staff no. if applicable.

(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.

FOR OFFICIAL USE ONLY

Total no(s) of card issued - 1. Building Access : pc(s)
2. Toilet Access : pc(s)

New Card no(s) : _____

Issued by (CPMCL):

Collected by (Tenant):

Signature

Signature & Company Chop

Name & Staff No.

Name in Block Letters

Date :

Date :