

CENTRAL PLAZA

BUILDING & TOILET ACCESS CARD REPLACEMENT 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 hereby request for the replacement of a ☐ lost / void building access card(s) according to the following:-

Full Name	*Staff No.	Building Access Card No.	# Toilet Access Function				[for official use only] Building Access Card No.
			Female Toilet	Executive Female Toilet	Male Toilet	Executive Male Toilet	
_____	_____	_____					
_____	_____	_____					
_____	_____	_____					

2. ☐ We hereby request for the replacement of a ☐ lost / void toilet access card(s) according to the following:-

Toilet Access Card No(s).	[for official use only]
pc(s) - Female Toilet Card _____	
pc(s) - Female & Executive Female Toilet Card _____	
pc(s) - Male Toilet Card _____	
pc(s) - Male & Executive Male Toilet Card _____	

- ☐ Please issue new card(s) to us.
- ☐ Please issue an invoice for settlement.

We understand and agree to pay HK\$200.00 per building access card and/or HK\$50.00 per toilet access card as the replacement fee of damaged or lost card.

Remarks:

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

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

■ Please delete where appropriate.

* 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

No(s). of card(s) -	Void	Lost	New card no(s).
1. Building access : <input type="checkbox"/> pc(s) / & <input type="checkbox"/> pc(s) / &			
2. Toilet access : <input type="checkbox"/> pc(s) / & <input type="checkbox"/> pc(s) / &			

Issued by (CPMCL) :

Collected by (Tenant) :

 Signature

 Signature & Company Chop

 Name & Staff No.

 Name in Block Letters

Date : _____

Date : _____