

CENTRAL PLAZA

BUILDING & TOILET ACCESS CARD RETURN 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 return the following building access card(s) for your cancellation.

<u>Full Name of Cardholder</u>	<u>* Staff No.</u>	<u>Building Access Card No.</u>	<u>[for official use only]</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. ☐ We hereby return the following toilet access card(s) for your cancellation.

<u>Toilet Access Card No.</u>	<u>[for official use only]</u>
_____	_____
_____	_____
_____	_____
_____	_____

Remarks:

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

☐ Please "✓" the appropriate box.

* 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

1. No(s). of building access card(s) returned : _____ pc(s)

Handled by (CPMCL):

Card no(s). : _____

2. No(s). of toilet access card(s) returned : _____ pc(s)

Signature

Card no(s). : _____

Name & Staff No.

Date : _____