

# CENTRAL PLAZA

## PROVISION OF E-CIRCULAR

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 / Floor No. ) ( Contact Person ) ( Tel. No. )

☐ Existing Tenant

We would like to change our email address / the sending method\* with effect from \_\_\_\_\_.  
[ DD-MMM-YYYY ]

☐ New Tenant

Please send circular to us via below sending method(s).

☐ By email #  
via email address(es) : 1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

OR / AND \*

☐ In hard copy.

Remarks:

☐ Please "✓" the appropriate box.

\* Please delete where appropriate.

# Please provide a maximum of three email addresses.

\_\_\_\_\_  
( 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](mailto:info@centralplaza.com.hk).

### FOR OFFICIAL USE ONLY

☐ Via email ☐ By hand

Endorsed by ( MK )

Handled by ( CSA )

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Name in Block Letters

\_\_\_\_\_  
Name in Block Letters