

To : Central Plaza Management Co. Ltd. – B1 Management Office

From : _____

Suite No. : _____ Date : _____

Contact Person: _____ Tel. No.: _____

Re. : SCHEDULE FOR MONTHLY CLEANING SERVICES

Please arrange cleaners to carry out monthly cleaning services for our unit in accordance with the following schedule:

Month	JAN	FEB	MAR	APR	MAY	JUN
Time						
Date						
Time						

Month	JUL	AUG	SEP	OCT	NOV	DEC
Time						
Date						
Time						

Signature with Company chop

- Notes: 1. Please complete and fax this form to the Management Office (fax no.: 2586 8120) within seven days upon receipt of it.
2. Please feel free to contact the Management Office at tel. no.: 2586 8123 for any queries.

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.