TO WHOM IT MAY CONCERN

WORK PERMIT

Permission is granted to the applicant to carry out fitting-out / decoration works at Suite _____

on _____**floor, Central Plaza.**

Particulars of Main Contractor

Company Name : _____

Address : _____

Site Supervisor : _____

Contact Tel. No. : _____ No. of Workers : _____

Fitting-out / Decoration Period – From : _____ To : _____

> Note :
> - NO contractors or their workmen are allowed to work any part in Central Plaza before this permission is granted.
> - Contractors shall pay a refundable deposit of HK$20 for each permit to Central Plaza Management Co. Ltd. [Accounts Department at Suite 2802, 28/F, Central Plaza].
> - Contractors shall collect / return the work permits at Management Office [B1, Central Plaza].
> - The original receipt of deposit should be presented when applying for deposit refund. Contractors can only apply for deposit refund within six (6) months from the application date. Except with solid reasons, Central Plaza Management Co. Ltd. will not accept any application for deposit refund after the specified period.

Applicant

Approved by
Central Plaza Management Co. Ltd.

_____ _____
Authorised Signature & Company Chop Signature & Name in Block Letters

Date : _____ Date : _____

FOR OFFICIAL USE ONLY

[Management Office at B1]
Work Permit(s) – Collect / Return

Issued : _____ (pcs) on _____ (date)

Permit no(s). : from _____ to _____

[Accounts Dept. at Suite 2802]
Deposit of Work Permit(s) – Pay / Refund

Deposit : HK$_____ on _____ (date)

Paid by Cash / Cheque (no. _____)

- -

_____ **(pcs) of Work Permit(s) Received by**
Tenant / Contractor from CPMCL

_____ **(pcs) of Work Permit(s) Returned by**
Tenant / Contractor to CPMCL

_____ _____
Signature & Company Chop Signature & Company Chop

_____ Date : _____ _____ Date : _____
Name in Block Letters Name in Block Letters

[CP-MK-FM025 (Rev.3)]
[CP-FM(QSP)-034 (Rev.4)]