

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 : _____

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**[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