

CHEUNG KONG CENTER

APPLICATION FOR TURNSTILE SYSTEM, PASSENGER LIFT & TOILET SECURITY ACCESS CARDS

All applications must be made through by tenant's company with company chop; individual application will not be entertained. Please submit this application to our Management Office (Suite 1805) by hand or by fax at 2121 2330 or via email (tsd@ckcpml.com.hk) at least **3 business days** in advance for necessary processing, whenever possible. We will provide a serial number to validate your application. In case of the access card not function, please call our management office at 2186 8368 for handling.

☐ New Application ☐ Change of Access Profile ☐ Deactivation ☐ Others:_____

Tenant : MERRILL LYNCH PIERCE FENNER SMITH LTD Floor/Suite : 55

Contact Person : SECURITY Tel. No. : 35083911

ALL CARDS WOULD BE AUTOMATICALLY PROGRAMMED TO ACCESS TO INSIDE CORE & SERVICE LIFT LOBBY AREAS ON TENANT'S FLOOR(S)										
No. of New Card(s) (New Application only)	Card No. (Change of Access Profile & Deactivation Only)	Floor	Authorized Access Profile (Please "✓")							CKCPML Office Use Only
			Male Executive	Male	Female Executive	Female	Disable	Turnstile Gate	Passenger Lift	
1.		/F								
2.		/F								
3.		/F								
4.	AS ATTACHED LIST	/F								
5.		/F								
6.		/F								
7.		/F								
8.		/F								
9.		/F								
10.		/F								

Card access will be required at the following times. (Time will be subject to change)

Turnstile Gate	24 hours Daily (incl. Sundays & Public Holidays)	
Passenger Lifts	Mondays – Fridays	Before 7:00 a.m. and after 7:00 p.m.
	Saturdays	Before 7:00 a.m. and after 2:00 p.m.
	Sundays & Public Holidays	24 hours
Toilets	24 hours Daily (incl. Sundays & Public Holidays)	

Note :

1. Access Card Deposit at HK\$80.⁰⁰/card is required for New Application.
2. A debit note for the above service will be sent to your office.
3. The deposit shall be refunded to tenant without interest after tenants return the cards to the Management Office *upon tenancy expiry*. Please refer to **FORM B(C)** for details.
4. The deposit retained by the Landlord shall be forfeited for each lost or damaged card.
5. The Landlord reserves right to deactivate the access cards.

Requested by :

LINA KWONG
Name in BLOCK Letters

Tenant's Signature & Company Chop

Date August 12, 2020

We acknowledge receipt of the above cards :

Name in BLOCK Letters _____

Tenant's Signature & Company Chop

Date _____

For Office Use

Received by TSD Handled by TECH Checked by TECH

Debit Note No. _____ Issue Date _____ Handled by _____
ADMIN ADMIN ADMIN

M.R. Serial Number

B R 4 0 0 3

Cheung Kong Center Property Management Limited : Suite 1805, Cheung Kong Center, 2 Queen's Road Central, Hong Kong.
 長江集團中心物業管理有限公司 Tel: 2121 8368 Fax: 2121 2330

(08/2020)

August 12, 2020.

Please deactivate the following list access today (08/12/2020) and reactivate the access date as below given:

	Employee Name	Re-activate date	Lobby Card #
1	Tso Yam Fan	08/22/2020	30815
2	Liu Xiaoying	08/22/2020	45885
3	Chan Cheuk Fai Benny	08/21/2020	37970
4	Jameson Peter E	08/23/2020	1444
5	Van Meerendonk	08/20/2020	45946
6	Beurel Damien Jacky	08/24/2020	46060
7	Poon Ka Wing	08/22/2020	46160