

# 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 ASIA PACIFIC LTD Floor/Suite : 55

Contact Person : SECURITY Tel. No. : 25083991

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	Disabile	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 Saturdays Sundays & Public Holidays	Before 7:00 a.m. and after 7:00 p.m. Before 7:00 a.m. and after 2:00 p.m. 24 hours
Toilets	24 hours Daily (incl. Sundays & Public Holidays)	

Note :

- Access Card Deposit at HK\$80.<sup>00</sup>/card is required for New Application.
- A debit note for the above service will be sent to your office.
- 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.
- The deposit retained by the Landlord shall be forfeited for each lost or damaged card.
- The Landlord reserves right to deactivate the access cards.

**Requested by :**

LINA KWONG  
Name in BLOCK Letters  
August 12, 2020  
Date

Tenant's Signature & Company Chop

**We acknowledge receipt of the above cards :**

\_\_\_\_\_  
Name in BLOCK Letters

Tenant's Signature & Company Chop

\_\_\_\_\_  
Date

### For Office Use

Received by \_\_\_\_\_ Handled by \_\_\_\_\_ Checked by \_\_\_\_\_  
TSD TECH TECH

Debit Note No. \_\_\_\_\_ Issue Date \_\_\_\_\_ Handled by \_\_\_\_\_  
ADMIN ADMIN ADMIN

M.R. Serial Number

B	R	4	0	0	9
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**Reactivate lobby access (Updated on 20/8)**

<b>Employee Name</b>	<b>Re-activate date</b>	<b>Lobby Card #</b>
Van Meerendonk	08/20/2020	45946
Chan Cheuk Fai Benny	08/21/2020	37970
Tso Yam Fan	08/22/2020	30815
Liu Xiaoying	08/22/2020	45885
Poon Ka Wing	08/22/2020	46160
Jameson Peter E	08/23/2020	1444
Beurel Damien Jacky	08/24/2020	46060
Bonavita Fabien Luc	08/27/2020	1381