

Tenant Directory Application Form



Tenant Information

Company Name		Contact Person	Phone No.
			Mobile No.
Suite No.	Floor	*Citibank Tower / ICBC Tower / Retail	
Tenant's Signature		Company Chop	Date of Application
Signatory			

* Delete where appropriate

Details of Tenant Directory

The following name(s) are to be incorporated in the tenant directory of the building, in the sequence shown below:

English	Chinese
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Personal Information Collection Statement

The information provided by the applicant is to be used for the purpose of processing of application of tenant directory and for contact purpose when necessary. The information provided by the applicant should be accurate and up-to-date. Unless the applicant gives consent otherwise personal data should be used for the abovementioned purpose, or for which they were collected or a directly related purpose. We reserve the right to disclose the information to other third parties for government agencies' investigation purpose.

If you wish to make a data access request in accordance with the provisions of the Personal Data (Privacy) Ordinance, please feel free to contact our staff at 2878 8028.

for management office use

From: Eagle Property Management (CP) Ltd	To: Building Manager
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- 1 The above application has been approved. Please inform the Tenant accordingly and arrange to incorporate the said name(s) in the tenants directory.
- 2 The above application has been rejected.
- 3 The above application should be withheld until our further notice to you.
- 4 Remark (if any)

Please

Date	Signature
	Signatory

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