

# 83 Tai Lin Pai Road

## FIT-OUT GUIDE

大連排道 83 號

No.83 Tai Lin Pai Road

Property Management:  
Developer:



仲量聯行



**FIRST GROUP**  
Holdings Limited  
第一集團控股有限公司

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## 1. INTRODUCTION

- 1.1 This Fit-Out Guide aims to provide relevant information to assist the Owners/Occupants and their designers/consultants/engineers/contractors in the preparation and submission of proposals for the fitting out of the Owners'/Occupants' Premises in 83 Tai Lin Pai Road at 83 Tai Lin Pai Road, Kwai Chung (hereinafter referred to as “the Building”).
- 1.2 It shall not in any way to affect and/or vary the terms and conditions as stated in the Deed-of-Mutual Covenant of the Premises. In the event of any conflict, the terms and conditions of the Deed-of-Mutual Covenant shall prevail.
- 1.3 The Owners/Occupants are advised to appoint an experienced consultant to prepare design drawings for their Premises. In particular, complete information for all mechanical and electrical systems relating to the Premises' layout requirements must be shown on the plans together with all detailed technical information. The costs of the Owners'/Occupants' appointed consultant(s) or fitting out contractor(s) will be at the Owners'/Occupants' own cost.
- 1.4 The fitting out of each Premises will be processed and coordinated by ‘**Jones Lang LaSalle Management Services Limited**’ by (hereinafter called “the Manager”) as well as the management service i.e. material delivery and disposal, etc. of the Building. Should any Owner/Occupant have any queries and need any assistance with regard to fitting out of the Premises, please contact the Manager. Details of contacts are:

Jones Lang LaSalle Management Services Limited

17/F Dorset House, 979 King's Road, Hong Kong

Attn: Joanna Lau Tel.: (852) 2796 2221 Fax: (852) 2796 0393

or Mr. Thomas Kwok Tel.: (852) 2846 5604 Fax: (852) 2968 1128

- 1.5 The following consultants are the original professionals appointed by the Developer for the construction of the Building. Unless appointed by the Owners/Occupants, these consultants are not bound contractually to design, co-ordinate and/or monitor the Owners'/Occupants' fitting out requirements or procedures.

Authorized Person : Fan Siu Kay

Main Superstructure Contractor : Yeung Bor Kee Works Company Limited

## 2. SUBMISSION AND APPROVAL OF FITTING-OUT PROPOSALS

- 2.1 The Owner's/Occupant's appointed consultant(s) should submit the fitting out proposal together with a work schedule to the Manager for review and approval at least ten (10) working days prior to the commencement of fit-out works so that sufficient time is allowed to process the submission. Please ensure the relevant submitted plans are accurate, clear and detailed to avoid delays. If the submission is made by authorized representatives (consultant/contractor), they must produce an authorization letter to the Manager from the Owner/Occupant concerned to confirm their appointment, when submitting the fitting out proposal.

When proposals are submitted by an Occupant, an authorization and/or endorsement from their Owner to the Manager must be provided to confirm the Owner's agreement to the fitting-out proposal.

The proposed work schedule should indicate clearly the Owner's/Occupant's expected commencement date, completion date and various stages of the fitting out works. The submitted program shall be reviewed with the activities and works to be performed by the Building's Approved Contractors which must be coordinated with contractor's works. (Please refer to Section 5.0 for details)

The design proposal should include a minimum of three (3) sets of the following drawings. All drawings must be in a metric scale of not less than 1: 100 and clearly titled and included drawing numbers, date and revision numbers and the scale stated.

### A. Floor Plan in details with:

- General layout including fixtures and fittings, furniture and storage areas;
- Internal partitions or walls with indication of their height and materials of construction;
- Location of any heavy fixtures/equipment, e.g. file compactors, safe, etc. and their sizes and weight. (Note: The imposed load on each Office Floor from 1/F to 22/F shall not exceed 5 KPa per square meter.);
- Location of associated plumbing and drainage installation, proposed modifications to existing installations completed with a clear indication of the dimensions and materials used, if any (additional toilets are not allowed);
- Layout and locations of additional fire services installations, proposed modifications to existing installation completed with clear indication in dimension and materials used, if any;
- Location(s) of entrance door(s) that is/are originally provided and/or proposed to be relocated;
- Requirements for interflow stairs or access openings between floors occupied by the Owner/Occupant, if any.

### B. Reflective Ceiling Plan in details with:

- Partitions penetrating into the ceiling void and details of work within the ceiling void, if any. (Note: Neither combustible materials nor exposed cables are permitted in the ceiling void.);
  - Indication of ceiling level;
  - Diagram of electrical wiring, the type and layout of lighting fixtures, including a separate circuit for shop front and signage lighting, if any;
  - Layout of fire services installations at high level, highlighting any proposed modification;
  - Location of the thermostat control units and any proposed relocation
  - Proposed modifications and addition to main ceiling cable trunking system, if any;
- C. Front Elevation or Perspective in details with:
- The front elevation of the Premises viewed from outside including the front entrance signage, if any.
- D. Electrical Layout Plans in detail with:
- Rating, types and locations of main switchboard, any sub-boards, main switch/isolator of power circuit;
  - Electrical schematic wiring diagram completed with data identifying all major loads and equipment loads;
  - Interior lighting circuits and catalogue of light fittings;
  - Location of all power, telephone and data communication outlets;
  - Interior power supply circuit for appliances;
  - Electrical maximum demand calculation;
  - Details of all major equipment connections and heavy electrical loads including computers, copying machines and similar equipment;
  - Details of wiring to special systems, including communications data, and special low voltage (LV) services.
- E. Mechanical Ventilation and Air-conditioning Plan in detail with:
- Proposed location of ducted water-cooled packaged unit and thermostats;
  - Layout of proposed/additional installation/modification to existing MVAC installation completed with clear indication in dimension and materials used;
  - Calculation of cooling load demand, and load breakdown for special areas, e.g. computer room, where appropriate;
  - Proposed air/water flow rate of MVAC system;
  - System control diagram.
- F. Fire Services Layout Plan/Schematic Diagram in detail with:

- Layout of any additional Fire Service installations completed with clear indication in dimension and materials used;
  - Any proposed modifications to existing installation completed with clear indication in dimension and materials used;
- G. Plumbing and Drainage Layout Plan/Schematic Diagram in detail with:
- Layout of any additional plumbing and drainage installation complete with clear indication in dimension and materials used;
  - Any proposed modification to existing installation completed with clear indication in dimension and materials used.
- H. Owners’/Occupants’ Signage and Entrance Design Drawings in detail with:
- Full details and proposals for the Owner’s/Occupant’s signage adjacent to the entrance to the Premises;
  - Details for the design and materials proposed for the Owners’/Occupants’ office entrance opening off the lift lobby or inter-tenancy corridor.
- I. Other ELV Services Plans including but not limited to the followings:
- Data communication system;
  - Security system;
  - Uninterrupted Power Supply (UPS) system.

- 2.2 The Manager may invite Owners/Occupants and/or their representatives to present and discuss their fitting out proposal with all concerned parties in order to speed up the progress of approval if necessary.

Upon receipt of the Owners’/Occupants’ proposal and associated information, the Owner/Occupant will normally be advised within 10 working days of conditional approval. If the Owner’s/Occupant’s plans/proposals are disapproved or approved with conditions, the Owner/Occupant should resubmit revised plans (5 sets) in accordance with comments made as soon as possible.

Review of an Owner’s/Occupant’s submission by the Manager is made only on the basis that such proposals do not affect the overall design criteria and the efficient running of the building and its services.

- 2.3 The approval of any plan does not in any way imply the Manager’s or the Manager’s Agent’s endorsement of the specification upon which the proposal has been based. The approval will neither guarantee the performance under any condition of the plant or materials used, nor imply the fitting out proposal will be acceptable to relevant Authorities/Government Departments. Owners/Occupants are advised to consult their own consultants to ensure the fitting out proposal is fit for their purpose and in compliance with Government and statutory requirements.

All necessary permissions or consents from relevant Government Authorities and public utility companies shall be obtained by the Owner/Occupant concerned and all requirements of the

Manager and its consultants, all government and other statutory bodies, including but not limited to Fire Services Department, Buildings Department, etc., shall be complied with at the Owner's/Occupant's cost. Submissions to the Authorities by the Owner/Occupant and subsequent approval including drawings shall be copied to the Manager for retention.

- 2.4 Under no circumstance will fitting out work be allowed to commence without prior written approval from the Manager. No claim to any loss will be allowed on account of any delay or loss in submission or resubmission of plans or the Owner's/Occupant's non-compliance with this Fit-out Guide.
- 2.5 Consultants are recommended to be appointed at the Owner's/Occupant's cost to design and prepare working drawings for all modifications that require revisions to the original building construction and services in accordance with the Owner's/Occupant's layout and fitting out requirements.



### **3. DESIGN CONSIDERATIONS**

#### **3.1 *Materials and Finishes***

In general, good quality materials and workmanship should be used for fitting out works. Owners/Occupants are advised to forward samples of materials to the Manager for approval. Should damage be made to any common areas or facilities in the Building, the Owners'/Occupants' responsible should notify the Manager; the repair/replacement work will then be carried out by the Manager's approved contractors and the cost must be reimbursed by the relevant Owners/Occupants.

Owners/Occupants are required to note and comply with the following requirements:

- A. Materials used for fitting out works or for any repair or alteration must not contain asbestos in any form.
- B. Use of materials which contain formaldehyde shall be limited in use. Particleboards, fibreboards and similar composite boards to be used shall conform to European Standard EN 321-1, or alternative equivalent standards.
- C. All paints and primer to be used must be free from lead. Paints which contain volatile organic compounds shall conform to British Standards relating to solvents.
- D. Solid timber and timber panel products used should be obtained entirely from well-managed sustainable sources, which may include suitable re-used timber. Also, use of wood preservatives is not encouraged. Treated timber, where it is not recommended in any relevant codes and standards which are applicable to particular building components should not be used. All preserved timber to be used shall be industrially pre-treated ready for finishing on site.

The Owners/Occupants shall notify the Manager of the use of this kind of material when the situation arises.

- E. Owners/Occupants are required to use eco-products to avoid the smell of thinner polluting the internal environment.

#### **3.2 *Structural Members***

Floor slabs, columns, walls and beams must not be drilled, cut, chipped or chased in any way. Owners/Occupants must make sure that no damage is caused to these structural elements and will be held liable for the full cost of repair. The Manager will stop all of an Owner's/Occupant's fitting out works at the Premises until full assessment of the damage is carried out and acknowledged by the Owner/Occupant and a remedial proposal has been accepted by the Manager; Owners/Occupants will be held liable for all cost of rectification incurred.

No works related to the floor slabs shall be allowed except with the prior approval of the Manager; Owners/Occupants may be required to submit a structural assessment, remedial proposal and any other necessary information as required by the Manager.

Proposals for mechanical fixing works to the floor shall be submitted with proposal for the approval of the Manager.

For any proposed heavy fixtures and minor alteration to structural elements, etc., structural calculations, endorsement and remedial proposals shall be submitted by a Registered Structural Engineer at the Owner's/Occupant's cost for prior approval. For any proposed structural alteration & addition works, a statutory submission will be required at the Owner's/Occupant's cost to comply with relevant legislative requirements.

### **3.3 *Entrance Sign Design***

Owners/Occupants shall not install or display any signage on common walls, common ceilings or in the common corridors/passageways other than those approved.

All entrance sign designs other than those originally provided, if any, are required to be submitted to the Manager for approval.

### **3.4 *Office Directories***

Fascia signs and projected signs are not allowed.

Owners'/Occupants' company names in English or Chinese are required to be shown on the main/floor directories (if any) at designated locations. At an Owner's/Occupant's expense, the Manager will arrange to have the company name to be shown in those directories.

Sign text will be limited to the pre-defined font and size in order to maintain the consistency of the appearance and overall image to match with the original design, or otherwise as approved by the Manager. Moreover, without prior consent from the Manager, no symbols or logos will be allowed to be shown in the main/floor directory.

### **3.5 *Dividing Mullion, Ceiling and Partitioning***

Any fixing and loading to the curtain wall system including but not limited to windows, glass barrier, glass panel and glazing is strictly prohibited. No mechanical fixing, drilling and loading to the curtain wall system will be allowed. If damage is caused, the Manager reserves the right to stop all works until a full assessment and an acceptable remedial proposal has been made. The Owner/Occupant will be held liable for all costs of rectification work so incurred.

Partitions shall be properly fixed onto columns/walls. In addition, no partitions should be fixed onto any curtain wall window glass or mullions for the suspended ceiling system.

As a general rule, partitions should only extend to the underside of the ceiling runners. For senior executive rooms and conference rooms, etc., requiring specific sound isolation, a bulkhead barrier will be required within the ceiling void between the suspended ceiling and the underside of the structural slab.

Fixed furniture and other fixtures adjacent to the curtain window wall must provide a clearance of at least 600mm for repair and maintenance to the windows or curtain wall system. Furniture within the 600mm distance from the curtain wall shall not be higher than 800mm. Heavy object(s) placed on any window bay/sill/transom is strictly prohibited.

Please note that no cutting is allowed to any wall, ceiling, floor slab of your Premises unless it is considered a must and must be properly carried out by a competent person or contractor. Prior written approval from the Manager is therefore required.

### **3.6 *Curtain Wall***

All installations, furniture and fixtures must be kept away from any glass panels and all glass must be visible and readily accessible.

No flagpoles, aerials, stickers or advertising signs, including lighting panels shall be erected, hang or standalone on curtain walls in any way and/or fixed/openable window in any Premises of the Building.

Partitions ending at the curtain wall should merely abut in line with the curtain wall mullion instead of the glass panel and the joints should be so designed to allow thermal movement. It must be stressed that clearance of 3 mm between the partition and mullion must be kept and no direct fixing or bolting against curtain wall mullion would be allowed.

All curtain wall ventilators should be accessible and operable and always kept closed. For the sake of safety and to fulfil the relevant statutory requirements, no glass barrier which was originally designed and installed as operable windows may be removed.

No obstruction is allowed to the panels designed to be opened for cleaning and maintenance purposes of the Active Wall (Ventilated) System.

Earthing wires should not be bonded to the mullions of the curtain wall.

No damage, including drilling and bolting to the curtain wall system is permitted. If damage is caused, the Manager reserves the right to stop all works until a full assessment and an acceptable remedial proposal has been made. Owners/Occupants will be held liable for all costs of rectification incurred.

### **3.7 *Layout Design***

No existing building elements inside any Owner's/Occupant's Premises, e.g. structural walls, staircases, toilets (if any), etc. are normally allowed to be altered/relocated/removed.

Any construction of cockloft within any Premises is strictly prohibited.

### **3.8 *Expansion and Movement Joint***

All construction across joints must incorporate facilities to allow movement and is subject to prior written approval by the Manager.

### **3.9 *Mechanical Ventilation and Air-conditioning System***

In case any part of the Owner's/Occupant's area generates significant air pollutants, such as print rooms, a separate ventilation system must be provided for the minimization of recirculation contamination. Owners/Occupants should notify and coordinate with the Manager if such cases arise for the exact location of the exhaust system and connection details etc.

A pre-designated quantity of ducted water-cooled packaged air-conditioners are installed and provided to individual Owners/Occupants inside their Premises with connection to condensing water supply and return pipes which are finally connected to the centralized main water cooling tower system of the Building. In addition, the condensing water supply is on 24-hour basis and such operating hours would be subjected to review by the Manager from time to time.

In order to maintain a unique appearance of the Building, the installation of outdoor units at any location out of the Building is strictly prohibited.

In addition, air exhaust louvres, if any, shall be installed at pre-designated locations in the Premises. No additional window opening or installation of louvres on any curtain wall fixed panel or openable window is allowed. For details, please contact the Manager.

Any demolishing of original provisions such as the built-in mechanical ventilation facilities, fire dampers and air-conditioning facilities, etc., at the communal areas and/or that would influence the interface of the building's common facilities shall be carried out by our approved contractors at the relevant Owner's/Occupant's cost.

### **3.10 *Plumbing and Drainage System***

No Owner/Occupant shall make a connection to any existing drainage or supply water pipes unless prior approval is obtained from the Manager. No water pipework is allowed to be embedded into any wall or floor slab.

### **3.11 *Fire Service Installation***

No Owner/Occupant is allowed to cover up any smoke detector, hose reel, break glass unit or alarm bell.

A clear space of at least 600 mm must be maintained below all sprinkler heads. Fire bells must be audible in all parts of the Premises and if necessary additional bells must be provided by the Owners/Occupants.

### **3.12 *Electrical and Lighting System***

Interior lighting for office floors must be designed in accordance with "CIBSE Code for Interior Lighting, 1994" guidelines on maintained illuminance in the work place, illuminance variation and limiting glare index (Remark: compliance on the requirements of lighting rendering index over 80 is recommended as reference purpose).

All fluorescent lighting and lamps with modulating (fluctuating) output must be fitted with high-frequency ballast in all the areas used for office work and lamps shall have a CIE general colour rendering index of 80 or above.

Owners/Occupants have to obtain written approval from the Manager for any power consumption exceeding the nominal capacity main supply switch for the Premises prior to proceeding with the installation.

Owners/Occupants have to apply for an individual meter from the China Light & Power Co. Ltd.

All electrical wiring and installation works shall be carried out by competent electricians in strict accordance with the latest edition of the Supply Rules of the China Light & Power Co. Ltd. and Codes of Practice of EMSD.

### **3.13 *CCTV & Security System & Panic Alarm System***

Owners/Occupants are not allowed to alter or block the security cameras, panic alarms and other relevant security installations near their Premises.

No CCTV camera and/or security alarm system is allowed to be installed at the communal areas such as lift lobbies and corridors by individual Owners/Occupants.

### **3.14 *Provision of Access Panels***

Provision of access panels to ceiling and maintain obstruction free 24-hour for emergency/maintenance access to common duct/plant/cable/services room on each floor

The design for the Premises must be such as to allow access at all times for the Manager and his representatives to carry out emergency and/or all necessary maintenance and inspection including MVAC facilities, isolating and control valves, fire dampers, common cable duct/meter/plant room(s) on each floor, etc. and pipe works for the upper floor, i.e. drainpipes inside toilets, etc. Access to such equipment and pipe works, including in ceiling voids, pipe ducts, meter rooms and mechanical rooms must be maintained by the provision of suitably sized maintenance access panels, doors and access space.

### **3.15 *Lift Lobbies***

No additions and alterations are allowed to lift installations and their push buttons, floor indication lamps of Office floors.

No Owners/Occupants are allowed to alter and modify the design, installations, fittings and fixtures of the lift lobbies without the prior approval of the Manager.

### **3.16 *Window Blind System***

Owners/Occupants are solely responsible for the design and installation of their window blind systems. These are to be fitted in such a way not to injure any parts of the curtain wall system such as mullions, sills and transoms within their own Premises. No drilling of holes is allowed on any parts thereof.

### **3.17 *Advertisement/Display of Signage behind the Glazed Curtain Wall of the Building***

Advertisement/Display of Signage through any curtain window, glass panel, window front or any part of the curtain wall system will be allowed without the prior approval of the Manager. Moreover, no display of signs, neon or otherwise, illuminated logos, advertisements, etc., will be allowed to be installed in a way to be visible from the outside without the prior approval of the Manager.

### **3.18**     *Signage*

Owners/Occupants are required to utilize the standard main/floor directory signage with particular specifications at specific locations in order to maintain the consistency and image of the Building.

#### **4. ENTRANCE DESIGN PARAMETERS**

The basic objective of entrance design parameters is to ensure high quality and consistent design of the Building. Basic entrance design requirements are as follows:

- A. All entrance designs shall be subject to the approval by the Manager, who will take safety into consideration and whether or not they would cause hindrance to the normal building management operations.
- B. No entrance decoration or partitioning works, displays, etc. shall extend beyond the Premises.
- C. Obstruction of the common areas and passageways in front of the entrance is strictly prohibited.
- D. Sales promotional materials such as flyers, advertisements, stickers, posters, banners will not be allowed to be displayed on any parts outside the entrance or to be placed inside or outside the curtain wall along the perimeter of the Building.
- E. Any fixtures should be set back from any part of the curtain wall glass panel by 600mm.
- F. Area under the fire shutters, smoke detectors, compartmentalized by-pass lobbies, outlets of local smoke extraction ducts installed in the Premises, if any, and passageway to the pipe duct room and meter room on each floor shall not be obstructed/altered/prevented from operation in any ways by Owners'/Occupants' design and layout of the Premises.

## 5. CONTRACORS' WORKS

### 5.1 *Works for Owners/Occupants by the Approved Contractors*

All works related to the key building mechanical and electrical services and supply of relevant unique design material and finishes must be performed by the Manager's approved contractors. In addition, the following works cannot be done by the Owners'/Occupants' own contractors. They shall employ relevant approved contractors at the Owners/Occupants' costs:

a) Electrical System

For any temporary power provision, alterations of the main supply and main switch in the switch room, modification work to main riser or busbar system and/or relevant works, the wiring connection works between meter room and the Premises of Owners/Occupants.

b) Mechanical Ventilation and Air-conditioning System

All alterations and additions to the existing Mechanical Ventilation and Air-conditioning facilities including the condensing water connection works between the duct room and the Premises of Owners/Occupants, water lab test certification for drain off and refill condensing water and making an opening for installation of exhausted air louvre at Window Glazing, Curtain Wall, Fixed Panel and Openable Windows, if any.

c) Fire Services System

All alterations and additions to the existing main system including draining off and refilling of water to the sprinkler system, isolation & restoration of fire service panel and modification of the program to the fire services panel.

d) Plumbing & Drainage System

All alterations and additions to the existing P&D system, such as modification work to main pipework and/or relevant works, if any.

e) Window Glazing, Curtain Wall, Fixed Panel and Openable Window

f) All works on or inside facilities/plant rooms.

The information on contractors shall be subject to review from time to time without further notice.

Please refer to Appendix V (The List of Building's Vendors).

### 5.2 *Works for the Owners/Occupants*

All decorations or fitting out works inside the Premises are the Owner's/Occupant's responsibility and at the Owner's/Occupant's cost.

a) Floors



Concrete screeding has been provided on top of a structural slab and no chasing of the structural slab shall be permitted.

#### Raised Floor Panels

Raised floor panels have been installed and equipped on top of the floor slab

Owners/Occupants are responsible for its repairs and/or replacement whenever necessary.

#### b) Partitions

Only dry wall partition construction is permitted. No alterations are permitted to partitions dividing the Premises.

#### c) Walls

No work is permitted to be carried out on the curtain wall system including but not limited to the exterior cladding and perimeter wall.

#### d) Accommodation of Outdoor Condenser Units for Air-conditioners

Installation of any additional external metal tray and/or metal rack for accommodation of condenser units is normally not allowed. Owners/Occupants are required to use the existing provisions (if applicable) except with prior approval by the Manager.

#### e) Ceilings

All materials installed within the false ceiling void must be non-combustible in full compliance with Hong Kong Fire Services Department requirements.

#### f) Electrical

Electrical work includes wiring and connection of any outlets and equipment built into prefabricated fixtures, furniture or desks and supply and installation of any special light fixtures or fittings.

Timely application for connection of a meter or to change the consumer's details with the China Light & Power Co. Ltd. is the Owner's/Occupant's responsibility. The Building's Approved Electrical Contractor will assist Owners/Occupants to do so, when necessary.

#### g) Telephone and Broadband

Owners/Occupants must make their own arrangements with the relevant utility companies for telephone and broadband connections to the Premises.

## **6. RULES AND PROCEDURES**

### ***6.1 Government Approval***

It is the Owner's/Occupant's duty to obtain all necessary Government approvals or consents from relevant Authorities for the operation of their businesses and to comply with all such regulations, bye-laws and conditions in relation thereto.

### ***6.2 Management Approval***

The fitting out plans and specifications must be approved in writing by the Manager and its consultants, if appropriate. All works must be carried out in accordance to the approved plans and specifications. Any additional & alteration works shall be submitted to the Manager for separate consideration and approval.

The Manager reserves the right to require Owners/Occupants to make any alteration if deemed necessary, even after the completion of the fitting out works. Any such requirements must be complied with within one month from the date on which the Owner/Occupant is notified in writing or otherwise specified.

### ***6.3 Security Deposit***

Owners/Occupants will be required to make a deposit as security to cover any damage to their Premises and the common areas/facilities caused by the fitting out works.

The deposit being a prescribed amount of money specified in Section 7, does not bear interest and will be refunded to the Owners/Occupants at the end of the fitting-out less the cost of making good of any damage. This deposit is without prejudice to any other right or remedy that the Manager may have in respect of any damage.

### ***6.4 Temporary Supply of Electricity***

The Owners/Occupants shall be responsible for applying for their own electricity meter for completion of fit-out work or by paying an administration charge for temporary power supply at the rate as stated below.

Temporary electricity can be provided for Owners/Occupants at prescribed hours during the fitting out period with the following administration charges. The Manager reserves the right to adjust the rates whenever deemed necessary.

- i. HK\$150.00 per day (30A SPN from 09:00 - 18:00)
- ii. HK\$250.00 per day (30A TPN from 09:00 - 18:00)
- iii. HK\$450.00 per day (60A TPN from 09:00 - 18:00)

Owners/Occupants shall at their own cost, arrange for the approved contractors to connect their temporary power supply installations with the Building's main distribution board as well as to connect earthing wires, overcurrent and earth leakage protection, etc. The Manager reserves the right whether or not

to grant temporary power supply. Direct connection to any power point(s) in common areas without approval by the Manager, is absolutely prohibited.

### **6.5 Identification of Contractors and Workers**

All workmen of an Owner's/Occupant's contractor should be under the control and supervision of the Owner's/Occupant's site representative who should sign in daily at the Customer Service Counter on G/F and/or any other registered area as designated by the Manager stating the number, the name and HKID card number of the workmen working on that day.

Work Permits are required for all workmen on site and will be issued by the Manager to the workmen free of charge . Every workman will pay \$100 as a deposit for their Work Permit when they sign in at the Customer Service Counter. No workers without a Work Permit are allowed to carry out any works in the Premises or any parts of the building. All Work Permits shall be returned to the Manager every day for the record. The deposit will be refunded to Workmen when they return their Work Permit. The Manager reserves the right to levy a fine of HK\$100 per Work Permit against the Owners/Occupants whose contractor loses the permit.

### **6.6 Removal of Debris**

During the fitting out, all materials and debris are to be kept inside the Premises. Owners/Occupants have to ensure debris is cleared regularly or from time to time as it accumulates in order to keep the Premises tidy at all times.

Owners/Occupants is responsible for the removal of the debris from their Premises and from the building using the designated loading and unloading area, with advanced booking through the Manager, between 07:00 a.m. to 08:30 p.m. daily or other time specified and approved by the Manager.

Unauthorized dumping of fitting out materials and debris in the common areas is not permitted. No waste materials shall be discharged into sanitary fittings in toilets or floor drains, and no storage of dangerous or hazardous materials is allowed inside any area of the Building. The Manager reserves the right to remove such materials and debris originating from the fitting out work and charge all the incurred cost to the Owners/Occupants concerned.

### **6.7 Occupational Safety & Health Control**

Please ensure that a Safety Supervisor will be deployed if the number of workmen reaches 20 or over. Your workmen shall take every safety precaution in using electrical equipment and hand tools including the use of suitably insulated earth cables from the power sockets. The temporary cabling should be suitably supported above the floor, and removed on completion. A first-aid kit, fire extinguishers and personal protective equipment should be provided and available for use at all times.

### **6.8 Insurance of Works**

Owners/Occupants are required to effect and maintain contractors all risks insurance policy during the fitting out period. The said policy should be in the joint names with “*Multi-owners of 83 Tai Lin Pai Road and/or Jones Lang LaSalle Management Services Limited as the Manager and Fit-Out Controller*”. The policy is to have an indemnity limit of HK\$20,000,000.00 for unlimited any one

period and any one accident throughout the period of insurance. The Manager shall be indemnified against any expense, liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property, real or personal in so far as such injury or damage arises out of or in the course of or by reason of the carrying out of the fitting out works and provided always that the same is due to any negligence, omission or default of the Owner/Occupant, his servants or agents. A copy of the said insurance policies is required to be submitted to the Manager for verification before the commencement of fitting out work.

### **6.9 Protection against Damage**

Owners/Occupants must provide proper and adequate protection for public safety, including but not limited to the lift lobbies, interior lift car, toilet areas, service corridors, exterior cladding and glass, light fixtures and ceiling, etc. Such finishes shall be protected by the Owners/Occupants at all time during the fitting out period to avoid damage. Any damage to the same will be made good by and at the cost of the Owner/Occupant concerned. The Manager reserves the right not to allow contractors to carry out fitting out works if the contractors fail to arrange the required protective measures. The Developer, the Manager shall not be held liable if the fitting out works are so suspended/delayed.

Owners/Occupants are responsible for the protection of the common area by the erection of wooden boards and hoardings of 3m in width and 1m in height along the walls surface and shall also be required to protect the common corridors, floors, lift lobbies, subject to the Manager's sole discretion.

Owners'/Occupants' contractors must provide proper and adequate firefighting equipment such as dry powder portable fire extinguishers which must be maintained on the Premises throughout the fitting out period. One dry powder extinguisher must be provided for every 100m<sup>2</sup> of the Premises. Owners/Occupants are required to be aware of and prevent any false alarm and damage caused by fitting out works. The service charges claimed by the Fire Services Department and the charges for the remedial works claimed by Manager will chargeable to the relevant Owner/Occupant.

In addition, it is the Owner's/Occupant's responsibility to place protective boards on the inner surface of the curtain wall against scratches or damage.

The Owner's/Occupant's contractors must provide all necessary precautionary measures during all time of work as required by relevant regulations and the Manager.

### **6.10 Work Area**

The work area should be kept tidy and must be confined within the Premises at all times. All materials and debris are to be kept in the Premises during the working period without obstructing public corridors or any parts of the public area of the building. No public or staircase area should be used as a work area and/or for storage.

Inside the work area, the Owner's/Occupant's Contractors must provide adequate exhaust fans to extract polluted air or unpleasant odor out of the Building.

The Manager shall have the right to adjust the required number of exhaust fans according to the actual situation.

### **6.11 Designer/Contractor Details**

A list of names, identity card numbers and contact numbers of the contractor, the contractor's workers and site representative to be engaged on the works is to be submitted to the Manager, prior to commencement of the fitting out works. The site representative shall be available full time on site for liaison during fitting out works and be responsible for all works going on within the Premises.

Prior to the commencement of the fitting out works, the Owners/Occupants are required to inform the Manager of the Emergency Contact for responsible person(s) along with a spare key to the Premises for emergency use. The key will be sealed in an envelope under the witness of the representatives of the Owner/Occupant and the Manager.

### **6.12 Permitted Working Hours**

All fitting out works shall be subject to inspection by the representatives of the Manager and Manager from time to time during progress of the fitting out works.

Fitting out work may be carried out from 09:00 to 18:00 daily. The Manager reserves the right to regulate any working hours as found necessary. Prior approval must be obtained from the Manager or the Manager when the working hours extended beyond the above.

No fitting out works which generate noise, irritating smell or cause nuisance to other Owners/Occupants may be executed during office hours and the Manager's prior consent/approval must be obtained and will be restricted to after normal business hours or other hours as specified by the Manager.

Even though noisy work is allowed by the Manager to be carried out after normal business hours, Owners/Occupants and or their appointed contractors should not carry out that work in a manner that generates noise above the limit as stated in the current laws and regulations including the Noise Control Ordinance. Owners/Occupants are responsible for the application of permits/licenses from Government Authorities, whenever applicable. Any legal action, or fines arising from a breach in the Government's noise controls will be the responsibility of the Owners/Occupants.

All furniture or other fixtures must be prefabricated and painted off-site and not in the Common Parts of the Building. Any painting or other activity within the Premises which may, in the opinion of the Manager, cause annoyance or disturbance to other Owners/Occupants or users of the Common Parts must only be performed when permitted and specified by the Manager.

### **6.13 Drilling, Chiselling and Demolition Work**

Drilling, chiselling, demolition or other noisy works are normally not allowed in the Building. If allowed, they shall be carefully planned and implemented. The working methods shall be submitted to the Manager for approval. No pneumatic drilling is permitted in the Premises.

### **6.14 Delivery of Materials**

All goods and materials are to be transported to and from the Premises via the designated loading/unloading area and service lift. No passenger lifts are allowed to be used for the above purposes unless otherwise as directed by the Manager.

Loading and unloading will be permitted only in the Loading and Unloading area on the G/F or unless special prior arrangement has been made with approval by the Manager. The hours will be restricted within 8:00 a.m. to 6:00 p.m. Monday to Saturday or unless special prior arrangement has been made with approval by the Manager.

Only rubber-wheeled carts and trolleys are allowed be used to deliver goods and materials. Care must be taken to avoid damaging floors, ceilings, walls, joinery, lobbies and other common parts.

The Manager is not responsible for any loss of tools, equipment or building materials. Owners/Occupants are responsible to ensure that contractors remove all debris to the designated collection point in an orderly and proper fashion in specified containers and comply with the security staff's directions throughout the working period.

Prior arrangement with the Manager for the use of the service lifts is required for large volume deliveries.

### **6.15 Contractors' Manner**

The Owners'/Occupants' Contractors are required to take proper action to ensure workers are dressed properly when they are working either in the Premises or common area. No worker being barefooted or naked is allowed to stay at common areas. No gambling, smoking, fire, overnight stay or disturbances are allowed in the Premises. The Manager reserves the right to ask such person(s) to leave the building and reject them from re-entry whenever deemed necessary.

Accessible toilets will be made available during the fitting out period for contractors' use. Contractors must keep the toilets clean and tidy at all times and not cause any inconvenience to other Owners/Occupants. Any damage caused to finishes, fittings or installations must be made good at the Owner's/Occupants' cost.

### **6.16 Completion of Fitting Out Works**

Owners/Occupants are required to inform the Manager one week in advance of completion and notify the Manager for site inspection to verify that all works are carried out in accordance with the approved drawings and to the satisfaction of the Manager. Owners/Occupants are required to complete comprehensive cleaning to all the various services below raised floor panels well before the site inspection.

Within 14 days of completion, Owners/Occupants are required to submit 3 full sets of as-fitted drawings with a copy of the Completion Certificate of the Electrical Works, i.e. WR-1, Fire Services Installation, i.e. Form 251, qualified certificate with test report in respect of fire-rated materials, and BEEO form with energy audit report endorsed by a Registered Energy Assessor to the Manager for reference and record. Those drawings should include, but not limited to floor plans, reflected ceiling plans, shop front elevations, all E&M installations, etc.

If the operation of the Premises requires licensing approval from any Government Authorities, a copy of such licensing approval letter shall be submitted to the Manager in 14 days following from the date of approval.

### **6.17 Others**

To meet with the fitting out requirements, if the Owners/Occupants need to temporarily suspend the central system or switch off the main supply for connection to services of the fitting out works, such as discharging water from the fire service system, relocation of air-conditioning, teeing of cables, water piping, etc., please inform the Manager for arrangement. In case of damage to the fresh water, flush water and/or fire service supply pipes or any drainage pipes, thus causing any undesirable consequences and/or damage to the other parts or equipment of the Building, the Owners/Occupants concerned will be held responsible for cost of rectification.

Welding or heating of bitumen is prohibited anywhere in the Premises without prior approval from the Manager.

To avoid disturbance caused to other Owners/Occupants and/or lift passenger(s), Owners/Occupants will be required to provide full height plywood hoarding at the entrance of their Premises if necessary. All doors should be closed during the fitting out works.

## 7. DEPOSITS, CHARGES AND FEES

### 7.1 *Fitting Out Deposit/Reinstatement Deposit*

A fitting out deposit/reinstatement deposit will be charged as follows and should be made payable to the Manager – Jones Lang LaSalle Management Services Limited before commencement of the fitting out works/reinstatement works.

Area of Premises	Amount of Fitting Out Deposit
Office Owner	HK\$35,000.00 per unit

The fitting out deposit/reinstatement deposit is refundable and non-transferrable. The fitting out deposit will be refunded to the Owners/Occupants without interest after the Owner's/Occupant's completion of the fitting out works/reinstatement works to the satisfaction of the Manager and after the Owner's/Occupant's settlement of any expenses incurred by the Manager in making good any damage to the Premises or the Building arising from that Owner's/Occupant's fitting out works/reinstatement works, whichever is later.

### 7.2 *Vetting Fee of Fitting out Proposal*

For all Office premises, the Manager will levy a charge for the vetting of fitting out proposals. However, in approving the fitting out proposals, the Manager accepts no responsibility for ensuring that the approved proposal is suitable for the Owner's/Occupant's purpose, nor the Manager imply that the approved proposal will be acceptable to the Authorities. Owners/Occupants shall always consult their own consultants to ensure their proposals are fit for purpose and in full compliance with Government and Statutory Requirements. Owners/Occupants shall make separate submissions to the relevant Government Authorities.

The vetting fee should be paid when submitting a fitting out proposal. Please issue a crossed cheque made payable to the Manager "*Jones Lang LaSalle Limited*". Owners/Occupants and their contractors are deemed to accept and abide by the conditions and restrictions of this fitting out guide upon payment of the necessary charges to the Manager for processing the fitting out application. Paid vetting fees are non-refundable and non-transferrable.

The vetting fee of fitting out proposal will be charged as follows:

Area of Premises (GROSS)	Amount of Vetting Fee
Office Premises	HK\$1.50 per square feet (G.F.A) (Minimum HK\$3,000.00 per Premises)



### **7.3 Debris Removal Fee and Removal of Debris**

Owners/Occupants' attention is especially drawn to the potential fire hazard during the fit-out work period. All Owners/Occupants are required to ensure that all debris and combustible refuse from their Premises shall not be over-storage and **MUST** be removed from the Premises in a timely manner.

For all Office Premises, the Manager will levy a debris removal fee prior to the fitting out of Premises. These charges cover the day-to-day removal of fitting-out debris by our approved contractor and/or service vendor and for the provision of debris skip at a designated location on the G/F.

Please issue a crossed cheque made payable to the Manager “*Jones Lang LaSalle Management Services Limited*”. Owners/Occupants and their contractors are deemed to accept and abide by the conditions and restrictions of this fitting out guide upon payment of the necessary charges to the Manager for processing the fitting out application. The paid debris removal fee is non-refundable and non-transferrable.

<b>Premises</b>	<b>Amount of Debris Removal Fee</b>
<b>Office Premises</b>	
1/F to 22/F	HK\$5,000 per unit

**APPENDIX A – Application for Interior Fitting-Out Decoration Form****83 Tai Lin Pai Road****PART A: Owners/Occupants' Information**

Premises: Unit \_\_\_\_\_ on Floor \_\_\_\_\_

Name: \_\_\_\_\_

**PART B: Information on Fit-Out Works**

Name of Contractor: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person 1: Name: \_\_\_\_\_ Email: \_\_\_\_\_

Contact: \_\_\_\_\_ (Office Hours) \_\_\_\_\_ (Non-Office hours)

Contact Person 2: Name: \_\_\_\_\_ Email: \_\_\_\_\_

Contact: \_\_\_\_\_ (Office Hours) \_\_\_\_\_ (Non-Office hours)

Fit-Out Period: From \_\_\_\_\_ To \_\_\_\_\_  
(DD/MM/YYYY) (DD/MM/YYYY)

The Works: \_\_\_\_\_

**PART C: Fit-Out Deposit and Temporary Work Pass Application**

Number of Work Pass Required: \_\_\_\_\_

- Application:  Owner/Occupant's authorized representative(s) only  
 Fit-Out Contractor is authorized to make the application  
 Other, please specify: \_\_\_\_\_

Refund of Deposit:  Owner/Occupant's (as stated in Part A above)(Name of Payee)  Fit-Out Contractor (as stated in Part B above) Other, please specify: \_\_\_\_\_**PART D: Verification of Owner/Occupant**

\* I/We herein verify all information provided in this form and undertake to comply with the notes stated at the back of this form in the course of the fitting-out works

Owner/Occupant's Representative: \_\_\_\_\_

Signature &amp; Company Chop: \_\_\_\_\_

Name: \_\_\_\_\_  
(In BLOCK Letter)

Date: \_\_\_\_\_

\* *Delete if not applicable*

**APPENDIX B – Owner’s/Occupant’s Contractor Contact Form****83 Tai Lin Pai Road**

Unit No. : 物業單位編號 :	
Floor : 層數 :	
Name of Owner/Occupant: 業主/業戶名稱 :	
Name of Fit-Out Contractor: 裝修公司名稱 :	
Name of Fit-Out Work In-Charge: 裝修負責人姓名 :	
Contact Tel No./Fax No./Email: 聯絡電話/傳真號碼/電郵地址 :	

Persons-in-charge to contact in emergency 緊急聯絡人資料:

(A) During Office Hours 辦公時間:

Contact Person (1)	聯絡人姓名 :	Tel No.: 電話:
Contact Person (2)	聯絡人姓名 :	Tel No.: 電話:

(B) During Office Hours 辦公時間:

Contact Person (1)	聯絡人姓名 :	Tel No.: 電話:
Contact Person (2)	聯絡人姓名 :	Tel No.: 電話:

Authorized Signature & Co Chop  
業主/業戶授權簽署及公司蓋章

Date  
日期

Remarks:

Please return this Form to the G/F Management Office before your decoration work proceeds.  
請於進行裝修工程前交回 G/F 管理處

**APPENDIX C – Application forms for Temporary Utility Supply (Electricity)****83 Tai Lin Pai Road****PART A: Owners/Occupants's Information**

Premises: Unit \_\_\_\_\_ on Floor \_\_\_\_\_

Name: \_\_\_\_\_

Contact : Name: \_\_\_\_\_ Email: \_\_\_\_\_

Contact: \_\_\_\_\_ (Office Hours) \_\_\_\_\_ (Non-Office hours)

**PART B: Details of Supply**

Application:  Normal Supply From: \_\_\_\_\_  
 (08:00 – 18:00) (DD/MM/YYYY – HH:MM)

Terminate on: \_\_\_\_\_  
 (Expect) (DD/MM/YYYY – HH:MM)

Extra Supply# From: \_\_\_\_\_  
 ( \_\_\_ unit(s)) (DD/MM/YYYY – HH:MM)

Terminate on: \_\_\_\_\_  
 (Expect) (DD/MM/YYYY – HH:MM)

Termination From: \_\_\_\_\_  
 (DD/MM/YYYY – HH:MM)

Power Loading:  30A SPN (Unit rate: HK\$ 150 per day)

30A TPN (Unit rate: HK\$ 250 per day)

60A TPN (Unit rate: HK\$ 450 per day)

# Any extra supply beyond the normal supply, i.e. 9:00 – 18:00, shall be subject to the same daily charge rate even if less than the said number of hours

**PART C: Verification of Owner/Occupant**

\* I/We herein verify all information provided in this form and undertake to comply with the notes stated at the back of this form

Owner/Occupant's Representative:

Signature & Company Chop: \_\_\_\_\_

Name: \_\_\_\_\_  
 (In BLOCK Letter)

Date:

\* *Delete if not applicable*

## **APPENDIX C – Application forms for Temporary Utility Supply (Electricity)**

### **83 Tai Lin Pai Road**

#### **Notes for Temporary Electricity Supply**

1. Completed form should be submitted to the Management Office, two working days prior to the date of commencing the electricity supply
2. Unit rate will be applicable for the charges of both normal and extra supply
3. Applicant will be required to pay a sum equal to the charges on the power loading applied for 31 days by preparing a crossed cheque made payable to “Jones Lang LaSalle Management Services Limited” upon the submission of application
4. No change of power loading will be allowed
5. Personal Information Collection Statement:  
The information provided in this form will be used solely for the issue related to the management of the Building. Except as stated herein, your information (including any of your personal data) will not be disclosed to any other party in a form that would identify you.  
Your information (including any of your personal data) may, where such disclosure is necessary to satisfy the purpose, or a directly related purpose, for which your personal data were collected be provided to any person who is acting for, in respect of the purpose or a directly related purpose for which your personal data were provided. You have a right to request access to and correction of your personal data provided in your enquiry in accordance with the **Personal Data (Privacy) Ordinance (Cap. 486)**
6. Submission of this application form constitutes the acceptance of the house rules and fitting-out guidelines of  
Fun Tower and the guidelines on occupational safety and health of “Jones Lang LaSalle Management Services Limited”

**APPENDIX D – Work Permit Request for Owners’/Occupants’ Contractor Form****83 Tai Lin Pai Road****業主/業戶裝修承判商申請裝修工作証及使用須知証發出記錄**

1. 申請人必須為業主/業戶指定的授權人。如授權人為承辦商，申請人必須於表格甲部蓋上公司印章及簽署，申請方為有效
2. 沒有工作許可證的人士不得在本廈任何地方進行任何工作
3. 申請人需於管理處辦理登記手續以索取工作許可證，每張工作証的按金為港幣壹佰圓正。
4. 申請人必須於工作完畢後將工作証交還管理處，方會獲發還按金；如有遺失工作証，管理處有權向承辦商/工人收取每張為港幣壹佰圓正之工作証按金。
5. 申請人須於辦公時間將填妥的表格遞交到管理處；遞交申請表時，申請人毋須遞交持証人的身份證明文件
6. 每個單位可申請的工作証數量，以業主/業戶通知管理處的上限為準
7. 持証人必須持有有效的平安咭
8. 根據香港法例第 406 章《電力條例》第 31 條，從事任何電力工作的人士，必須持有有效的註冊電業工程人員牌照
9. 根據香港法例第 102 章《水務設施條例》第 2 條，從事任何建造、保養、安裝、更改、修理或移動消防供水系統或內部供水系統的人士，必須持有有效的水喉匠牌照
10. 根據香港法例第 51B 章《氣體安全（氣體供應）規例》第 16 條，任何氣體喉管工程必須由合資格人士進行
11. 管理處將於收到申請表後三個工作天內安排個別聯絡申請人預約領取工作証
12. 領取工作証時，申請人必須帶同持証人的身份證明文件或平安咭副本，以作核對
13. 於大廈範圍內，持証人必須將工作証配戴於當眼處，以供大廈管理人員登記及查核
14. 個人資料收集聲明：  
閣下於本表格所提供的資料，只會用於有關本大廈管理事宜上。除另有說明外，閣下的資料（包括閣下的個人資料）亦不會以可令閣下身份為人所知悉的形式向第三者透露。閣下的資料（包括閣下的個人資料）將有需要披露以達到收集閣下個人資料的目的，或直接與其有關的目的。根據香港法例第 486 章《個人資料（私隱）條例》，你有權要求查閱及更改提出查詢時提供的個人資料
15. 工作証不得轉讓
16. 持証人只獲授權於業主/業戶的單位內工作
17. 如工作証損壞或遺失，申請人須儘快向管理處遞交表格將該工作証取消，而有關按金將不會發還予申請人
18. 如持証人已不再獲業主/業戶授權進入單位，申請人須儘快將該工作証交還
19. 工作証的有效期將於完工日（以業主/業戶通知管理處的日期為準）起自動屆滿
20. 申請表一經遞交，即代表申請人及工作証持証人同意及遵守以上所有守則