



Ad hoc Order
For office use only
Ref. No. : _____

Application for Additional Air-conditioning (A/C) Supply

Tenant Name :		
Office	Suite No.	Tower One / Tower Two
Retail	Shop No.	
Contact person during A/C supply :		Name : _____ Tel. no. : _____
Applied by : _____ Date : _____ Authorized Signature with Company Chop Name : _____ Position : _____ in BLOCK letter		

Date(s) required	Time	
	From	To

Please tick where appropriate

During the requested period, please arrange supply :-

every day
 also on Sundays
 also on public holidays
 also on public holiday's eve

Others _____
 Please specify

Remarks :

- Minimum additional air-conditioning supplying time is **ONE** hour
- For assistance, please call our 24-hr hotline at **2118 8900**

NORMAL SUPPLY HOURS			APPLICATION TIME	BY FAX	BY HAND
OFFICE	Monday – Friday	8:30 to 19:00	Office Hours Monday-Friday (except holiday) 09:00 to 16:00	2118 8088	Suite 1501-6, Tower Two
	Saturday	8:30 to 14:00			
	Sunday/Public Holiday	Nil	Non-Office Hours	2506 2022	B3/F Building Inspector Room
SHOP	Daily	10:00 to 22:00			
RESTAURANT/ FOOD OUTLETS	Daily	As per lease			

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Tenant No.	Charge Code	Unit Code	Amount (HK\$)
	17		hrs @ \$ =

Privacy Policy :

- The information collected from the form will only be used for the purpose of records and contacts for request of additional air-conditioning by Times Square. Such information will be kept confidential and will not be disclosed to any third party unless when required and authorized by law.
- Under the Personal Data (Privacy) Ordinance, you have the right to request access to, and to request correction of your personal data in relation as listed in this form. If you wish to exercise these rights, please address in writing to Times Square Limited, Suites 1501-6, Tower Two, Times Square, Causeway Bay, Hong Kong (Fax : 2118 8088)

Times Square Limited

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