

緊急聯絡資料表格
EMERGENCY CONTACT FORM

大廈名稱
Building Name : Entertainment Building (娛樂行)

公司名稱
Company Name : _____ (English 英文)
_____, _____ (Chinese 中文)

單位	樓層	Contact No. (聯絡電話)	Fax No. (傳真機號碼)
Unit	Floor	_____	_____

郵寄地址 (如有別上述地址)
Postal Address
(if different from the above stated): _____

E-mail Address(es) for E-Circular:
電子通告收件人電郵(optional) _____

★ Whatsapp Contact for Important Notice
重要資訊 Whatsapp 聯絡 (optional): _____
(The message will be sent via Whatsapp broadcast function. 訊息將透過 Whatsapp 廣播功能發出)

(I) Property Management Matter (大廈管理事宜)

Office Hours (辦公時間):

<u>Person(s) to contact (聯絡人士)</u>	<u>Position (職位)</u>	<u>Contact No. (聯絡電話)</u>
1. _____	_____	_____
2. _____	_____	_____

Non - Office Hours (非辦公時間):

<u>Person(s) to contact (聯絡人士)</u>	<u>Position (職位)</u>	<u>Contact No. (聯絡電話)</u>
1. _____	_____	_____
2. _____	_____	_____

(II) Leasing Matter (有關租務事宜):

<u>Person(s) to contact (聯絡人士)</u>	<u>Position (職位)</u>	<u>Contact No. (聯絡電話)</u>
1. _____	_____	_____
2. _____	_____	_____

Working Hours (辦公時間):

Monday – Friday (星期一至五)	:	_____ hours to _____ hours
Saturday (星期六)	:	_____ hours to _____ hours
Sunday & Public Holiday (星期日及公眾假期)	:	_____ hours to _____ hours
Lunch Hours (午膳時間)	:	_____ hours to _____ hours
Total No. of Employee Numbers (僱員人數)	:	_____

公司簽署及蓋章
Company Chop & Authorized Signature

日期
Date