

Entertainment Building 出閘證明 – Gate Pass

To 致: Entertainment Building Management Office
娛樂行大廈管業處

Please allow the following items / materials to be transported away from the building :
請准許下列各物搬出本大廈:

Items 項目	Description 描述	Quantity 數量

Date 日期: _____ Time 時間: _____

Contractor/Tenant 承判商/租戶: _____ Unit 單位: _____

Responsible Person 負責人: _____ Tel No. 電話號碼: _____

Company's Chop & Signature 公司蓋章及簽署

Date 日期

Approved by Management Office 管理處批核者

Date 日期

Rules And Regulations For Deliveries 運送貨物出入本廈守則:

1. Only rubber wheel trolleys / carts & only service lift is allowed for delivery.
運送貨物出入本大廈只准使用膠轆車仔及載貨電梯
2. All deliveries must take place during office hours (08:00 to 18:00 on Monday to Saturday). For other arrangement, 24 hours' advance notice must be given to the Management Office.
貨物出入本大廈祇限於辦公時間: 星期一至六早上八時至晚上六時止。如需作特別安排者須於 24 小時前與管理處接洽。
3. All deliveries are subject to the approval of Management Office.
所有貨物出入本大廈必須經管理處批准。
4. This Gate Pass may become null and void in case anyone is uncooperative or fails to observe the rules and regulations.
任何人任違反上述守則或不與管理員合作者, 此出閘紙一概作廢。