

## ENTERTAINMENT BUILDING EMERGENCY CONTACT LIST

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

(1) Name of Company : \_\_\_\_\_

Floor/Unit No : \_\_\_\_\_

Telephone No : \_\_\_\_\_ Fax No : \_\_\_\_\_

(2) Contact persons : **(If possible, please provide Chinese surname for our easy record.)**

a. Head Office : (If applicable)

1. Name : (Mr./Ms.) \_\_\_\_\_ Tel No. : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

2. Name : (Mr./Ms.) \_\_\_\_\_ Tel No. : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

3. Name : (Mr./Ms.) \_\_\_\_\_ Tel No. : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

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

b. During office hours :

1. Name : (Mr./Ms.) \_\_\_\_\_ Tel No. : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

2. Name : (Mr./Ms.) \_\_\_\_\_ Tel No. : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

3. Name : (Mr./Ms.) \_\_\_\_\_ Tel No. : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

c. After office hours :

1. Name : (Mr./Ms.) \_\_\_\_\_ Tel No. : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

2. Name : (Mr./Ms.) \_\_\_\_\_ Tel No. : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

3. Name : (Mr./Ms.) \_\_\_\_\_ Tel No. : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

Authorized Signature &  
Company Chop

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

**Remarks:** If there is any change for the above information, it is the responsibility of Tenant to notify management office for important communication.