



國際展貿中心
Hongkong International Trade & Exhibition Centre

APPLICATION FOR DIRECTORY

To : Hongkong International Trade and Exhibition Centre
HITEC Management Limited Fax No.: 2620 2610

From : Tenant _____
Premises _____

We would like you to display our shop/company name below into the building directories:

Name on Directory : _____
Tenant Name Unit No.

New Application Replacement Other Company Name
 (Please tick the appropriate box)

We agree to oblige to the following remarks and please arrange the above accordingly.

Authorized Signature & Company Chop

Contact Person

Date

Contact Tel No.

Remarks:

1. Each tenant is entitled to display one shop name on one single strip.
2. (i) the word "Company" will be uniformed to "Co" without a full stop;
(ii) the word "Limited" will be uniformed to "Ltd" without a full stop;
(iii) the word "and" will be uniformed to "&"; and
(iv) the word "(Hong Kong)" will be uniformed to "(HK)" for the whole directory.
3. Only one unit number is shown on each individual strip and the format is floor number followed by unit number e.g. G30 means shop 30 on Ground floor; 770 means unit 70 on 7th floor.
4. Each individual word will be started with capital letter and then followed by small letters unless specified e.g. Great Profit Gain Co Ltd
5. Each tenant is allowed to display one single name only, except that it has leased more than 4 units.
6. For the Tenants who is allowed to install more than 1 tenant name, the additional name will be shown indent without display of unit number.
e.g.

Abc Solutions Group Holdings Ltd	XXXX
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Abc Industries Ltd

7. For the shop tenant : The cost for the strips is HK\$2,000 for 8 pieces.
For the office tenant : The cost for the strips is HK\$1,150.00 for 5 pieces.
8. HITEC Management Limited has the discretion to decide the number of shop names and format to be shown in the directory and display the shop name to any additional appropriate directory (ies) to be installed.
9. Any alteration and addition of shop/company name(s) would be subject to prior approval of Landlord or HITEC Management Limited.
10. For application of incorporating shop/company name(s) other than the Tenants' on the building directory(ies), please duly sign and return the Guarantee and Indemnity letter to us for our approval.