

CDIFS/T1/2015011

24th April 2015

To : All Office Tenants of
Tower 1, CDIFS

Dear Tenants,

Office Security Notice
Tower 1 – CDIFS

As International Labor Day is approaching, office security is highly important in particular during the holidays, we would step up our security measures of the building and also like to seek your assistance to strengthen your office security by taking reference of the following precautionary measures which may be useful in preventing burglary or theft cases:

1. All doors, windows and cabinets should be properly locked before you leave the office and during the holidays;
2. Do not leave any cash and valuables in the office; Stow your vital documents and files in fire proof cabinets;
3. Install additional security locking devices such as chains or pad locks to all entrance doors;
4. The pass codes to your office doors should be kept confidential and changed periodically as and when required;
5. Please ensure the numbers of emergency contact persons are available so we can get in touch with him or her in case of emergency during the holidays.

Should you have any queries in this regard, please call our tenant service officer or 24-hour Helpline at 028-6939 6939. Thank you for your attention to this matter.

Yours faithfully,
For and on behalf of
Chengdu Harriman Property Management Ltd.

Joanne Ding

Joanne Ding
Tenant Services Manager