

CDIFS/T1/2015014

17th June 2015

To : All Office Tenants of
Tower 1&2, CDIFS

Dear All,

Office Security Notice
Tower 1&2- CDIFS

As the Dragon Boat Festival is approaching, we would like to seek your kind cooperation on enhancing office security by following the precautionary measures listed as below.

1. All doors, windows and cabinets should be properly locked before leaving the office and during the holidays.
2. Do not leave cash or valuables in the office and keep all 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 remind emergency contact person to switch on the mobile during holidays so that we can keep in touch with them in case of emergency.

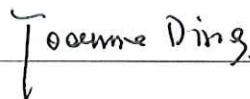
Our patrol frequency and security surveillance during the holidays would be stepped up and wish you all have a happy holiday.

Should you have any queries in this regard, please call our tenant service officer or 24-hour Helpline at 028-69396939. Thank you for your attention to this matter.

Yours faithfully,

For and on behalf of

Chengdu Harriman Property Management Ltd.



Tenant Services Manager