

CDIFS/T1/2015016

25th August, 2015

To : All Office Tenants of
Tower 1&2&3, CDIFS

Dear Tenants,

Office Security Notice
Tower 1 &2&3- CDIFS

As the 70 anniversary of the victory of the anti-fascist war holiday is approaching, we would like to seek your kind cooperation on enhancing office security by precautionary measures listed as below.

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 or valuables in the office and keep all your vital document 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 the emergency contact person' s phone switch on during holidays so that we can keep in touch with them in case of emergency.

Our patrol frequency and security surveillance during the holiday 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.



Joanne Ding
Tenant Services Manager