

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

Dear Tenants,

Office Security Notice
Tower 1 &2&3- CDIFS

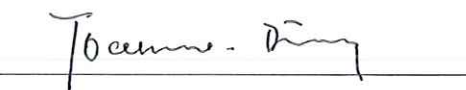
As the Chinese New Year is approaching, we would like to seek your kind cooperation on enhancing office security by precautionary measures listed as below.

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. Air-conditioning will be suspended during the Chinese New Year' s day (From 7thFebruary to 13thFebruary 2016) .On 6thFebruary 2016 (Saturday) and 14thFebruary 2016 (Sunday) air-conditioning will be provided normally;
6. Please provide two emergency contact persons and send the contact information to tenant service associates before the holiday (before 4thFebruary 2016 18:00). Remind the emergency contact persons' 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