

CDIFS/OFFICE/2016004

25th March 2016

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

Dear Tenants,

Office Security Notice
Tower 1 &2&3- CDIFS

The Tomb-Sweeping Day is approaching, our security surveillance during the holidays would be stepped up and we would like to seek your kind cooperation on enhancing office security by following 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 from 2nd April afternoon to 4th April 2016. On 5th April 2016 (Tuesday) air-conditioning will be provided normally;
6. Please make sure the emergency contact person's phone switch on during holidays so that we can keep in touch with them in case of emergency.

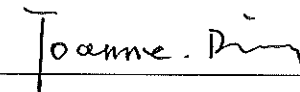
Should you have any queries in this regard, please call our tenant service officer or 24-hour Helpline at 028-69396939.

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