

Please fill out this form and email it back to us, or provide it to security team on site for Move In & Move Out approval.

Removalist Co. name: _____

Security Booking No: _____

I _____, Office No: _____ would like to book the office tower loading dock and service lift at Central Park for shifting _

_____.

Please Note: All office tower basement 4 loading dock access is via car park entrance and vehicles must be no higher than 2.2 meters. All other high vehicles have to load/unload from ground floor loading dock and transport materials from dock down to basement 4 and across the basement 4 car park to the office tower goods and services lifts. After hours moving time requests after to be applied for 48 hours prior to commencement.

(Kindly fill up the below mentioned details).

Moving:

OUT	IN

Date of Moving: _____

Time: From _____ to _____

I will be solely responsible for any damages caused by me / appointed third party personal and will pay for any damage incurred and rectification work to the common areas.

Print Name :

Company:

.....

Mobile # :

Email :

Signature:

.....

Received By Security: _____ **Date:** _____

Approved By : _____ **Date:** _____