

ROFTA BUSINESS CENTRE

SERVICES & FACILITIES 2010



Building

- Quality commercial building managed by Savills CIG Property Management Ltd
- Newly renovated G/F lobby with 4 high-speed elevators
- Monthly-letting car park compound
- **24-hour air-conditioning**

Environment

- Blooming green plants everywhere!
- Spacious reception lobby with stylish design
- 43 serviced office units partitioned by modern glass walls
- Furnished by **POSH office systems**

Information System

- **Fuji Xerox ApeosPort-II Multifunctional Device** providing colour copying, printing, scanning, fax and other state-of-the-art functions
- Enterprise-graded **CAT-6** computer network with **over 100Mbps bandwidth** connected to **multiple ISPs** (Internet Service Providers)

Telephone System

- **IDA-P Telephone Lines** and **Nortel PABX system** supporting latest features
- Individual fax line in each room

Security

- 24-hour building security control
- 24-hour proximity card access
- **24-hour digital surveillance system**

Services

- Receptionist, mailing, cleaning, translation, typing, and other office support services
- Company secretary, IT, consulting, and other one-stop business services
- Supported by a professional and friendly service team

Transportation

- Accessible by **trams** and **over 50 bus routes**
- 6 minutes to MTR station
- 9 minutes to **Wanchai Ferry Pier** and **Hong Kong Convention and Exhibition Centre**
- 45 minutes to Shenzhen

Supporting Facilities

- Adjacent to hundreds of shops, restaurants and public facilities
- Exclusive discounts for Rofta's customers in participating merchants

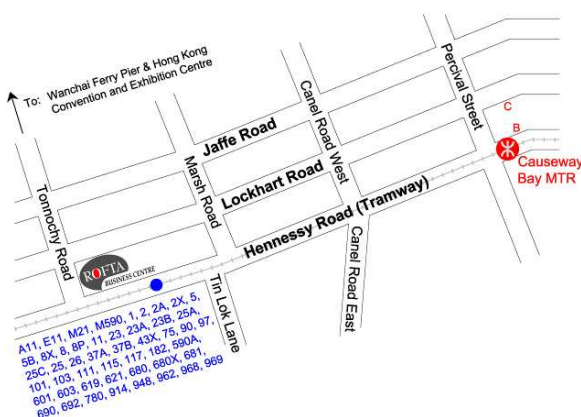


BUSINESS HOURS & 2010 HOLIDAYS

Services	Business Hours
Reception Services Room Services Virtual Office Services	Monday – Friday: 9:00am – 12:30pm 1:30pm – 6:00pm Saturday: 9:00am – 12:30pm Sunday & Holidays: Closed
Room Access & Air-conditioning	24 hours x 365 days

Holidays	Date	Weekday	Business Hours
The first day of January	1 Jan	Fri	Closed
Company special event	11 Feb	Thu	9am – 12:30pm / 2pm – 6pm
Company special event	12 Feb	Fri	9am – 12:30pm / 2pm – 4pm
The day preceding Lunar New Year's Day	13 Feb	Sat	Closed
The second day of the Lunar New Year	15 Feb	Mon	Closed
The third day of the Lunar New Year	16 Feb	Tue	Closed
Good Friday	2 Apr	Fri	Closed
The day following Good Friday	3 Apr	Sat	Closed
Easter Monday	5 Apr	Mon	Closed
The day following Ching Ming Festival	6 Apr	Tue	Closed
Labour Day	1 May	Sat	Closed
The Buddha's Birthday	21 May	Fri	Closed
Tuen Ng Festival	16 Jun	Wed	Closed
HKSAR Establishment Day	1 Jul	Thu	Closed
The day following Chinese Mid-Autumn Festival	23 Sep	Thu	Closed
National Day	1 Oct	Fri	Closed
Chung Yeung Festival	16 Oct	Sat	Closed
The Winter Solstice	22 Dec	Wed	9am – 12:30pm / 2pm – 4pm
Christmas Eve	24 Dec	Fri	9am – 12:30pm / 2pm – 4pm
Christmas Day	25 Dec	Sat	Closed
The first weekday after Christmas Day	27 Dec	Mon	Closed
New Year's Eve	31 Dec	Fri	9am – 12:30pm / 2pm – 4pm

LOCATION PLAN



NOTES: