

ROFTA BUSINESS CENTRE

SERVICES & FACILITIES 2012



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 200Mbps 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**

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

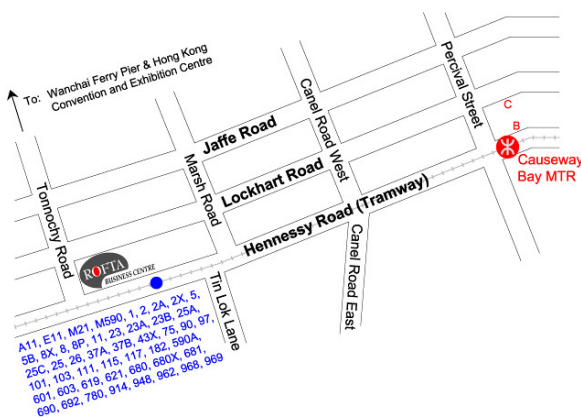


BUSINESS HOURS & 2012 HOLIDAYS

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

Holidays	Date	Weekday	Business Hours
The day following the first day of January	2 Jan	Mon	Closed
Lunar New Year's Day	23 Jan	Mon	Closed
The second day of the Lunar New Year	24 Jan	Tue	Closed
The third day of the Lunar New Year	25 Jan	Wed	Closed
Ching Ming Festival	4 Apr	Wed	Closed
Good Friday	6 Apr	Fri	Closed
The day following Good Friday	7 Apr	Sat	Closed
Easter Monday	9 Apr	Mon	Closed
The Birthday of the Buddha	28 Apr	Sat	Closed
Labour Day	1 May	Tue	Closed
Tuen Ng Festival	23 Jun	Sat	Closed
The day following HKSAR Establishment Day	2 Jul	Mon	Closed
The day following Chinese Mid-Autumn Festival	1 Oct	Mon	Closed
The day following National Day	2 Oct	Tue	Closed
Chung Yeung Festival	23 Oct	Tue	Closed
The Winter Solstice	21 Dec	Fri	9am – 12:30pm / 2pm – 4pm
Christmas Eve	24 Dec	Mon	9am – 12:30pm / 2pm – 4pm
Christmas Day	25 Dec	Tue	Closed
The first weekday after Christmas Day	26 Dec	Wed	Closed
New Year Eve	31 Dec	Mon	9am – 12:30pm / 2pm – 4pm

LOCATION PLAN



NOTES:

ROFTA BUSINESS CENTRE LIMITED

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