

Private and Confidential

Leasing Application Form

*I / We / Our Company would like to apply for a *shop / shopstall located in * _____ (district(s)) / at _____ (centre name(s)). *My / Our particulars are as follows :-

1.	**Applicant's name / Company name	
2.	#Proposed Trade	
3.	#Proposed Unit Area / Unit No. (if applicable) Approx. _____ (ft ²) to _____ (ft ²) / Unit No. _____	
4.	^#Proposed Rental	
5.	Others (if applicable)	
6.	*I / We / Our company can be reached at Telephone No., correspondence address and e-mail address:	
	#Telephone No.	
	Correspondence address	
	#E-mail address (if any)	
7.	Relevant business experience (if any)	
8.	Date of Application	

* *Delete if inapplicable*

Please fill in the relevant details, otherwise Link may not be able to proceed with your application.

^ *The proposed rental is for reference only and is exclusive of management charge and/or air-conditioning charge, if any.*

Please contact the related leasing hot-line as stated below for details:

<u>Districts</u>		<u>Shopping Centre / Shop</u>	<u>Market / Shopstall</u>
		Fax: 2267-4176	
		<u>Hot-line</u>	<u>Hot-line</u>
<u>Hong Kong</u>	Eastern & Southern	2175-1977 / 2175-1369 / 2175-1704	2175-1759 / 2175-1396
<u>Kowloon</u>	Yau Tsim Mong	2175-1745 / 2175-1722	
	Kowloon City	2175-1387 / 2175-1726 / 2175-1347	2175-1718 / 2175-1554
	Kwun Tong	2175-1774 / 2175 1767	2175-1390 / 2175-1893
	Shamshuipo	2175-1387 / 2175-1347	2175-1554 / 2175-1718
	Wong Tai Sin	2175-1756 / 2175-1766 / 2175-1935	2175-1647 / 2175-1348
<u>New Territories</u>	Sai Kung & Tseung Kwan O	2175-1367 / 2175-1152 / 2175-1991	2175-1746 / 2175-1834
	Islands (i.e. Tung Chung)	2175-1749	2175-1759 / 2175-1396
	Kwai Chung and Tsing Yi	2175-1369	
	North (i.e. Sheung Shui & Fanling)	2175-1757 / 2175-1773	
	Shatin & Ma On Shan	2175-1223 / 2175-1395 / 2175-1836 / 2175-1681	2175-1701 / 2175-1760
	Tai Po	2175-1757 / 2175-1773 / 2175-1516	2175-1790 / 2175-1976
	Tuen Mun	2175-1576 / 2175-1755 / 2175-1337	2175-1359 / 2175-1354
	Yuen Long & Tin Shui Wai	2175-1937 / 2175-1376 / 2175-1755	2175-1863 / 2175-1606

Notes :

- 1) Completed application form should be delivered to the Leasing Office by email, fax, post or in person. Please mark "Leasing Application – Private and Confidential" on the envelope :-
Address : 20/F, Tower 1, The Quayside, 77 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong
Email : hkretailleasing@linkreit.com (Retail); hkofficeleasing@linkreit.com (Office);
hkfreshmarketleasing@linkreit.com (Fresh Market)
- 2) This application and the submission thereof to Link (defined below) shall in no event be treated or construed as a binding contract. Link (defined below) reserves its absolute right to accept or reject any leasing applications.
- 3) All information provided herein by the Applicant(s) will be used by companies under the Link REIT portfolio including but not limited to Link Properties Limited, Link Asset Management Limited, Great Land (HK) Limited, Link Monte (HK) Limited and their subsidiaries or agents (collectively "Link") for processing the letting of commercial space and for other purposes more particularly set out in the attached Personal Information Collection Statement. Please read the attached Personal Information Collection Statement for further details.
- 4) Information of unsuccessful applicants will be destroyed after one (1) year upon receipt of this application form.
- 5) In case of discrepancies between the English and Chinese versions, the English version shall prevail.

DECLARATION AND SIGNATURE(S) OF APPLICANT(S)

By signing this application, I/we confirm that I/we have read, understood and agreed to be bound by the provisions of the Notes as set out in this application form and the attached Personal Information Collection Statement. I/We declare that the details contained in this application are true, complete and correct.

Link intends to use your name(s) and contact details (such as telephone number(s), email address(es) and/or correspondence address(es)) and/or provide the same contact details to the Related Parties (more particularly set out in the attached Personal Information Collection Statement) for the Related Parties' use in direct marketing products, services or promotional events stated in the attached Personal Information Collection Statement but Link cannot use or provide your personal data without your consent(s).

(Remarks : Please sign this application to indicate your agreement to such use. If you agree to the use of your personal data by Link for the relevant direct marketing, please indicate your agreement(s) by ticking the box below before signing this application.)

☐ **I/We, the Applicant(s), AGREE to the proposed use of my/our personal data in direct marketing.**

(Remarks: Please sign this application to indicate your agreement to the provision of personal data by Link to the Related Parties. If you agree to the provision of your personal data by Link to the Related Parties for the Related Parties' use in direct marketing, please indicate your agreement(s) by ticking the box below before signing this application.)

☐ **I/We, the Applicant(s), AGREE to the proposed provision of my/our personal data to the Related Parties for the Related Parties' use in direct marketing, whether or not the same is for gain.**

X

Signature(s) of Applicant(s)

Name(s) of Applicant(s):

Date:

For official use only			
Received on		by	
Handled on		by	
Status : Closed / Follow up / Others			

Personal Information Collection Statement

This Statement is made by Link Asset Management Limited (“**Link Asset Management**”) as manager of Link Real Estate Investment Trust (“**Link REIT**”), Link Properties Limited, Great Land (HK) Limited and Link Monte (HK) Limited (collectively “**Link**”, “**we**”, “**our**” or “**us**”), in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) of the Laws of Hong Kong Special Administrative Region (“**the PDPO**”). This Statement intends to notify you why your personal data is collected, how it will be used, to whom the personal data will be transferred and to whom data access requests are to be addressed.

Types of Personal Data Held

We hold four broad categories of personal data, namely customers’ and tenants’ personal data, business associates’ personal data, employment-related personal data and website users’ personal data.

Collection - Why We Collect Your Data

From time to time, we may collect your personal data to provide our services to you and in an effort to improve your customer experience. You are not obliged to provide your personal data to us but if you do not, we may not be able to provide you with some of the information, materials, services and/or products of Link REIT, Link Properties Limited, Great Land (HK) Limited and Link Monte (HK) Limited.

We will indicate in the relevant forms or applications if the required personal data is for obligatory or voluntary purposes. If personal data is to be used for an obligatory purpose, you **MUST** provide your personal data to us if you want us to provide the service for which you are applying. If personal data is only to be used for a voluntary purpose, you can tell us not to use your personal data for that purpose and we will refrain from doing so.

If you are under the age of 18, you must ask your parent or guardian before providing any personal data to us.

Use - How Your Data May Be Used

Personal data held by us will be used:

1. to facilitate the daily administration and operation of our business and improvement to our services and products for customers and tenants;
2. for the application, administration, continuation and termination of leases, tenancies and licences of Link Properties Limited, Great Land (HK) Limited, Link Monte (HK) Limited or Link REIT’s shopping centres, fresh markets, cooked food stalls and car parks managed by Link Asset Management Limited or otherwise (“**Link Premises**”) and of the services, activities, events and functions provided thereat or in relation thereto;
3. for identity verification, matching and/or records and for maintaining communication with our customers and tenants and updating of their profile;
4. for handling enquiries and feedbacks for better services to tenants and shoppers who patronize Link Premises;

5. for internal statistical and analysis purposes;
6. to update our tenants and shoppers with news and events at Link Premises, and the latest developments about Link or Link REIT; and
7. to enable any potential assignee(s), transferee(s), successor(s) or purchase(s) of all or any part of Link Premises or of all or any part of our rights in any business or assets to evaluate or undertake due diligence exercise in connection with the proposed transaction intended to be the subject of the assignment, transfer, succession or purchase as aforesaid, and to enable the actual assignee(s), transferee(s), successor(s), purchaser(s) upon completion of the aforesaid transaction to use your data in the operation of all or any part of Link Premises, or of all or any part of our rights in any businesses or assets so assigned, transferred, succeeded or purchased

Use of Personal Data in Direct Marketing/ Provision of Personal Data to Another for Use in Direct Marketing

We intend to use your personal data in direct marketing, and we may not so use your personal data unless we have received your consent (which includes an indication of no objection to the intended use).

Furthermore, we intend to provide your personal data to all or any of the following parties (“**Related Parties**”) for use by them in direct marketing: (i) the entities comprising all the special purpose vehicles of Link REIT; (ii) Link Asset Management, Link Properties Limited, Great Land (HK) Limited and Link Monte (HK) Limited and/or their subsidiaries or agents. However, we may not so provide the data unless we have received your consent (which includes an indication of no objection to the intended provision). Please note that the personal data is to be provided for gain by us.

We would like to use your name and contact details (such as telephone number, email address and/or correspondence address), or provide the same to all or any of the Related Parties for the Related Parties’ use for marketing the following services, products and promotional events through various communication means such as direct-mail, email, telephone, SMS, instant messaging tool or messaging application, printed matter, newsletter, brochure and leaflets. The services, products and promotional events include:

- 1 offer of lettable shopping spaces, fresh market spaces, and car-parks at Link Premises, and leasing promotion, or offer of other incentive / marketing programmes thereat for our tenants, shoppers, and car park users;
- 2 events in relation to corporate social responsibility programmes of Link or Link REIT such as (without limitation) Link Sports Academy and Link Together Initiatives and similar sustainability/community engagement/charity initiatives at Link Premises;
- 3 products and services offered by our co-branding partners, service providers, community engagement partners and tenants at any of Link Premises;
- 4 promotions on food, wine and beverages, or entertainment, leisure, and sports or similar events at Link Premises;
- 5 our asset enhancement initiatives and other initiatives at Link Premises for shopping environment improvement; and
- 6 other services, products and events relating to our retail facilities, business and activities in Link Premises.

If you agree to our use of your personal data and/or provision of your personal data to the Related Parties for the Related Parties' use for the relevant direct marketing purposes, please **TICK THE BOX** indicating your **AGREEMENT** to receiving direct marketing materials and/or to the provision of your personal data to the Related Parties for the Related Parties' use in direct marketing in the relevant part of the forms.

You may, at any time without charge, choose to opt-out from us using your personal data for direct marketing or providing your data to the Related Parties for use by them in direct marketing by writing to us at Link Asset Management Limited, 20/F, Tower 1, The Quayside, 77 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong (Attention: Corporate Data Privacy Officer), or by email to personaldataprivacy@linkreit.com.

Transfer of Your Personal Data

Personal data held by us will be kept confidential but we may disclose/transfer such data to the following parties (whether within or outside the Hong Kong Special Administrative Region) for the purposes set out in this Statement:

1. the entities comprising all the special purpose vehicles of Link REIT, Link Asset Management, Link Properties Limited, Great Land (HK) Limited and Link Monte (HK) Limited and/or their subsidiaries or agents in connection with the operation of our business and activities at Link Premises;
2. professional advisors, service providers or contractors of Link Asset Management, Link Properties Limited, Great Land (HK) Limited and Link Monte (HK) Limited providing property management services, letting or licensing services at Link Premises;
3. any agent, contractor or third party service provider who provides administrative, telecommunications, computer, payment, content, information or other marketing and promotional services to us in connection with the operation of our business and activities at or in relation to Link Premises;
4. any person under a duty of confidentiality to us or who has undertaken to keep your personal data confidential and use them in strict compliance with the requirements of the PDPO;
5. any person to whom we are under an obligation under law to make disclosure; and
6. any actual or potential assignee(s), transferee(s), successor(s) or purchaser(s) of all or any part of Link Premises or of all or any part of our rights in any business or assets.

Personal Data Security

We strive at all times to ensure that your personal data will be protected against unauthorised or accidental access, processing, erasure or other use. We have implemented appropriate physical, electronic and managerial measures to safeguard and secure your personal data.

Retention of Data

We will keep your personal data for a reasonable time to fulfill the purpose for which the data was collected or comply with the relevant rules, regulations and laws of Hong Kong. Personal data which is no longer required will be destroyed.

Data Security

Your personal data will be kept in the office / premises of Link Asset Management, Link Properties Limited, Great Land (HK) Limited and Link Monte (HK) Limited or by the service providers engaged by them and are accessible only to our authorized employees and service providers.

Data Access/Correction Requests

Under the PDPO, any individual has the right to request access to and correction of his or her personal data held by us. In accordance with the terms of the PDPO, Link Asset Management, Link Properties Limited, Great Land (HK) Limited and Link Monte (HK) Limited have the right to charge a reasonable fee for the processing of any data access request.

If you wish to access or correct your personal data held by us, please send your request to:

Corporate Data Privacy Officer
Link Asset Management Limited
20/F, Tower 1, The Quayside
77 Hoi Bun Road
Kwun Tong
Kowloon
Hong Kong

or by e-mail: PersonalDataPrivacy@linkreit.com

Language Versions

In case of discrepancies between the English and Chinese versions of this Statement, the English version shall apply and prevail.

NOTE: This Personal Information Collection Statement is subject to change.