

Our Ref.:

L0018/23/STMSC/000012

Date : 30 September 2023

IQ Monkey Education Limited
Shop 48A, 1/F, Ocean Walk,
168-236 Wu Chui Road
Tuen Mun. N.T.
Attn.: Mr. John Smith
Center Manager

Dear Mr. Smith,

Fire Safety Audit
Shop Unit A Monkey Tree English Learning Centre of Ocean Walk

To better maintain the high standard of fire equipment and appliances and enhance fire safety awareness of the frontline staff for all food & beverage shops, we write to inform you that the Management Office is going to conduct the regular Fire Safety Audit for your lease premise under the following schedule.

Date: 24th August 2023

Duration : 2:00pm-2:45pm (Subject to the actual schedule)

Prior to commencement of the said fire safety audit, our Management Staff will arrange joint site meeting to explain and practice the process of such fire safety audit with your Shop in-charge and other frontline staff. Besides, you are requested to prepare and keep the valid certificates of relevant statutory regulation required in your leased premise including but not limited to FS251, WR1 / WR2, Ventilation Certificate and annual inspection report of electrical installation by a registered electrical contractor for checking during the audit.

Your immediate coordination on this matter will be highly appreciated.

Should you have any further query, you are welcome to reach Ms. Chen DaiWan at 88888888.

Yours sincerely,

For MTR Corporation Limited



陳大文
經理
CDW

Licensed PMC (C-114608)

Ocean Walk Management Office
Ocean Walk, 168-235 Wu Chui Road, Tuen Mun, New Territories.
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