

BUILDING CLOSURE DATES AND IMPORTANT REMINDERS

COUNSEL'S
CHAMBERS
LIMITED

25 September 2020

Dear: Shareholders & Clerks

Building closure

Wentworth & Selborne Chambers, Lockhart Chambers and the offices of Counsel's Chambers Limited will be closed from 12pm 24 December 2020 until 8am on 4 January 2021.

Valid access cards and tags will enable access to the buildings during this time.

Floor closures

Floors may elect to extend restrictions to lift access past 4 January 2021. Clerks can request additional closures or modified lift access times to your Floor.

Floor closures and contact information can be added to the foyer notice boards in Wentworth, Selborne and Lockhart Chambers.

Extended Floor closures or modified lift access times can be requested by contacting the Maintenance Office at maint@ccl.com.au.

Building work

The deadline to apply to have building work carried out between 19 December 2020 and 26 January 2021 has elapsed, further applications will not be considered. Work will not be permitted to take place during this period unless an application has already been submitted. Unless prior approval has been obtained, trades and contractors will be turned away from the buildings.

CCL is not undertaking any major building works this year.

Access cards & tags

An audit of all access cards and tags will be taking place over the next 3 months, the Maintenance Office will be in touch with Clerks to ensure that only authorised access cards and tags provide access to the buildings.

CCL's policy for the use of access cards and tags remains the same, the use and operation of Shareholders' access cards and tags remains unchanged.

Kind Regards,

Debbie George
CEO

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