30 June 2021

Dear: Shareholder, Clerks & Tenants,

This circular includes the following topics:

- *Access renewals & updates and COVID-19 restrictions*
- *Transition to mobile access – Phase 2*

Access & renewals and COVID-19 restrictions

Access renewals & updates for each Floor have been completed for the second quarter of this year and most mobile devices, and those cards and tags that have been presented to CCL are up to date.

In light of the restrictions imposed by Government NSW, **access cards and tags are not required to be physically presented here at Level 1 for update for the time being**, updates can be performed remotely at this time however Clerks must confirm the card number and request the update via maint@ccl.com.au

All of the other requirements for access renewals & updates remain in place, this arrangement is temporary and the requirement to physically present cards and tags for renewal will resume when restrictions are eased.

Transition to mobile access – Phase 2

Access renewals & updates for the third quarter of 2021 will commence in early August, our Maintenance Team will be in touch with Clerks in the usual manner.

Shareholders from each Floor have now had the opportunity to transition to mobile access, I refer to my circular of April which is attached. The offer has been taken up by a large portion of CCL's Members, the take up continues and CCL encourages Shareholders & Clerks to continue the transition.

I also note the deadline of 1 July 2021 for the issue of access cards and tags for all new applications. Shareholders & Clerks can still use their existing cards & tags, and these will be supported in future, however **from tomorrow 1 July 2021, cards and tags will no longer be issued to new applicants, only mobile access will be provided for new access requests.**

The next round of access renewals & updates will be the opportunity for the second and final phase of the transition to mobile access. Mobile access will also now be available free of charge to:

a) Clerks, some have already transitioned;
b) Non-shareholder Members, including Licensees, Readers and other Barristers;
c) Door tenants;
d) Floor cleaners;
e) Floor staff; and,
f) Secretaries.

Except for Shareholders & Clerks, the transition to mobile access must occur before 1 December 2021, cards and tags will not be renewed after that time.

The transition to mobile access will remain free of charge until 1 December 2021, each Floor is scheduled to renew & update access at least once before then. **Charges will apply for transitions after that time**, except for Shareholders & Clerks.

Dedicated "Floor cards" and cards required to access Lockhart toilets that have been issued to Clerks will continue to be supported as these must remain transferable.

All of the existing rules and conditions related to access still apply.

If you have any questions, please contact Lee Albert at lalbert@ccl.com.au

Kind Regards,
Debbie George
CEO

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