

28 June 2021

**Dear:** Shareholders, Clerks, Tenants & Staff

This circular includes the following topics:

- *Floors' status, opening times & contact information*
- *Modifications to Floor opening times & Floor closures*
- *Using the CCL door phones to assist with Mail & deliveries*

## Floors' status, opening times & contact information

The status of each Floor, their respective opening times and any additional information that appears on each of the buildings' foyer notice boards can be seen here: <https://www.ccl.com.au/shareholders# covid19>

## Modifications to Floor opening times & Floor closures

In light of the current restrictions and corresponding staffing levels, Floors may opt to modify the times that public lift access is available. Where Floors wish to make such changes, Clerks should contact our Maintenance Team at [maint@ccl.com.au](mailto:maint@ccl.com.au) and provide the changes that are required to lift security, contact details and/or further instructions for deliveries.

The requested changes will be made and the details published on the Foyer notices boards.

## Using the CCL door phones to assist with mail & deliveries

**CCL does not take receipt of mail or deliveries on behalf of Floors.** If your Floor reception is closed at any time during the day, please remember that the door phones can be used to provide access to your Floor. Should Clerks wish to make this known to those making deliveries, instructions can be added to the buildings' foyer notice boards.

This facility is available to all CCL Network users, the door phones are located at the buildings entrance. Please remember that to provide access, those receiving the call must dial 1 on their keypad during the call to open up lift access to their Floor.

For further information, or if you have any questions, please contact Lee Albert at [lalbert@ccl.com.au](mailto:lalbert@ccl.com.au)

Kind Regards,  
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