

COUNSEL'S CHAMBERS LIMITED

A.C.N. 000 111 302

When replying please quote

8 November 2016

CIRCULAR TO SHAREHOLDERS AND CLERKS

BUILDING CLOSURE & CCL OFFICE CLOSURE

I refer to previous circulars in relation to upcoming works, the link to all of these circulars follows:
<http://www.counselschambers.com.au/default.php?pg=epages&page=884>

Counsel's Chambers' offices will be closed from midday on 23 December 2016 and will re-open at 8am on 3 January 2017.

As a consequence of the significant building work and the impact it will have on Level 1 and CCL's Offices, the following should be noted:

- Most of CCL staff will be on leave during the construction period.
- From 3 January to 16 January, CCL will only have maintenance and reception staff on site. Reception may be closed for brief periods during this time, and calls may be diverted to CCL's message service.
- The response times for Network calls will be longer than usual, Michael Wright will send out further information with respect to Network Support during this period.
- There will be no services relating to CCL's accounts available from 23 December 2016 until 16 January 2017.

Wentworth & Selborne Chambers and Lockhart Chambers will be closed from midday on 23 December 2016 until 8am on Tuesday 3 January 2017. Access will be possible with the use of your proximity card or tag. Please ensure that your card or tag is active, the last opportunity to have these checked will be Wednesday 21 December 2016.

Work in Chambers and on Floors will not be permitted between 16 December 2016 & 26 January 2017 if you have not already obtained approval from CCL to do so.

If you have ordered a new AC unit through CCL as part of the Window & AC replacement work, it will be delivered to your Chambers on Saturday 10 December 2016.

There will be no access to reception areas and affected Chambers under any circumstances during the construction period which commences at 6pm on Friday 16 December 2016 and ceases at 8am on 26 January 2017 where work is taking place, and this includes:

- Level 13: Wentworth Lifts & Chambers undergoing window replacement.
- Level 12: Wentworth Lifts & Chambers undergoing window replacement.
- Level 11: Wentworth Lifts & all Chambers in Wentworth.
- Level 10: Wentworth Lifts & Chambers undergoing window replacement.
- Level 9: Wentworth Lifts & all Chambers in Wentworth.

- Level 8: Wentworth Lifts & all Chambers in Wentworth.
- Level 7: No access to Wentworth & Selborne at all.
- Level 6: Wentworth Lifts & Chambers undergoing window replacement.
- Level 5: Wentworth Lifts & Chambers undergoing window replacement.
- Level 4: Wentworth Lifts & Chambers undergoing window replacement.
- Level 3: Wentworth Lifts & Chambers undergoing window replacement.
- Level 2: Wentworth Lifts & Chambers undergoing window replacement.

If you have any questions, please contact Lee Albert on 9231 3644.

Debbie George

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