

12 May 2022

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

I refer to Debbie George's circular of [30 June 2021](#) in relation to the transition to mobile access. Due to COVID-19 and the consequent restrictions in place over the last six months, the deadline to make the transition to mobile access has been extended.

Access renewals & updates for the second quarter of 2022 have already commenced, a large portion of Members & Clerks have made the transition from cards or tags to mobile access and CCL strongly encourages all access pass holders to continue to do so as part of the current round of renewals & updates.

Third quarter renewals & updates will commence in early August, please note the following important information:

- Third quarter renewals & updates will be the final opportunity to transition to mobile access without incurring the \$50 admin fee (except for Shareholders & Clerks)
- **Except for Shareholders & Clerks, all access pass holders must transition to mobile access by the fourth quarter renewals & updates. Cards and tags will not be renewed after this time.**
- CCL strongly encourages all access pass holder to complete the transition to mobile access as soon as possible.
- Cards & Tags are no longer issued to new access pass holder applications, only mobile access will be provided; this includes 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.

Use of access passes must be strictly in accordance with CCL's [Access Policy](#). CCL must be notified immediately whenever access pass holder leaves the building or ceases to be eligible to hold an access pass.

If you have any questions or require further information, please contact me directly.

Kind Regards,  
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Operations Manager



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