

## **Conditions on the Use of new Central Government Offices (CGO) Press Card**

- (1) The holder is required to display the new CGO Press Card issued by the Administration Wing prominently on entering and at all times while inside the new CGO.
- (2) It entitles the holder to access to the Reporters' Room at G/F, East Wing and the designated press areas. The holder must not carry out any activity which will affect the normal operation within the CGO.
- (3) The Reporters' Room is situated at G/F, East Wing. The designated press areas are at the East Wing and West Wing lobbies. Commencing from 21 November 2011, they are available for use by the media from 7:30 a.m. to 7:30 p.m. on Mondays to Fridays (except public holidays). They are normally not open at other times, including Saturdays, Sundays and public holidays.
- (4) The Staff Canteen is located at 1/F, East Wing of the new CGO. The card holder can use the catering service at the Canteen.
- (5) The responsible media organisation employing the holder should inform and return the new CGO Press Card to the Administration Wing (enquiry tel. no.: 2810 2827) once the holder has no need to work in the new CGO to perform news reporting duties, or when the media organisation ceases the employment of the holder.
- (6) The CGO Press Card is the property of the Administration Wing and must be returned upon the latter's request. The Press Card is valid until September 2014.
- (7) Any defacement or alteration of information contained in the CGO Press Card renders the card invalid.
- (8) The holder or the holder's employer should report any loss of the CGO Press Card to the Administration Wing on 2810 2827. The holder is required to display the new CGO Press Card issued by the Administration Wing prominently on entering and at all times while inside the new CGO.