



Commercial Tenant Contact Details Form

To ensure Southport Central Commercial Management have the correct contact details for all SPC Commercial Tenants, please assist by providing the following details, please scan and email this completed form to the Centre Management Office:

Facilities Administration
facilities@southportcentral.au

Suite Number	
Trading As	
Company/Business Name	
Office Telephone Number	
Contact Person/Manager	
Email address	
Mailing Address	
Accounts Manager Name and email address	
After Hours Contact 1 (for emergencies only)	
After Hours Contact 2 (for emergencies only)	
Effective Date	

To assist with the tightening of security on individual Commercial levels, please provide the earliest and latest client/customer (**Customer trading**) visits to your business: **(Your Staff must have an active security fob for out of trading hours access, including Public Holidays, Security will not provide access to staff without active Security fobs)**

Please Note: All doors and lifts will be on security fob access only unless Facilities Management have been advised of **customer trading** in advance of public holidays:

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday		Public Holiday	Please advise times and dates of proposed trading via email to facilities@southportcentral.au prior to any approaching public holidays