

## Taikoo Place App Registration Steps (Taikoo Place Office Community)

### Step 1

The screen displays the Taikoo Place logo at the top. Below it, the word "Registration" is centered. Under "Registration", there is a label "Your location" followed by a dropdown menu. The dropdown menu is open, showing "HKG, Hong Kong" as the selected option and "Berkshire House" as another visible option. At the bottom of the screen is a "Next" button.

Choose the building you work in.

*\* If you do not work in Taikoo Place, please refer to the next page to register as a visitor.*

### Step 2

The screen displays the Taikoo Place logo at the top. Below it, the word "Registration" is centered. Under "Registration", there is a label "Your tenancy name" followed by a dropdown menu. The dropdown menu is open, showing "Host" as the selected option and "Host Group Limited" as another visible option. Below the dropdown menu is a "Next" button.

Input & choose your tenancy name.

*\* If you work in a co-working space at Taikoo Place, please select the name of the space (Blueprint / The Executive Centre / The Great Room), and refer to the admin of the space to obtain the PIN code.*

### Step 3

The screen displays the Taikoo Place logo at the top. Below it, the word "Registration" is centered. Under "Registration", there are three input fields: "Your first name", "Your last name", and "Your email address". Below these fields is a "Next" button.

Enter your name and work email address.

### Step 4

The screen displays the Taikoo Place logo at the top. Below it, the word "Registration" is centered. Under "Registration", there is a label "Your mobile / cell number" followed by a dropdown menu showing "HKG +852" and an input field. Below this is a section with three checkboxes: "I agree to the Terms and Conditions of Taikoo Place app.", "Management of my Personal Information and provision of such Personal Information to recipients, such as appointed processors and partners (within and outside the place of my primary residence), in accordance with Privacy Policy", and "Use of my Personal Information to provide me with direct marketing materials in accordance with the Privacy Policy". Below these checkboxes is a "Submit" button.

Enter your mobile number;  
tick the checkboxes for "Terms & Conditions" and "Privacy Policy".

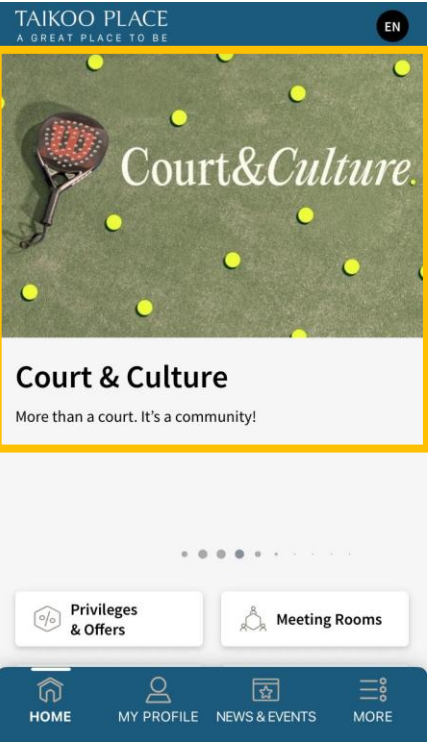
### Step 5

The screen displays the Taikoo Place logo at the top. Below it, the word "Registration" is centered. Under "Registration", there is a label "Your mobile / cell number" followed by a dropdown menu showing "HKG +852" and an input field. Below this is a section with three checkboxes: "I agree to the Terms and Conditions of Taikoo Place app.", "Management of my Personal Information and provision of such Personal Information to recipients, such as appointed processors and partners (within and outside the place of my primary residence), in accordance with Privacy Policy", and "Use of my Personal Information to provide me with direct marketing materials in accordance with the Privacy Policy". Below these checkboxes is a "Submit" button.

Check your mailbox for our verification email. Click on the validation link in there and then the "Click to validate Your Account" button in the pop-up browser. (Please check your spam mailbox if you can't see the email.) Return to the app and click on "I've just validated my email".

How to book Padel court in Taikoo Place App

Step 1



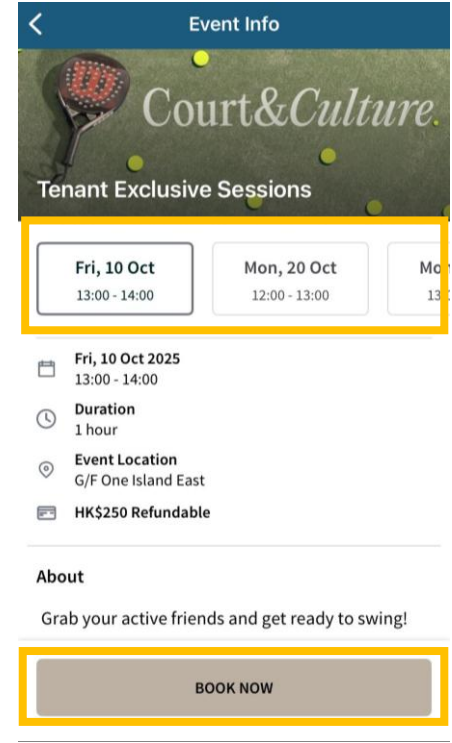
Click “Court & Culture” Homepage banner

Step 2



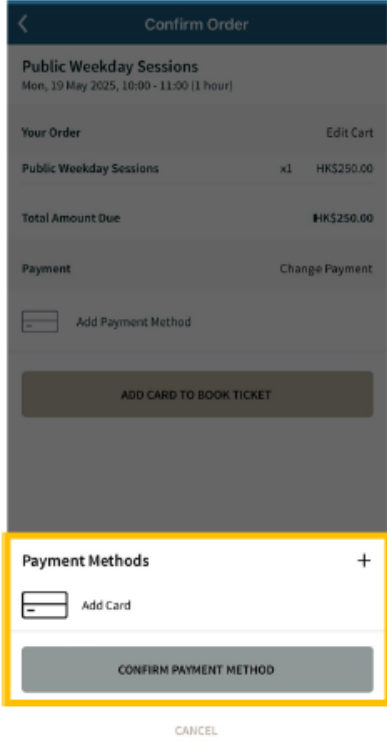
Click “Court Booking” button

Step 3



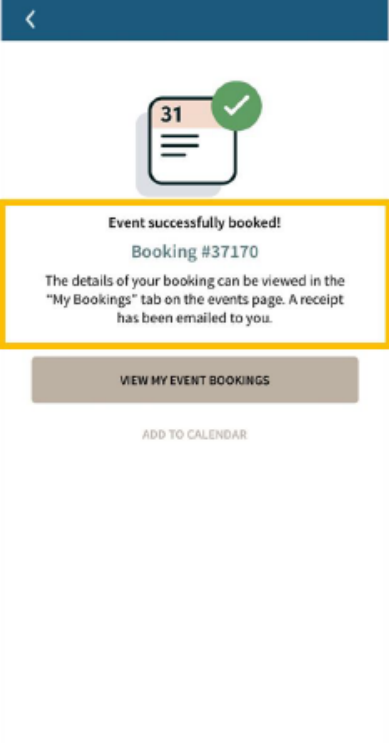
Select booking session and click “Book Now” for payment

Step 4



Add your credit card details and proceed with the payment for the refundable deposit.

Step 5



Receive a confirmation message with booking number.