

Taikoo Place App Registration Steps (Taikoo Place Office Community)

Step 1

TAIKOO PLACE
A GREAT PLACE TO BE

Registration

Your location

HKG, Hong Kong

Berkshire House

Next

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

TAIKOO PLACE
A GREAT PLACE TO BE

Registration

Your tenancy name

Host

Host Group Limited

Next

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

TAIKOO PLACE
A GREAT PLACE TO BE

Registration

Your first name

Your last name

Your email address

Next

Enter your name and work email address.

Step 4

TAIKOO PLACE
A GREAT PLACE TO BE

Registration

Your mobile / cell number

HKG +852

☐ 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*

☐ Use of my Personal Information to provide me with direct marketing materials in accordance with the Privacy Policy.*

* Indicates mandatory terms.

Submit

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

Step 5

TAIKOO PLACE
A GREAT PLACE TO BE

Registration

Please confirm your registration in the email we've sent you to continue.

If you do not receive the validation emails, please email taikoo@place@swireproperties.com

natalie.3hk@gmail.com

Resend validation email

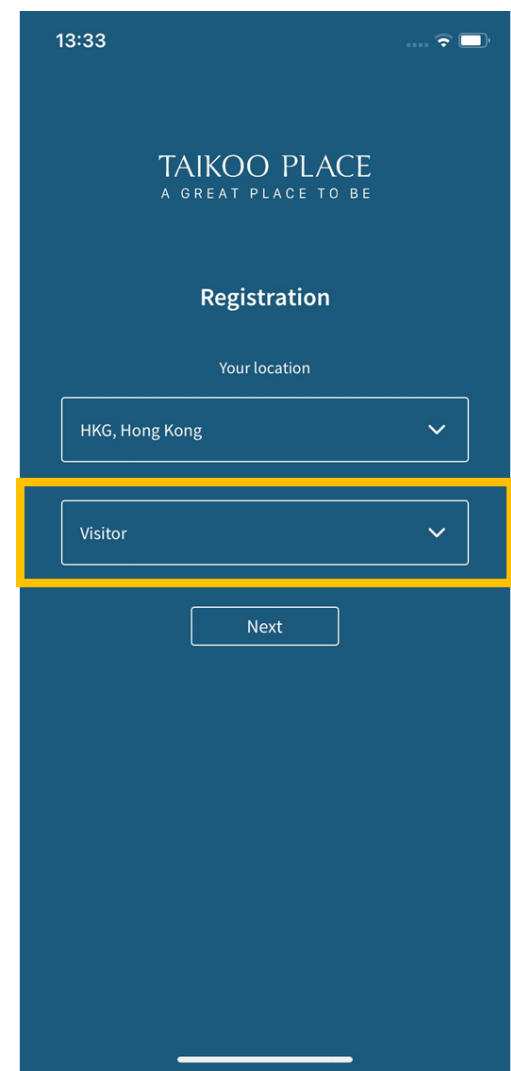
Send email to building reception

I've just validated my email

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”.

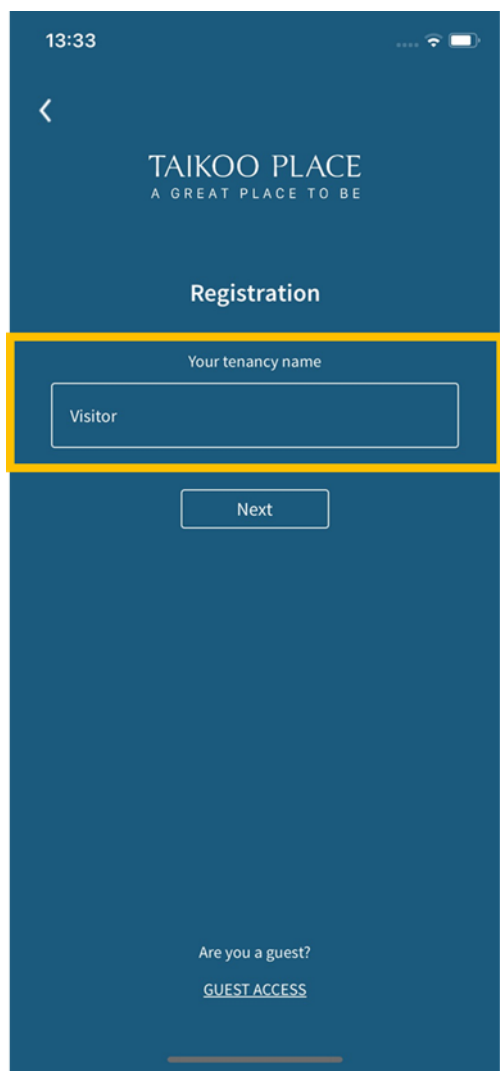
Taikoo Place App Registration Steps (Visitor)

Step 1



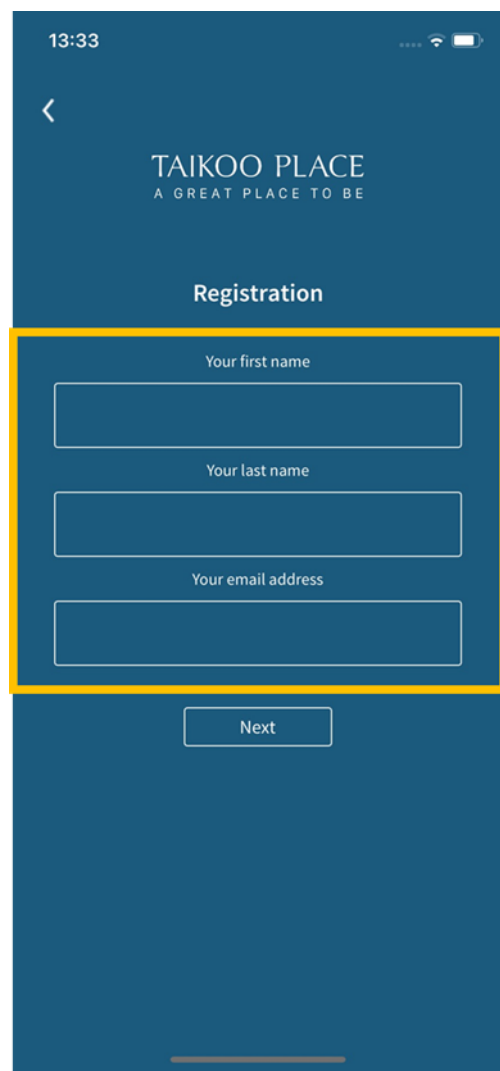
Choose " Visitor" as Your location.

Step 2



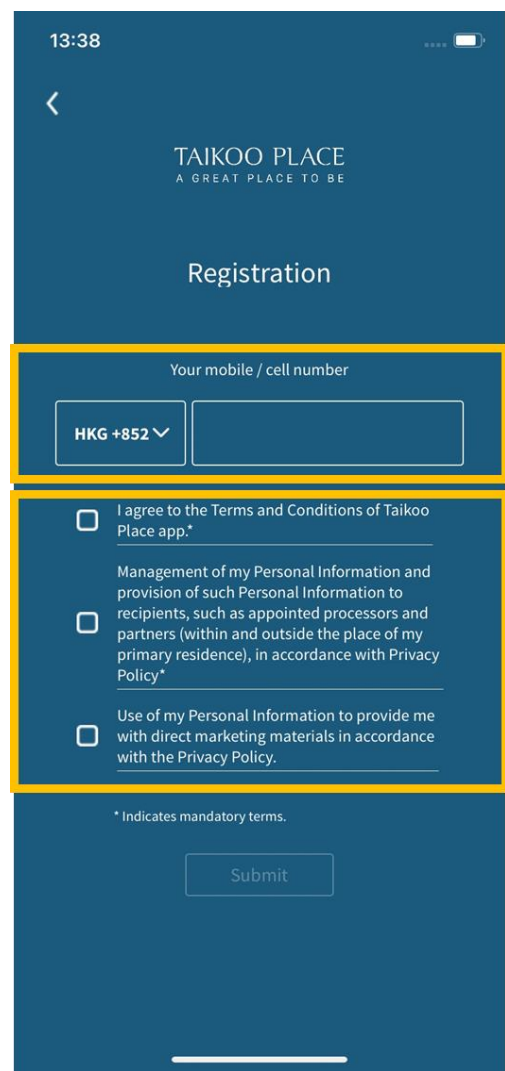
Enter "Visitor" as Your tenancy name.

Step 3



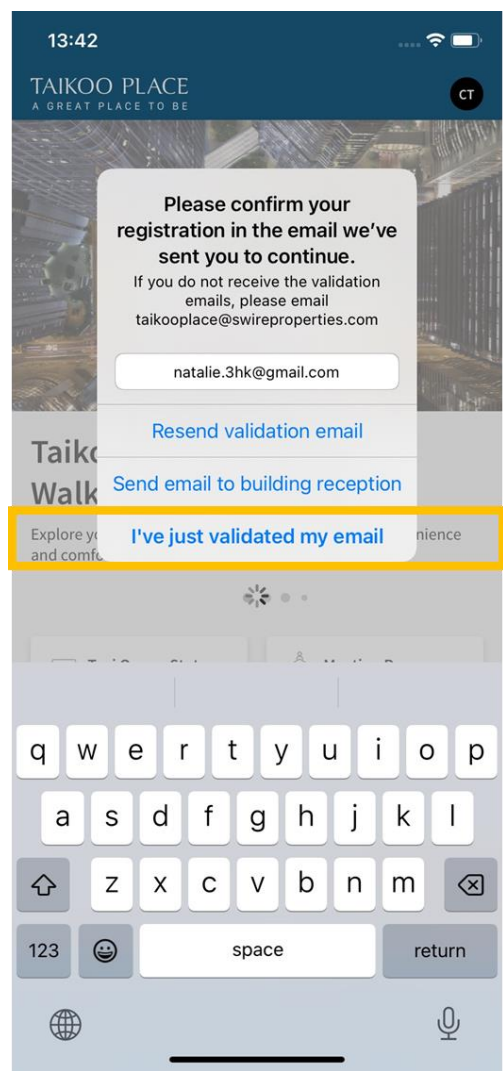
Enter your name and email address.

Step 4



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

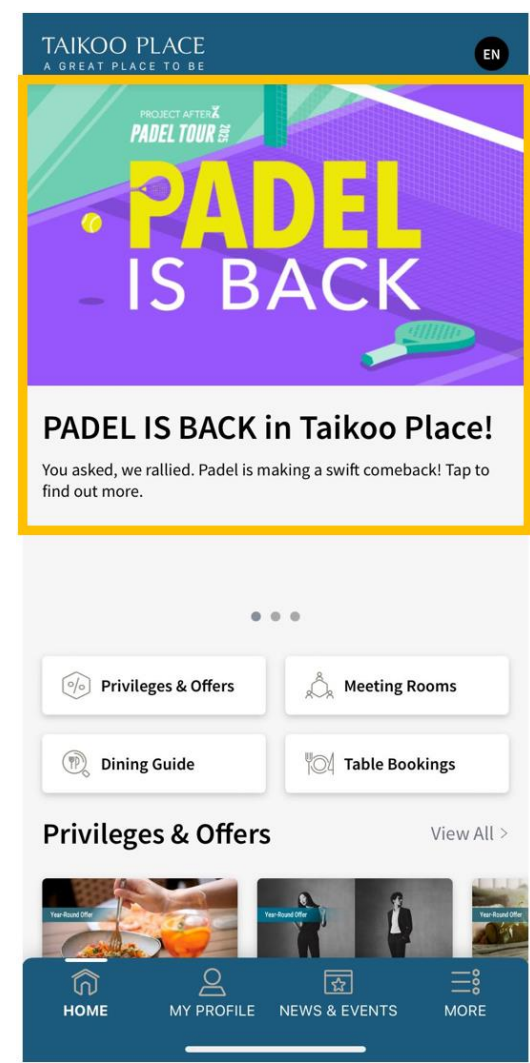
Step 5



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”.

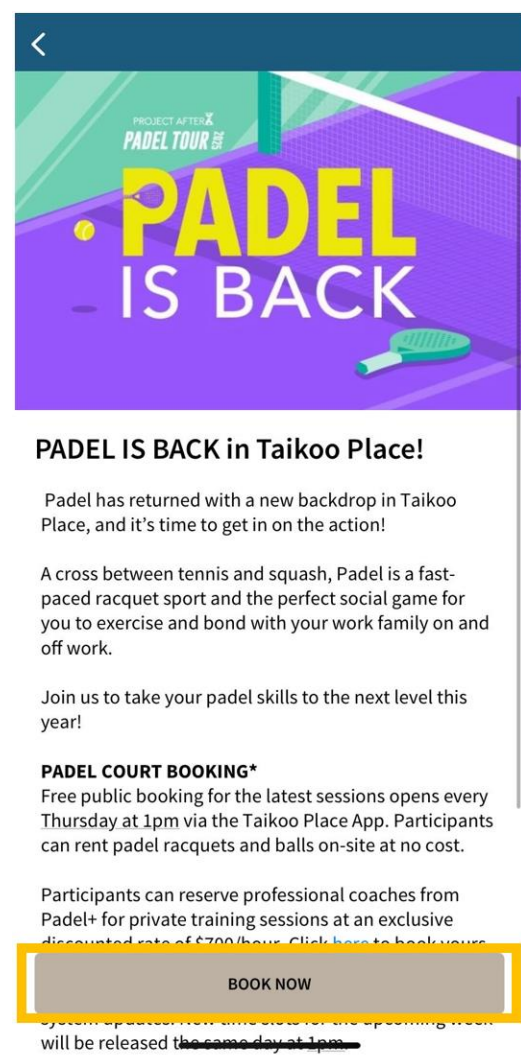
How to book Padel court in Taikoo Place App

Step 1



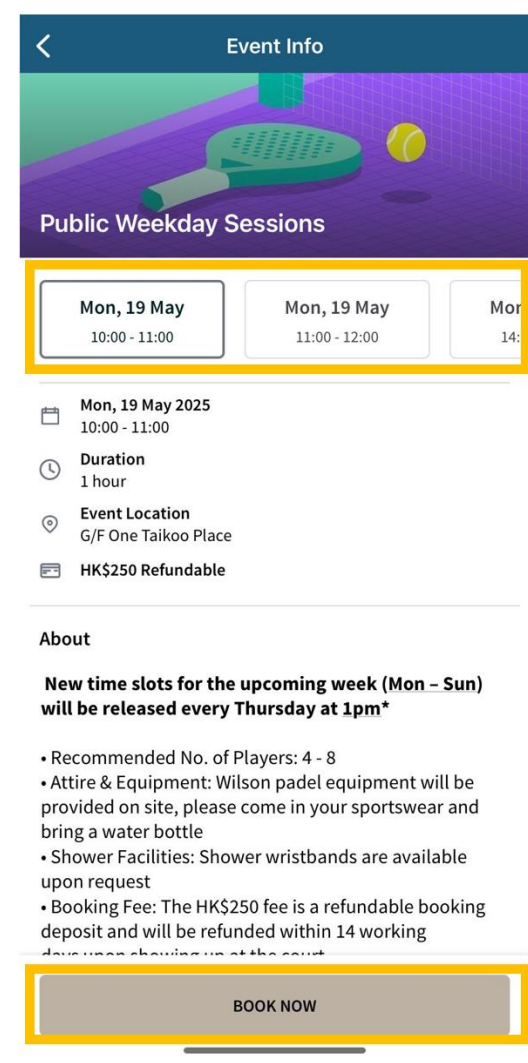
Click “Padel Tour 2025” homepage banner.

Step 2



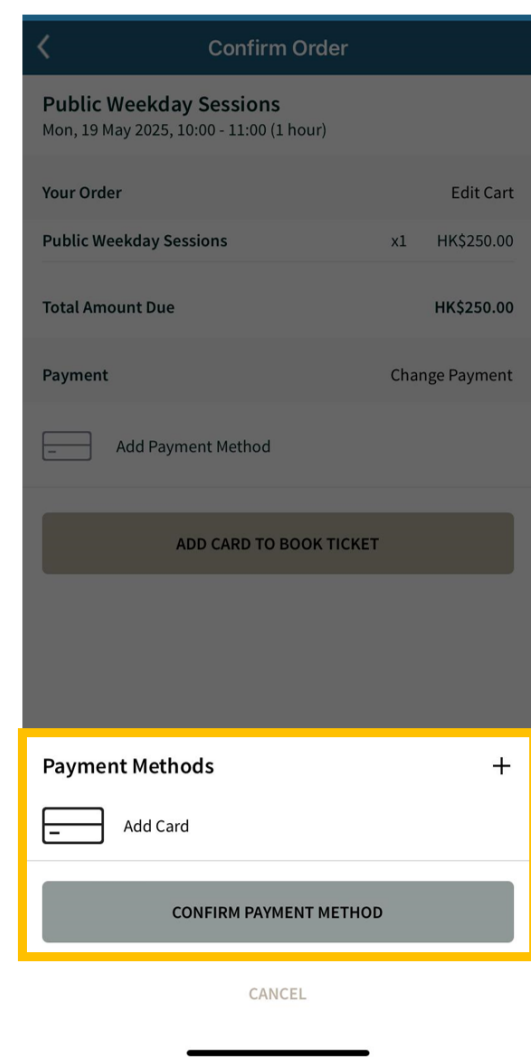
Click “Book Now” button.

Step 3



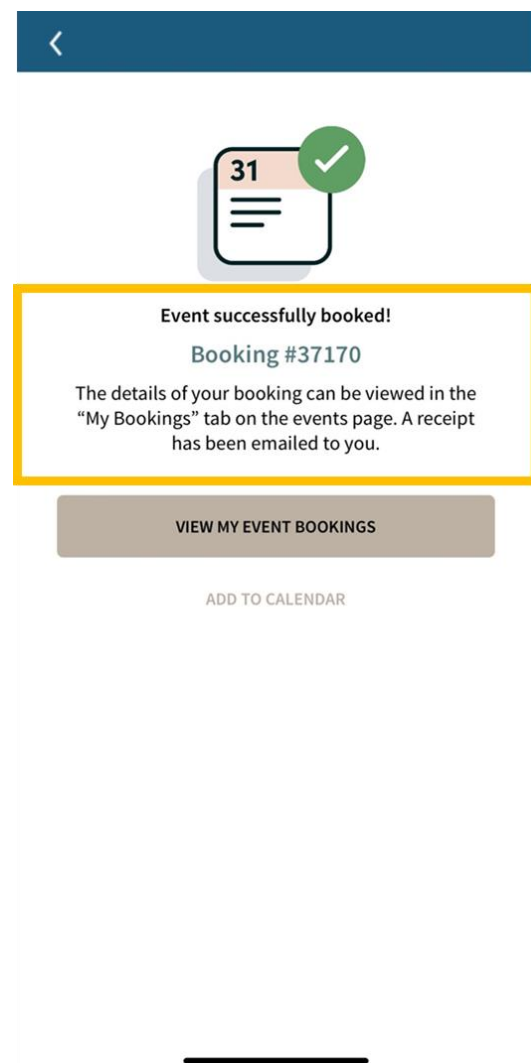
Select booking session and click “Book Now” for payment.

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.