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30th January 2024

**Notice to
All Tenants at Cyberport**

Dear Sir/Madam,

Cyberport – Security Measures in Cyberport

Please be advised that as the Chinese New Year holiday is fast approaching, you are kindly reminded to take appropriate security measures to your office and shop premises over the holiday period. Please find below the leaflet on “Office Security” & “Shop Security Recommendations” issued by the Hong Kong Police Force Crime Prevention Bureau for your reference.

Appendix I – Office Security

Office Security

Every year office thefts lead to losses of millions of Hong Kong dollars.
Reasons include:

1. Offices close at night, making them vulnerable to burglars.
2. Staff can steal property from office.
3. The large flow of unregistered customers and delivery agents entering and leaving office increases the chance of petty thefts.

Lock all roller shutters, doors and windows
Glass doors should be locked and roller shutters should be installed.

Install intruder alarm
Appoint a security company with a good reputation to install an effective intruder alarm system and who provide quality maintenance and monitoring services.

Mind your personal belongings
Remind your staff not to leave personal belongings unattended, especially during meal breaks.

Staff awareness
Make sure your staff are always vigilant and stay alert to all visitors.

香港警務處防止罪案科
Hong Kong Police Force
Crime Prevention Bureau

Enquiry Hotline : 2721 2486 www.police.gov.hk/cpb

Appendix II – Shop Security Recommendations

Security Tips for Goldsmith, Watch and Jewellery Shops

Crime Prevention Bureau, Hong Kong Police Force

Modus Operandi

Robbery
(Smashing of showcase windows, threatening staff...)

Theft
(Diverting attention, taking opportunity to steal...)

Burglary
(Damaging gates, intruder alarm systems...)

Goldsmith, watch and jewellery shops are tempting targets of theft because of presence of expensive goods that are easy to carry around

Times when crimes are most likely to occur

- During opening and closing of shops
- Insufficient shopkeepers
- Too many customers
- In the quiet of night

Preventive Measures

- Enhance security systems
- Install glass break detectors
- Install laminated showcase windows
- Install heavy-duty locks mounted to the ground
- Use safes for storage
- Store valuable jewellery at different showcases
- Employ security guards to escort valuables
- Be alert of suspicious persons or vehicles

In the event of a robbery...

Stay calm at all times
Do not try to resist

Do not try to chase after the robbers

Report to the police when safe

Observe the characteristics of the robbers

Remember escape route of the robbers

Do not hesitate to call police if suspicious person is found

Please scan the QR Code for more details

Security Advice

Report Rooms and Task Force

Regional Crime Prevention Offices

Regional Crime Prevention Offices

Wishing you all a happy Chinese New Year!

Thank you for your kind support to make Cyberport a better place. Should you have any enquiries, please feel free to contact our Customer Services hotline at 3166 3111.

Yours faithfully,

Cyberport Facilities Management Office

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Welcome to use Cyberport Customer Service Portal!

<https://service.cyberport.hk/csp>

