

## Hong Kong Office Visitors' Guide

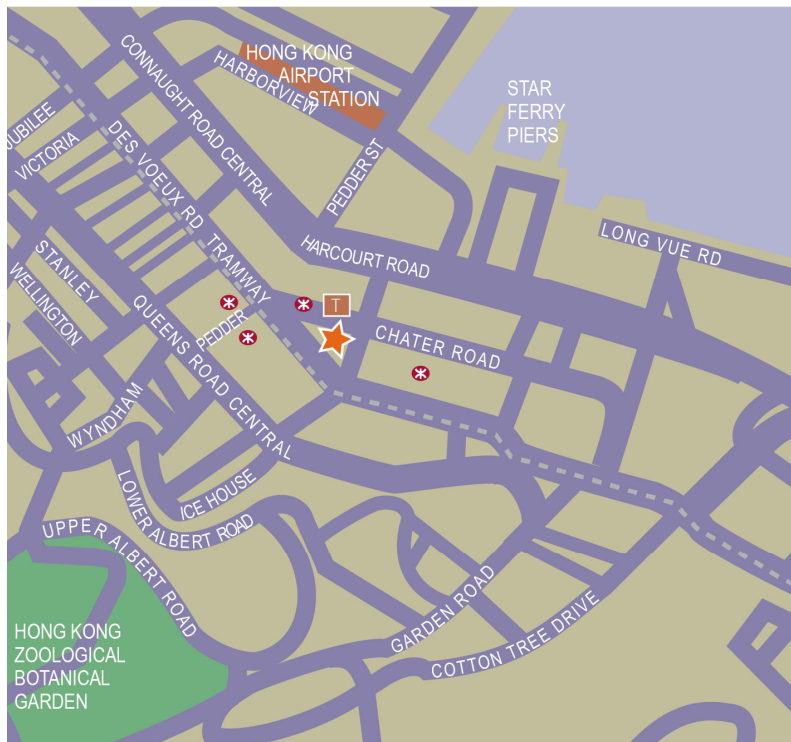
A helpful guide for those planning to visit Hong-Kong Office of Sullivan & Cromwell LLP

### INDEX

Office Address, Phone & Fax	Entertainment	Telephone Information
Office Hours	Hotel Accommodation	Transport Services
Airport Information	Maps	Visa / Passports & Immigration
Banking	Medical Facilities	Weather
Courier Services	Restaurants	
Emergency Services	Shopping	

Disclosure: We have no financial or other interests in any organisation or product mentioned on our pages.

### OFFICE ADDRESS, PHONE & FAX



Sullivan & Cromwell (Hong Kong) LLP  
20<sup>th</sup> Floor  
Alexandra House  
18 Chater Road, Central  
Hong Kong, China

Tel: +852 2826-8688  
Fax: +852 2522-2280



### OFFICE HOURS

Building access is available Monday - Friday from 8:30 a.m. to 11:45 p.m. (0830 - 2345) and on Saturday from 9:00 a.m. to 1:00 p.m. (0900 - 1300). To gain access during off-hours, please obtain a building security access card from the administrative office to activate the elevator.



### AIRPORT INFORMATION

**Hong Kong International Airport Website** - <https://www.hongkongairport.com>

From Hong Kong International Airport by Airport Express (Operation hours 5:54 a.m. - 12:48 a.m. (0554 - 0048)

**Take the Airport Express to the Hong Kong (Central) Station** (HK\$115, 23 minutes to arrive). After you arrive at the Hong Kong station, you have two ways to get to the Hong Kong office

- Exit H (Alexandra House) and walk to 18 Chater Road (approx. 5-7 minutes walk), or
- Take a taxicab from the Hong Kong station to the office (approx. HK\$25, 5 minutes to arrive)

**From Hong Kong International Airport by Taxicab**

The trip costs approximately HK\$400 from the airport to the Hong Kong office. It will take around 40 to 50 minutes to arrive 18 Chater Road, Central, Hong Kong.

**From Hong Kong International Airport by Bus**

Bus is available every 15-20 minutes

**A11 Bus Stop:** Statue Square, Connaught Road Central  
**Cost:** HK\$40.00  
**Duration:** 40 minutes  
**Operating Hours:** 6:10 a.m. -12:30 a.m. (0610- 0003)  
**A11 Bus Route Information:**  
<https://www.nwstbus.com.hk>

**E11 Bus Stop:** HSBC Headquarters, 1 Queen's Road Central  
**Cost:** HK\$21.00  
**Duration:** 50 minutes  
**Operating Hours:** 5:20 a.m. -12:00 a.m. (0520- 0000)  
**E11 Bus Route Information:** <https://www.nwstbus.com.hk>



**BANKING**

**ATM Cash Machines:**

ATM's are located at most banks and building societies. Use the VISA ATM Locator website at [https://www.visa.com/atmlocator/#\(page:home\)](https://www.visa.com/atmlocator/#(page:home)) or the MasterCard ATM Locator website at <https://www.mastercard.us/en-us/personal/get-support/find-nearest-atm.html> to find the nearest branch

Here is a list of the 4 closest ATM machines to the Hong Kong Office:

**CITIBANK**  
20 Pedder Street  
Central, Hong Kong

**HANG SENG BANK**  
G/F and 1/F, Hing Wai Building  
36 Queens Road,  
Central, Hong Kong

**THE BANK OF EAST ASIA, LIMITED**  
G/F 10 Des Voeux Road  
Central, Hong Kong

**HONGKONG & SHANGHAI BANK CORPORATION ("HSBC")**  
1 Queens Road Central  
Hong Kong

**Bank Opening & Closing Times:**

Banks are open Monday to Friday 9:00 a.m. - 4:30 p.m. (0900 - 1630) and Saturday 9:00 a.m. - 12:30 p.m. (0900 - 1230). All banks are closed on public holidays.

**Credit Cards:**

Credit cards can be used in most of the City's restaurants, shops, hotels, bars and nightclubs. Cash advances on your Visa and Mastercard can be obtained from most banks.

**Money and Travellers Cheques:**

Currency and Travellers Cheques can be exchanged at banks.

## COURIER SERVICES

Courier service is available in Hong Kong by using CASH and payment is made on the point of collection from the courier staff. NO CORPORATE ACCOUNT IS REQUIRED. Alternatively, you may drop off your documents/package if you wish to make the payment by credit card.

Fedex Express Centre: [http://www.fedex.com/hk\\_english/dropoff/](http://www.fedex.com/hk_english/dropoff/)

DHL Express Centre: <https://www.dhl.com/hk-en/home.html>

## EMERGENCY SERVICES

To contact the police, fire or ambulance services dial **999** free from any public or private telephone. In case of accident, most major hospitals have 24 hour accident and emergency departments.

## ENTERTAINMENT

Hong Kong Entertainment - <http://www.chinaetravel.com/entertainment/hongkong/>

## HOTEL ACCOMMODATIONS

### **Mandarin Oriental, Hong Kong**

5 Connaught Road, Central, Hong Kong

Tel: 852 2522 0111

Fax: 852 2810 6190

### **Landmark Mandarin Oriental, Hong Kong**

15 Queen's Road Central, The Landmark, Hong Kong

Tel: 852 2132 0188

Fax: 852 2132 0199

## MAPS

Google Map – <http://www.google.com.hk/maps>

## MEDICAL FACILITIES

### **Quality Health Care Medical Ltd (Private Medical Care)**

Room 501 Prince's Building, 10 Chater Road, Central

Tel: 852 2523 8166

24-hour Customer Hotline: (852) 2801-7930

- Bookings: Walk-in or by Appointment
- Opening/Closing Times:
  - Monday- Friday 8:30 a.m. - 6:30 p.m. (0830 - 1830)
  - Saturday 8:30 a.m. - 1:00 p.m. (0830 - 1300)
  - Sunday & Public Holidays Closed
- Payment: Check, All Credit Cards

### **Canossa Hospital**

1 Old Peak Road,

Hong Kong

Tel: 852 2522 2181

- Bookings: Walk-in or by Appointment
- Opening/Closing Times:
  - Monday - Sunday 24-Hours
- Payment: All Credit Cards

## TELEPHONE INFORMATION

### OUTSIDE HK:

If you are dialling from outside Hong Kong, dial the international access code for the country you are calling from, then the HK code 852, then the full Hong Kong number.

### FROM HK:

To dial abroad from HK first dial the international access code then the country code followed by the area and local code. See below for a quick list of country codes or access the International Dial Codes website at <http://www.countrycallingcodes.com/>:

Australia – 61	Japan – 81
Austria – 43	Netherlands – 31
Belgium – 00 32	New Zealand – 64
Brazil – 55	Norway – 47
France – 33	Portugal – 351
Germany – 49	South Africa – 27
Greece – 30	Spain – 34
Hong Kong – 852	Sweden – 46
India – 91	Switzerland – 41
Ireland – 353	UK – 44
Israel – 972	USA – 1
Italy – 39	

International Long Distance Calling Cards can be purchased at any Circle K or 7-Eleven stores.

## RESTAURANTS

**Open Rice** – <http://www.openrice.com/english/restaurantindex.htm>

**Hong Kong Bars & Club Guide** – <https://www.worldsbestbars.com/?s=hong+kong&types=bar>

## SHOPPING

Shops are open Monday to Thursday from 11:00 a.m. to 10:00 p.m. (1100 - 2200) and Friday to Sunday from 11:00 a.m. to 11:00 p.m. (1100 - 2300). All supermarkets close at 11:00 p.m. (2300) from Monday- Sundays. Most 7-Eleven and Circle K are open 24-hours Monday - Sunday.

## TRANSPORT SERVICES

### AIR:

Hong Kong International Airport Website - <http://www.hongkongairport.com>

### BUS:

City Bus - <https://www.nwstbus.com.hk> - Fares, Timetables and Routes

Kowloon Motor Bus - <http://www.kmb.hk/english.php?page=search&prog=route.php> - Fares, Timetables and Routes

### TAXI:

HK Kowloon Lorry Owners	Tel: 852 2574 7311
Wai Fat Taxi	Tel: 852 2861 1008

### TRAFFIC CONDITIONS:

Live Webcam & Snapshots of Traffic Condition - [http://traffic.td.gov.hk/selection\\_e.htm](http://traffic.td.gov.hk/selection_e.htm)

---

**VISA / PASSPORTS & IMMIGRATION**

**VISAS:**

To apply for a HK visa or check your status, contact the Hong Kong Immigration Department. They handle queries about immigration, visas and work permits.

HKSAR Immigration Department - <http://www.immd.gov.hk/hkt/index.html>

Address and Phone Number:  
2nd Floor, Immigration Tower  
7 Gloucester Road, Wanchai Hong Kong  
Tel: 852 2824 6111

Working Hours:  
Monday- Friday 8:45 a.m. - 4:30 p.m. (0845-1630)

---

**WEATHER**

Hong Kong Observatory - For Local Weather Forecasts - <http://www.hko.gov.hk/en/index.html>

Local Weather- Tel: 852 1878 200