

## Hong Kong Office Visitors' Guide

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

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Disclosure: We have no financial or other interests in any organization or product mentioned in this guide.

### OFFICE ADDRESS, PHONE & FAX



Sullivan & Cromwell  
(Hong Kong) LLP  
28<sup>th</sup> floor  
Nine Queen's Road  
Central  
Hong Kong, China

Tel: 001-852-2826-8688  
Fax: 001-852-2522-2280



### 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 - <http://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\$100, 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 Nine Queen's Road Central (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\$350 from the airport directly to the Hong Kong office. It will take around 40 to 50 minutes to arrive at Nine Queen's 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 <http://visa.via.infonow.net/locator/global/jsp/SearchPage.jsp> or the MasterCard ATM Locator website at <http://www.mastercard.com/atmlocator/index.jsp> 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**  
Basement, Central Building, Pedder Street  
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 Travelers Cheques:**

Currency and Travelers 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: <http://www.dhl.com.hk/content/hk/en.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

Yellow Page Street Maps Hong Kong -

<http://www.yppmap.com/en/viewer.asp?mapService=LocationMap>

Telephone Enquiry (Search according to company name) -

English Tel: 852 1081

Chinese Tel: 852 1083



## MEDICAL FACILITIES

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

Room 501 Prince's Building

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

**Hong Kong Central Hospital (Private Medical Care)**

1B Lower Albert Road  
Central  
Tel: 852 2522 3141

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



**TELEPHONE INFORMATION**

**OUTSIDE HK:**

If you are dialing 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 – 32	New Zealand – 64
Brazil – 55	Norway – 47
France – 33	Portugal – 3512
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 – 390	

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



**RESTAURANTS**

Open Rice – <http://www.openrice.com/english/restaurant/index.htm>

Hong Kong Dining - <http://www.foodeasy.com> - Comprehensive Online Restaurant Guide

Hong Kong Bars & Club Guide - <http://www.worldsbestbars.com/city/hong-kong/index.htm>



**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  
Wai Fat Taxi

Tel: 852 2574 7311  
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/ehtml/hkvisas\\_1.htm](http://www.immd.gov.hk/ehtml/hkvisas_1.htm)

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/contact.htm>

Local Weather - Tel: 852 1878 200

