

PART I – THE OFFICE LOTS

A. Use of Office Lots

<p>The Tenant (in the context of these House Rules to include the tenant and all lawful occupiers of the Parcel) shall not use the said Parcel nor permit the same to be used for:-</p> <ul style="list-style-type: none">a. Any purpose whatsoever other than as a business location, norb. Any purpose from which a nuisance can arise to the Vendor or tenants of the other lots, andc. For any illegal or immoral purpose
<p>The Tenant shall maintain and keep the lot in good condition and make good all faults that might be a nuisance to other lots.</p>
<p>The Tenant shall make good to the satisfaction of the Vendor's Architect the full extent of all damage to the Common Property caused by the Tenant, his guests or agents.</p>
<p>The Tenant shall observe all signs and notices put up in the Common Areas by the Manager.</p>
<p>The Tenant shall lock all doors and windows at all times when the lots are left unoccupied.</p>
<p>The Tenant shall give the Vendor prompt notice of any accident to or defect in the water pipes, gas pipes, electric installations or fixtures which come to his knowledge.</p>
<p>The Tenant intending to hold social gatherings in the said lots are requested to inform the Manager at least four (4) days in advance.</p>
<p>The Tenant shall permit the Vendor and its Manager at all reasonable times on two(2) working days notice being given (except in the case of emergency when no notices is required) to enter his Parcel for the purposes of: -</p> <ul style="list-style-type: none">a) Inspecting the Parcel,b) Maintaining, repairing or renewing pipes, wires, cables and ducts used or capable of being used in connection with the enjoyment of any other Parcel or the Common Property,c) Maintaining and repairing or renewing Common Property, andd) Executing any work or doing any act reasonably necessary for or in connection with the performance of its duties or the enforcement of these By Laws or other By Laws affecting the Buildings.
<p>The Tenant shall give 7 working days notice to the Vendor and its Manager of his intention to make repairs, and shall make good any damage to the ceiling, walls and floors of the units affected thereby.</p>
<p>Nothing shall be allowed, done or kept in the said lot which may overload or impair the floors, walls or roofs thereof or cause any increase in insurance premium rates or the cancellation, invalidation or non-renewal of existing insurance policies.</p>

B. Inflammable/Combustible Materials

The Tenant shall not erect any stove or pipe or cause or permit any offensive or inflammable materials to collect in the said Parcel or the said Buildings and/or the Project or do anything which may affect or invalidate any fire insurance in respect of the said Buildings and/or the Project or any part thereof or increase the rate of premium of such insurance.

No explosive of any nature including but not limited to firework may be kept, stored or used in the said Parcel. Combustible products which need to be kept or stored in the said Parcel shall be limited to the usual quantities incidental to the occupancy of a private residential unit.

C. Infestation by Vermin

The Tenant shall keep clean the said Parcel and take all practicable steps to prevent infestation by vermin and/or insects.

D. Moving In/Moving Out

The Manager shall be informed at least forty-eight (48) hours in advance of any moving in or out of the Building involving a professional mover or large items or personals effects in order to maintain proper scheduling and monitoring. Any moving shall be carried out only during the specified hours permitted by the Vendor and / or the Management Corporation. The Tenant shall ensure that properties in the Common Areas are not damaged in the course of such moving.

Moving in/out is confined to Mondays – Fridays from 9.00am to 5.45pm. All containers must be parked outside the premises. Only a one-tonne truck is allowed to transport and unload furniture and other items at the designated loading areas.

Strict care shall be exercised in the moving of the furniture or any of such items into the service lift and said items shall only be moved in and out through the side doors and not the main entrance.

E. Façade of the Building

For the purpose of maintaining the physical sensitivity and aestheticity of the Project, the Tenant shall not without the prior written consent of the Vendor which consent shall not be unreasonably withheld, re-decorate and/or adversely affect the physical sensitivity and aestheticity of the Project. Any contractor required to be engaged by the Tenant to decorate and/or paint the said Parcel shall be subject to the prior written approval of the Vendor (which approval may be given subject to such condition as the Vendor may deem fit) and in the event that the Vendor shall consider the contractor to be unsatisfactory or unsuitable, then the Purchaser shall engage a contractor selected by the Vendor.

PART II – THE COMMON AREAS

A. Furniture/Furnishings

Furniture, furnishings and other common property located in the Common Areas shall not be altered or removed from their locations.

B. Fire Fighting Equipments

Fire fighting equipment must not be tampered with.

C. Damage to Common Areas

The Tenant shall be liable for all costs and expenses where the Manager has to repair, replace or restore any damage caused by the Tenant or their guests.

D. Register with Guards

The Tenants are to ensure that their guests, invitees, employees or contractors are registered with the security guards before entering the premises and that they abide by the rules and regulations governing the use of the building, the facilities and the Common Areas.

The Manager or anyone authorized by him and security guards may require any person in any area to identify himself/herself.

E. Placement of Advertising or Promotional Material

The Tenant shall not place or allow to be placed any show board, name-bill, placards, advertisements, notices of any description upon any glass partitions and/or external parts of the said Buildings and/or the Project or in any of the windows or doors. Advertisements, circulars or notices may only be posted on the notice board provided and in the format as approved by the Manager.

F. Pantry

Use pantry for cup/dish washing purpose only. Clean and wipe dry after each use.

Do not drag or drop object on Pantry Table. The surface is sensitive to heat and sharp objects.

Separate and do not drain bio-waste into sink, use bin nearby. Do not use Pantry for casual hand washing or spitting.

PART III – GENERAL RESTRICTIONS

A. Fumes or Obnoxious Smells

The Tenant shall not use as fuel any substance or material which may give rise to smoke or fumes or obnoxious smells.

B. Obstruction of Roads, Passageways, etc.

The Tenant shall not place, store or maintain in any common corridor, hall, lobby, stairway, walkway, ground or other Common Area any furniture, packages or objects of any kind or otherwise obstruct transit through such common elements. The manager reserves the right to remove without notice all items found in the Common Areas.

No goods or other items may be stored in the Common Areas or at open yards or at the basement level. Such open yards/common areas used for access by the Tenant shall be kept clean and accessible at all times.

C. Blockage

No rags, dirt, rubbish, refuse or other substance shall be inserted into or placed or left in the sinks, lavatories or any pipe in the said Parcel nor shall any obstruction or blockage be caused in other manner whatsoever especially during renovation works.

D. Disposal of Rubbish

The Tenant shall not throw or allow any refuse or rubbish of any description to fall on the Common Property or any part thereof except in refuse bins at designated place provided by the Manager. No bins or refuse are to be placed at the common corridor or lobby.

The Tenant shall:-

- a) Place all debris, ashes, vacuum cleaner bags and rubbish securely wrapped in small waterproof bags in the proper receptacle thereof designated for such purpose.
- b) Ensure that all such debris and rubbish should be completely drip-free before it leaves the said Parcel.

Normal refuse shall be secured on plastic bags and disposed of at the refuse collection centre. The Tenant shall not throw or put into the refuse collection centre any articles or thing which is likely to cause damage to the equipment. Inflammable materials, bulky or glass objects must be carried to the main bin centre and should not be left in the common areas or refuse collection centre.

The Tenant shall not permit any rubbish or other material to be thrown or fall of the windows, balconies and passage ways of the said Building and/or the Project or abandoned in the common areas, car-parking space or open yards.

E. Elevators

No person shall smoke, drink or eat in the lifts and main lift lobbies.

No person shall use the passenger lifts for moving in or removal of furniture without prior permission from the Manager. Tenants shall be responsible for any damage caused to the lifts.

F. Vandalism

Any person(s) caught in the act of vandalism to any of the Common Property shall be held fully liable and responsible for the said actions. In the case of the Tenant's guests, the Tenant shall be held fully accountable.

G. Noise and Offensive Conduct

The Tenant shall not permit any singing or playing of any musical instrument or the use of any gramophone, wireless, television or recording instruments so as to cause or in the opinion of the Vendor be likely to cause any nuisance or annoyance to any other tenants of the One Stop Centre, especially when walking and/or talking at the common corridor.

H. Interference to other Electrical Apparatus

No radio or television antennae shall be attached to or hung from the exterior of walls or be allowed to protrude through the walls, windows, lanais or roofs.

The Tenant shall not (except with the written consent of the Vendor and under the supervision of the Vendor's consultant and to his satisfaction) erect upon or affix to the said Parcel or any part thereof any machinery or mechanical, scientific or electrical apparatus excepting only radio and television receiving sets (indoor aerial therefore) and small domestic electrical apparatus properly fitted with an approved suppressor against electrical interference to the other apparatus.

I. Restrictions

Split air-conditioning units are allowed to be installed. The location of the compressor shall be determined by the management. The Tenant is required to liaise with the Manager for the approval of the exact location.

The Tenant is not permitted to affix or paint on any doors and windows of the said parcel or on any external part of the common entrances, passages, staircase landings, any trade, professional or business advertisements or notices.

The Tenants are not to sit on Glass Frames alongside the corridors, on the Reception Table and Pantry Cabinets, as well as not to place furniture and objects leaning inside the glass partitions.

The Tenants are not to loiter, sit or sleep behind the Reception Table as is CCTV monitored.

J. Plants

Should the Tenant maintain plants, the Tenant shall ensure that all potted plants or plants grown in flower boxes and visible from the exterior of the premises be maintained in a clean and healthy condition and do not pose any danger to any person or persons, or give rise to the breeding of mosquitoes or create any nuisance to other occupier in the said Building. No Potted plants or other items shall be placed on parapets or ledges.

PART IV – RENOVATION

A. Approval

No renovation work can be carried out without the written approval from the Management.

All those with the intention of renovating their lot must submit the proposed renovation plans and a duly signed and completed set of Form R provided by the Management to the Vendor for approval.

Purchase Building Plans (if necessary) from the consultants concerned. If required the Vendor can be contacted for assistance.

If renovation involves demolition of brick walls that may affect the structural integrity of the building or affect services in the condominium, a Structural Assessment Report by a qualified consultant is to be attached.

All electrical works and plumbing works are to be undertaken by JBE and JBA/SYABAS/MPAAJ/IWK registered contractors respectively.

B. Renovation Deposit

Upon the Vendor's approval of works, payment of a refundable deposit of RM5,000.00 must be made to MVC CyberManager Sdn. Bhd. prior to commencement of any work. If any damage is caused to the Common Area or if any debris is left behind from the said works, the cost will be deducted against this deposit accordingly.

C. Particulars of Workers

Names and IC numbers of workers must be submitted to the Management for record purposes prior to the commencement of works and all contractors must comply with the House Rules and security regulations.

D. Permitted Working Hours of Renovations

Permitted working hours for renovations are from Mondays to Fridays (9.00am to 5.45pm). Contractors are only to be in the premises within these stipulated hours. No works are to be carried out on Saturdays, Sundays and Public Holidays.

All contractors must register with the Guards and must check out after the permitted working hours. No contractor is allowed to stay overnight within the premises of the Management.

E. Safety Requirements

The Tenants must ensure that their contractors comply with all safety requirements and all foreign workers are to be insured under an approved insurance scheme to cover personal accidents and repatriation expenses. Only workers with valid work permits will be allowed on site. Safety helmets, proper workmen shoes and other safety gear are to be worn at all times on site.

Tenants must ensure that their contractors take up a Contractor All Risk Insurance coverage (for major renovations).

F. Loading and Unloading Activities

Loading/unloading by all contractors is confined only to the area designated for these purposes.

G. General Requirements and Restrictions for Renovations

All contractors must protect the Common Areas (inclusive of all floors, ceiling, walls and lifts) accordingly during the duration of works. Ground sheet canvas must be used to protect the flooring to avoid scratches.

All contractors must use only the services lift/allocated lift at all times.

The contractors are to make sure that the partition corners and door frames are protected during renovation and/or office migration.

No tapping of electricity or water from any Common Area is permitted.

No intercom wiring/points and any centralized system shall be altered or tempered with, without the prior approval of the Vendor.

No structural columns/beams/walls or any structural members of the Buildings shall be demolished, relocated, drilled, altered or tempered with in any manner whatsoever.

No alteration or addition to the façade of the Buildings/apartments is allowed. This also applies to the Common Areas/corridor lift lobby.

Tenants are to ensure that a layer of waterproofing membrane is applied by their contractors when changing floor tiles at wet areas in particular to prevent any water leakage/seepage or condensation.

All building materials, contractors' work equipment, etc. must be stored and confined within the apartment concerned only. None of these items are permitted to be left in the Common Areas.

All debris, rubbish and scrap material resulting from the renovation works must be kept and confined within the lot concerned only and must be disposed completely out of the premises at the end of the works.

All clogged drains, floor traps, discharge pipes etc. as a result of the renovation works must be cleared immediately by the contractors concerned. Extra appropriate preventive measures must be taken by the contractors concerned to prevent the floor traps in particular within the lot from blockages as a result of the renovation works. The contractors are required to seal/cover up all floor traps throughout the renovation period.

Contractors must ensure that all work areas are free of mosquito breeding.

The installation of air-conditioner condenser (outdoor) shall be positioned at the designated area. Mounting of air-conditioner condenser unit on the façade of the Building without prior written approval is strictly prohibited. All exposed or condensed pipes are to be laid in trunkings and to be painted according to the colour of the façade of the Building. The discharge pipe shall be laid to the nearest floor trap provided at the designated area. Tenantx must ensure that their contractors install all air-conditioner units according to the standard specification and shall not cause vibration and discomfort to their neighbours.

Workers are to avoid causing any disruptions or disturbance to other tenants and the One Stop Centre activities. The Management will not hesitate to impose a Stop Work Order should this occur without any compensation to the tenant concerned.

H. Rules and Regulations Governing the Use of Multipurpose Room

This facility can be used only for functions approved by the Manager. It cannot be used for functions in connection with religious, illegal or immoral activities without the prior consent of the Manager as the case may be.

No hi-fi system is allowed. Only portable components approved by the Manager may be used. The applicant must ensure that the volume shall be maintained at a reasonable level and noise shall be minimized.

Only Tenants may book the Multipurpose Room. The opening hours shall be from 9.00am to 5.45pm.

If a requestor would like to use the equipments provided, i.e. LCD projectors, please inform the Administrator upon reservation. Payment of RM 50.00 (for a maximum of half-day use) is to be made upon confirmation of the reserved room on a pay-per-use policy.

Bookings of the Multipurpose Room shall be on first-come-first-served basis. Bookings can be made at the Reception daily except Saturdays, Sundays and Public Holidays. Bookings may be made two (2) days in advance. Payment for the deposits shall be paid at the time of booking.

Turn off the lights and projector after use. Clean the tables and chairs, and re-arrange them back in order.

Decorations may be allowed. Care must be exercised not to damage the Multipurpose Room's existing structure.

The Tenant shall report to the Reception to inspect the facilities before and after use.

The Tenant shall ensure that the Multipurpose Room is being used in the proper manner and only within the period permitted.

All chairs, tables, equipment, furniture or decoration brought into the Multipurpose Room for the approved function are to be removed on the same day, or at the end of such function.

The Tenant shall ensure that no damage is caused to the fittings/fixtures of the Multipurpose Room and shall be liable for any damages caused.

The Tenant shall be responsible for the good conduct and behaviour of all persons attending the function.

Functions held are to be confined in the Multipurpose Room only and usage of the Common Area is prohibited.

The Tenant shall keep the Manager indemnified against all actions, claims and demands that may be brought or made against the Manager by any person on account of or attributed to the use of the Multipurpose Room.

The Manager at his absolute discretion reserves the right to reject any application and revoke any permit granted without any reasons whatsoever. The Manager shall not be liable for any damages suffered by the applicant arising from the rejection of the application.

The Tenant will be barred from future hiring of the facilities in the event of any infringement of the terms and conditions stipulated in the application form.

The approval for the use of the Multipurpose Room is not transferable.

PART VI – MISCELLANEOUS

A. Responsibility of Owners

The Tenant shall be liable for all costs and expenses incurred by or on behalf of the Vendor to repair, replace or restore any damage to or destruction of the Common Areas if such damage or destruction is caused by or contributed to by the Tenant or his guest or guests.

The restrictions duties and obligations imposed by the Deed and this schedule shall be observed not only by the Tenant but also by guests, agents, invitees and licensees.

The Vendor reserves the right to impose a fee for the use of any of the facilities or equipment provided for in the Project.

All further or other rules may be made at any time and from time to time by the Vendor in addition to or substitution for the foregoing rules or any of them which the Vendor may deem necessary or expedient for the safety care or cleanliness of the said Building and/or the Project or any part thereof or for securing the comfort and convenience of all owners, tenants and occupiers of the said Building and/or the Building and/or the Project.

The enforcement of these rules shall rest with the Manager.

The Manager may request any guest of the Tenant who persists in the infringement of the above rules despite being cautioned to leave the lot immediately.

B. Disclaimer of Liability

While the Management takes every precaution to ensure the safety of persons using the facilities in the lot, it cannot assume responsibility for any loss or damage to any personal property, injury or death arising from carelessness or negligence in the part of the persons concerned. The Vendor, its agents and its employees shall not be liable in any manner whatsoever for the loss of or damage to any personal property or injury to or death of any person in the One Stop Centre.

These House Rules are intended to provide you the tenants a pleasant and comfortable environment, and your cooperation will ensure this.

The Management reserves the right to add, amend or delete any of the above rules and guidelines as and when it deems fit.

