

**TENANTS' HANDBOOK AND
FITTING OUT GUIDE**

FOR

SHOPS OF TST TOWER

Table of Contents

| | | |
|------|---|-------|
| 1.0 | Introduction | 1 |
| 2.0 | Customer Service Office | 2-3 |
| 3.0 | Building Facilities & Services | 4-5 |
| 4.0 | Submission and Approval of Fitting-out Proposal | 6-10 |
| 5.0 | Design Considerations | 11-17 |
| 6.0 | Shop Front Design Parameters | 18-19 |
| 7.0 | Contractors' Works | 20-22 |
| 8.0 | Rules and Procedures | 23-30 |
| 9.0 | Deposits, Charges and Fees | 31-32 |
| 10.0 | Information on Relevant Contractors | 33 |

1.0 Introduction

- 1.1 This handbook and fitting out guide aims to provide the demographic information of the building and relevant information to assist the Tenant and the Tenant' s designers/ consultants/ engineers/ contractors in the preparation and submission of proposals for the fitting out of Shops at TST Tower, Cheung Sha Wan, Kowloon on Ground Floor to 2nd Floor (hereinafter referred to as “ the Shops”).
- 1.2 The Tenant is advised to appoint an experienced consultant(s) to prepare design drawings for the Shops. In particular, complete information for all mechanical and electrical systems related to Shops' layout requirements must be shown on the plans together with all detailed technical information. The costs of the Tenant' s appointed consultant(s) or fitting out contractor(s) the Tenant appointed will be at the Tenant' s own cost.
- 1.3 Should the Tenant have any queries and need any assistance with regard to fitting out of the Shops, or the management services of the building, i.e. material delivery and disposal, etc., please contact the Property Manager (hereinafter referred to as “ the Property Manager”).

Jones Lang LaSalle Management Services Limited
17/F Dorset House, 979 King' Road, Hong Kong

Attn.: Mr. Eric Chan

Tel.: (852) 2846 5917 Fax: (852) 2968 1002

2.0 Customer Service Office

Customer Service Office

Tenants or visitors who have any enquiry about this handbook or this building can contact the Customer Service Office.

| | | | | |
|--------------|---|---|-----------|--|
| Address | : | 3/F, TST Tower, 388 Un Chau Street, Cheung Sha Wan, Kowloon | | |
| Office Hours | : | Mondays to Fridays | 9am – 6pm | |
| | | Saturdays | 9am – 1pm | |
| | | Sundays & Public Holidays | Closed | |
| Telephone | : | 2708 8860 | | |
| Fax | : | 2708 8979 | | |

Management Services

The Property is managed by a team of professionally trained personnel from Jones Lang LaSalle Management Services Ltd. In general, the Property Manager's areas of responsibilities are as follows:

- To ensure that all communal building services function properly and are kept in efficient working condition.
- To maintain all public areas including all entrances halls, lift lobbies, staircases, external walls, toilets and generally all common area of the building in a clean and properly maintained condition.
- To maintain security and public order within the building.
- To answer enquiries and attend to complaints/problems that individual Tenants may have in relation to the building's management.
- To liaise with the Government Authorities concerned.
- To enhance and seek methods of improving the building's environment, including the provision of festive decorations, as may be appropriate.

Enquiries and Suggestions

Any complaints or suggestions concerning the building could be made verbally or in writing to the Customer Service Office. You are also welcome to call our 24 hour Customer Service Center at 2846 5939 or forward your letters to:

17/F, Dorset House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong

Our officers will be delighted to register your enquiries or suggestions with necessary action taken immediately.

Rental, Management and Air-conditioning Charges

Please arrange payment of rental and management & air-conditioning fees with the demand note by post or in person to the Customer Service Office on the first day of every month by crossed cheque payable to “ Jones Lang LaSalle Management Services Ltd.”

Residents are encouraged to use the “ Autopay” services for payment of management fees. Please approach the Customer Service Office for the form of DIRECT DEBIT AUTHORIZATION. You can apply by sending the completed direct debit authorization form to your designated bank or forward it to the Customer Service Office or mail to the Head Office of Jones Lang LaSalle Management Services Ltd. Please note that it will take about two months to process the application. If you have any queries, please consult the Customer Service Office.

Under no circumstances should any cash payment be made to the staff of TST Tower. As payment records are clearly reported in the Payment/Receipt Advice, for saving resources and being environmental friendly, no separate official receipt will be issued.

Management Staff

In order that the management staff can carry out their duties properly, they should not be appointed by any Tenants for any private purposes. All management staff are forbidden to accept gifts or advantages of any type from tenants at all times. Your co-operation in observing this regulation would be much appreciated.

3.0 Building Facilities & Services

3.1 Delivery

- 3.1.1 All goods are to be delivered at the Ground Floor.
- 3.1.2 You may use only the service lifts for goods deliveries.
- 3.1.3 Only rubber wheeled trolleys or pallets are permitted in order not to damage the floor finishes.

3.2 Telephone

There is provision for telephone cables to be laid for each individual shops. You may apply to the following company for connection:

| | |
|-------------------------------------|-----------|
| PCCW | 1000 |
| Hutchison Global Communication Ltd. | 1220 |
| New World Telecommunications Ltd. | 2138 2138 |
| Hong Kong Broadband Network Ltd. | 128 100 |
| Hong Kong Cable Television | 1832 832 |

3.3 Electricity

Each Unit is provided with main and sub-main isolators. Please apply to the China Light and Power Company Limited for power supply.

3.4 Fire Services System

This system includes the sprinkler system, fire-hydrant hose reel system, and smoke/heat detector system and fire extinguishers. The fire control panel will be tested regularly to ensure proper functioning. Audio and visual signals are given on the fire control panel which is directly linked to the Fire Station.

3.5 Security

The Property is protected throughout with a full team of security manpower 24 hours a day together with an effective security system.

3.6 Cleaning & Grease Tanks Cleaning

Appointed cleaning contractor is responsible for providing a high quality cleaning service. Cleaning of common areas will be carried out in accordance with pre-determined cleaning schedule. Tenants have to employ their own cleaning firm to carry out cleaning of individual shops. We strive to maintain the highest standards of cleanliness and we always welcome your comments and suggestions.

If you want the nominated cleaning contractor to provide cleaning services to your shops, please contact the Customer Service Office for details.

Grease tanks are equipped at the property. Tenants (who are the user) are responsible for the cost of grease tank cleaning which is designated by the Property Manager. Property Manager reserves the right to adjust the rate of cleaning whenever deemed necessary.

4.0 Submission and Approval of Fitting Out Proposal

4.1 The Tenant and the Tenant' s appointed consultants should submit the Tenant' s fitting out proposal together with a working schedule to the Property Manager for review and approval as soon as possible so that sufficient time is allowed to process the submission. Please ensure the Tenant' s submitted plans are accurate, clear and detailed to avoid delays.

The working schedule should indicate clearly the Tenant' s expected commencement date, completion date and various stages of the fitting out works. The programme shall be reviewed with the activities and work to be performed by Property Manager' s Nominated Contractors which must be coordinated with contractor' s work. (Please refer to Section 8.0 for details)

The design proposal should include a minimum of four (4) sets of the following drawings. All drawings must be to a metric scale of not less than 1 : 100 and clearly titled and include drawing numbers, date and revision numbers and a stated scale.

- a. Floor Plan in details with:
- General layout including fixtures and fittings, furniture and storage areas;
 - Internal partitions or walls with indication of their height and materials of construction;
 - Type and colour of floor and wall finishes, and material samples
 - Location of associated plumbing and drainage installation, proposed modifications to existing installation completed with clear indication in dimension and materials used, if any (additional toilets are normally not allowed);
 - Layout and locations of additional fire services installations, proposed modifications to existing installation completed with clear indication in dimension and materials used (include any below raised floor panels), if any;
 - Layout of additional plumbing and drainage installation completed with clear indication in dimension and materials used (include any below raised floor panels), if any;
 - Location(s) of entrance door(s) that is/ are originally provided and/ or proposed to be relocated;
 - Requirements for interflow stairs or access openings between floors occupied by the Tenant, if any;

- Location(s) of storage rooms for storing tablecloth, spare tables, refuse containers, and the like for food and beverage.
- b. Reflective Ceiling Plan in details with:
- Partitions penetrating into the ceiling void and details of work within the ceiling void, if any. (Note: No combustible materials nor exposed cables are permitted in the ceiling void.);
 - Indication of ceiling level;
 - Network of electrical wiring, the type and layout of lighting fixtures, including a separate circuit for shop front and signage lighting, if any;
 - Layout of fire services installations at higher level, highlighting any proposed modification;
 - Location of the thermostat control units and any proposed relocation
 - Proposed modification and addition to main ceiling cable trunkings system, if any;
 - Changes to or substitution of materials to areas of the Base Building ceiling system, if any.
- c. Front Elevation or Perspective in details with:
- Indication of all signage with dimensioning;
 - Proposed merchandise display unit, if any;
 - Indication of colour scheme adopted, if possible;
 - The front elevation of the Shops viewed from outside including the shop front signage
 - Indication of material used
- d. Other Elevations in details with:
- Internal elevations of all walls;
 - Structural ceiling level;
 - Proposed suspended ceiling level;
 - Height of fixed partitions, showcases, cupboard, etc;
 - All relevant mechanical and electrical provisions, whether existing or proposed modification.
- e. Electrical Layout Plans in details with:
- Rating, type and location of main switchboard, any sub-boards, main switch/ isolator of power circuit;

- Electrical schematic wiring diagram completed with data identifying all major loads and equipment loads;
 - Interior lighting circuits and catalogue of light fittings;
 - Location of all power telephone and data communication outlets;
 - Interior power supply circuit for appliances;
 - Layout of any ceiling cable trunkings system, and separate circuit for shop front and signage light, if any;
 - Electrical maximum demand calculation;
 - Details for all major equipment connections and heavy electrical loads including computers, copying machines and similar equipment;
 - Details of circuits to be connected to the Property Manager' s emergency power system;
 - Details of wiring to special systems, including communications data, and special low voltage (LV) services.
- f. Mechanical Ventilation and Air-condition Plan in details with:
- Layout of proposed / additional installation/ modification to existing MVAC installation completed with clear indication in dimension and materials used;
 - Calculation of cooling load demand, and load breakdown for special areas, e.g. computer room, where appropriate;
 - Proposed air/ water flow rate of MVAC system;
 - System control diagram.

- g. Fire Services Layout Plan/ Schematic Diagram in details with:
 - Layout of any additional Fire Service installation completed with clear indication in dimension and materials used;
 - Any proposed modification to existing installation completed with clear indication in dimension and materials used;
 - Complete details for any equipment or facilities having high heat generation loads such as office equipment, computer systems and copying machines, etc.

- h. Plumbing and Drainage Layout Plan/ Schematic Diagram in details with:
 - Layout of any additional plumbing and drainage installation completed with clear indication in dimension and materials used;
 - Any proposed modification to existing installation completed with clear indication in dimension and materials used.

- i. Tenant Signage and Entrance Design Drawings in details with:
 - Full design and materials details and proposals for the Tenant' s signage

- j. Other Services Plans include but not limited to the followings:
 - Data Communication system;
 - SMATV system;
 - Security system;
 - Uninterrupted Power Supply (UPS) system.

4.2 The Property Manager may invite Tenants and/or their representatives to present and discuss their fitting out proposal with all concerned parties.

Upon receipt of the Tenant' s proposal and associated information, the Tenant will normally be advised by 14 working days for conditional approval. If the Tenant' s plans/ proposal are disapproved or approved with conditions, the Tenant should resubmit revised plans (3 sets) in accordance with comments as soon as possible.

Review of Tenant' s submissions by the Property Manager is made only on the basis that such proposals do not affect the overall design criteria and the efficient running of the building and its services.

- 4.3 The approval of any plan does not in any way imply the Property Manager's endorsement of the specification upon which the proposal has been based. The approval will neither guarantee the performance under any conditions of the plant or materials used nor imply the fitting out proposal will be acceptable to relevant Authorities/ Government Departments. The Tenants are advised to consult the Tenant's own consultants to ensure the Tenant's proposal is fit for the Tenant's purpose and in compliance with government and statutory requirements.

All necessary permissions or consents, if any, from relevant government authorities and public utility companies shall be obtained by the Tenant and all requirements of the Property Manager and its Consultants, all government and other statutory bodies, including but not limited to Fire Services Department, Buildings Department, etc., shall be complied with by the Tenant at his own cost. Submissions to the authorities by the Tenant and subsequent approval including drawings shall be copied to the Property Manager for retention.

- 4.4 Under no circumstance will fitting out work be allowed to commence without prior written approval from the Property Manager. No claim to any loss shall be liable by the Property Manager.
- 4.5 Consultants recommended by the Property Manager will be appointed at the Tenant's cost to design and prepare working drawings for all modifications that require revisions to the original building construction and services in accordance with the Tenant's layout and fitting out requirements.
- 4.6 No abatement of rent or extra rent free period will be awarded on account of plans not being ready or approved, the need to comply with any conditions or requirements or to make any resubmission, or failure to comply with any regulations.

5.0 Design Considerations

5.1 Materials and Finishes

In general, good quality materials and workmanship of works should be used for fitting out works. The Tenant is advised to forward samples of materials to the Property Manager for approval. Should damage is made to any Base Building Provision, the Tenant should notify the Property Manager; the repair/ replacement work will then be carried out by Property Manager' s nominated contractors and the cost should be reimbursed by the Tenant.

Tenants are required to note and comply with the following requirements:

- a. Materials used for fitting out work or for any repair or alteration must not contain asbestos in any form.
- b. Use of materials which contain formaldehyde shall be limited in use. Particleboards, fiberboards and similar composite boards to be used shall conform to European Standard EN 321-1, or alternative equivalent standards.
- c. All paints and primer to be used must be free from lead. Paints which contain volatile organic compounds shall conform to British Standards relating to solvent.
- d. Use of solid timber and timber panel products should be obtained entirely from well-managed sustainable sources, which may include suitable re-used timber. Also, use of wood preservatives are not encouraged. Treated timber where it is not recommended in any relevant codes and standards which are applicable to particular building components should not be used. All preserved timber to be used shall be industrially pre-treated ready for finishing on site.

The Tenant shall notify the Property Manager the use of this kind of material when situation arises.

- e. Tenants are required to use eco-products to avoid smell of thinner polluting the internal environment.

5.2 Structural Members

Slabs, columns, walls and beams must not be drilled, cut, chipped or chased in any way. The Tenant must make sure that no damage is caused to these structural elements and will be held liable for the full cost of repair. The Property Manager will stop all Tenants' fitting out works at the Shops until full assessment of the damage is carried out and acknowledged by the Tenant.

5.3 Shop Sign Design

No alteration to shop front or door provided will normally be allowed.

For Shop Front, shop identification signs are required to be confined to the space designated by the Property Manager. Tenants are responsible for the design and cost of cutting out lettering or other design. Letters should be illuminated as follows:

- a. Internally illuminated – with opaque sides and translucent faces and with the light sources completely concealed.
- b. Back lit – with lamps or tubes completely concealed with the depth of the letters.
- c. Individual letters back lit by ambient light from the shopping arcade.

Tenants are required not to display logo other than those approved.

Additional signs may be provided at the Tenants' cost with prior approval from the Property Manager.

All shop sign designs other than those provided by the Property Manager are required to be submitted to the Property Manager for approval.

5.4 Dividing Mullion, Ceiling and Partitioning

No fixation/ fastening and drilling to window, glass panel, shop front and curtain wall will be allowed.

Tenant partitions must not abut to the exterior window glass. Partitions shall finish to the window/ curtain wall mullions or to columns. Fixed furniture and other fixtures adjacent to the window wall must provide a clearance of at least 600mm for repair and maintenance to the windows / curtain wall system.

Placing heavy object on window bay is strictly prohibited. Tenants must ensure that no damage is caused to elements of window bay. If damage is caused, the Property Manager reserves the right to stop all works until a full assessment and an acceptable remedial proposal has been made. Tenants are required to be held liable for all costs of rectification incurred.

As a general rule, partitions should only extend to the underside of the ceiling runners. For senior executive offices and conference rooms, etc., requiring specific sound isolation, bulkhead barriers will be required within the ceiling void between the ceiling and the underside of the structural slab. Acoustic lined air transfer ducts must be provided through the bulkheads to maintain the A/C return air paths.

5.5 Window/ Curtain wall

All installation, furniture, fixture must be kept out of any glass panels and all glasses must be visible and readily accessible.

Partitions ending at window/ curtain wall should be merely about in line with window/ curtain wall mullion instead of glass panel and the joints should be so designed to allow thermal movement. It must be stressed that clearance of 3 mm between the partition and mullion must be kept and no direct fixing and bolting against window / curtain wall mullion would be allowed.

All window / curtain wall ventilators should be accessible and operable and always kept closed.

Earthing wires should not be bonded to the mullions of the window / curtain wall.

All damage, including drilling and bolting to the window / curtain wall system is not permitted.

No obstruction to the openable panel for cleaning and maintenance purposes to the Active Wall (Ventilated) System is allowed.

5.6 Layout Design

All existing building elements inside the Tenant area, e.g. walls, staircases, toilets, kitchens, etc. are normally not allowed to be altered/ relocated/ removed.

Any construction of cockloft within the Shops is strictly prohibited.

5.7 Expansion and Movement Joint

All construction across joints must incorporate facilities to allow movement and is subject to prior written approval by the Property Manager.

5.8 Ventilation and Air-conditioning System

In case any part of the Tenant' s area will generate significant air pollutants, such as print rooms, separate ventilated system will be provided at the cost of the tenants for minimization of recirculation contamination. The Tenant should notify and coordinate with the Property Manager if such cases arise for exact location of the exhaust system and connection details etc.

5.9 Plumbing and Drainage System

The Tenant is required not to change any of sanitary ware and fittings nor partition/ cubicles inside the lavatories unless prior approval is sought from the Property Manager.

The Tenant is required not to make connection to any existing drainage or supply water pipes unless prior approval is sought from the Property Manager.

It is the responsibility of the Tenant to apply for water meter from the Water Authority, if water supply is required by the Tenant.

No water pipeworks is allowed to embed into any wall/ floor slab.

5.10 Fire Service Installation

Due to the tenant' s fitting-out works/partitioning, the tenant shall at their own cost and responsibility to ensure the fire service installation is sufficient. All fire service works shall be carried out by contractor nominated by the Property Manager. Any alteration to the fire service system shall also obtain prior approval from the Property Manager.

The Tenant is not allowed to cover up any smoke detector, hose reel, breakglass unit and alarm bell.

A clear space of at least 600 mm must be maintained below all sprinkler heads. Fire bells must be audible in all parts of the Shops and if necessary additional bells must be provided by the Tenant.

5.11 Electrical and Lighting System

Interior lighting for the offices floors must be designed in accordance with “ CIBSE Code for Interior Lighting, 1994” guidelines on maintained illuminance on the working plane, illuminance variation and limiting glare index.

The power supply to the Shops is provided by the China Light and Power Company Limited, rating from 220V - 380V, 3-phase, 4-wire, 50Hz.

The Tenant has to obtain written approval from the Property Manager for any power consumption exceeding the nominal capacity main supply switch prior to proceeding with installation.

The Tenant has to apply for individual meter from the China Light and Power Company Limited.

All electrical wiring and installation works shall be carried out by competent electricians in strict accordance with the latest edition of the Supply Rules of the China Light and Power Company Limited and Codes of Practice of EMSD.

5.12 CCTV, SMATV, Security and PA system

The Tenant is not allowed to alter or block the scanning cameras and loudspeakers.

No music systems, TV and other telecommunication facilities may be installed in the Shops without prior approval from the Property Manager.

5.13 Provision of Access Panels to Ceiling/ Pipe Duct

The design for the Shops must at all times allow the Property Manager and his representatives to access to the Property Manager's equipment including VAV boxes, or fan coil units, isolating and control valves, fire dampers, etc. and pipeworks for upper floor, i.e. drainpipes inside toilets, etc. Access to such equipment and pipeworks including ceiling voids, pipe ducts, meter rooms and mechanical rooms must be maintained by the provision of suitably sized and positioned access panels, doors and access space. The tenant must maintain access panel/ repair duct free from obstruction and not be covered by fit-out work. The access panel/repair duct shall be accessible at any reasonable time by the Property Manager.

5.14 Service Core

Any additions and alterations to any fittings/ fixtures and equipment installed inside the service core are not allowed, i.e. install locks, removal of doors, etc.

5.15 Lift Lobbies

No additions and alterations to lift lobbies are allowed.

5.16 Advertisement/ Display of Signage behind Glazed Window / Curtain Wall of the Tower

No display of neon sign or illuminated logo, sign, advertisement, etc., will be allowed to be installed so that it is visible from the outside, unless prior approval is obtained from the Property Manager.

5.17 Means of Escape

No fit-out work or obstruction and/or alteration to the emergency lighting at the ceiling and light boxes of exit sign are allowed unless prior approval is obtained from the Property Manager. All cost attributed to the alteration work shall be solely borne by the tenant.

6.0 Shop front Design Parameters

The basic objective of shop front design parameters is to ensure high quality and consistent design of the project. Basic shop front design requirements are as follows:

- 6.1 All shop front designs shall be subject to approval by the Property Manager, who may take into consideration Tenants' business and operation.
- 6.2 All shop fronts or window displays that form part of the interior of the Shops which are visible from outside of the building shall be subject to the Property Manager's approval in respect of their display, presentation and appearance. Display of advertisement, which can be seen from the face of the window / curtain wall / exterior shall be subject to Property Manager's prior approval.
- 6.3 Neon light shop front signage and/ or logo are not allowed unless otherwise approved by the Property Manager.
- 6.4 Shop front designs including the shop identification sign may be rejected on the basis of not keeping with the design context of the development as a whole and also may require modification in the event that they are similar to a neighbouring store or if they are not to the entire satisfaction of the Property Manager.
- 6.5 Shop front or partitioning works, display, etc. shall not extend beyond the shop boundary.
- 6.6 Obstruction along shop front particularly installation of storeroom/ changing room/ blinds or the like along the shop front area so as to block or cover the same is strictly prohibited.
- 6.7 Shop closure of vertical solid roller shutter is highly discouraged. In case if roller shutter is proposed, the shutter must be in high graded transparent acrylic type within the Shops with guide rail frame of natural stainless steel finish and shall be subject to approval by the Property Manager. Open shop front design should not be allowed.
- 6.8 Any alteration of entrance of the shop front closure is subject to the Property Manager's prior approval, which approval will not normally be granted.

- 6.9 Sales promotional materials such as flyers, advertisements, stickers, posters, banners should not be allowed to be displayed on any part of the shop front or placed inside or outside the window / curtain wall along the perimeter of the building.
- 6.10 Display fixtures/ items should be set back from any part of glass panel by 600 mm.
- 6.11 The transition between the arcade flooring and Tenant flooring must be an integral part of the shop design, which shall be approved by the Property Manager.
- 6.12 PVC/ clay tiles for floor finish are not acceptable unless otherwise approved by the Property Manager.
- 6.13 All shop fronts shall be constructed of tempered glass that can be easily maintained. All materials and their finished installation are subject to the approval by the Property.
- 6.14 Area under the fire shutters, smoke detectors, compartmentalized by-pass lobbies and outlets of local smoke extraction ducts installed in the Shops shall not be obstructed/ altered/ prevented from operation in any way by Tenant' s design and layout of the Shops.
- 6.15 Operating hour of shop front lighting system is subject to the requirement of tenancy agreement. If there is no requirement being stated in the tenancy agreement, the Property Manager has the final discretion to such arrangement.

7.0 Contractors' Works

7.1 Works for Tenant by the Nominated Contractors

Some building mechanical and electrical services and finishes must be performed by the Property Manager's nominated contractors. In additions, the following works cannot be done by the Tenant's own contractor and the Tenant must arrange for the Property Manager's nominated contractors to do the following works at the Tenant's costs:

a. Electrical System

Any alteration of the main supply and main switch in the switch room. The wiring connection works between meter room and MCB at the Tenant area shall also be completed by nominated contractors.

b. Fire Services System

Any alteration and addition to the existing system including sprinkler heads, hose reel, smoke detector or breakglass.

c. MVAC System

Any alteration and addition to the existing system including installation of fan coil units, air ducts, ventilation channel, etc.

7.2 Works for the Tenant

All decoration or fitting out work inside the Shops listed include but not limit to the following items, shall be obtained prior approval from the Property Manager and bethe Tenant's responsibility and at the Tenant's cost.

a. Floors

All floors finishes. No chasing of structural slab shall be permitted.

b. Partitions

All Tenant internal partitions as required.

Only dry wall partition construction is permitted. No alterations are permitted to the partitions dividing the Shops, including installation of any concealed conduits, services outlets, etc. No wall-mounted elements to the same are allowed.

c. Walls

All wall finishes. No applied finishes are permitted to the exterior cladding perimeter wall system. The Tenant is reminded that there are certain difficulties in replacing the spandrel panels and no such work shall be carried out until the Property Manager's approval has been obtained.

d. Air-conditioning

Installation of any independent A/C units or equipment for the Tenant's supplementary cooling to computer areas or dealing rooms, etc.

e. Ceilings

The Base Building ceiling system may only be replaced with an alternative ceiling system or materials as may be first agreed and approved by the Property Manager at the Tenant's cost.

All materials installed within the false ceiling void must be non-combustible in full compliance with Hong Kong Fire Services Department requirements. Timber framing or plywood is not permitted for ceiling construction.

f. Electrical

Wiring and connection of any outlets and equipment built into prefabricated fixtures, furniture or desks and supply and installation of any special light fixtures or fittings.

The connection of a meter by electricity power supply company is the Tenant's

responsibility and the Tenant should ensure that the necessary application is made to it in good time. The Property Manager's Nominated Electrical Contractor will assist the Tenant in completing the necessary forms, if necessary.

g. Telephone

The Tenant must make his own arrangements with the telephone utility company for telephone connections and wiring.

h. Data & Communication

Wiring and connections for private system shall be generally provided by the Tenant's Contractors.

8.0 Rules and Procedures

8.1 Government Approval

It is the Tenant' s duty to obtain all necessary government approvals or consents from relevant departments/ authorities for the operation of the Tenant' s business, if necessary, and to comply with all such regulations, bye-laws and conditions in relation thereto.

8.2 Management Approval

The fitting out plans and specifications must have been approved in writing by the Property Management and if appropriate, its consultants. All works must be carried out in accordance to the approved plans and specifications. Any additional and/ or alteration works shall be submitted to the Property Manager for separate consideration and approval.

The Property Manager reserve the right to require the Tenant to make any alteration if deemed necessary even after the completion of the fitting out works. Any such requirements must be complied within one month from the date on which the Tenant is notified in writing or otherwise specified.

8.3 Security Deposit

Tenants will be required to make a deposit as security for any damage to the Shops and other common areas caused by Tenant or his contractors during fitting out period.

The deposit being a prescribed amount of money specified in Section 9.1 does not bear interest and will be refunded to the Tenants at the end of the fitting-out less the cost of making good any damage. This deposit is without prejudice to any other right or remedy that the Property Manager may have in respect of any damage.

8.4 Temporary Supply of Electricity and Water

Temporary Supply of Electricity

Temporary electricity would be provided for Tenants at prescribed hours during the fitting out period with the following charges and Property Manager reserves the right to adjust the rates whenever deemed necessary.

- i. HK\$ 220.00 per day (30A TPN from 08:00 - 18:00)

The Tenant should arrange for the nominated contractors to wire their equipment from the Building' s board and be responsible for earthing wires, overcurrent and earth leakage protection. The Property Manager reserves the right to grant temporary power supply or not. Direct connection to any power point(s) in common areas is absolutely prohibited.

8.5 Identification of Contractors and Workers

All workmen of Tenant' s contractors should be under the control and supervision of the Tenant' s site representative who should sign in daily at the Property Manager stating the number, the name and HKID card number of the workmen working on that day.

Work Permits are required for all workmen on site and will be issued by the Property Manager to the workmen free of charge. No workers without a Work Permit are allowed to carry out any works in the Shops or any parts of the building. All Work Permits shall be returned to the Property Manager everyday for record. Each working permit is subject to HK\$100 deposit and the Property Manager reserves the right to levy a fine of HK\$ 100 per permit against the Tenant whose contractor loses the permit.

8.6 Removal of Debris

During the fitting out, all material and debris are to be kept inside the Shops. The Tenant has to ensure the debris is cleared regularly or from time to time as it accumulated and keep the Shops tidy all the time.

The Tenant is responsible for the removal of the debris from Shops and from the building by using the designated loading and unloading area specified and approved by the Property Manager (if any). No debris shall be disposed overnight in the loading and unloading area.

Unauthorized dumping of fitting out material and debris in the common areas is not permitted. No waste materials shall be discharged into sanitary fittings in toilets or floor drains, and no storage of dangerous or hazardous materials is allowed inside any area of the Building. The Property Manager reserves the right to remove such material and debris originated from the fitting out work and charge all the incurred cost to the Tenant.

A lump sum fee (if any) would be charged from each Tenant by the Property Manager at the rate of HK\$2 per sq. ft. subject to a minimum charge of HK\$2,500.00 for removal of debris. Property Manager reserves the right to adjust the above rates whenever deemed necessary.

8.7 Insurance of Works

The Tenant is required to effect and maintain an insurance policy of contractors all risks insurance during the fitting out period. The said policy should be in joint name with the Property Manager and the Landlord and for a limit of not less than HK\$30,000,000.00 for any one occurrence of loss or damage and unlimited in amount for the period of insurance. The Owner shall be indemnified against any expense, liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of or in the course of or by reason of the carrying out of the fitting out works and provided always that the same is due to any negligence, omission or default of the Tenant, his servants or agents. Copy of the said insurance policies is required to be submitted to the Property Manager for verification before the commencement of fitting out work.

8.8 Protection against Damage

The Tenant must provide proper and adequate protection to public safety and against the Base Building finishes between the Shops and the service lift including but not

limited to the lift cars, lift lobbies, toilet areas, service corridors, exterior cladding and glass, light fixtures and ceiling, etc. with Property Manager' s approval on the protection material and arrangement. Such finishes shall be protected by the Tenant at all time during the fitting out period to avoid damage. Any damage to the same will be made good by and at the cost of the Tenant. The Property Manager reserves the right not to allow the contractors to carry out fitting out works if the contractors fail to arrange the required protective measures. The Property Manager and its agents shall not be held any liability if the fitting out works is so suspended/ delayed.

The Tenant' s contractors must provide proper and adequate fire fighting equipment such as dry powder portable fire extinguisher which must be maintained on the Shops throughout the fitting out period. One dry powder extinguisher must be provided for every 100 m² of the Shops. The Tenant is required to be aware of and prevent any false alarm and damage caused by fitting out works. The service charges claimed by Fire Services Department and the charges for the remedial works claimed by Property Manager will chargeable to the Tenant.

The Tenant' s contractors must provide all necessary precautionary measures during all time of work as required by relevant regulations and the Property Manager.

8.9 Work Area

The work area should be kept tidy and must be confined within the Shops at all times. All materials and debris are to be kept in the Shops during the working period without obstructing public corridors or any part of the public area of the building. No public and staircase area should be used as working area and/ or storage. Hoarding of the working area with pre-approved materials and arrangement is required.

8.10 Designer / Contractor Details

A list of names and contact numbers of the contractors, contractor' s workers and site representative to be engaged on the works is to be submitted to the Property Manager, prior to commencement of the fitting out works. Site representative shall be available full time on site for liaison during fitting out works and be responsible for all works going on within the Shops.

Prior to the commencement of the fitting out works, the Tenant are required to inform the Property Manager the Emergency Contact for responsible person(s) who kept the key of the Shops in case of emergency.

8.11 Working Hours

All fitting out works shall be subject to the inspection by the representatives of Property Manager from time to time during progress of the fitting out works.

Fitting out work may be carried out from 8:00am to 6:00pm daily. The Property Manager reserves the right to regulate any working hours as it found necessary. Prior approval must be obtained from the Property Manager should the working hours be extended beyond the above.

All fitting out works which generate noise, irritating smell or cause nuisance to other Tenants must obtain the Property Manager' s prior consent and be restricted to between 08:00am and 10:00a.m. or other hours as specified by the Property Manager. No noisy work is allowed on Sundays and Public Holidays.

All furniture or other fixtures must be prefabricated and painted off-site and not in the Common Parts of the Building. Any painting or other nuisance activities within the Shops which may in the opinion of the Property Manager cause annoyance or disturbance to other Tenants or users of the Common Parts must only be performed when permitted and specified by the Property Manager.

8.12 Drilling, Chiseling and Demolition Work

Drilling, chiseling, demolition or other noisy works are normally not allowed in the building. If so, it shall be carefully planned and implemented. The working method shall be submitted to the Property Manager for approval. Any pneumatic drilling is not permitted on the Shops.

8.13 Delivery of Materials

All goods and materials are to be transported to and from the Shops via the designated loading area, staircase and service passageways. No passenger lifts are allowed to be used for the above purposes unless otherwise as directed by the Property Manager.

Loading and unloading will be permitted only at designated area of Ground Floor (G/F) (if any) and unless special prior arrangement has been made with approval by the Property Manager.

Only rubber-wheeled carts and trolleys are allowed be used to deliver goods and materials. Care must be taken to avoid damaging floors, ceilings, walls, joinery, lobbies and other common parts.

The Property Manager is not responsible for any loss of tools, equipment and building materials. Tenants are responsible to ensure that contractors remove all debris to the designated collection point in an orderly and proper fashion in specified container and comply with security staff's directions throughout the working period.

Prior arrangement with the Property Manager for the use of the service lifts is required for large volume delivery.

8.14 Contractors' Manner

The Tenant's Contractors are required to take proper action to ensure workers to be dressed properly when they are working either in the Shops or common area. No worker being barefooted or naked is allowed to stay at common area. No gambling, smoking, fire, overnight stay or disturbances are allowed in the Shops. The Property Manager reserves the right to ask such person(s) to leave the building and reject them for re-entry whenever deemed necessary.

8.15 Completion of Fitting Out Works

The Tenants are required to inform the Property Manager one week in advance of completion and notify the Property Manager for site inspection to verify that all works are carried out in accordance with the approved drawings and to the satisfaction of the Property Manager. The Tenant is required to complete comprehensive cleaning to all

kinds of services below raised floor panels well before the site inspection.

Within 14 days of completion, the Tenants are required to submit 2 full sets of as-fitted drawings with a copy of the Completion Certificate of the Electrical Works, i.e. WR-1, and Fire Services Installation, i.e. Form 251, to the Property Manager for reference and record. Those drawings should include but not limited to floor plans, reflected ceiling plans, shop front elevations, all E&M installations, etc.

If the operation of the Shops requires licensing approval from any Government Authorities, a copy of such licensing approval letter shall be submitted to the Property Manager for retention within 14 days from the approval.

8.16 Prohibit the Use of Lifts and Staircases at Residential Areas for the Shop Operation

Subject to the instruction of Property Manager, tenants, servants agents, invitees and licensees shall only use the lift lobbies and the staircase (if any) on the Ground Floor, the First Floor and the Second Floor of the Commercial Accommodation of TST Tower (which lift lobbies and staircase form part of Common Areas and Common Services and Facilities of the Commercial Accommodation of TST Tower) in the event of fire or other emergency but not further or otherwise.

8.17 Others

To meet with the fitting out requirements, if the Tenant needs to temporarily suspend the central system or switch off the main supply for connection to services of the fitting out works, such as discharging water from fire service system, relocation of air-conditioning, teeing of cable, water piping, etc. Please inform the Property Manager for arrangement. In case of damage to the fresh water, flush water and/ or fire service supply pipes or any drainage pipes, thus causing any undesirable consequences and/ or damage to the other parts or equipment of the Building, the Tenant concerned will be held responsible for cost of rectification.

Welding or heating of bitumen is prohibited anywhere in the Shops without prior approval from the Property Manager.

To avoid disturbance caused to other shop Tenants and shoppers, shop Tenants will be required to cover up all glass panels at perimeters of the shop with white electrostatic film. All doors should be closed during the fitting out works. In addition, it is the Tenant' s responsibility to place protective boards on the inner surface of shop glass against scratches or damages.

8.18 Ventilation during Fitting Out Work in Progress

The tenant shall at their own cost and arrangement to keep the shops well ventilated to the satisfactory of Property Manager while dusty works or works generated odor is in progress.

8.19 Sufficient Insulation

For tenants equipped with refrigerator, they shall ensure sufficient thermal insulation to avoid condensation. Should such situation occurs and leads to any loss and damage, either to the common parts or other tenants, the tenant shall be responsible for the rectification cost.

9.0 Deposits, Charges and Fees

9.1 Fitting Out Deposit

A fitting out deposit will be charged as follows and should be made payable to the Property Manager – Jones Lang LaSalle Management Services Limited before commencement of the fitting out works.

| <i><u>Area of Shops</u></i> | <i><u>Amount of Fitting Out Deposit</u></i> |
|-----------------------------|---|
| 5,000 sq. ft. and below | HK\$ 20,000.00 |
| More than 5,000 sq. ft. | HK\$ 50,000.00 |

The fitting out deposit will be refunded to the Tenant without interest after Tenant' s completion of the fitting out works to the satisfaction of the Property Manager and after Tenant' s settlement of any expenses for making good any damage to the Shops and the building arising from Tenant' s fitting out works, whichever is later.

9.2 Vetting Fee of Fitting Out Proposal

A Vetting Fee will be charged at HK\$ 2.00 per sq. ft. subject to a minimum charge of HK\$5,000.00 per unit, whichever is higher in respect of the Manager' s as well as other professionals' involvement on review and approval of your fitting-out plans. However, in approving the fitting out proposals, the Property Manager accepts no responsibility for ensuring that the approved proposal is suitable for the Tenant' s purpose, nor does the Property Manager imply that the approved proposal will be acceptable to the Authorities. The Tenant shall always consult the Tenant' s own consultants to ensure the Tenant' s proposal is fit for the Tenant' s purpose and in full compliance with Government and Statutory Requirements. The Tenant shall make separate submissions to the relevant Government Authorities.

Vetting fee should be paid when making the submission of fitting out proposal.

A demand note will be issued when sending out this Fitting Out Handbook and base building details for Tenants. Tenants and their contractors are deemed to accept and

abide the conditions and restrictions of this fitting out handbook upon payment of the necessary charges to the Property Manager for processing the fitting out application.

10.0 Information on Relevant Contractors

10.1 Property Manager's Nominated Contractors

Mechanical Ventilation & Air-Conditioning : TBC
Contact Person: TBC
Tel.: TBC Fax: TBC

Fire Services System : TBC
Contact Person: TBC
Tel.: TBC Fax: TBC

Electrical System : TBC
Contact Person: TBC
Tel.: TBC Fax: TBC

Plumbing and Drainage System : TBC
Contact Person: TBC
Tel: TBC Fax: TBC

Cleaning : TBC
Contact Person: TBC
Tel.: TBC Fax: TBC

THIS HANDBOOK IS FOR REFERENCE ONLY.

If there is any discrepancy, the English Version of this Handbook shall prevail.

This handbook is prepared by TST Tower Customer Service Office.