

# Welcome To Saigon Trade Center

<u>Marketing Office</u>	<u>Management Office</u>
□ Location: Unit G7, G/F Floor.	□ Location: Unit 2901, 29/F
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The following rules and regulations set out below provide an outline of the tenant's obligations, restriction and prohibition. In the event of any misunderstanding and conflict between the rules and regulations and the terms and conditions of the Lease, the terms and conditions of the Lease Agreement will prevail.

## **I. RULES AND REGULATIONS**

At all times, the tenant is to observe and conform to all reasonable regulations, restriction and notices relating to the Leased Area and/or the Building and which include in this **Tenant Handbook** and **Fitting Out Guide**, made by the Landlord in writing, copies of which shall be provided to the Tenant by the Landlord. The Landlord reserves the rights to add, amend and/or eradicate any of the rules and regulations accordingly from time to time.

### **1. Nuisances**

Not to do or permitted to be done on the leased areas and/or the building anything contrary to law, or hazardous to health and safety, or odious, noisy or in any other way to cause disturbance, annoyance or nuisance to other tenants, patrons, Landlord and/or occupants of neighboring buildings or areas.

### **2. Payment**

Saigon Trade Center Accounting Department will send the request for rental at least 3 days prior to the due date, the official invoice will be issued after payment is received.

### **3. Late Payment**

Please contact our Accounting Department at telephone number **(+84-8) 3823 6439** if you have any queries or any assistance is needed regarding your payment.

#### **4. Housekeeping and Cleaning**

The Landlord will manage and keep the public areas in a clean and good condition as in normal professional standards and practices such as keeping the floor corridors clean, maintaining the public toilets, providing pest control of the public areas, and good housekeeping practices of the public areas.

The external wall, chandelier, and glass cleaning will be done by STC Housekeeping Department periodically.

Tenants are to keep their leased premises in a clean and sanitary state at all times, and to employ only cleaners or cleaning staff or contractor (at the Tenant's expense) as mutually agreed by the Landlord. The Landlord will provide the tenant's premises with the first cleaning of the leased area before moving in.

#### **5. Usage of Leased Areas**

The whole leased area is only allowed for the nature of business as stated in the Leased Contract and Lease Agreement of the respective leased area. Otherwise, including sleeping, any illegal, immoral, gambling and/or improper purposes are not permitted.

#### **6. Usage of the public area**

All our public areas including corridors, toilets, lobbies, entrances, main lobby, stairways and car park, driveway whatsoever belong to Saigon Trade Center, only for temporary use and access. We will take the necessary actions on any personnel using the public areas for any business purposes without the Landlord's approval. Tenant's employees, drivers and contractor workers to use the above-mentioned public areas for gambling, sleeping and any illegal unauthorized activities are strictly prohibited. Tenants and / or their contractors are not allowed to dump any material at the public areas.

#### **7. Normal Business Hours**

*Office:* Monday to Friday from 08:00am to 18:00pm  
Saturday from 08:00am to 13:00pm  
Except Sundays & public holidays

*Retail:* Daily from 9:00am to 20:00pm

#### **8. Keys of Leased Areas**

The Management will provide two sets of keys of the premises to the tenant at Hand-over of the premises. The other set will be sealed and signed under the witnesses of both the tenant, the Management and/or the Saigon Trade Center Security Department and will then be kept by the Security Department for emergency use. Tenants requiring additional duplicates of keys to their unit may request in writing to the Management. A tenant who wishes to install their own locks must initially submit an application in writing to obtain approval from the Management.

If the Tenant wishes to change or use their own door or lock sets, a set of the keys are also required to be given to the Security Department. If not, should any emergency cases arise, we may not be able to assist accordingly.

In the case of tenants requesting to use the sealed key (without emergency purpose), a **service fee of VND 220,000+ 10% VAT** will then be levied.

The Security Department will witness the opening of the sealed key and witness the re-sealing of the key together with the tenant and the Management. All the records of opening and sealing will be recorded accordingly.

## **9. Security**

The Saigon Trade Center Security Department is a 24 hours service of checking, monitoring and patrolling the public areas of the building proper as well as the car park.

The Tenants are to safe-keep and secure all the contents and items in their respective leased areas therein. Individual internal office security system or procedures are highly recommended for the benefits of the Tenant.

The Landlord and/or the Security Department shall not be responsible for the security of the Leased areas and/or any contents therein. Under all circumstances, the Landlord shall be held harmless and has no liability for security and theft at the tenanted premises. The responsibility for the safety of the Leased areas and the contents thereof shall at all times rest with the Tenant.

## **10. Fire Safety System**

The equipment include a fire hydrant and hose reel system in conjunction with an automatic sprinkler system. All necessary fire detection and control valve equipment are provided to satisfy international fire safety requirements.

Please note that there are fire extinguishers situated by the fire exit staircase and on each floor common corridors there are hose reels and fire-extinguishers.

## **11. Moving-in / Moving-out** *(please see Form C as attached)*

Office moving-in or moving-out shall be carried out during the time period 07:00 - 22:00 as designated from time to time by the Management.

For transportation of heavy equipment or large amount of goods, the **service lifts** may be booked 24 hours in advance with the Management if deemed necessary.

Please make sure your vehicle is not obstructing any traffic. If possible, away from the **loading area** at basement before or after during loading and/or unloading. A penalty shall be applied to the respective tenant if the vehicle is obstructing the traffic and/or illegally parked.

Please note that only rubber wheeled trolleys are allowed for the transportation of goods. During transportation of items or moving of items, if there is any damage (e.g. scratches on granite floor, wall cornices broken), losses and/or claims, the respective Tenant will be held responsible.

## **12. Usage of Lift (not in case of fire)** *(please see Form C as attached)*

- **Passenger lifts:** (lift **no.1 to no.10** at lobby) are only used by passengers and their hand-carrying items. No tenant or any of its employees, agents, visitors or licensees shall bring into the building's any goods, bulky parcels, food trays, tiffin boxes, space-occupying or hazardous, explosive or flammable items. The Security Department will stop and act accordingly to such a

situation. **Please do not use these lifts when there is a fire or when a fire alarm is activated.**

- **Service lifts:** (lift **no.11 and no.12** located at service lift lobby). Tenants may use these lifts for delivery of goods and the maximum booking duration will be 01 hour. For the longer delivery, the Tenants should use the service lifts at non-office hours (after 6:00pm) in order to prevent the lifts from being damaged and minimize the congestion at the basement. Please note that these lifts are also Fire Lifts which are used for emergency purposes.

When there is an emergency situation or a fire alarm activated, please do not use these service lifts (lift no.11 and no. 12) as these two lifts are for fire fighting and rescue purposes only.

- × **Note:** *Please remind all your staff to observe the up and down directional arrows in the lift panels located on top of the lift entrances so that they can access to the correct lifts and to press the floor button correctly without wasting time and inconveniencing the others.*

### **13. Lift Service Hours**

Passenger lifts (L1 – L10) will normally cease operation outside office hours for security and fire safety precautions. However, the two Service and Fireman lifts (L11 and L12) will operational on 24 hours daily, including Sundays and Public Holidays.

The operation of passenger lifts is as follows:

- Passenger Lifts (L1-L4): These 4 passenger lifts (L1-L4) starts operation daily at 07:00 hours and shall cease operation at 19:00 hours but one passenger lift (L1-L2) leading to the Basement shall be in operation after 19:00 hours until 21:00 hours, Mondays to Saturdays.
- Passenger Lifts (L5-L10): These 6 passenger lifts (L5-L10) starts operation at 07:00 hours and shall cease operation after 19:00 hours, Mondays to Saturdays.
- All Passenger Lifts will cease operation on Sundays and Public Holidays.

Please arrange with STC Customer Service Department (08 3829 8293) or Building and Maintenance Service (08 3822 6174) when Tenants need to book the Service Lifts for delivering goods to and from the Premises.

Escalator: All the 4 Escalators will be operational from 07:00 hours to 19:00 hours, Mondays to Fridays; but is operation from 07:00 hours to 13:00 hours on Saturdays.

All Escalators shall cease operation on Sundays and Public Holidays.

### **14. Windows**

All the curtain glass windows are to be kept closed at all time to keep the premise cool and to prevent any unnecessary damage or injuries. The windows are only meant to be opened under emergency circumstances. The back draft of the strong wind current can damage the windows or any part of the windows/items fall down from the floor could be a potential danger to any passer-by around the building premises.

Any repair or damage costs to the windows would be borne by the Tenant.

\* **Note:** Each office is supplied with **fresh air inlets** by the air-conditioning system to provide a balance of air flow. There is no need to open the window for such a purpose.

### **15. Electricity Supply**

Electricity consumption of your leased area is calculated by the meter, and charge by the meter

based on the rate of the Vietnam Government as applied to the company. The Engineering Department will do a monthly check on the meter together with the tenant as witness before charging and issuing the invoice for the electricity charges.

## **16. Air Conditioning**

The building has a central air conditioning system. Flexible ductwork will be used to allow tenants flexibility in locating air-diffusers according to the approved layout by the Landlord.

Any extra requirements more than the Landlord provisions will be at the tenant's costs. For example; extra fan coil units, ducting, air diffuser, electricity to provide and to function the extra fan coil units and other related costs will be born by the Tenant.

## **17. Air conditioning for non- office hours** *(please see Form B as attached)*

Non-office hour's air conditioning is available for tenants but it is subject to availability. Applications for air-conditioning during non-business hours must be submitted in writing to the Management prior to 16:00 of the respective day and is subject to availability.

Please note that the cost of having non-office hours air conditioning is very expensive, and it may not be feasible in the end. We caution you to consider carefully before applying for it.

The rates are as follow and not including VAT:

<i>Premises under 300 sqm:</i>	<i>VND 1,870,000 / hour</i>
<i>Premises over 300 sqm:</i>	<i>VND 2,530,000 / hour</i>

## **18. Telephone Lines Installation**

Tenants will make their own arrangements with HCMC Telephone Authorities and building contractor for their telephone lines for any application, installation, service, and bear all the related costs. After finished the installation, tenants or the building contractor should submit the completion report to guarantee all the installation meets the compliance.

## **19. Access to Premises after Normal Office Hours** *(please see Form I as attached)*

If access is required to the building after normal office hours frequently, please make arrangements with Operations Department in advance. The security guards are instructed only to allow access for registered tenants and to refuse entry to the office floors for others unless it is pre-arranged. We hope that you will understand that this measure is designed for better security of the building and for the common interest of all tenants.

## **20. Access to Premises on Public Holidays** *(please see Form I as attached)*

Tenants are to provide the names of the respective staff with identity card numbers who work during the non-office hours and public holiday. Then report sign in/out to security at main lobby while they are entering/leaving the building respectively. This is for security record so that they can monitor tenant's office movements during the non-office period.

## **21. Maintenance Services**

The Landlord will assist in the service of simple engineering maintenance works of changing lighting bulbs, or other simple maintenance works without supplying materials.

## **22. Refuse and Garbage Removal**

Tenants are responsible for the removal of refuse and garbage from their premises to the garbage bin located at the service lift lobby of the respective floor. Please note that any material, furniture, refuse, garbage, waste deposit found left, dumped or deposited in the common area is a breach of the condition of leasing the tenanted premises, and the tenant will be liable for all the costs incurred in removal of the respective items as deemed necessary.

## **23. Obstruction in Passage**

Dumping / leaving of boxes, furniture, rubbish, unwanted or undesirable items on staircases, passages, landings, common areas/corridors or fire escape routes, and other public areas is strictly prohibited. Should these items are not immediately cleared away, the Management will have all rights to clear or dispose it at tenants' own cost.

## **24. Inform Landlord of Damage**

Tenants are required to give immediate notice to the Landlord or its agent of any damage, repairs, leakage, defects in water and gas pipes, electrical wiring or fittings, fixtures or whatsoever unusual to the Premises which belong to the landlord provision or its agents for quick rectification and repair.

## **25. Damage to Building**

The Landlord will charge the Tenant on the cost of repairing any facilities, part and/or properties belonging to the Building or any properties whatsoever of other STC tenants therein that may be damaged by reason of any act, negligence or omission on the part of the Tenant or its agents, servants, invitees or licensees.

Drilling or altering the curtain walls are not allowed unless prior approval is given by the Management.

## **26. Animals, Pets and Infestation**

Not to keep and/or bring or permit to have any animals inside the building and to take all such steps and precautions to the reasonable satisfaction of the Landlord as shall be any necessities to prevent the Premises from becoming infested by termites, rats, mice, roaches or any other pests or diseases. For better observance of this provision, the Landlord may require the expert and/or Tenant to remove animal or pets aforesaid at the Tenant's cost.

## **27. Touting**

Touting or soliciting for business or distributing of the pamphlets or notice of advertising materials in the Building by any of the Tenants or its agents is not permitted.

Should there be such a need, please contact the Management.

## **28. Not to Misuse Toilets**

Not to use or permit to use any toilet facilities (whether shared with other tenants or reserved exclusively for the use of the Tenant) for any purposes other than that for which they are intended for. The cost of any breakage, damage and/or losses resulting from the Tenant's breach of this provision shall be paid to the Landlord on demand.

## **29. Toilet Cleanliness and Other Matters**

- a. Please do not use the toilet or pipe room as a bathroom to body-clean, to do your laundry and/or whatsoever. It is a place where we can wash our hands and touch-up our personal grooming.
- b. STC Housekeeping Department will maintain the cleanliness and sanitary of the toilets, and tenants are requested to assist by observing good toilet etiquette.
- c. Kindly use the wash basin without splashing water all over the floor making the floor slippery and dangerous.
- d. STC will provide limited toilet paper / air-refresh agent / soap for tenant use, please do not take away toilet rolls and air-fresheners for own private consumption as the toilet facilities are for the benefits of our tenants.
- e. Please do not throw any waste paper or rubbish of any sizes and whatsoever into the toilet bowl except into the rubbish bin provided.
- f. Please do not throw big lump of toilet paper or rubbish into the toilet bowl because this will choke the toilet bowl.
- g. After using the toilet bowl, please flush.

Kindly note that toilet facilities are for all of us to luxuriate in, and it is not for an individual benefits. Please assist us to keep the toilet facilities in good conditions.

## **30. No Use of Name**

Not to use any name or description in engaging in the business of the Tenant which is the same, similar or bears a resemblance to “**Saigon Trade Center**”, or other name used for the Building without prior written consent of the Landlord.

## **31. Storage of Merchandise and Hazardous Goods**

Not to use the Premises for carrying out any public auction, nor for the manufacture of goods or hazardous merchandise other than in small quantities consistent with the nature of the tenant’s trade or business or to keep or store or permit to be kept or stored any arms or ammunition, gun-powder, petroleum, liquefied petroleum gas, butane gas, kerosene or other harmful, explosive, dangerous, hazardous, radioactive and/or prohibited goods.

Tenants are to inform the Management of such cases should there be a need. If such situation persists without the Management approval, the Landlord reserves the right to terminate the Lease and Agreement Contract.

## **32. Office Practices**

Office practices are of utmost importance as it would assist us in saving costs and in observing Fire and Safety regulations.

- a. Whenever leaving the office (daily), make sure that all electrical switches are off and unnecessary electrical appliances such as computers, printers, copying machines, typewriters etc. are disconnected.
- b. Check and renew the electrical wiring and electrical equipment periodically.

- c. The last person to leave is to make sure that the door to the premise is safely locked.
- d. Do not over-load your electrical wiring or connect too many items of equipment to the same socket. Electrical over-loading can cause a fire.
- e. Ensure that no smoldering cigarettes are left behind. Please make sure that all cigarette butts are extinguished.
- f. Tenants are not allowed to store any dangerous or inflammable goods within the premise or within the Building.
- g. No preparation or cooking of food is allowed within the office or retail premises except if the premises are meant for food and beverages purposes.
- h. Smoking is not encouraged at any public areas, and prohibited in the lifts.
- i. Littering is strictly prohibited within any public areas and in the lifts.
- j. Each tenant is required to make all reasonable efforts to keep the office premises in a clean and sanitary state.
- k. Each tenant itself should be responsible for locking the door before leaving the office. If the Tenants forget to lock the door, the door would be sealed by our Security Staff in order to ensure the security of office and properties inside. A service charge of [VND 220,000 +10% VAT](#) will be charged to the tenant for the second negligence.
- l. Gambling of any kind, alcohol consumption or other entertainment activities are strictly prohibited in the premises and public areas.
- m. Do not open the windows unnecessarily. If so, please make sure that the windows are closed after use and before leaving the office. The air conditioning system is balanced with an inflow and outflow of fresh air.
- n. Do not leave food remains at the demised Premises so as to eliminate harbourage of ants, cockroaches and mice.

### **33. Fire Prevention Services** *(Please see attached Fire Safety & Evacuation Handbook)*

The entire building is protected with Automatic Fire Sprinkler System. Hose reels, break-glass call points, fire extinguishers and alarm system are strategically located at each floor. Please familiar yourself with the fire prevention facilities layout.

In every floor, there are hose reel cabinets with break-glasses in the common corridors. There are also fire extinguishers located in the fire escape staircase area.

### **34. Fire Evacuation** *(Please See attached Fire Safety & Evacuation Handbook)*

When the Fire Alarm or announcement is activated, please do not panic, and listen to instructions whether to evacuate or not.

Tenants are only to evacuate as instructed unless the tenants themselves feel that it is a need to do so. All of us must evacuate the building in an orderly manner by using the nearest fire exit and obeying instructions of the Security Officer. In case of fire the elevators must not be used. All tenants must be familiar with the locations of fire alarms and fire extinguishers, particularly in their own working areas.

When proceeding to the fire escape route where there is dense smoke, make sure you stoop low to claw, knee walk and/or low walk along and/or to the escape route as the fresh air is situated at the lowest level to the floor or ground.

Whenever a fire or smoke is detected:

- Remain calm, do not panic
- Call the Security Officer or Reception immediately
- Give the Security Officer or Reception the exact location of the fire
- Tell the Security Officer or Reception what is burning - Be specific
- Do not jeopardize yourself
- Do as much as possible to extinguish the fire with an extinguisher which is placed at every fire escape staircase throughout the building.
- Do not use water on electrical fire
- Never enter a smoke filled room
- Stoop low when approaching the escape route in a smoke filled room
- Do not use the lifts for evacuation.
- If you are trapped in the lifts, please remain calm and wait for our Rescue Team to assist you. We will communicate through the lift intercom to give instructions.

**35. Car and Motorbike Parking**

There are two car parks at STC for parking of motorbikes and private cars. They are the Basement Car Park and the Daily Car Park. Only short-term parking of trucks / lorries and service vehicles for delivery / removal of construction / fitting-out debris at the Basement Car Park will be facilitated, subject to space availability and terms / conditions as directed by the Security Guards.

NOTE:

Tenants and drivers must observe and follow parking regulations strictly.

The Landlord shall not be responsible for any losses, claims and / or damage (partly or wholly) of the motorbike / car when parked at the STC car parks. Claims on losses and damage may be entertained if and only if there is evidence to prove that it is due to the negligence on the part of the security guards manning the car parks.

\* Basement Car Park:

The Basement Car Park is exclusively used for the parking of motorbikes and private cars by tenants and their employees. Only motorbikes and cars displaying a valid monthly parking permit issued by STC are allowed to park at the Basement Car Park.

Tenants must submit the monthly motorbikes / cars parking application in writing to STC on or before 15<sup>th</sup> day of each month (*See Form G for motorbikes and Form H for cars*). Late submission may not be entertained. Upon receipt of the Request for payment issued by STC, Tenants are to settle the parking fees incurred through banking. Cash payment to STC will not be accepted.

Monthly parking permits will not be issued unless the parking fees are collected. Please stick the valid monthly car parking permit at the back of the motorbike. For cars, please display the valid monthly car parking permit on the front windscreen of the vehicle. Tenants have to apply to STC Customer Service Department to issue a replacement permit at a cost (*Please refer to Section 38*). Tenants are advised not to leave their helmets or valuables at or by the vehicle parked at the Basement Car Park.

\* Daily Car Park:

The Daily Car Park is provided for use by visitors or customers of tenants in STC.

### 36. Operation Hours of Car Parks

Basement Car Park: 24/24 hours  
Daily Car Park: Mondays to Fridays: 9:30 to 21:00  
Saturdays: 9:30 to 13:00  
Sundays and Public Holidays: CLOSED

### 37. Parking Tariff

\* Basement Car Park:

Cars: Monthly Car Parking: **VND 6,534,000/car** (for 24 hours parking, inclusive of 10%VAT)

Hourly Car Parking:

- For the first two (2) hours or part thereof the fee is **VND 20,000/car** (inclusive of 10%VAT).
- For each subsequent hour after or part thereof after the second hour, the fee is **VND 10,000/hour/car** (inclusive of 10%VAT).

Motorbikes: Monthly Motorbike Parking: **VND 550,000/motorbike** (office hours, inclusive of 10%VAT); **VND 770,000/motorbike** (24 hours, inclusive of 10%VAT).

Kindly be informed that we do not encourage any overnight parking at the Basement Car Park.

Motorbike parking at the Basement Car Park after mid-night will be charged **VND 2,000/motorbike** for each consecutive hour parking.

\* Daily Car Park:

The Daily Car Park is for the parking of motorbikes, its parking charge being **VND 5,000/entry/motorbike** (*for manual motorbike 173cm<sup>3</sup> up and scooters*)

Please be reminded that parking of Tenants / employees' vehicles at the main entrance driveway is not allowed. We will take necessary actions against any car which obstinately parking at the main entrance driveway after the third warning from our Security Officers by wheel-clamping the respective car.

The Management reserves the right to change the rate or tariff from time to time.

All seasonal vehicles are to be parked in the basement only. Front Entrance driveway is a private property, and at the same time, it is an alighting and pick-up point for tenants and guests. It is not to be used as a parking space so that the driveway would not be congested.

Our Security Officer will take actions against illegal and random parking.

### 38. Car Park Terms and Conditions

- The Management reserves the right to change the parking tariff from time to time.
- Car park users are to observe the directions and instructions of the Security guards manning the Car Park.

- Parking of vehicles at the entrance driveway to the Basement Car Park is not allowed. Vehicles parked illegally within the confines of Saigon Trade Center are an offence. Such vehicles maybe whell-clamped by the Management of STC.
- The driveway at the frontage of STC is a Private Road. Parking along the Private Road is strictly prohibited. A drop-off / pick-up zone of the Private Road is provided for use by private cars and taxis.
- Our Security Officer will take action against illegal and random parking.
- All vehicles are to be parked at the designated area in orderly manners.
- Do not leave any valuables or personal belongings in or by the vehicles.
- All claims, losses or damages will be investigated to justify.
- The car park area is non-smoking area.
- Car park users shall liable for any damage or injuries caused to the building or properties wholly or part thereof belonging to Saigon Trade Center.
- No repairing of vehicles shall be allowed in the car park unless approval is given by the management of Saigon Trade Center.
- Washing of vehicles is strictly prohibited in the main entrance driveway, the car park area or wherever of the building.
- Gambling, alcohol consumption and other entertainment activities are not allowed in the car park.
- In case of Tenants requesting to re-issue the monthly parking permit tickets because of loss or being damaged, a service fee of **VND 1,188,000 + 10% VAT** for a car or **VND 250,000 + 10% VAT** for a motorbike will be levied.
- The car park Security Officer and the Management of Saigon Trade Center reserve the right to check all patrons of the car park whenever it deemed necessary.
- The Management of Saigon Trade Center reserves the right to implement, amend and cancel the terms and conditions of use of the car park from time to time without prior notice.
- The Management of Saigon Trade Center or its agents will not be responsible for any injury, damage, loss sustained by tenants, guests, patrons, howsoever, caused, connected with Saigon Trade Center.
- Tenants should inform their customers or visitors about the operation hours of the daily car park.

### 39. Operation of Split Air-Conditioners

- Subject to space availability, split air-conditioners may be permitted to be installed under the following conditions:
- Split air-conditioner and its condenser will be installed and borne by the Tenant at a location to be directed by the Landlord.
- Effective from 01 February 2012, the month rental fees are:
  - Split air-conditioner with capacity of 1.5 HP = VND 1,100,000/set/month + 10%VAT
  - Split air-conditioner with capacity of 2.0 HP = VND 1,500,000/set/month + 10%VAT
  - Split air-conditioner with capacity of 2.5 HP = VND 1,850,000/set/month + 10%VAT
  - Split air-conditioner with capacity of 5.0 HP = VND 3,700,000/set/month + 10%VAT
  - Split air-conditioner with capacity of 5.5 HP = VND 3,700,000/set/month + 10%VAT
  - Split air-conditioner with capacity of 15.5 HP = VND 11,100,000/set/month + 10%VAT
- The fee of electricity consumed by the split air-conditioner will be taken from Tenant's MCB (main circuit breaker) in the office, and payable by the Tenant to the Landlord on monthly basis.
- Operation time: non-office hours. The Tenant must supply and install a timer to control the operating time.
- All relevant drawings (including the capacity of split air-conditioner) and installation

procedures shall be approved by the Landlord prior to installation.

- The Tenant's liabilities are for all installation and maintenance to the system and at Tenant's own cost.
- Upon the lease expiration and / or as directed by the Landlord, the Tenant shall remove the split air-conditioner and its condenser and make good area to the satisfaction of the Landlord.

#### **40. Tenant Information**

New Tenants are requested to forward to STC Accounts Department requisite tenant information and banking information by completing the Information Update Form at page 35-36.

For existing Tenants, if there are changes on Tenant's information, completion of the Information Update Form shall be required.

NOTE: The completed Information Update Form is required to be sent direct to STC Accounts Department for follow up action.

## **II. RETAIL AREAS**

Besides the Regulations as mentioned before, the following regulations are necessary for the proper operation and management of the Saigon Trade Center and are supplementary to the terms and conditions contained in the Lease Agreement. In the event of conflict between these regulations and the terms and conditions of the Lease, the terms and conditions of the Lease Agreement will prevail.

### **1. Opening hours**

*Retail* : Daily from 09:00 to 20:00 hours

### **2. Renovation and Construction**

- a. The tenant will not alter the interior of the building or any of its services and installations without the prior written consent of the Management that will not be unreasonably withheld. The tenant will seek prior written consent to fit out the retails as Grade A standard. The Management reserved the right to suspend or revise the fit-out work should the tenant breaches the regulations and/or the image of retail does not meet the standards as specified by the Management.
- b. Tenant may not make any holes in wall or curtain wall, whatsoever to display their goods without the Management consent. There is a penalty for not observing aforesaid.
- c. The tenant will be responsible for all damages, losses and/or claims due to their operations, transportation of goods or whatsoever e.g. damage to the floor finish, service lifts etc.
- d. Tenants are not to have any other business or activities except those as listed and approved by the Management.

### **3. Goods Delivering Procedures**

Delivering goods to the shops only by way of using two available service lifts No.11 & No.12 from basement, and the same procedure while moving goods out. The transportation of goods in and out of the premises are to be done during or before the business hours.

- The four operating escalators are especially for shoppers and visitors only.
- Only rubber wheeled trolleys are allowed for the transportation of goods. Tenants will bear all the costs of damages, losses, and/or claims which arise from the transportation of goods or related activities.
- For transportation of heavy equipment or large amount of goods, the service lifts may be booked 24 hours in advance with the Management if deemed necessary. (*Please see Form C as attached*)

### **4. Goods Display**

- a. Tenant must have prior approval of written consent from the Management to justify their selling activities.
- b. The displays, designs and/or decorations must be approved by the Management before any commencement of work.

- c. To reserve fair competition among retailers, the goods for sale which are found not to be compliance to what is prior registered will not be entertained. Those which breached and/or violated any related regulations will resume their businesses only after the unregistered goods being removed and/or approval from authorities are granted.
- d. Insurance of goods is necessary before displaying in the retail. Tenants are also strongly requested to insure their contents or items therein accordingly.

## **5. Safety Precautions**

- a. Cooking at the public areas and in tenanted premises is strictly prohibited.
- b. Smoking is prohibited inside the unit due to fire security and public health.
- c. Toxic, hazardous, combustible substances, chemicals and restricted products are not to be stored in the retail space and/or storehouse.
- d. Tenants are recommended to be equipped with fire extinguishers in their own units.
- e. Goods must be locked in showcase before leaving. Any stolen items in tenanted premises due to negligence or whatsoever will not be responsible by the Management.
- f. Drinking alcohol is strictly prohibited.
- g. Illegal activities like gambling, drugs trafficking at the Building, and whatsoever is strictly prohibited.
- h. Tenants are responsible for their own cleanliness and sanitary in their own premises.
- i. Tenants are responsible for their own internal security.

## **6. Public Sanitation**

- a. The Management will provide cleaning to the public areas and toilets, collect refuse at designated places on a daily basis.
- b. Littering is strictly prohibited within any public area.
- c. Do not leave any unwanted boxes or packing outside the premises. Should there be a need to discard and remove any items on behalf of the Tenant, the Tenant will bear all the cost of the removal and related matters.

## **7. Other Facilities**

Two sets of male and female toilet keys are provided exclusively for tenant and shoppers/visitors use. These toilets must be kept clean and tidy at all times.

\* Saigon Trade Center is provided with two sets of keys. Should you need to duplicate more keys, a service fee of **VND 110,000 + 10% VAT** shall be charged for any request. *(please see Form D as attached)*

\* Please be informed that the public toilet and pantry key sets shall be handed-over back to the Landlord upon the lease liquidation of the premises or on the date of yielding the premises to the

Landlord.

## **8. Other Regulations**

- a. Tenants are required to wear tidy clothes and issue their own Security cards to their subcontractors.
- b. To tighten security control of the building and to facilitate the monitoring of our Tenants' office movement at non-office hours, we call for your kind co-operation and assistance in providing us names of the respective staff who will work or access to the building at non-office hours **before 16:00pm** each day.

### III. DEFINITION OF STANDARD LANDLORD PROVISIONS

#### 1. Air Conditioning System

The Landlord provides standard air conditioning system based on the leased area meterage and as per the building's original endorsed layout.

Any relocation of the installed Fan Coil Unit positions may result in the extra cost for accessories, ducting, piping, filters, air grills, diffusers, and others. This related cost will be born by Tenants accordingly.

Any request of additional Fan Coil Unit to the rented area including the extra installation of accessories, ducting, piping, filters, air grills, diffusers and related cost will be at Tenant's own cost. Please refer to the Fitting Out Tariff for the mentioned extra items needed.

1. Electricity fee for extra fan coil unit (monthly electricity charges for the chiller operation):

a. FCU 006 = VND 2,932,000/set/month + 10% VAT

b. FCU 008 = VND3,792,000/set/month + 10% VAT

c. FCU 010 = VND4,399,000/set/month + 10% VAT

d. FCU 012 = VND5,460,000/set/month + 10% VAT

*\* **Note:** For further queries with respect to the above calculation, kindly contact us immediately. Once Tenant approved on this paper, any future queries or questions will not be entertained.*

2. Fan coil unit installation fee (payable one time):

a. FCU 006: VND 39,600,000 / set + 10% VAT

b. FCU 008: VND 39,600,000 / set + 10% VAT

c. FCU 010: VND 44,000,000 / set + 10% VAT

d. FCU 012: VND 48,400,000 / set + 10% VAT

#### 2. Sprinkler Head System (Fire Services System)

The Landlord provides standard sprinkler head system based on the leased area meterage. A sprinkler head capacity can cover an area of about 10sqm. Standard provision means the existing quantity of the installed sprinkler heads shown on the approved layout of the building.

Any relocation cost of the installed sprinkler head positions of which includes accessories, piping and related cost will be borne by Tenants.

Any request of additional sprinkler heads to the rented area with additional sprinkler heads, accessories, piping and related cost will be at Tenant's own cost. Please refer to the Fitting Out Tariff for the mentioned extra items needed.

#### 3. Lighting System

The Landlord provides standard lighting system for normal brightness based on the leased area meterage. The standard luminosity ( $\approx$  300 lux) of one set of light can cover an area of about 10sqm.

Any relocation of the installed lighting system, the extra cost will be borne by Tenants.

Any request of additional lighting to the leased area with additional cable and related cost will be at Tenant's own cost. Please refer to the Fitting Out Tariff for the mentioned extra items needed.

#### **4. Ceiling**

The Landlord will provide standard suspended ceiling system to the leased area. The standard average ceiling height is 2.40m (from 2.20m to 2.45m).

#### **5. Telephone System**

The telephone system is in the charge of HCMC Telephone Company. All new tenants are to apply to the Post Office for their telephone lines accordingly. STC only provide existing riser for the telephone cables to the floors.

#### **6. Door**

The Landlord provide varnished double wooden doors or single wooden door to tenancy area together with a set of 2 original keys for typical office floors.

The request to change the wooden door must initially be approved by the Management. The cost of changing the door will be born by the Tenant. If permitted to do so, one set of the keys must be given to the Management for emergency purposes.

#### **7. Power – UPS Arrangement**

Due to the instability of the voltage supplied by the HCMC Power Company, we encourage strongly that you should have your own UPS components for your respective electrical equipment.

#### **8. Square meterage per staff**

To observe fire safety as required by the HCMC Fire Department, the requested standard meterages per person is ranging from 8 to 10 sqm per person.

#### **9. Yielding of Premise**

All Landlord provisions are not transferable and/or not removable, and will be withdrawn by the Landlord on the expiration date of the Lease Agreement or early termination of the Lease Agreement.

When the lease expired or early terminated, the premises must be returned in the condition as at the Hand-over Date the Tenant received the respective premises or in the condition approved and accepted by the Landlord.

## 10. Normal and Essential Loading Power Supply

### Normal Loading Power Supply

1	2	3	4	5	6 = 3 : 5	7 = 4 : 5
Floor	Kw/FI	Watt/FI	Amps/FI	Net Floor	Max W/m <sup>2</sup>	Max Amps/m <sup>2</sup>
G/F	105	105,000	200	1,112.237	94	0.18
1/F	105	105,000	200	1,279.642	82	0.16
2/F	105	105,000	200	1,597.534	66	0.13
3/F	105	105,000	200	1,709.972	61	0.12
4/F – 5/F	105	105,000	200	1,601.169	66	0.12
6/F – 13/F	105	105,000	200	1,558.392	67	0.13
15/F – 26/F	84	84,000	160	985.473	85	0.16
27/F	84	84,000	160	964.068	87	0.17
28/F – 30/F	84	84,000	160	1,034.811	81	0.15
31/F	84	84,000	160	1,150.332	73	0.14
32/F	84	84,000	160	399.165	210	0.40

### Essential Loading Power Supply (Emergency Power Back Up)

Floor	Kw/FI	Watt/FI	Amps/FI	Net Floor	Max W/m <sup>2</sup>	Max Amps/m <sup>2</sup>
G/F	31	31,000	60	1,112.237	27.87	0.05
1/F	31	31,000	60	1,279.642	24.23	0.05
2/F	31	31,000	60	1,597.534	19.40	0.04
3/F	31	31,000	60	1,709.972	18.13	0.04
4/F – 5/F	31	31,000	60	1,601.169	19.36	0.04
6/F – 13/F	31	31,000	60	1,558.392	19.89	0.04
15/F – 26/F	31	31,000	60	985.473	31.46	0.06
27/F	31	31,000	60	964.068	32.16	0.06
28/F – 30/F	31	31,000	60	1,034.811	29.96	0.06
31/F	31	31,000	60	1,150.332	26.95	0.05
32/F	31	31,000	60	399.165	77.66	0.15

## 11. Other Tariff

### Additional Emergency Power Backup

The following chart is the charged rate of the additional power backup for tenant premise.

Rate	Additional Amperes	VND/Ampere/month
First rate	From 01 – 10 amperes	VND 1,650,000 + 10% VAT
Second rate	From 11 – 20 amperes	VND 2,420,000 + 10% VAT
Third rate	From 21 – 30 amperes	VND 3,300,000 + 10% VAT
Fourth rate	From 31 – 40 amperes	VND 4,400,000 + 10% VAT
Fifth rate	From 41 – 50 amperes	VND 6,600,000 + 10% VAT
	> 50 amperes: subject to Landlord's survey and approval	

#### ✓ Note:

- The above monthly cost for each unit will go through the contract term.
- The payment is payable at the same time together with the rental payment term as per the

Lease Contract and Lease Agreement.

- The payment is payable from the date the Landlord hands-over the power source to Tenant.
- The above rate is not inclusive of the respective materials (e.g. cables, CB etc.) and labor cost, and is subject to change from time to time.
- The additional amperes provision is subject to Landlord’s survey and approval and is subject to change from time to time.
- Other related cost as administration fee, consultant fee and/or whatsoever as deems necessary for the approval of the additional amperes will be payable by Tenant.

## 12. Penalty For Violating The Fitting Out Regulations

Using the toilet that is not allocated by The Management	<b>VND 220,000/worker</b> and cancel the fitting out permit
Using the passenger elevator	<b>VND 220,000/worker</b> and cancel the fitting out permit
<b><u>Stealing / damaging on purpose</u></b> to any property and belongings from STC	Compensation based on the prevailing price of the item stolen and/or damaged + 10% VAT. Cancel and bad list contractors or workman accordingly and forfeit all deposit
Property of the building damaged by Contractor	Compensation based on the prevailing price of the item damaged + 10% VAT
Scratching the curtain glass wall	<b>According to the market price</b>
Drilling hole on aluminum frame of curtain wall	<b>VND 17,600,000/hole/frame + 10% VAT</b>
Damaging the lighting cover and control button inside & outside the service lifts	To compensate as per the prevailing value of the item being damaged
Contractor made smelling, dirty, wet, untidy in the common area, non-permitted areas and the fit-out area, e.g. Corridor, Toilet, Lifts and others	The Contractor has to replace, rectify and/or compensate fully accordingly. The cost of the related matter may range from <b>VND 1,100,000</b> and above
Abusing of toilets – choking, breakage, malicious acts and others	Any charges or cost of cleaning, clearing choke, plumbing work and others will be born by the Contractor
Window at the fitting out unit to be closed after opening	Penalty for not closing: <b>VND 66,000</b> per window per occasion Any charges or cost of rectification, damages, losses, claims by the general public and other claims are born by the Contractor

### **13. Amendments to These Rules**

The terms, rules, conditions and/or regulations listed herein may be amended, deleted and/or added to, by the Management of Saigon Trade Center from time to time when deemed necessary, to maintain proper standards for the building and to properly protect the interest of all tenants.

### **14. For Assistance, Please Call**

<i>Department</i>	<i>Contact No.</i>	<i>Working hours</i>
Information Counter at G/F	<b>3829 5171</b>	8:00-17:00 (Monday to Friday) 8:00-12:00 (Saturday)
Sales & Marketing Office	<b>3910 0660</b>	
Customer Services	<b>3829 8293</b>	
Management Department	<b>3823 6438</b>	
BMS Office	<b>3822 6174</b>	non office hours only

# FIRE SAFETY & EVACUATION HANDBOOK

## **1. Introduction**

This building is designed, constructed and maintained to a high standard of fire safety, such that should a fire occur, it can be contained and controlled. The fire escape arrangements and procedures are to ensure that evacuation can be achieved in the unlikely event of a major fire.

This document contains important information on fire procedures and the building and its safety system; it is intended to supplement the Fire Safety & Evacuation Handbook which of necessity is brief.

It is important that all tenants and their staff read and understand both the Fire Safety & Evacuation Procedures.

## **2. The fire alarm system**

The fire alarm system comprises of the break glass units situated at the door of the fire hose-reel and alarm bells on each floor. All alarm signals are channelled to the BMS Room at the Ground Floor. The BMS Room will monitor, communicate and investigate the seriousness of the activated fire alarm.

When the fire alarm is activated, the public address system will be used to announce messages and/or instructions regarding the fire alarm. Irregardless of false or real fire alarm being activated, emergency messages will be announced through the public address system both in English and Vietnamese to draw your attention. Please comply with the instructions or messages strictly. Speakers of the system are located on the ceiling of the toilets; lift lobbies, common corridors and escape stairs on each floor.

In the event of a false alarm, please resume your work as routine. If it is a real fire incident, please wait for further instructions and ready for evacuation.

## **3. The public address system**

In Saigon Trade Centre, the building is equipped with a public address system. In the event of a fire alarm, information and instructions will be announced via the system.

Please wait for the announcement of the status of the fire alarm. The fire alarm can be a false one.

## **A. FIRE PRECAUTIONS**

### **1. Fire Preventive Facilities**

Do not modify the fire preventive system and any facilities at your own discretion. This, otherwise, could affect the efficiency of the system. In case of modification, it must be acknowledged and done by contractor nominated by the Management of the building.

Check and renew your own office fire preventive facilities periodically. The efficiency of these facilities must be maintained at all times. If assistance or information is needed, please feel free to contact the Management at once.

Make sure that all portable fire preventive devices like fire extinguishers are placed at prominent place and easily be reached for emergency use. Return the devices to the designated location after use so that it can be easily assessed to at all times.

According to Fire Preventive ordinances, all fire-fighting devices including hose-reels are exclusively used for fire fighting only.

Handicapped personnel must be given support and assistance with first priority.

## **2. Fire Escape Passage**

- Follow the Fire Exits to the Fire Escape Routes.
- Keep all fire doors closed at all times.
- Do not obstruct passages and staircases of the fire escape route.

## **3. Electrical Wiring and Equipment**

- Check and renew your electrical wiring and electrical equipment periodically.
- Do not over-load your electrical wiring or connect too many equipment to the same socket. Electrical over-loading can cause a fire.
- Whenever you leave your office, make sure that all electrical switches are off and electrical appliances such as computers, copying machines, typewriters and others are disconnected.
- Make sure the electrical equipment is positioned in a suitable and safe place away from heat and water sources.

For major removal or installation of major electrical equipment, please seek for advice or approval from the Management.

## **4. Inflammable Goods & Raw Fire**

- Do not store or keep any gun-power or any other dangerous, combustible or explosive substances.
- Ensure that no smouldering cigarette butts are left behind. Do not use the dustbin for cigarette butts. Smouldering cigarette butts can cause an instant fire.
- Do not burn any joss stick, joss-paper or candles inside your premises.
- Do not cook in your premises. Tenants having pantries are advised to use the pantries for non-alcoholic beverages.

## **B. COMMON FIRE PRECAUTION PRACTICES**

The following fire precautions and fire fighting procedure should be followed.

1. At lunchtime or at the end of the working day, ensure that non-essential electrical equipment is switched off and/or unplugged. Make sure that the electrical equipment is used properly. Follow the instructions of each electrical equipment closely and seriously.
2. Do not overload electrical points by using adapters or connecting too many electrical equipment to one point.

3. Do not store fire hazardous goods in the premises unnecessarily. If such goods have to be stored, keep them away from sources of heat or sources of possible ignition.
4. Advise the Management Office or Security Department if contractors or cleaners pile rubbish near your office, particularly in the staircases or lobbies.
5. Ensure that all wiring and plugs are always in good condition. Old wiring and plugs can cause electrical fire.
6. Do not permit cooking or heating of meals in the office areas.
7. Do not wedge or otherwise keep open Fire Exit Doors.
8. Keep all Fire Exit Routes clear at all times.

## **C. FIRE PROCEDURES**

### **1. If you hear the fire alarm**

- ✓ The ringing of the fire alarm bells means that a fire alarm is activated in your vicinity. **DO NOT PANIC.**
- ✓ Quickly check your own work area and adjacent areas for signs of fire.
- ✓ Wait for public announcement or instruction. Remain calm and do not panic. If evacuation is not necessary, you may do so if you wish.

### **2. Your floor may not be affected.**

- Do not be alarmed if the fire alarm bells do not ring on your floor; this means that you are not in the vicinity of the fire alarm and are not in immediate danger. The alarm will be investigated by the Fire Services Department.
- You will be informed of the current situation as soon as possible.
- Be prepared to evacuate in any orderly manner if so instructed.
- There is no need to activate the fire alarm points on your floor if there is no evidence of fire.

### **3. If you discover a fire**

- Call the Fire Service Department by dialling **114** if it is vital.
- Sound the nearest fire alarm by breaking the nearest break glass panel. This will activate the fire alarm automatically.
- Try to extinguish the fire by using the fire extinguisher located on every fire escape staircase throughout the building. Do not take personal risks to fight the fire. **DO NOT USE WATER ON FIRES OF ELECTRIC ORIGIN.**
- If the fire cannot be quickly controlled, evacuate the building.

#### **4. How to fight the fire**

- If you see a FIRE, remain **CALM. DO NOT PANIC.**
- If it is a small fire and/or you are confident to fight the fire, use fire extinguishers to extinguish the fire. If necessary, use the hose reel as well. For electrical fire, do not use water on them. If it is safe, immediately switch off the main electrical current as soon as possible. Use dry powder or foam if available.
- To activate the fire alarm, smash the break glass of the fire alarm nearest to you.
- Dial **114** to report to the Fire Station from the nearest telephone stating the location of the fire and the fire scene briefly and clearly.
- In order to have a confident escape plan, you must familiarise yourself with the building escape plan and your own office fire safety procedures.

#### **D. HOW TO ESCAPE**

1. Following the instructions from the public address system to evacuate via the nearest fire escape staircase 1 or 2 on each floor.
2. Use wet towel to cover your nose in order to avoid suffocation by dense smoke.
3. Person in-charge of the premises should assign staff to fight the fire provided that it is safe to do so, and at the same time, evacuate others to an area of safety.
4. After everyone in the premises has been evacuated to a safe place, the person in-charge should try to close the doors and windows behind him to confine the fire from spreading.
5. Proceed in orderly manner via the nearest staircase to the Ground floor.
6. Your own fire marshal should account for all visitors and staff before and after evacuating the building; this information may assist the Fire Officer. If any visitor or staff member is unaccounted for, the Fire Marshal should report immediately to the Fire Officer.

Upon arrival of the areas of assembly (at the security guard house positions along Nguyen Du and Ton Duc Thang Street), the person in-charge should congregate his personnel and take roll-call. The person in-charge should report immediately to Security Officers or the Fire Officers whether his/her office staff, members, visitors are accounted for or missing.

7. Points to bear in mind and observe:
  - **DO NOT USE THE LIFTS.**
  - **WALK**, do not run.
  - Stoop low to avoid smoke suffocation when moving along smoky area.
  - Help and let women, old and weak, and handicapped personnel evacuate first.
  - Carry nothing larger than a briefcase. Only take the most important items and carry

minimum items.

- Female evacuees should remove high-heeled shoes to walk down the stairs.

## **E. ESCAPE PASSAGES**

The escape passage, break glass Alarm and Fire Hose Reel are located on each floor. A clear understanding of the escape route is of utmost importance.

## **F. EVACUATING THE BUILDING (only if instructed)**

1. To ensure orderly, expeditious and safe evacuation, it is imperative that every occupant of the Building thoroughly familiarises himself with the evacuation procedures.
2. Occupants are advised to ensure that all their employees are familiar with the escape passage and the contents of the handbook.

## **IMPORTANT POINTS AND PROCEDURES TO NOTE**

- Remain calm and follow the instructions of the Fire Officer, Security Officer or the Building Staff.
- To avoid smoke suffocation, approach the fire exit or way out of the building by stooping low while proceeding to the exit. The breathable air is located at the lowest level above the floor or ground.
- Close all doors and windows. Turn off all electrical apparatus except lights.
- Use the Fire Exit staircases, closing the lobby doors behind you. **DO NOT WEDGE OPEN THE DOORS.** Do not gather in the entrance lobby.
- **DO NOT USE THE LIFTS.** All lifts will be automatically grounded when the fire alarm is activated.
- It is the tenant's responsibility to arrange the evacuation of disabled staff and visitors. If help is required, advise the **BMS Room and Security Office, telephone number: 38226174.** Please do not call the BMS Room unless it is vital, as the telephones will be in use for other essential and important calls.
- Do not re-enter the building until advised that it is safe to do so by Fire Services Department personnel or Building Staff.



# Saigon Trade Center

37 Ton Duc Thang St., Dist.1, HCMC, Vietnam

Tel.: 3829 8293 – 3823 6438

Fax: 3823 6441

E-mail: [cs@stcvn.com](mailto:cs@stcvn.com)

(FORM A)

## TENANT EMERGENCY CONTACT

Unit: .....

Company Name: .....

Tel: ..... Fax: .....

### Contact person in-charge in emergency:

#### (1) During Office Hours

Name:..... Tel:.....

Title:.....

#### (2) During Non-Office Hours

Name:..... Tel:.....

Title: .....

#### (3) E-mail Address to receive building's information:

1. .... Title: .....

2. .... Title: .....

*(To avoid any further inconvenience, please always inform us your new e-mail address to Saigon Trade Center's e-mail address- [cs@stcvn.com](mailto:cs@stcvn.com))*

**Importance:** The nominated contact persons mentioned above are authorized to represent the above-mentioned company.

Tenant's signature and chop

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Remarks:** Please return this form to the Management Office in unit#2901 as soon as practicable.



# Saigon Trade Center

37 Ton Duc Thang St., Dist.1, HCMC, Vietnam

Tel.: 3823 6438 – 3823 6439

Fax: 3823 6441

E-mail: [admin@stc.vn](mailto:admin@stc.vn)

(FORM B)

## APPLICATION FORM

### FOR AIR-CONDITIONING SUPPLY DURING NON-OFFICE HOURS

Unit: ..... Sqm:.....

Company Name: .....

Contact Person: .....

Tel. No:.....

Date: .....

Starting from:..... to:.....

Rate: Premises under 300sqm: **VND 1,870,000** + 10% VAT/ hour

Over 300sqm: **VND 2,530,000** + 10% VAT/ hour

**\* Payment: pay in advance 100%.**

Tenant's signature and chop

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Remarks:** This form is basic for STC Management to issue a Quotation. Air-conditioning will be supplied as the Quotation signed and settled payment by the Tenant.



# Saigon Trade Center

37 Ton Duc Thang St., Dist.1, HCMC, Vietnam

Tel.: 3823 6438 – 3823 6439

Fax: 3823 6441

E-mail: [admin@stcvn.com](mailto:admin@stcvn.com)

(FORM C)

## SERVICE LIFT BOOKING FORM

Unit: .....

Company Name: .....

Representative: .....

Telephone number: .....

Date of booking: .....

Purpose: .....

.....

.....

.....

Time period:      08:00AM – 11:00AM    Time booked:.....

                         13:00PM – 16:00PM    Time booked:.....

                         18:00PM – 21:00PM    Time booked:.....

Tenant's signature and chop

Acknowledged by Saigon Trade Center

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Remarks: Please return this form to the Management Office in unit#2901 as soon as practicable.**



# Saigon Trade Center

37 Ton Duc Thang St., Dist.1, HCMC, Vietnam

Tel.: 3823 6438 – 3823 6439

Fax: 3823 6441

E-mail: [admin@stc.vn](mailto:admin@stc.vn)

(FORM D)

## THE HAND-OVER OF TOILET AND PANTRY KEYS

Unit: .....

Company Name .....

Representative: .....

Please acknowledge your receipt of toilet and pantry keys for your office as follows.

Unit Number	Male Toilet Key	Female Toilet Key	Pantry Key	Remarks

The keys are issued only one time. Should you need to duplicate more keys, a service fee of **VND 110,000 + 10% VAT** shall be charged for any request of provision **a new set of key** (including key tag). Please do not duplicate the keys on your own accord.

These keys shall be handed-over back to the Landlord upon the lease liquidation of the premise or on the date Tenant hands-over back the premise to the Landlord.

Tenant's signature and chop

Acknowledged by Saigon Trade Center

\_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



# Saigon Trade Center

37 Ton Duc Thang St., Dist.1, HCMC, Vietnam

Tel.: 3829 8293 – 3823 6438

Fax: 3823 6441

E-mail: [cs@stcvn.com](mailto:cs@stcvn.com)

(FORM E)

## EXIT PERMIT

Date:.....Leave Time: .....Duration:.....

Transporter's name:.....ID Card No.:.....

Company:.....Unit:.....

Reasons:.....

No.	Items	Quantity	Unit	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

I hereby confirm that I shall be responsible and liable to those items as above-mentioned to be brought out of the building.

Tenant's signature and chop

Acknowledged by Saigon Trade Center

Name:\_\_\_\_\_

Name:\_\_\_\_\_

Title:\_\_\_\_\_

Title:\_\_\_\_\_

### Notice:

1. This form is used for moving of materials or goods out of the building.
2. Should Tenants wish to bring materials or goods out of the building, please submit the official letter or documents from your company approving the respective items to be taken out of the building. If a Tenant does not have company letter-head paper, the Tenant is required to fill in this form with **the authorized person's signature** and **overstamped with the company seal**.
3. Saigon Trade Center Security reserves the right to refuse the respective items to be moved out of the building which has no authorization of document from the respective company.



# Saigon Trade Center

37 Ton Duc Thang St., Dist.1, HCMC, Vietnam

Tel.: 3823 6438 – 3823 6439

Fax: 3823 6441

E-mail: [admin@stcvn.com](mailto:admin@stcvn.com)

(FORM F)

## PHIẾU ĐĂNG KÝ THI CÔNG

**Kính gửi: Ban Quản Lý Saigon Trade Center**  
**Đội Bảo Vệ**

- Đơn vị đăng ký : .....
- Họ tên người đại diện : .....
- Chức vụ : .....
- Điện thoại số : .....
- Số CMND : .....
- Địa chỉ liên lạc : .....
- Ngày thực tế thi công : .....
- Thời gian thi công : .....
- Địa điểm làm việc : .....
- Nội dung công việc : .....

Chúng tôi xin đăng ký những người có tên sau đây được làm việc tại Saigon Trade Center.

STT	Họ và tên	Số CMND	STT	Họ và tên	Số CMND
01			15		
02			16		
03			17		
04			18		
05			19		
06			20		
07			21		
08			22		
09			23		
10			24		
11			25		
12			26		
13			27		
14			28		

Trong thời gian thi công, chúng tôi xin hoàn toàn chịu trách nhiệm trong các trường hợp thiệt hại hoặc tổn thất do đơn vị thi công gây ra. Không đi lại ngoài khu vực thi công và nghiêm chỉnh chấp hành nội quy về an ninh, an toàn lao động (mang giày, bảo hộ lao động,...) và an toàn phòng cháy chữa cháy tại đây. Tuyệt đối không hút thuốc bên trong tòa nhà. Tất cả các công việc gây tiếng ồn và có nguy cơ cháy cao như: khoan bê tông, hàn chì, hàn gió đá...đều phải thực hiện sau giờ hành chính và phải được sự chấp thuận của Ban Quản Lý Tòa nhà. Phiếu đăng ký này là cơ sở để Ban Quản Lý Tòa nhà tính phí thi công.

Nếu có gì thắc mắc ngoài giờ làm việc hành chính, vui lòng liên lạc \_\_\_\_\_ qua số \_\_\_\_\_

TP. HCM, ngày .....tháng .....năm .....

**Ký duyệt của Ban Quản Lý Tòa Nhà**

**Người đăng ký**



# Saigon Trade Center

37 Ton Duc Thang St., Dist.1, HCMC, Vietnam

Tel.: 3829 8293 – 3823 6438

Fax: 3823 6441

E-mail: [cs@stcvn.com](mailto:cs@stcvn.com)

(FORM G)

## MOTORBIKE PARKING APPLICATION

(For the Month of \_\_\_\_\_, 20....)

Company Name: \_\_\_\_\_

Unit: \_\_\_\_\_

No.	Name	Plate No.	ID Card No.	Price (VND)	Submitted Day (Office Use only)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Tenant's signature and chop

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\* **Note:** This Form should be submitted at Reception Counter latest by the 15<sup>th</sup> of each month.



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(FORM H)

## MONTHLY CAR PARKING APPLICATION

(For the Month of \_\_\_\_\_, 20....)

Company Name: \_\_\_\_\_

Unit: \_\_\_\_\_

No.	Car Number	Driver Name	Color	Price (VND)	Submitted Date (Office Use only)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Tenant's signature and chop

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**\* Note:** This Form should be submitted at the Reception Counter latest by the 15<sup>th</sup> of each month.



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(FORM I)

## REGISTERED LIST FOR WORKING AT NON-OFFICE HOURS AND ON HOLIDAYS

Company Name: ..... Unit:.....

Contact Person:..... Tel:.....

Date: ..... Time:.....

No	Name	I.D./Passport	Remark	No	Name	I.D./Passport	Remark
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

Tenant's signature & Chop

Acknowledged by Saigon Trade Center

Name: \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Name: \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

**Note:** The form is applied to Tenants' staffs only and registered names have to show the Security Department their personal evidence at the reception counter.

*Cc: Security Department*



# LUKS LAND (VIET NAM) LIMITED

ROOM 2901, 37 TON DUC THANG STREET, DISTRICT 1, HCMC  
TEL: (848) 3823 6438 – 3823 6439 FAX: (848) 3823 6441 – 3823 2667

## ACCOUNT CONTACT AND BANK INFORMATION UPDATE FORM

### To: TENANTS - ACCOUNTS DEPARTMENT

Please complete and return the form to our Accounts Department at Room 2901, 29/F, Saigon Trade Center, 37 Ton Duc Thang Street, District 1, Ho Chi Minh City, Vietnam

### 1. EFFECTIVE DATE (DD/MM/YYYY) (Please resubmit the form for any updates)

<input type="checkbox"/>	Initial	Date on	_____		
<input type="checkbox"/>	Amended	1st Date on	_____	2nd Date on	_____
<input type="checkbox"/>	Replaced	Date on	_____	(replaced by a new form)	
<input type="checkbox"/>	Deleted	Date on	_____	Remark: _____	

### 2. INFORMATION OF TENANT

Name (Eng) \_\_\_\_\_ Room \_\_\_\_\_

Name (VN) \_\_\_\_\_

Nationality: \_\_\_\_\_ Business: \_\_\_\_\_

Tax code: \_\_\_\_\_ License No & date: \_\_\_\_\_

Co Website \_\_\_\_\_

Co. Name for VAT: \_\_\_\_\_

VAT address: \_\_\_\_\_

### 3. BANK INFORMATION OF TENANT

#### MAIN BANK INFO:

Beneficiary Account Name: \_\_\_\_\_

\_\_\_\_\_ A/C Currency VND \_\_\_\_\_

Beneficiary Account Number: \_\_\_\_\_ Swift Code (If Any): \_\_\_\_\_

Beneficiary Bank Name: \_\_\_\_\_ Branch Name/No.: \_\_\_\_\_

#### BANK INFO:

Beneficiary Account Name: \_\_\_\_\_

\_\_\_\_\_ A/C Currency USD \_\_\_\_\_

Beneficiary Account Number: \_\_\_\_\_ Swift Code (If Any): \_\_\_\_\_

Beneficiary Bank Name: \_\_\_\_\_ Branch Name/No.: \_\_\_\_\_

**NEW BANK INFO:**

Beneficiary Account Name: \_\_\_\_\_

\_\_\_\_\_ A/C Currency \_\_\_\_\_

Beneficiary Account Number: \_\_\_\_\_

Swift Code (If Any): \_\_\_\_\_

Beneficiary Bank Name: \_\_\_\_\_

Branch  
Name/No.: \_\_\_\_\_

**4. CONTACT PERSON (FOR ACCOUNTING PURPOSE ONLY)**

**1. Contact Person (Chief Accountant)**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Department: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Direct line: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax \_\_\_\_\_

**2. Contact Person (Main Contact for accounting purpose)**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Department: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Direct line: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax \_\_\_\_\_

**3. Contact Person (Emergency)**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Department: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Direct line: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax \_\_\_\_\_

**Confirmed by (Tenant)**

**Entered by**

**Checked by**

\_\_\_\_\_  
Name:  
Title:  
Date:

\_\_\_\_\_  
Name:  
Title:  
Date:

\_\_\_\_\_  
Name:  
Title:  
Date:

**5. INTERNAL REFERENCE**

**Tenant ID**

**DOCUMENT CHECKLIST**

(A) Bank Information (From Tenant)  (B) Other Supporting  Please Specify \_\_\_\_\_

Remarks:

Group 1	<input type="text"/>	Group 2	<input type="text"/>	Group 3	<input type="text"/>
Group 4	<input type="text"/>	Group 5	<input type="text"/>	Group 6	<input type="text"/>
RECEIVED DATE	<input type="text"/>	RECEIVED BY	<input type="text"/>	UPDATED ON	<input type="text"/>