



KERAJAAN MALAYSIA

IBU PEJABAT
LEMBAGA HASIL DALAM NEGERI MALAYSIA
 MENARA HASIL
 PERSIARAN RIMBA PERMAI
 CYBER 8, 63000 CYBERJAYA
 SELANGOR DARUL EHSAN

**SIJIL SETEM**

ASAL

STAMP CERTIFICATE

(Sila lekatkan sijil setem ini ke atas surat cara sebagai bukti penyeteman)
 Please attach this stamp certificate to the instrument as evidence of stamping

Cara Bayaran *Payment Method* FPX TRANSACTIONS
No. Adjudikasi *Adjudication No.* L01GD15468XJ001
Jenis Surat Cara *Type Of Instrument* PERJANJIAN SEWA
 SURAT CARA UTAMA
Tarikh Surat Cara *Date Of Instrument* 17/10/2025
Balasan *Consideration* RM 0.00
Maklumat Pihak Pertama / Penjual / Pemberi *First Party / Vendor / Transferor / Assignor*
 SPK ASSOCIATES SDN BHD, (462640-P, 199801006513)
Maklumat Pihak Kedua / Pembeli / Penerima *Second Party / Purchaser / Transferee / Assignee*
 SOLEHUDDIN ALPHA HOLDINGS SDN BHD, (1636049-D, 202501034639)
Butiran Harta / Suratcara *Property / Instrument Description*
 NO.50B, JALAN PADI 1, BANDAR BARU UDA,, JOHOR BAHRU, 81200, JOHOR



Dengan ini disahkan surat cara ini disetem dan diindors seperti maklumat di bawah:
 This is to certify this instrument is stamped and indorsed as below:

No. Sijil Setem <i>Stamp Certificate No.</i>	J1010A251472742
Tarikh Penyeteman <i>Date of Stamping</i>	21/10/2025
Duti Setem Dikenakan <i>Amount of Stamp Duty</i>	RM 29.00
Penalti <i>Penalty</i>	RM 0.00
Pelarasan <i>Adjustment</i>	RM 0.00
Jumlah Dibayar <i>Total Amount Paid</i>	RM 29.00
Indorsemen <i>Indorsement (Akta Setem 1949)</i>	Seksyen 37

Pemungut Duti Setem

No. Kelulusan Perbendaharaan *Treasury Approval No.* : KK/BSKK/10/600-2/1/2(60)Tarikh Cetak *Printed Date* : 22/10/2025 05:34:27

Pengesahan ketulenan Sijil Setem ini boleh dipastikan di stamps.hasil.gov.my atau melalui aplikasi telefon pintar
 The authenticity of this Stamp Certificate can be verified at stamps.hasil.gov.my or by mobile app

Ini adalah cetakan komputer dan tidak perlu ditandatangani
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--- tamat/end ---



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**SIJIL SETEM**

ASAL

STAMP CERTIFICATE

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Cara Bayaran *Payment Method* FPX TRANSACTIONS
No. Adjudikasi *Adjudication No.* L01GD15468XJ001 (SALINAN 1/1)
Jenis Surat Cara *Type Of Instrument* PERJANJIAN SEWA
 SURAT CARA UTAMA
Tarikh Surat Cara *Date Of Instrument* 17/10/2025
Balasan *Consideration* RM 0.00
Maklumat Pihak Pertama / Penjual / Pemberi *First Party / Vendor / Transferor / Assignor*
 SPK ASSOCIATES SDN BHD, (462640-P, 199801006513)
Maklumat Pihak Kedua / Pembeli / Penerima *Second Party / Purchaser / Transferee / Assignee*
 SOLEHUDDIN ALPHA HOLDINGS SDN BHD, (1636049-D, 202501034639)
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Dengan ini disahkan surat cara ini disetem dan diindors seperti maklumat di bawah:
 This is to certify this instrument is stamped and indorsed as below:

No. Sijil Setem <i>Stamp Certificate No.</i>	J1010A251472743
Tarikh Penyeteman <i>Date of Stamping</i>	21/10/2025
Duti Setem Dikenakan <i>Amount of Stamp Duty</i>	RM 10.00
Penalti <i>Penalty</i>	RM 0.00
Pelarasan <i>Adjustment</i>	RM 0.00
Jumlah Dibayar <i>Total Amount Paid</i>	RM 10.00
Indorsemen <i>Indorsement (Akta Setem 1949)</i>	Seksyen 12




Pemungut Duti Setem

No. Kelulusan Perbendaharaan *Treasury Approval No.* : KK/BSKK/10/600-2/1/2(60)Tarikh Cetak *Printed Date* : 22/10/2025 05:34:27

Pengesahan ketulenan Sijil Setem ini boleh dipastikan di stamps.hasil.gov.my atau melalui aplikasi telefon pintar
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Tenancy Agreement

Between

**SPK ASSOCIATES
SDN BHD**

(462640-P)

And

**SOLEHUDDIN ALPHA HOLDINGS SDN
BHD**

202501034639 (1636049-D)

AN AGREEMENT made the day and year stated in **Section 1 of First Schedule** hereto between the first party whose name and particulars are stated in **Section 2 of First Schedule** hereto

(hereinafter referred to as “the Company”) of the one part and the second party whose name and particulars are stated in **Section 3 of First Schedule** (hereinafter referred to as “the Client”) of the other part.

WHEREAS:

- (A) The Company has managed the premises known as No. 50-B, Jalan Padi 1, Bandar Baru Uda, 81200 Johor Bahru, Johor, Malaysia (hereinafter referred to as “the said Building”)
- (B) The Company provides office space in all that area delineated in color on the plan annexed hereto as **Second Schedule** or otherwise consented by the Company in writing, with the furniture provided as listed out in **Third Schedule** and more particularly described in **Section 4 of First Schedule** hereto (hereinafter referred to as “the said Office Space”) together with services as set out in **Forth Schedule** hereto (hereinafter referred to as “the said Services”) and in accordance to terms as set out in **Seventh Schedule** (hereinafter referred to as “the said Terms of Service”)
- (C) The Company has agreed to provide and the Client has agreed to accept the said Office Space and said Services subject to terms and conditions as set out below.

IT IS HEREBY AGREED AS FOLLOWS:-

1. DURATION

This Agreement shall commence upon execution of this Agreement for period as stated in **Section 5 of First Schedule** hereto or upon termination or expiry of the agreement for the said premises whichever is earlier (hereinafter referred to as “the Term”) at the rent as stated in **Section 7 of First Schedule** hereto inclusive of water and electricity of the said Office Space. The Company may at its absolute discretion, upon request in writing two (2) months before expiration of the Term, grant a further term stated in **Section 8 of First Schedule** hereof on terms and conditions mutually agreed by both parties.

2. UNDERTAKINGS

- 2.1 The Client hereby undertakes and covenants as set out in **Fifth Schedule Clause 1**.
- 2.2 The Company hereby undertakes and covenants as set out in **Fifth Schedule Clause 2**.

3. RULES AND REGULATIONS

The Client hereby agrees and covenant with the Company to abide by the rules and regulations as per **Sixth Schedule** as well as all house rules or terms of use imposed and updated by Company from time to time.

4. DEFAULT BY CLIENT

In the event that the Client:-

- (a) commits any breach of terms and conditions contained in this Agreement and fails to rectify the said breach at the expiry of seven (7) working days' notice in writing given by the Company to remedy such breach; and/or
- (b) becomes bankrupt or wound up or makes any arrangement or composition with its creditors generally,

this Agreement shall be terminated, without prejudice to the Company's rights and remedies under the law of contract whereupon this Agreement shall be deemed null and void and of no effect and the Company shall be entitled to forfeit the all deposit or other service fees paid and to collect rental proportionate to any unused Term stated in *section 7 of First Schedule* hereto.

5. DEFAULT BY COMPANY

In the event that the Company:-

- (a) default or refuse or neglect to perform or observe all or any of the terms and conditions and the Company's covenants herein contained; and/or
- (b) becomes bankrupt or wound up or makes any arrangement or composition with its creditors generally,

this Agreement shall be terminated, without prejudice to the Client's rights and remedies under the law of contract. This contract shall be deemed null and void and of no effect. The said Deposit and basic service fee proportionate to any unused Term shall be refunded to the Client free of interest and in addition to pay an amount equal to the deposit paid.

6. DISPUTE RESOLUTION

This Agreement is subject to the Laws of Malaysia and the parties hereto submit to the non-exclusive jurisdiction of the Courts in Malaysia.

7. VARIATION

No variation modification or amendment made to this Deed shall be valid and effective except when made in writing and signed by the parties of duly authorized representative.

8. WAIVER

No forbearance or indulgence on the part of either party hereto in enforcing the terms and conditions of this Agreement shall prejudice the strict rights of that party hereunder or thereunder nor be construed as a waiver thereof.

9. SCHEDULES

The Schedules, Appendices and Plans if any annexed hereto shall have full force as the other terms and conditions herein and constitute an inseparable part of this Agreement.

10. SURVIVAL OF RIGHTS, DUTIES AND OBLIGATIONS

Termination of this Agreement for any cause shall not release a party from any liability which at the time of termination has already accrued to another party or which thereafter may accrue in respect of any act or omission prior to such termination.

11. SEVERANCE

If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions shall not in any way be effected or impaired thereby.

12. NATURE OF AGREEMENT

12.1 This Agreement supersedes any prior agreement between the parties whether written or oral expressed any such prior agreements are canceled as at the date of execution hereto but without prejudice to any right which have already accrued to either of the parties.

12.2 This Agreement may be executed in any number of counterparts or duplicates each of which shall be an original, but such counterparts or duplicates shall together constitute but one and the same Agreement.

13. KNOWLEDGE

Knowledge or acquiescence by either party hereto or in breach of any of the conditions or covenants herein contained shall not operate as or be deemed to be a waiver of such conditions or covenants or any of them and notwithstanding such knowledge or acquiescence each party hereto shall be entitled to exercise their respective rights under this Agreement and to require strict performance by the other of the terms and conditions herein.

14. COSTS

Client shall bear their own solicitors' costs and unless otherwise as stated ***Section 11 of First Schedule.***

15. FURTHER ASSURANCE

Each party shall co-operate with the other and execute and deliver to the others such other instruments and documents and take such other actions as may be reasonably requested from time to time in order to carry out, evidence and confirm their rights and the intended purpose of this Agreement.

16. TIME OF ESSENCE

Time wherever mentioned shall be of the essence of this Agreement, both as regards the dates and period specifically mentioned and as to any dates and period which may by agreement in writing between the parties be substituted for them.

17. NOTICES AND GENERAL

17.1 Notice, demands or other communications required or permitted to be given or made hereunder shall be in writing and delivered personally or sent by ordinary post to the intended recipient at its address set out in this Agreement or to such other address as may from time to time duly notified to the others.

17.2 Any such notice, demand or communication shall be deemed to have been duly served forty-eight (48) hours after posting.

18. TAX LIABILITIES

The Monthly Rent shall be paid in full and free and clear of any taxes, duties, deductions, withholdings or other deductions whatsoever imposed by the government or tax authority. If any applicable law, including but not limited to service tax is chargeable on the Monthly Rent, such tax, charge, levy or additional sum payable shall be fully borne by the Client.

19. BINDING

This Agreement shall be binding upon the heirs, personal representatives, executor, permitted assigns and successors in title of the parties hereto.

20. TERMINATION

Should the Client without the written consent of the Company first had and obtained, leave or vacate or attempt the Office Space or terminate the Agreement prior to the expiry of the Term hereby created, the Company is entitled to forfeit the Security Deposit and claim for a sum equivalent to the remaining Term specified as liquidated damages. Client needs to give 2-month notice in all termination consented in writing by Company and it shall take effect from 1st of the following calendar month

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the day and year first above written.

SIGNED BY SPK ASSOCIATES SDN BHD

In the presence of:-

}  }

Name: KER KAI XIANG

Name:

NRIC

No.:

SIGNED BY SOLEHUDDIN ALPHA HOLDINGS SDN BHD

In the presence of:-

}  }

Name: SITI NURHAIRUNNISA
BINTI SULAIMAN

NRIC: 841121-01-5134

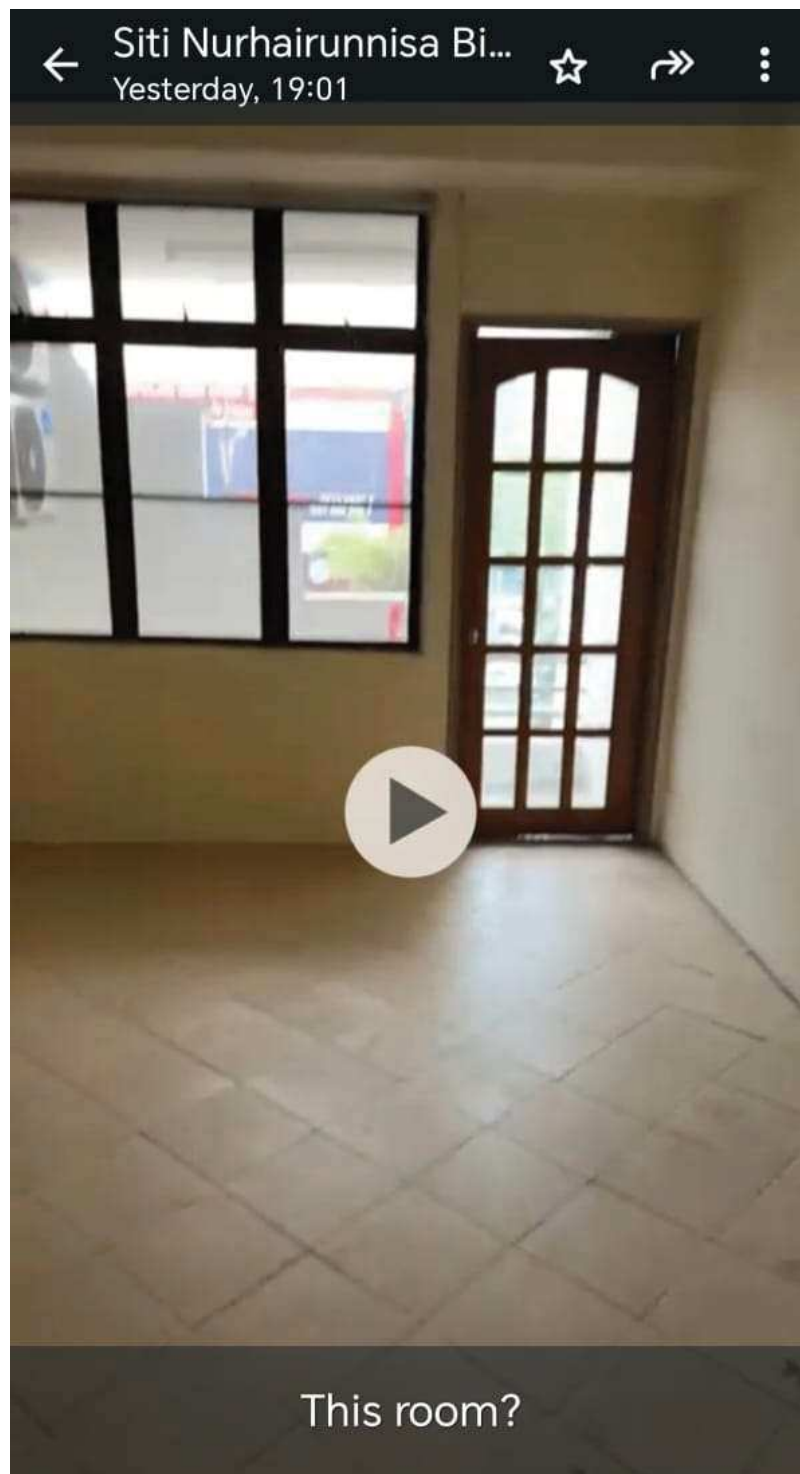
Name:

NRIC No.:

FIRST SCHEDULE

SECTION	ITEM	PARTICULAR
1	Date	17th October 2025
2	Company Particulars	SPK ASSOCIATES SDN BHD Lot 115177 (PTD 127743), Jalan Kempas Lama, Kawasan Perindustrian Selatan, 81300 Johor Bahru, Johor
3	Client Particulars	SOLEHUDDIN ALPHA HOLDINGS SDN BHD 202501034639 (1636049-D)
4	Office Space & Terms of Service in SEVENTH SCHEDULE	R1 as described in the 'Second Schedule' annexed hereto with 2 authorized user located at: 50-B, Jalan Padi 1, Bandar Baru Uda, 81200 Johor Bahru, Johor, Malaysia. Office Suite
5	Term	12 Months
6	Commencement	18 th October 2025
7	Rent	RINGGIT MALAYSIA: FIVE HUNDRED AND NINETY RINGGIT ONLY (RM590.00), with air- conditioning charged separately for usage over 100kWh. The top-up rate is RM0.80/kWh.
8	Further Term	N/A
9	Deposit	RM1,180.00
10	Time and Payment Manner	1 st of every calendar month
11	Fees and Disbursement	Runner & stamping fee to be borne by client

SECOND SCHEDULE



THIRD SCHEDULE

<i>Office Units</i>	<i>ROOM</i>
	<i>R1 R2 R3 R4 R5 R6 R7</i>
<i>Room Furniture</i>	<i>Writing Desk Executive Chair</i>
<i>Room Facilities</i>	<i>Air-Con Power Points Lighting WIFI</i>
<i>Other Facility</i>	<i>Toilets</i>
<i>Common Area</i>	<i>Available</i>

FORTH SCHEDULE

OPTIONAL SERVICE CHARGE

Item	Description	Serviced Office User
1	Telecommunication Programming Outgoing national calls to landline Outgoing calls to mobile Outgoing local calls Outgoing International calls Incoming fax Outgoing fax (local) Outgoing fax (national) Outgoing fax (international)	RM100/line (one-time charge) RM0.30/min/call RM0.30/min/call RM0.20/min/call RM8.00/min RM0.10/A4/pc RM0.30/A4/pc RM1/A4/pc RM7/A4/pc
2	Courier Service Local - Document & Parcel International - Document & Parcel	Handling fee from RM5/item on top of courier fee
*3	Printing Photocopy:A4 paper (70gm/80gm) Computer printout: A4 paper Computer printout: A4 paper (colour) Document scanning: A4 paper	RM0.20 / copy RM0.20 / copy RM2.00 / copy RM0.60 / copy (flatbed) RM0.20/copy (feeder)
4	Personal Assistance To carry out secretary's work such as coordination, data/report update, travel arrangement, handling correspondence and other administrative work.	RM20/hr or tailor package rate subject to work nature and volume
5	Meeting Room Seminar Room	RM20 / hr (minimum charge) RM40 / hr (minimum charge)

Note: Above rate subject to review and doubled for non-serviced office user

*50% off for 'do it yourself' (DIY)

FIFTH SCHEDULE

1. The Client hereby undertakes and covenants as follows:-

- 1.1 To deposit with the Company the sum stated in **Section 9 of the First Schedule** hereto (the receipt of which the Company hereby acknowledge) (Hereinafter referred to as "the Deposit") as and by way of deposit and security for the due performance and observance by the client of all and singular the several covenants on the part of the Agreement herein contained. The said sum shall not be deemed to be the payment for rent in advance nor shall be treated or used by the client as payment for rent due under this Agreement without prior written consent of the Company but the said sum or any part thereof may be applied in or towards payment of fees charges outstanding or for making good any breach of this Agreement on part of the Client BUT SUBJECT as aforesaid shall be refunded to the client upon expiration of the Term hereby created.
- 1.2 To pay the rent at the times and in the manner as stated in **Section 10 of the First Schedule** hereto. All late payment will incur penalty of RM10/day. Authorized users will be denied access to the Building and Office Space when rental is due more than 7 days and Company reserves the right to re-market Office Space without prior notice.
- 1.3 To pay all services rendered upon receipt of the relevant bills from the Company unless otherwise stated. All late payment will incur penalty of RM10/day. Authorized users will be denied access to the Building and Office Space when outstanding bill is due for more than 7 days or when the Company deemed necessary.
- 1.4 Not to do or permit to be done in Office Space anything which will or may infringe any of the by-laws or regulations in force or which may be or may become a nuisance for annoyance or inconvenience to the Company or to other clients or occupiers of the adjacent or neighboring of the said Office Space including but not limited to talking loudly, or any kind of distractions.
- 1.5 To be wholly responsible for and keep the Company indemnified against all action, writs, summons, claims, demands, losses, damages, costs and/or expenses caused to any person or property whatsoever whether directly or indirectly arising out of the carrying on of the client business or use of the Office Space.
- 1.6 To keep the interior, office equipment of the said Office Space and all the Company's installation therein in good and tenantable repair and condition and proper working order (fair wear and tear excepted).
- 1.7 To keep the said Office Space clean and in a sanitary condition and appearance and reasonable for the locking and securing of the windows of the said Office Space.
- 1.8 Not to assign or sublet or part with the possession of or share the occupation or use of the said Office Space or any thereof.

- 1.9 To use the said Office Space only for the purpose of carrying out legal businesses and only for the business stated in business registration form provided. Use of office Space for 'retail nature', involving frequent visit by public is not permitted unless otherwise approved by Company in writing.
- 1.10 Not without the written consent of the Company to affix or exhibit or erect upon any part of the external rails or fences thereof any placard or poster or other advertisement or boarding.
- 1.11 During the last two (2) months of the Agreement to permit the Company to permit persons with authority from the Company at reasonable times to view the said Space Office.
- 1.12 Upon the termination of this Agreement to deliver up to the Company the said Office Space in such state of repair condition order and preservation as shall be in strict compliance with the Client's stipulation herein contained and with all locks keys and fastenings complete.
- 1.13 At the expiration or sooner determination of this Agreement hereby created peaceably and quietly to yield up unto the Company the said Office Space and to remove and/or dismantle there from all the Client's equipment and property at their own costs and expenses. Otherwise, the Company shall be entitled to dispose or deal with the same as the Company deems fit without any claim by the client against the Company.
- 1.14 That the client shall be solely liable and responsible for their properties and goods and any others properties under their possession and control from loss or damage by fire burglary and/or other risks.
- 1.15 To take up the comprehensive insurance policy at the Client's expense in both the Company and Clients names for their respective rights and interest, to cover at all times throughout the Term of this Agreement, to insure against, loss or damage of the Office Space, the Client and the Company's property, the Building and such matters required by the Company, by fire and other risks and to produce such policy upon demand by the Company.
- 1.16 To appoint the Company as its sole and exclusive Office Assistant Administrator to provide the said services unless the Company otherwise permits in writing.
- 1.17 Exclusively retain for the purposes of its business, the rights conferred under this agreement and under no circumstances to seek to assign these rights, in whole or in part, to a third party.
- 1.18 To be responsible for and to indemnify and keep the Company indemnified against all action, writs, summons, claims, demands, losses, damages, costs and/or expenses caused to any person or property whatsoever whether directly or indirectly arising out

of the carrying on of the Client's business or use of the said Office Space.

- 1.19 During and ONE (1) year after term of this Agreement, Client shall not compete directly or indirectly in any manner whatsoever whether as employer, agent, consultancy or through participations and the like with operations or businesses in which the Company is engaged.
- 1.20 To deposit postdated cheques for rental with the Company every six months or any shorter period whichever is applicable.
2. The Company hereby undertakes and covenants as follows:-
 - 2.1 On the Client paying the rent hereby reserved and performing and observing the stipulations herein mentioned the Client shall peaceably hold and enjoy the said Premises during the Term hereby created without any interruption or disturbance of or by the Company; and
 - 2.2 To treat as secret and confidential and not at any time for any reason to disclose or permit to be disclosed to any person or otherwise make use of any information relating to the Client's business or other know-how, business plans or finance or any such information relating to its suppliers, customers or Client where the information was received during the term of this Agreement.
 - 2.3 To provide services to Client as stated in **Seventh Schedule**.

SIXTH SCHEDULE

RULES AND REGULATIONS

I) GENERAL

1. Upon execution of this Agreement, Client is required to provide a copy of the Business Registration approved by the Registrar of Companies, and a duplicate copy of the Client's identity card to the Company.
2. Client is allowed to use the Company's address, telephone and fax number AFTER execution of this Agreement and full payment made.
3. Client is discouraged from using the Company's address as its registered address.
4. All payment due date falls on 1st of calendar month or quarterly calendar month unless otherwise stated. Therefore, Client will be billed prorated service charges incurred or any short payment for the calendar quarter.
5. Smoking is STRICTLY prohibited in the Building and Office Space. Please to **Eight Schedule** for fine & penalty.
6. Food consumption is prohibited in the Office Space, except at the pantry or unless otherwise approved by Company during special event. Client is STRICTLY prohibited from disposing any food or drink residual waste or packaging into waste basket provided in Office Space. Please refer to **Eight Schedule** for fine & penalty.
7. The Company seeks the cooperation from every Client to maintain the office cleanliness and practice 'saving the earth' by using less paper, recycling and switching off all electrical appliances when not in use.
8. Client is encouraged to use 'care of (c/o) Noah Suite Office Services' in all their registered business mail and correspondence for professionalism and integrity.
9. Company will not entertain any request from Client to cover-up the truth of the Office Space or the Building is a shared office amongst different companies.

II) OFFICE SPACE

1. Client is allowed to bring only one (1) unit of personal computer for each authorized user and one (1) unit of non-commercial printer for Office Space. Client is required to get written consent from the Company to bring in electrical appliances and furniture other than above. The Company is not liable upon any form of maintenance or losses.
2. Client is not allowed to keep stocks or valuables or any bulky goods in the office. In the event of any damages to the Building or Office Space. Client will have to bear the damage cost.
3. Clients to keep room door closed at all time and is reframed from slamming door or creating distracting noise.
4. Additional charges will be imposed for all additional staffs other than authorized users to share the Office Space or common area in the Building. However, the maximum number of tables and chairs provided is subject to the size of the Office Space.

5. Client must seek the consent of the Company if additional office furniture is required.
6. Client must switch off all plug points, lightings and air conditioner when not in Office Space.
7. Internet usage policy: Usage of internet is STRICTLY for business or work related website. Watching/download of internet movie or surfing of social media or any other content heavy website is STRICTLY prohibited. Please refer to Eight Schedule for fine & penalty.
8. Standard air conditioner operating hour is from 9-6pm Monday to Friday. Client may request extended hour at additional cost.
9. Give all reasonable assistance to the Company, its staff and its agents in its operation of business including inspecting, cleaning and repairing the entire premises.
10. Make no alterations to premises / properties, nor install any equipment including But not limited to, telecommunications equipment, photocopying equipment and facsimile transmission machines, fixtures or fittings beyond that provided by Company unless with prior written approval from Company.
11. Company reserve the right to relocate Customer to alternate hot desks / workstations / office suite of equivalent size within the facility at 2 weeks' notice.
12. To observe Rules & Regulations as per **Sixth Schedule** which may be amended and updated from time to time.
13. Any office/cabinet keys or access cards held by customer will be fined if found lost or being held by 3rd party. Please refer to **Eight Schedule** for fine & penalty.
14. Waste of water and electricity is STRICTLY prohibited. Please refer to **Eight Schedule** for fine & penalty.
15. Staffs, guests, visitors or vendors of Client are allowed in the Office Space or the Building For discussion, meeting or any other registered business related activity provided always they are accompanied by at least ONE (1) authorized user at all time. However, Company reserves the right to impose surcharge on Client when deemed necessary.
16. Use of office on selected public holiday and unauthorized access hour is subject to overtime charges. Client may request extended hour at additional cost.
17. Client is prohibited from leaving kid in the Office Space or the Building without supervision.
18. Placement of religious objects such as statue or drawing in Office Space or Building is strictly prohibited.

III) SERVICE

1. Client who does not have a dedicated telephone line can request for assistance in connecting the outgoing calls.
2. The Company welcomes enquiries of secretarial support from Client and will take every effort to fulfill the request. However, the Company reserves the right to refuse the Client.
3. Client is prohibited from using any TERMS OF SERVICES from the Company's competitors in the Building.
4. Use of business address is STRICTLY for Client's ONE(1) registered business and for business purpose only. Company reserves the right to return all personal mails/parcels to sender or charge recipient based on latest virtual office rate.
5. Use of business phone and fax number is STRICTLY for Client's ONE(1) registered business with the Company and for business purpose only. Company reserves the right to reject all non-business related calls and fax.
6. Basic housekeeping service is included once a week. Client is required to separate recyclable and non-recyclable waste or risk RM1,000 fine as per statutory requirement. Service charge is applicable for any excessive waste management required from Client.
7. Upon Client's departure or relocation to a different building a flat fee of minimum RM100 per office space will be charged for any repairs needed above and beyond normal wear and tear. Company reserves the right to dispose all properties Client left in the Office Space or Building without owing Client any responsibility for it or any proceeds of sale.
8. Client is responsible for all cost incurred as a result of failure to vacate Office Space or Building on time.
9. Client is responsible for all service charges incurred other than standard services provided in **Seventh Schedule** such as interview session and attending to guests/visitors/authorities in the absence of Client. However, Company reserves the right to reject all services other than provided in **Seventh Schedule**.
10. Receptionist service is available from either from 9AM to 6PM or 8AM to 5PM, Monday to Friday depending on the Building location. It closes during National and State Public Holidays, and an extended holiday during the Lunar New Year celebration.

SEVENTH SCHEDULE

TERMS OF SERVICE

(1) **Virtual Office** – Payment in full required at time of application and payment in advance required for all other and optional services in Forth Schedule. No refund for cancellation and downgrade unless otherwise approved by Company in written consent.

Depending on packages, general services provided are:-

- a. Access to reception services like printing, scanning, photocopying and so forth at cost;
- b. Access to meeting and conference rooms at cost and subject to availability;
- c. Complimentary use of designated business address including mail handling and forwarding for one (1) registered company only and with reasonable volume.
- d. Complimentary use of shared telephone & fax number, call answering service and message forwarding via WhatsApp or email for one (1) registered company only and with reasonable volume.
- e. Complimentary use of open space working/meeting area with reasonable number of unauthorized users and frequency or at cost and subject to availability.
- f. Complimentary use of WIFI or at cost and for work purpose only..

(2) **Hot Desk** – Payment in full required at time of application together with security deposit (refundable within 5 working days upon check out less all outstanding amounts and compensations for damages to premises / properties by Customer / guests if there is any). Payment in advance required for all other and optional services in Forth Schedule. No refund for cancellation and downgrade unless otherwise approved by Company in writing.

Depending on packages, general services provided are:-

- a. Access to reception services like printing, scanning, photocopying and so forth at cost;
- b. Access to meeting and conference rooms at cost and subject to availability;
- c. Complimentary use of designated business address including mail handling and forwarding for one (1) registered company only and with reasonable volume.
- d. Complimentary use of designated telephone & fax number, call answering service and message forwarding via WhatsApp or email for one (1) registered company only and with reasonable volume.
- e. Complimentary use of open space working/meeting area with reasonable number of unauthorized users and frequency or at cost and subject to availability.
- f. Complimentary use of WIFI or at cost and for work purpose only.
- g. Use of hot desk or at cost and subject to availability.

(3) **Work Stations** – Payment in full required at time of application together with security deposit (refundable within 5 working days upon check out less all outstanding amounts and compensations for damages to premises / properties by Customer / guests if there is any). Payment in advance required for all other and optional services in Forth Schedule. No refund for cancellation and downgrade unless otherwise approved by Company in written consent.

Depending on packages, general services provided are:-

- a. Access to reception services like printing, scanning, photocopying and so forth at cost;
- b. Access to meeting and conference rooms at cost and subject to availability;
- c. Complimentary use of designated business address including mail handling and forwarding for one (1) registered company only and with reasonable volume.
- d. Complimentary use of shared telephone & fax number, call answering service and message forwarding via WhatsApp or email for one (1) registered company only and with reasonable volume.
- e. Complimentary use of open space working/meeting area with reasonable number of unauthorized users and frequency or at cost and subject to availability.
- f. Complimentary use of WIFI or at cost and for work purpose only.
- g. Use of fixed/mobile workstation.

(4) **Office Suite** (Small / Suite / Large) - Payment in full required at time of application together with security deposit (refundable within 5 working days upon check out less all outstanding amounts and compensations for damages to premises / properties by Customer / guests if there is any). Payment in advance required for all other and optional services in Forth Schedule. No refund for cancellation and downgrade unless otherwise approved by Company in writing.

Depending on packages, general services provided are:-

- ~~a. Access to reception services like printing, scanning, photocopying and so forth at cost;~~
- b. Access to meeting room at cost and subject to availability;
- c. Complimentary use of designated business address for one (1) registered company only and with reasonable volume; and
- ~~d. Complimentary use of shared telephone & fax number, call answering service and message forwarding via WhatsApp or email for one (1) registered company only and with reasonable volume;~~
- e. Complimentary use of open space working/meeting area with reasonable number of unauthorized users and frequency or at cost and subject to availability;
- f. Complimentary use of WIFI or at cost for work purpose only.
- g. Use of dedicated Office Space equipped with work desk, chair, and air con.

(5) **Administrative/Virtual Assistant** - Payment in full required at time of application together with security deposit (refundable within 5 working days upon check out less all outstanding amounts and compensations for damages to premises / properties by Customer / guests if there is any). Payment in advance required for all other and optional services in Forth Schedule. No refund for cancellation and downgrade unless otherwise approved by Company in writing.

Depending on packages, general services provided are:-

- a. Manage contact lists and customer spreadsheets;
- b. Organize client's schedule;
- c. Make travel arrangement;
- d. Online and offline promotion of the client's business;
- e. Conduct market or internet research;
- f. Communicate and coordinate with suppliers, customers and visitors;
- g. Process customer inquiries, phone chat or email

EIGHTH SCHEDULE

FINES & PENALTIES

Violation	Fine	Remarks
• Smoking • Food consumption in Office Space • Internet abuse • Loss/Transfer of office keys/access cards to unauthorized user • Waste of water & electricity • Littering	RM50	☐ Double or subject to management discretion for 2nd offence and above ☐ Subject to review by Company
• Illegal dumping • Failure to separate waste	As per statutory requirement	• Subject to review by Company

End of Contract