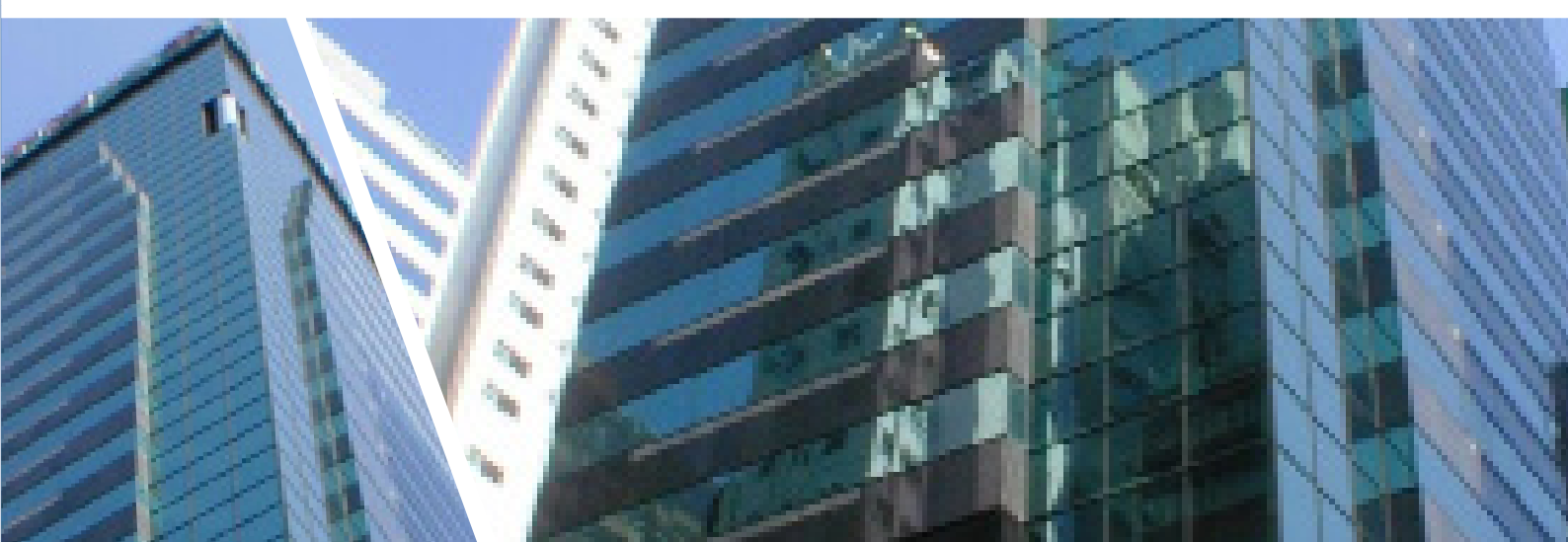


CLI Building

Tenant's Fitting Out Guide and House Rules



September 2024



Savills Taiping Property Management Limited

CONTENTS

1.	Management.....	1
2.	Fitting Out Procedure.....	2-5
3.	Fitting Out Conditions	6-7
4.	Nominated Contractors.....	8
5.	House Rules	9
6.	Purpose of Tenant's Fitting Out Guide	10
7.	Introduction to CLI Building.....	11

APPENDICES:-

APPENDIX I	- Requisition for Directory Stripes
APPENDIX II	- Tenant Registration Form
APPENDIX III	- Authorised Contractor Registration Form
APPENDIX IV	- Fitting Out Deposit & Cost of Temporary Electricity
APPENDIX V	- Temporary Electricity Supply Record
APPENDIX VI	- Application for Refunding of Fit Out Deposit
APPENDIX VII	- Tenant's / Occupier's Undertaking
APPENDIX VIII	- 預約貨運升降機申請表
APPENDIX IX	- 物品搬出/入記錄

1. MANAGEMENT

- 1.01 The management of the Building is carried out by Savills Taiping Property Management Limited (“**the Manager**”).

Fitting out / Reinstatement works will be coordinated by the Manager. Please direct all enquires relating to this matter to Mr. Jacky Cheung at 2157 1481.

China Life Center Management Office
18 Hung Luen Road, Hung Hom
Tel: 2157 1428
Fax: 2157 9669

- 1.02 Security

During the day and night the Shift Supervisor will be on duty at the control desk (Telephone no. 2893 7714) in the management office and other building staff will patrol the Building.

- 1.03 Building Management Functions

Savills Taiping Property Management Limited will provide the following management services to the common areas and common facilities of the Building.

- (i) Building Supervision
- (ii) Security
- (iii) Cleaning
- (iv) Maintenance and Repair
- (v) Insurance
- (vi) Utilities

- 1.04 Tenant's Obligation etc

All matters of mutual obligations, insurance, and air-conditioning charge are items which are dealt with at the office of Savills Taiping Property Management Limited.

Savills Taiping Property Management Limited would be pleased to consider any suggestions to improve the operation of the Building and if we can be of any assistance.

2. FITTING OUT PROCEDURES

2.01 Government Approval

Before you undertake any works, please ensure that your proposal complies with the Building Ordinance or other Government Regulations. It is your responsibility to ensure that any necessary approvals are obtained. Any modification which contravenes the statutes/regulations will have to be rectified at the occupier's cost.

2.02 Approval of Fitting Out Drawings

Please submit 3 copies of the fitting out and decoration plans to the Manager, Savills Taiping Property Management Limited at G/F Management Office, China Life Center, 18 Hung Luen Road, Hung Hom, within 14 days of signing the offer letter.

All plans submitted shall be to a scale of 1:100 indicating the following items:-

- General layout plans;
- Fire services;
- Air-conditioning system;
- Mechanical and electrical installation;
- Plumbing/drainage system; and
- Ceilings.

After being duly studied by the Landlord and the Manager, a letter will be issued by the Manager to the tenant to advise their comments on the drawings.

No alternation, addition or fitting out can be carried out without prior written consent from the Landlord/Manager.

All alterations to the plumbing and drainage, fire service, fire equipment, electricity, security, air-conditioning services and system ceiling installation **shall** be carried out by the nominated contractors listed in Section 6.00 of this Fitting Out Guide.

2.03 Deposits

Each tenant/occupant will be required to deposit with the Landlord the sum of HK\$15,000.00 for office, HK\$25,000.00 for shop/restaurant as fitting out deposit, which will be refundable after the completion of your fitting out and decoration work to ensure that all the rules of fitting out are strictly adhered to by yourselves, your contractor and any sub-contractors, and as a deposit against any damage caused to the Building by the same. The Landlord reserves the right to charge any additional sum in the event of the deposits being insufficient to meet the cost incurred.

These cheques should be payable to Savills Property Management Limited.

2.04 Vetting Fee

A vetting fee of HK\$2.00psf (gross) for office and HK\$2.50 psf (gross) for retail spaces shall be payable by the tenant to the Manager in respect of the involvement of the Manager in the review and approval of fitting out plans.

2.05 Access and Working Hours

You will be required to give Savills Taiping Property Management Limited at least 24 hours' notice for use of the Lifts for goods delivery in the fitting out of your premises. All removals or the carry in or out of furniture or bulky matter of any description must take place after office hours or any other hours as specified by the Manager from time to time so as to cause no disturbance to other Tenants/Occupiers within the Building. You are advised to make prior arrangement with the Manager for all noisy work and transportation of materials. Please refer to Appendix VI and VII.

Please note that fitting out of your premises is only allowed between 0830 to 1830 hours unless prior authority to work outside these hours is given by the Manager. However, under no circumstances will noisy work be allowed during these hours. Workmen should be under the control of the contractors' supervisor who will sign in daily at the security desk stating the details of workmen (including their names and identity card numbers) carrying out the fitting out on that day.

2.06 Insurance Coverage

- a. The Tenant/Occupier must have sufficient insurance coverage in respect of the Premises (where the decoration work will be carried out) against fire and public liability, of which minimum coverage of public liability shall be HK\$30,000,000 per incident, including the Manager, "Savills Taiping Property Management Limited" and "Savills Property Management Limited", and Landlord "Sunnoon Development

Limited” and “China Life Insurance (Oversea) Co. Ltd” as the insured parties.

- b. A copy of such insurance policy shall be sent to the Manager for reference prior to commencement of any work.
- c. For the avoidance of doubt, the Manager shall be in no way be liable to any Tenant/ Occupier for the acts omissions defaults and/or negligence of its nominated building contractors (Read Part 4 – Nominated Contractors)

2.07 Workmen's Behavior

You will be responsible for the good conduct of the workmen while they are in CLI Building. Your particular attention is drawn to the correct use of toilets.

As Manager of the Building Savills Taiping Property Management Limited reserves the absolute right to remove any workmen from the Building without having to give any reason or notice.

2.08 Refuse/Debris

Your particular attention is drawn to the danger of fire during the fitting out period, and it is essential that refuse/debris does not accumulate. All materials and debris shall be kept in the tenant's own premises during the working period without obstructing any part of the public areas. All material must be taken away on a daily basis and disposed of away from the site by your contractor.

Part of your deposit will be used to remove any debris if you do not clear up on a daily basis.

2.09 Cleaning

You will be responsible for cleaning your premises and the stairways, lifts, etc after fitting out works including the removal of all bulk cartons which have been used during office removal.

If you do not arrange for proper cleaning our retained contractors will carry out the work and the cost will be deducted from your deposits.

2.10 Fire Precautions

Your attention is drawn to the regulations of the Fire Services Department and to the Building authority who require that all fire/smoke doors must be kept closed at all times. Please ensure that your contractors workmen are aware of the regulations and ensure

2.11 Safety Precaution

Every precaution should be taken in the use of electrical equipment by your contractors workmen including the use of the suitable earthed cable from the power sockets. Temporary cabling should be supported above the floor and finally removed on completion.

2.12 Temporary Power

A temporary power supply is available for the tenant's use during fitting out work. This supply will be charged @HK\$100.00 per unit. Please refer to Appendix IV.

In no circumstances must your contractors tap electricity from the common areas. Illegal electrical connection may result in immediate suspension of power supply.

2.13 Cutting into walls, ceiling and floors

Any works which involve cutting into walls, ceiling or floors must receive prior written consent of the Manager.

2.14 Electrical Services

All electrical work will be carried out by the Building's nominated contractor at the tenant's cost and the supply of electricity can be obtained via The Hongkong Electric Company Limited (Telephone no 2887 3411).

2.15 Telephone

A telephone supply cable is laid to each floor and for connection and installation of phones, please contact PCCW (Telephone no 2888 2888).

2.16 Other Supply Cables

All other supply cables should be segregated from electrical services cables.

2.17 Partitioning

Only drywall construction is permitted unless our specific permission has been obtained for the use of other materials. No direct fixings to the curtain wall will be permitted. In any event, no combustible materials shall be allowed to be used for construction of partitions.

3. FITTING OUT CONDITIONS

- 3.01 All the works proposed on approved drawings must be carried out to the satisfaction of the Landlord and/or the Manager. In this connection, the tenant will keep the Landlord and/or the Manager informed of the actual working dates and inspections will be made during the course of proposed works.
- 3.02 All noisy works and transportation of materials to, and debris from the tenant's premises will be carried out outside normal office hours so as to cause no disturbance to other occupants within the Building.
- 3.03 The tenant shall take all necessary precautions to restrict the nuisance of dust the noise and shall not cause any disturbance or inconvenience to other occupants within the Building.
- 3.04 The Landlord and/or the Manager reserves the right to require the tenant to make any alteration thought fit, even after completion of the proposed and approved works. Any such requirement must be complied with within one month from the date on which a tenant is so notified in writing.
- 3.05 No work, including chasing, forming openings, etc, is permitted to the structural walls and floors, and tenants will be liable to reinstate, at their expense, all damaged areas. If any contravention is noted the Manager at its sole discretion may stop all fitting out works at the premises (including but not limited to disconnection of the temporary power supply) until full assessment of the damage is carried out.
- 3.06 The tenant shall provide and maintain sufficient access to and from all Landlord's equipment in order that regular maintenance and replacement of such equipment can be carried out without detriment to both the Landlord's and the tenant's fixtures and fittings. In particular, the Landlord's equipment without the false ceiling pipe ducts, meter rooms, telephone rooms and AHU rooms must be serviceable with suitable access.
- 3.07 Prior to the commencement of any works, a list of all personnel to be engaged on the works is to be deposited in the Building Superintendent's office. Such a list will contain the names, addresses and Hong Kong identity card numbers of all personnel so engaged.
- 3.08 It is the tenant's responsibility to allow ample time for the consultants to design and the contractors to install the fitting out works. The Landlord and/or the Manager will not be liable for any delay in the fitting out works.

No workman is allowed to stay overnight within the Building.

3.09 The Contractor/Tenant shall take all reasonable steps to implement its own environmental plan with respect to the completion of the works. The plan shall set out the contractor's arrangement, in respect of environmental matters, including but not limited to the following where applicable.

- monitoring and control of dust emissions.
- monitoring and control of noise emissions.
- monitoring and control of waste water emissions.
- storage and disposal of solid waste.
- storage and handling of dangerous goods.
- storage, handling and disposal of chemical and hazardous waste.
- minimization and recycling of waste.
- rodent, vermin and pest control.

3.10 The contractor/tenant shall be aware of occupational safety and health. Guidelines shall be referred to Occupational Safety and Health Council.

4. NOMINATED CONTRACTORS

SERVICES	CONTRACTOR NAME	CONTACT PERSON	TEL NO
Air-Conditioning	Sundart Technical Services Ltd	Mr K.C. Yau	2510 0651 6211 0511
	Ever Rich E&M Engineering Co. Ltd	Mr K.S. Kwong	2387 8980
	Shun Hing Engineering Contracting Company Limited	Ms. Christie/Mr. Wu	2419 8282
Fire Services	Galaxy Engineering Holding Co, Ltd	Mr Ting	2529 4885 9107 9494
		Mr Andy	6271 1175
Electrical	Fung Tat Electrical Engineering Company Limited	Mr. Joe Chung	2487 8021
	Savills Engineering Limited	Mr. John Fu	2525 2873
	United Communications Electrical Engineering Co. Ltd	Mr. Man	2572 8332
Plumbing and Drainage	Karin Complex Limited	Mr.Ray	3111 2186
	Jockey Engineering Ltd	Mr. Ng	9860 6616
	C.H. Design & Contracting Ltd.	Mr Raymond Chau	2142 7882 9468 9695
CABD / ELV	Nixon Technology Company Ltd.	Joe	2892 2188 9654 0386
	Kwong Ming Electronics Co.	Mr Cheung	9486 6593
	Alarm City Electronic Engineering Ltd.	Mr Ricky Wu	2366 6688

WORK REQUIRED TO BE CARRIED OUT BY BUILDING NOMINATED CONTRACTOR

1. Alteration / modification of central air-conditioning installation including chilled / condensate water pipeworks, fan coil units etc. inside the office and common area;
3. Alteration or connection to the fresh air / exhaust air system including louver, thermostat, control wiring and air duct installation;
4. Electrical sub-main cable through the common area and facilities of the building to the office;
5. Installation of isolator and bus chamber connection to the main supply of the building in switch room;
6. Installation or removal of any system or appliance connecting to any part of the building services and facilities;
7. Relocation and/or addition of all fire services installations; and
8. Installation of plumbing and drainage pipe for the wet pantry including the pipework running through the common area.

5. HOUSE RULES

Each Tenant shall at all times hereafter be bound by and shall observe and perform the following House Rules.

1. Not to use the said premises for any purposes other than for commercial use only.
2. Not to use the said premises for any illegal improper or immoral purposes.
3. No premises should be allowed to use as sleeping quarter or as domestic premises or allow any person to remain in the said premises overnight.
4. No premises to be used for the purpose of the manufacture of goods and merchandise or as a workshop or for the storage of goods and merchandise other than stock reasonably required with the Tenant's business carried on.
5. No hazardous, dangerous, unlawful, explosive or combustible materials shall be stored in any part of the Building
6. Without the previous written consent of the Landlord, any tenant shall not allow to erect, install, remove or alter any fixtures, patronize or other erection or installation in the said premises.
7. Not to do anything whereby any insurance of the building or any part thereof against fire may be rendered void or voidable or whereby the premium may be liable to be increase.
8. Not to encumber or obstruct or permit or obstructed with any boxes, merchandise, display, chattels, standing signs, rubbish, packaging or other obstruction of the common area of the Building.
9. Not to do or permit or suffer to be done any act or thing which may be or become a nuisance or annoyance to the Landlord or to the tenants or occupiers of other premises in the Building or on any adjoining or neighboring building
10. Not to keep any animals pets or livestock inside the said premises and to take all such steps and precautions to the satisfaction of the landlord to prevent the said premises from becoming infected by termites, rats, mice, roaches or any other vermin.
11. No subletting lending sharing an other means whereby any persons not a party to this Agreement obtains the use or possession of the said premises.
12. Windows shall remain closed and locked save in an emergency such as fire or breakdown of the air-conditioning system and the reasonable extent necessary to enable the Tenant to clean the same.

6. PURPOSE OF THE TENANT'S FITTING OUT GUIDE

The purpose of the Fitting Out Guide is to introduce you to the Building, the management staff and their functions, fitting out procedures and your responsibilities under the terms of your lease to achieve the successful operation of CLI Building, 313 Hennessy Road, Hong Kong.

We would be pleased to show you and your staff around the Building in order that you may familiarise yourself with the property and all its facilities including the emergency equipment.

7. INTRODUCTION

Located at 313 Hennessy Road, CLI Building is within a few minutes' walk of Wanchai MTR station. Furthermore, the building is conveniently located on several bus and mini-bus routes giving access throughout Hong Kong.

The main features of the Building are:-

- Prestigious building design incorporating impressive marble and granite finishing.
- High quality reflective glass curtain walling.
- Central air-conditioning system.
- Vertical transportation through three high speed Otis lifts and one Otis escalator.

APPENDIX I

To : Savills Taiping Property Management Limited
G/F Management Office, China Life Center,
18 Hung Luen Road, Hung Hom
Hong Kong

**CLI BUILDING
REQUISITION FOR DIRECTORY STRIPES**

I (WE)

being Tenant of Unit

CLI Building, 313 Hennessy Road, Hong Kong hereby apply for one (1) no. of standard directory stripes, (one for Ground Floor) and undertake to pay the cost of these standard stripes at HK\$1,500.00 and cheque made payable to 3X production.

COMPANY NAME TO APPEAR ON DIRECTORY BOARD

(IN ENGLISH)

(IN CHINESE)

Signature with Company Chop :

Date :

Approved by the Building Manager :

Date :

APPENDIX II

**CLI BUILDING
TENANT REGISTRATION FORM**

1. Premises : _____

2. Name of Company : _____

Telephone No : (Office Hour) _____

Contact Person _____

(Office Hour) _____

Contact Person _____

(After Office Hour) _____

Contact Person _____

(After Office Hour) _____

Contact Person _____

Signature with Company Chop : _____

Date : _____

* TO BE RETURNED TO SAVILLS TAIPING PROPERTY MANAGEMENT LIMITED at
G/F Management Office, China Life Center, 18 Hung Luen Road, Hung Hom

APPENDIX III

**CLI BUILDING
AUTHORISED CONTRACTOR REGISTRATION FORM**

1. Premises : Unit _____ , _____ Floor, CLI Building
2. Fitting Out Contractor : Name _____
Address _____
Contact Telephone No:
_____ (During Office Hour)
_____ (After Office Hour)
3. Proposed Period of Works : From _____ / _____ / , 20 _____
(Date of Commencement)
To _____ / _____ / , 20 _____
(Date of Completion)

Signature with Company Chop : _____

Date : _____

* TO BE RETURNED TO SAVILLS TAIPING PROPERTY MANAGEMENT LIMITED at
G/F Management Office, China Life Center, 18 Hung Luen Road, Hung Hom

APPENDIX IV

CLI BUILDING FITTING OUT DEPOSIT & COST OF TEMPORARY ELECTRICITY

To : Savills Taiping Property Management Limited
G/F Management Office, China Life Center,
18 Hung Luen Road, Hung Hom,
Hong Kong

From :

Tenant's Name(s) :

Premises :

Tenant's Address :
for Correspondence

Telephone No :

Person to Contact :

1. We agree to pay the cost of HK\$100.00/day for offices or HK\$200.00/day for retail premises* for temporary power supply to our premises*. Estimated construction period to be 45 days. Total deposit: HK\$4,550.00 for offices or HK\$9,000.00 for retail premises*.
2. We agree to pay for installation of 1 temporary power supply board 30A. SPN to our premises at a cost of HK\$3,000.00.
3. We agree to pay a sum of HK\$_____ as fitting out deposit and we agree that the Manager shall have the right to deduct from this deposit as aforementioned.

We enclose herewith our cheque for the amount of HK\$ _____ being the deposit and cost of temporary electricity as abovementioned.

Signature with Company Chop

Date:

** Delete where inappropriate*

APPENDIX V

**CLI BUILDING
TEMPORARY ELECTRICITY SUPPLY**

To : Savills Taiping Property Management Limited
G/F Management Office, China Life Center,
18 Hung Luen Road, Hung Hom,
Hong Kong

From : Tenant : _____
Contractor/Designer : _____
Premises at : _____

This is to confirm that we request temporary electricity supply for decoration of the above premises between the following dates inclusive:-

Date commenced : _____

Confirmed by : _____

Date completed : _____

Confirmed by : _____

APPENDIX VI

APPLICATION FOR REFUNDING OF FIT OUT DEPOSIT

To : Savills Taiping Property Management Limited

Dear Sirs,

RE: TENANT/OCCUPIER NAME : _____**PREMISES : UNIT(S)** _____ , **FLOOR** _____**BUILDING : CLI BUILDING, 313 HENNESSY ROAD, HONG KONG**

I / We being the Tenant/Occupier of captioned premises would like to inform you that fitting out work for the premises has been completed on _____. I / We hereby write to apply for refund of the fitting out deposit paid or the balance of fitting out deposit paid if any and have pleasure in enclosing three (3) sets of the following as fitted plans / drawings and document for your necessary action.

		QUANTITY	YES	NO
1.	Original Official Receipt of Fitting Out Deposit in HK\$ _____	One		
2.	As Fitted Floor Layout Plans	Three		
3.	As Fitted Reflected Ceiling Plans	Three		
4.	As Fitted Elevation Plans	Three		
5.	As Fitted MVAC Plans	Three		
6.	As Fitted Fire Service Installation Plans	Three		
7.	FS251 Certificate for Fire Service Installation Work	Three		
8.	As Fitted Electrical Plans & Diagram	Three		
9.	WR1 Certificate for Electrical Installation Work	Three		
10.	As Fitted Plumbing and Drainage Plans	Three		
11.	Other: _____	Three		

Yours faithfully,

Authorised Signature with Company Chop

Date : _____

Management Office Use Only

Staff Received :

Date Received :

APPENDIX VII**TENANT'S/OCCUPIER'S UNDERTAKING**

I/We, _____ the Tenant/Occupier of
Premises Unit _____ at _____ Floor, CLI Building, 313 Hennessy
Road, Hong Kong, hereby declare that we have read and fully understand this Tenant's/
Occupier's Hand Book and Fit Out Guide and agree to abide fully by its terms and conditions.

Agreed and Accepted by

For and on behalf of

The Tenant/Occupier

Name In Block Letters : _____

Signature with Company Chop : _____

Date : _____

APPENDIX VIII

中國人壽大廈 預約貨運升降機申請表

單位層數 : _____

公司名稱 : _____

裝修公司 : _____

預約時間 : 由 _____年 _____月 _____日 _____午_____時至
 _____年 _____月 _____日 _____午_____時。

註 : 凡申請於非辦公時間內使用貨運升降機，須每小時繳付港幣柒拾元正，最低消費以不少於三小時計算。

※ 本大廈辦公時間為：星期一至六，上午九時至下午六時。

※※ 如欲於非辦公時間內使用貨運升降機，須於四十八小時前申請並先以支票繳足上述費用；抬頭人為「第一太平戴維斯物業管理有限公司」或 (SAVILLS PROPERTY MANAGEMENT LIMITED)。

簽署及公司蓋印 : _____

日期 : _____

* * * * *

管理處專用

上述申請已被/不被接納。

簽名 :

日期 : _____

APPENDIX IX

中國人壽大廈
物品搬出/入記錄

單位層數：_____

公司名稱：_____

搬出/入日期：_____

物品詳述	物品	數量
------	----	----

簽署及公司蓋印： _____

日期：_____