

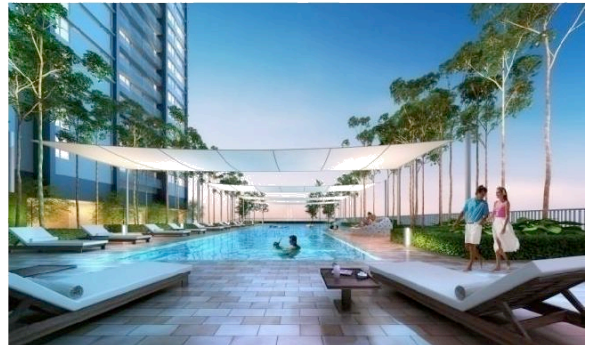
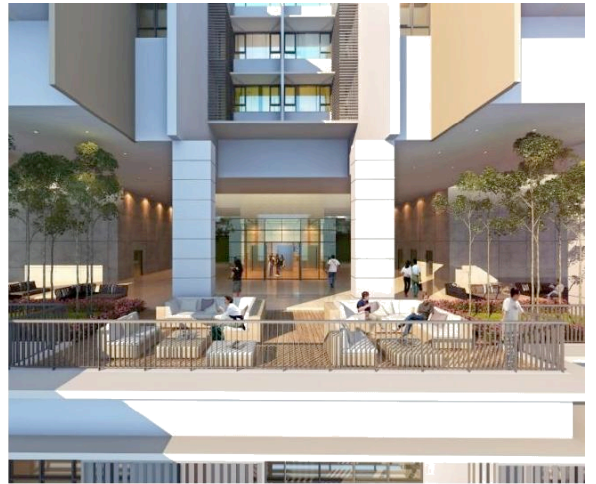
Retail & Office

Fit Out & Renovation Guide



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PRELIMINARIE S -Section 1-



1.1 Crucial Information to Know Before Starting

a) Attention to Owner who leased his/her unit to Tenant

Confirmation and Consent from Owner

1. Owner to accept the "Letter of Confirmation" (refer to Section 7: 7.1) from the Management. This letter highlights responsibility and liability of Owner who leases the unit to tenant and gives consent to the Tenant to carry out Fit Out/Renovation at the unit.
2. The Management will issue the fit out/renovation permit for your tenant and/or tenant's contractor to carry out the renovation to the said Parcel, subject to the terms and conditions being fully and strictly complied with and forwarded to us:
 - All the terms and conditions, requirement stated in Retail & Office Building By Laws and Retail & Office: Fit Out & Renovation Guide must be fulfilled;
 - To apply and secure all the necessary approval and/or license on the proposed renovation and fit out works from Majlis Bandaraya Petaling Jaya and/or other appropriate authority; and
 - The tenant and/or tenant's contractor shall secure the written consent and acknowledgement from the owner on the renovation plan/ drawings and thereafter the tenant and/or tenant's contractor shall submit the relevant the renovation plan/ drawings to the Management to enable Management to issue working pass.

Note: The granting of the permit by the Management is merely for the purpose of allowing the Tenant to access the Parcel and to enforce the Management's rights to claim against the Tenants or the Tenant's contractors or yourself in the event that any actions proceedings claims and demands, loss proceedings and damage that may ensue or be incurred or affect the Common Property directly or indirect due to the said renovation;

b) AESTHETIC & FAÇADE OF JAYA ONE

- For the purpose of maintaining the physical sensitivity and aestheticity of Jaya One, the exterior facade of Jaya One shall be projected to reflect uniformity in appearance.
- **NO telecommunication apparatus, projection antenna or advertisements** shall extend through any opening, window or door as to impair or detract from the architectural form or style or appearance of the Common Property and or Jaya One generally.
- **NO tint, shade, awning or grille, screen or any other external structures** shall be used or erected unless with the prior written consent of the Management, which consent shall not be granted if in the opinion of the Management, the proposed erection will affect the aesthetic standard of Jaya One
- These limitations include painting or other decorating items, alteration to the windows and balconies' railing, installation of grilles or awning, installation of electrical wiring, television antenna, parabolic dish, machines or air conditioning units which may protrude through the wall or the roof of the building or change the appearance of the building.

c) WORK RESTRICTION AND CONTROL

Any Fit Out/Renovation/ alteration/ installation works to be carried to the unit are subject to the rules and regulations contained in the Fit Out & Renovation Guide. Owners/Tenants shall **NOT** in any event:

- a) Make any structural or material Fit Out/Renovation/ alteration to any part of the unit without obtaining the approval from Relevant Authorities and the consent of the Management.
- b) Install any individual high voltage electrical equipment, change of electrical power supply or change of common pipe (sanitary or sewerage) layout without consent of the Management.
- c) Install individual security system and alarms without notifying the Management. Contact number must be given to Management to enable the Management to contact the Owner/ owner/Tenant in case of emergency.

1.2 Deposits & Fees

1.2.1 Deposits & Fees

a) Deposits - Owner/Tenant shall pay to the Management the below mentioned deposit and abide to the following terms and conditions:

- i. Deposit Deductible for any sum of Outstanding Fees or Penalties - The Management reserves the right to deduct any sum from the fit out & renovation or move in/move out deposit collected to cover any outstanding fees or penalties.
- ii. Deposit Deductible for any Sum for Making Good Damages - The Management reserves the right to deduct any sum from the fit out & renovation or move in/move out deposit collected as the cost of making good any damage or to clean up the Common Property.
- iii. Balance of Cost Charged to Owner's Account if Deposit is Insufficient - If the fit out & renovation deposit or move in/move out deposit is insufficient to cover any of the above mentioned costs, the remaining balance of such costs shall be charged into the account of the Occupant concerned and become a debt due to the Developer/Joint Management Body (JMB)/Management Corporation (MC) from the Occupant concerned.
- iv. Refund of Deposit Subject to Inspection & Compliance - The fit out & renovation deposit or move in/move out deposit will be refunded without interest after deducting Management administrative cost and for any of the liabilities whatsoever stated in these rules and regulation for renovation works and subjected that:
 1. An inspection of the Parcel concerned has been conducted
 2. All the rules and regulations for renovation works have been properly and fully complied with and adhered to by the Occupant including his contractor and workmen to the satisfaction of the Management
 3. Any damage whatsoever to the Common Property has been properly made good
 4. Occupant shall provide written notice to the Management requesting for the refund of Fit Out & Renovation /Move In/Move Out Deposit (please make use of the letter template at Section 7: 7.3 or 7.4 respectively). Please note that the refund process will take up to a month.

i. If you are moving in/out without carrying out Fit Out/Renovation works:

Move in / Move Out Deposit – RM3,000.00 each unit (refundable). Only applicable for office units. Please fill up the Moving In/Moving Out Application Form at Section 6:6.6.

ii. If you are carrying out Fit Out/Renovations/Reinstatement before moving in/out:

Moving In - Fit-Out & Renovation Deposit (Refundable)

Office	RM8, 000.00
Retail	RM15, 000.00

Moving Out – Fit Out & Renovation Deposit (Refundable)

Office	RM5, 000.00
Retail	RM8, 000.00

*The above is made payable to "Jaya One Joint Management Body"

b) Fees

i. Gas Connecting Charges (Non-Refundable)

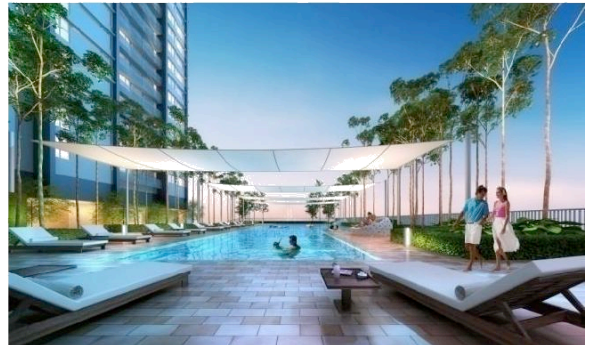
This is chargeable to every new F&B outlet that will be using the gas in the outlet. The fee is charged at RM3.00 per square feet and payable to "Jaya One Joint Management Body". Refer to Section 5: 5.6 for more information on gas application.

ii. Lift Protection Fee (Non-Refundable)

RM100.00 – made payable to "Jaya One Joint Management Body"

PROCESS & SUBMISSION

-Section 2-



Step 1: Enquiry & Consent

Preliminary Information and Document Issuance

Upon enquiry, Owner/Tenant to supply some preliminary information (Section 6: 6.1) to the Management and the Management will also issue the Building By Laws and Fit Out & Renovation Guide to the Owner/Tenant.

Settling Outstanding Bills (if any)

Before Owner/Tenant starts any Fit Out/Renovation, Owner must settle all outstanding bills for the unit.

The Management will not approve any fit-out or renovation works unless all outstanding charges for that unit and/or any total number of units you may own have been fully settled. This means that multiple unit owners must settle all outstanding charges or that may have been incurred by their tenants for all their units before we will approve fit-out for any one or more unit.

Preliminary Meeting (incl. on site inspection):

- The Management's representatives
- Owner or appointed representative and/or;
- Tenant & their appointed Contractor

The objectives of this meeting are:

- Establishing relationships between the Owner/Tenant, their Contractor, the Fit Out/Renovation Team and the Management.
- Establish clear lines of communication
- Highlight expectations and issues that have been established during the Fit Out/Renovation process

Attention to Owner who leased his/her unit to Tenant

Confirmation and Consent from Owner

1. Owner to accept the "Letter of Confirmation" (refer to Section 7: 7.1) from the Management. This letter highlights responsibility and liability of Owner who leases the unit to tenant and gives consent to the Tenant to carry out Fit Out/Renovation at the unit.
2. The Management will issue the fit out/renovation permit for your tenant and/or tenant's contractor to carry out the renovation to the said Parcel, subject to the terms and conditions being fully and strictly complied with and forwarded to us:
 - All the terms and conditions, requirement stated in Retail & Office Building By Laws and Retail & Office: Fit Out & Renovation Guide must be fulfilled;
 - To apply and secure all the necessary approval and/or license on the proposed renovation and fit out works from Majlis Bandaraya Petaling Jaya and/or other appropriate authority; and
 - The tenant and/or tenant's contractor shall secure the written consent and acknowledgement from the owner on the renovation plan/ drawings and thereafter the tenant and/or tenant's contractor shall submit the relevant the renovation plan/ drawings to the Management to enable Management to issue working pass.

Note: The granting of the permit by the Management is merely for the purpose of allowing the Tenant to access the Parcel and to enforce the Management's rights to claim against the Tenants or the Tenant's contractors or yourself in the event that any actions proceedings claims and demands, loss proceedings and damage that may ensue or be incurred or affect the Common Property directly or indirect due to the said renovation;

Step 2: Submission for Fit Out/Renovation

If you are an Owner:

Please submit the following documents to the Management for record and reference purpose only:

- Floor plans - fixtures, fittings, services and materials
- Reflected ceiling plan (including access panel locations)
- Shop Front elevations and sections - details and finishes
- Sections and internal elevations - - fixtures, fittings, materials, details and all finishes
- Signage details at a 1:20 scale, indicating typeface, size, graphics, colour materials, illumination, fabrication and fixing
- Services layout (drainage points, electrical and mechanical)
- Emergency Lighting and Keluar Signage provision (if required)
- Material specification (equipment, cabling, containment etc)

If you are a Tenant:

Please submit acknowledgement and endorsement from the Owner on the Fit Out/Renovation plan/ drawings as stated above and thereafter the Tenant and/or Owner/Tenant's Contractor shall submit the relevant endorsed Fit Out/Renovation plans / drawings to the Management to enable the Management to issue Fit Out/Renovation working permit. All documents submitted are for the Management's record and reference only.

Step 3: Pre Fit Out/Renovation / Moving In Materials

Owner/Tenant and Contractor to submit Fit Out/Renovation Permit Application Form to The Management Fit Out/Renovation Team

A copy of a completed Fit Out/Renovation Permit Application Form (Section 6: Form 6.2) and Penalty Acknowledgement Letter (Section 7: 7.2) to be submitted to the Management. This Fit Out/Renovation permit application is to be accompanied by the following documents:

- Insurance cover notes
- List of workers together with photographs

Conditions to Meet Before Starting of Fit Out/Renovation Works

- a)secure all the necessary approval and/or license on the proposed Fit Out/Renovation and fit out works from Majlis Bandaraya Petaling Jaya and/or other appropriate authority;
- b)Paid relevant Deposits and other Fees to the Management;
- c)Arrangement has been made with the Management on the Commencement Of Work On Site; d)Purchase of Indemnity and Insurance Policies

Continue in next page

Step 3: Pre Fit Out/Renovation / Moving In Materials (Cont'd)

There are 3 types of work permit and see below for details.

Type	Work Permit	Description
1	Temporary	For Pre Fit Out Works such as site measurement, mobilization, demolishing, site preparation
2	Full	For all fit out and renovations works carrying out in the unit
3	Signage & Shop Front	For signboard installation and any work outside the unit. Requires Management's approval

Upon receiving all relevant documents as stated, the Management will issue a Fit Out/Renovation Permit to Owner/Tenant. For moving in Fit Out/Renovation material/equipment, please take note that the date and time you apply for loading/unloading using the loading/unloading bay is subject to the schedule and timing managed by the Management.

The Owner/Owner/Tenant's Contractor must obtain a Hot Work Permit for hot works (e.g. welding, cutting works etc). The form to be submitted to the Fit Out/Renovation Team together with a copy of the Fit Out/Renovation Permit. (Hot Work Permit form is attached at Section 6: Form 6.3). Application for a Hot Work Permit must be made at least 2 days prior to the works being carried out. Failure to comply or present the approved hot permit upon request by the security will result in work stoppage.

The approved Permit must be clearly displayed externally on the door/hoarding.

Take Note: The granting of the Fit Out/Renovation permit by the Management is merely for the purpose of allowing the Owner/Tenant to access the Parcel and to enforce the Management's rights to claim against the Owners/Tenants or the Owner/Tenant's contractors or yourself in the event that any actions proceedings claims and demands, loss proceedings and damage that may ensue or be incurred or affect the Common Property directly or indirect due to the said renovation;

Hoarding

The Tenant/ Owner is required to erect a 3 meter high hoarding on or behind the shop front line separating the Demised Premises from the common area for the duration of the Fit Out period. The hoarding is to be a minimum of 6mm plywood on a timber frame with secured double leaf door and is to be erected within 3 days before commencement. The approved Permit must be clearly displayed external on the hoarding.

The hoarding is to be erected in accordance with the details graphics as shown in **Section 7:7.8 Typical Details** must not be fixed to any Management finishes. The tenant/ owner will be permitted to remove the hoarding at a time agreed with the fit-out coordinator in order to install their shop front. The tenant/ owner will remain responsible for the security of the Demised Premises.

Pre Fit Out/Renovation Meeting

Before commencement of the Fit Out/Renovation Works, a Pre Fit Out/Renovation Meeting shall be conducted by The Management Fit Out/Renovation Team, Owner/Tenant and Owner/Tenant's Contractor.

Step 4: Fit Out/Renovation Period

Owner/Owner/Tenant's Contractor to start Fit Out/Renovation

During the Fit Out/Renovation, owner/tenant and their contractor to ensure:

- Works are to be carried out in accordance with all relevant requirements including any relevant authority requirements
- The staff and workers comply with The Management rules and regulations at all times. For more details on the Rules & Regulations, please refer to Section 4: Pre-Fit Out/Renovation & Fit Out/Renovation Period
- The works are not affecting neighboring occupants

As the works progress, we advise the Owner/Tenant and their contractor are to keep photographic records of all installations particularly those that will be concealed by final finishes or structure.

The Fit Out/Renovation Team will inspect the common area regularly. The Owner/Tenant and their contractor are to keep the common area clean from any rubbish or debris.

Step 5: FINAL INSPECTION

The Owner/Tenant is also required to submit the following documentation at the Final Inspection, if tenant is submitting the following documents, tenants are required to obtain endorsement from Owner on each documents before submitting to the Management for record and reference:

☞Form G and Form H in accordance with the Electricity Supply Act 1990

☞A copy of the as built electrical schematic drawing showing the measured Total Connected Load (TCL) ☞A completed Electricity Load Declaration Form (Section 6: Form 6.4)

☞Water Proofing Test Letter, Photos and Ponding Test certification and copies of warranties - if applicable

Owner/Tenant and the Management to do Final Inspection on Common Area & Common Property

At the completion of the Fit Out/Renovation Works, the common area and common property will be jointly inspected by the Owner/Tenant, The Management. The Owner/Tenant to arrange the inspection date with Fit Out/Renovation team at least seven (7) days in advance.

Refund of Fit Out and Move In/Out Deposit

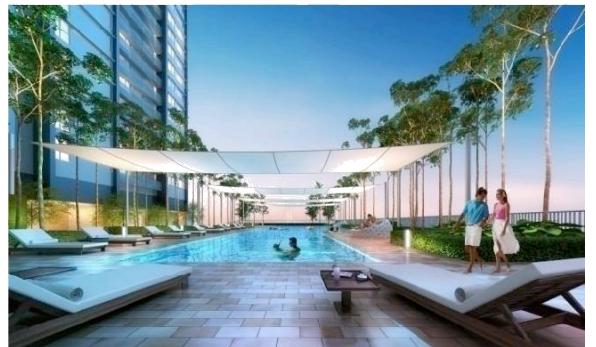
Upon completion of fit out and after final inspection, tenant/owner shall provide written notice to the Management requesting for the refund of Fit Out/Move In Deposit (please make use of the letter template at Section 7: 7.3 or 7.4 respectively). Please note that the refund process will take up to a month.

Submission of Occupant Information to Management

Prior to opening or starting of business operations, Owner/Tenant to fill up and submit Occupant Information Form (Section 6: 6.7) to the Management for record.

BEST PRACTICES

-Section 3-



3.0 Introduction

The Best Practices is set as guidelines for the Occupant to follow **in relating to the use, operation, maintenance and control of the Parcel** in order to maintain a conducive and harmonious environment for other Occupant within Jaya One community.

The Management shall not be responsible or liable or deemed or held to be responsible and liable and the Developer and/or the JMB or the Management Corporation [as the case may be] hereby expressly excludes and disclaims all such responsibilities and liabilities) in any way whatsoever for any death, injury, damage or loss suffered or sustained by the Occupant and/or the Persons Authorised by the Occupant howsoever arising as a result of or in any way relating of Occupant not following the Best Practices.

3.1 Electricity

The Tenant shall perform all works in accordance with the requirements of the Local Authorities, Uniform Building By-Law 1984, British Standard BS 6651, Design Guidelines by ASHRAE, Code of Practice for Fire Precautions MS 1472:1999, IEE Regulations (17th Edition), M&E Engineers Specifications, Basic Statutory Requirements and Approved Code of Practice

Electricity Power Supply

Whilst each unit's are allocated with a maximum permissible load, the management insists that the total demand shall not exceed 80% of the permissible load to reduce risk of damaging the meters or cables. I.e. for offices, maximum demand load during operations cannot exceed 24 Amps.

If operators require more than existing provision, please immediately inform Jaya One Management and a meeting should be held to resolve this matter.

Area/Location		Supply
A	Offices	maximum load of 30Amps for each phase, TNB supply is 3 Phase 415V AC with 60/100 Amps meter.
B	Small Offices (Block C, Level 2,3,5)	30 Amps maximum load, 1 Phase 240V AC
C	Retail Shops (Block A, B, C, D & H) Intermediate & End Lots	Maximum load of 30Amps for each phase, TNB supply is 3 Phase 415V AC with 60/100 Amps meter.
D	Corner Lots at Block B&C facing Lower Palm Square	100 Amps 3 Phase 415V AC maximum load
E	The Square	TNB approved for 100 amps 3 Phase 415V AC. Present cable allowable for 60 amps. Present Meter, ELCB, Main Switch and DB only allows for 60 Amps 3 Phase 415V AC maximum load.
F	Kiosk Space	30 Amps maximum load, 1 Phase 240V AC

3.1 Electricity

Electricity Circuitry Standard

All owners/tenants must comply with the following standards:

	Office	Retail
Plug Points	Maximum 2 no's or points per circuit. Or Maximum 8 no's or points for ring circuit 1 – 2 HP: Use 2.5mm cable	Maximum 2 no's or points per circuit.
Air conditioning	2.5 HP and above must use 4.0mm cable complete with starter. * Maximum 11 HP aircond however if it exceeded, we advise tenant to use VRV/ Inverter model for more effective and efficient aircond supply. Partition the compressor area and install fresh air intake and exhaust fan.	1 – 2 HP: Use 2.5mm cable 2.5 HP and above must use 4.0mm cable complete with starter.
Light Point	Maximum 10 no's per circuit (use 1.5mm cable [1000 watts])	Maximum 10 no's per circuit (use 1.5mm cable [1000 watts])

Take Note:

i.All additional wiring must be concealed in G.I./PVC conduits and approved by Department of Electrical Inspectorate Malaysia.

ii.Electrical installation shall comply to Electrical inspectorate Regulation 1984 and Institution Engineer (IEE) regulation (latest) edition.

iii.The Owner/Tenant is responsible for their own application to the relevant authorities for their electricity meter and telephone services.

iv.Electrical supply must be tapped from the distribution board located within the demised premises

v.Total power consumption (Amps) should not exceed the designed Amps provided to the demised premises. vi.Wiring works must be undertaken by a registered contractor with Suruhanjaya Tenaga.

vii.All wiring must run above the suspended ceiling. All distribution boards shall be equipped with Earth Leakage Circuit Breaker.

viii.All equipment's/machine used in the building must be checked and tested by the building charge men before use.

3.2 Structural Requirements

1. Allowable structural imposed load are as follows:-

Design Live Loadings:

<u>Location</u>	Uniformly Distributed Live Load (kN/m^2)
Office Unit	2.5
Retail Unit	5.0
Restaurant & Kitchen	3.0

Uniformly Distributed Superimpose Dead Load (SDL):		
a) Typical Floor Finishes (inclusive of screeding) (Excluding car park)		1.2 kN/m^2
b) Lightweight material for partitioning Office Units only)	(For	1.0 kN/m^2

2. Shifting of heavy objects such as safes, machinery into the premises and contractor of Strong Room must have the written approval from the Landlord and the Management and to place them only in a position approved by the Management structural engineer or its consultant and the Tenant shall bear the costs (if any) relating to the provision of such service.
3. Hacking of structural element such as beams and column is strictly prohibited. Creation of any openings in the ceiling/floor slabs/beams/walls that requires hacking/drilling/coring and/or may affect the structural state/element of the buildings is required to be brought forward to the Management for discussion and review and the Owner/Tenant must have written approval from the Management before carry out such work.
4. Any load imposed on the floors shall not in anyway exceed the design load.
5. Owner/Tenant's appointed renovation consultant and/or contractor must ensure that the partition walls is of light weight and fire-rated materials such as plaster board and hollow bricks for internal partitions.

3.3 Water Supply Pressure

Retail Shops

(Block A): 3 Bar
 (Block B): 3 Bar
 (Block C): 3 Bar
 (Block D): 1.5 Bar
 (Block H): 1.5 Bar

Palm Square

(Block E): 3 Bar
 (Block F): PJLA Building: 1.5 Bar

We advise all operators to install water tank and pumps to facilitate the pressure required from your kitchen operations. If you intend to do so, please discuss with the management regarding locations before proceeding. We advise retail & offices to install a water stop valve at the toilet above ceiling area for emergency control.

3.4 Water Proofing

3.4.1 WATER/DAMP PROOF MEMBRANE

a)Ensure Proper & Sufficient Layer of Torch-On Membrane Waterproofing Replacement: Owner/Tenants are to ensure that a proper and sufficient layer of Torch-On membrane Waterproofing is applied when changing floor tiles and / or wall tiles in any bathroom, toilet, kitchen, washing area, or any wet area so as not to cause any leakage or condensation later. Waterproofing shall be carried out by owners/tenants every 10 to 15 years in order to prevent leakages.

b)Torch-On Membrane Waterproof must be folded up to a Height of not less than 100mm at the Floor /Wall Joint: The Torch-On membrane waterproofing must be folded up to a height of not less than 100mm at the Floor / Wall Joint when engaging in works as stated above in Fit Out/Renovation Guidelines Section 3.4.1 (a).

c)Cost of Making Good Damages is the Sole Responsibility of the Owner/Tenant: The cost of making good any inconvenience, strain or damage to the Common Property and any other Parcel including liabilities whatsoever arising thereof as a result of the Fit Out/Renovation work thereafter will be solely borne by the Owner/Tenant concerned.

d)Cost of Making Good if Not Settled Shall be Charged to the Owner's Account:

If such cost of making good as stated in Fit Out/Renovation Guidelines Section 3.4.1 (c) above is not settled by the Owner/Tenant concerned, it shall be charged into Owner's account and become a debt due to the Developer/Joint Management Body(JMB)/Management Corporation(MC) from the Owner concerned.

3.5 Plumbing & Drainage

For all retail shop lots at Jaya One, we have installed a special drainage outlet for Kitchens which runs separately from the offices and directly to a central grease interceptor before reaching our Sewerage Treatment Plant. As such all water drainage outlet must be connected to the said drainage pipe. It is mandatory to only connect the maximum 2 basin outlets to 1 floor trap. (Refer to Section 7: 7.8 Typical Details for Detail Drawing).

Take note that:

i.All plumbing work must be undertaken in accordance with the requirements of the building by law and Jabatan Bekalan Air/PUSPEL

ii.No pipes should run along the common area (corridor and staircase) iii.Proper drainage system must be installed

iv.Water supply should be sourced from the plumbing riser

v.A grease trap/strainer must be provided at all kitchen basin/wash area

vi.Incoming water supply pipe(s) should run above the ceiling with the provision of a stopcock

vii.All drainage and piping works for basin must be exposed and not contained within the walls

3.6 Grease Trap

It is compulsory for all restaurants to install grease trap at every single basin outlets according to the size of the outlets. We enclosed herewith suggested list which is mandatory to follow (Refer to Section 7: 7.8 Typical Details for Detail Drawing). We insist that all operators must purchase and use the grease trap provided by the management. On-going maintenance and repairs shall be carried out by our recommended supplier / contractor or your own. Please note that the management shall mandate those restaurants with heavy volume cooking to install a “Chemical Grease Diffuser Injector” to dissolve all grease within the grease trap. This shall be done via our appointed contractor and all cost (Installation and maintenance cost) shall be borne by the tenant or operator. Upon completion on maintenance checklist of the grease trap, a monthly maintenance checklist must be submitted to Management for record purpose.

3.7 Gully Trap

F&B Operator shall install gully traps in the within the kitchen area. If the management discovers that there are no gully traps installed, the management shall reserve the right to levy charges of RM1000.00 per day, which shall accumulate until the matter is resolved.

3.8 Exhaust Fan

Block C, D & H:

All retail shop lots are equipped with a central duct that runs from the unit to the roof top of each block. For each duct, there will be a 4HP exhaust fan installed at the roof top. There will be a one time contribution fees to be paid by each operator. Our management will advise you on the amount, however on-going electricity cost and maintenance cost shall be covered under the special service charge.

In addition to the 4HP centralized exhaust fan, the management insists that all restaurant operators to install their own exhaust fan and air volume control damper within the kitchen at their own cost. Maximum permissible capacity is 3HP. (Refer to Section 7: 7.8 Typical Details for Detail Drawing)

3.9 Lighting Design Criteria

1. Ambient lighting in the Parcel should be incandescent in quality although for energy conservation, fluorescent light may be used provided they are recessed in conjunction with appropriate diffuser components. Exposed fluorescent tubes are not permitted.
2. Lighting in the Parcel shall be subject to approval of the Management and the Appropriate Authorities and within the permitted electrical load and be installed at the Occupant's own expense.
3. Lighting shall comply with the following criteria and any other relevant specifications given in the Shopfront Design Manual.
 - i. Lighting for shopfronts
 - shall be glare-free, fully recessed, incandescent wall washers or downlights, mounted behind the shopfront;
 - to be provided by the Occupant at his own expense.
 - ii. Overpowering Lights - although Occupants are to provide a high level of incandescent illumination within the shop front display, overpowering lighting is not permitted.
 - iii. Display Cases
 - shielded warm white coloured bulbs or tubes shall be used and adequately ventilated;
 - according to design size requirements of proposed showcase, the inclusion of Q.H. low voltage system is encouraged.
 - iv. Spotlights in Parcel - where spotlights are required, energy saving types are encouraged.
 - v. Exposed Lights (except permitted for signages)
 - shall be mounted to avoid direct or reflected glare into the Common Property and or the security camera; TV screen;
 - only extremely low density is permitted where it is fundamental to the lighting design.
 - fluorescent fixtures at shopfront display area shall be concealed by parabolic diffusers;
 - flashing lights are not permitted. Special effect "moving" lights will be subject to separate approval.
 - vi. Additional Ceiling Light
 - baffled or concealed fluorescent tubes where used, shall be of a high standard;
 - ceiling mounted, flexible track lighting is permitted.
 - vii. Restaurants, Cafes, Bars, etc - for special merchandising areas where lighting is required to create the desired atmosphere, special approvals from the Management is required.
 - viii. Non-permissible Items.
 - exposed wiring, conduit, junction boxes or electrical powering components for lighting;
 - all signs and shop windows must be illuminated during Business Hours. Basic lights in display windows must be switched on during non Business Hours for security patrol purposes and operated by a timer switch control.

3.10 Basic Food Safety Requirements for Fit Out

The key outcome of this proposed input is to establish food safety elements to be incorporated into the design and planning stage of the fit out guidelines for tenants in Jaya One. These food safety elements are drawn using HACCP principles in operating a foodservice establishment leading towards regulations compliance and system certification at a later stage.

Introduction

It is important to highlight that the kitchen design, back of house layout and documentation need to incorporate HACCP principles. This includes selection of proper and suitable equipment, structural/ layout design and suitable process flow during the fit out phase of each tenant lots.

Note: The above requirement may differ from each individual kitchen as HACCP is based on the types of food prepared and served.

1) Flooring

- The final floor finish to be installed by the Tenant should allow and facilitate wash down operation. Tenants must ensure the floors be made of non-toxic materials, water proof, non-absorbent, washable, non-skid and should be easily to clean and disinfect.
- Drains to be smooth finished allowing for easy washing/ scrubbing and floor gradient to drain should allow easy run off of water to drain.
- Suitable drain covers to be appropriately installed to avoid possible cross contamination and of non-rust material and collection tray for waste is recommended.

2) Partitions

- Door leading to the back of house and in public view shall be appropriately finished to protect against pests and decay etc.
- The underside of door need to be adequate sealed. It shall also be self-closing.
- Skirting is necessary to ensure when cleaning is carried out, the underside/lower partition can be cleaned up effectively.

3) Ceilings

- Ceilings material must be of washable or cleanable type.
- It must prevent the accumulation of dirt; minimize condensation, mould development and flaking.
- Any penetration if unavoidable during construction must be adequately protected or sealed to prevent entry of pests and dust.
- Ceiling type must be free from asbestos and lead.

4) Walls

- Walls be made of non-toxic materials, water-proof, non-absorbent, washable and be light-coloured.
- They should be smooth and without crevices, easy to clean and disinfect up to a height of 2 meters or more.
- Angles between walls and floors should be properly sealed if necessary coved to facilitate cleaning.
- If wall tiles are used, it is recommended to be installed to the ceiling height inclusive of these at the back of house, display area/ equipment, etc.

3.10 Basic Food Safety Requirements for Fit Out

(Cont'd)

5) Lighting

- All lights installed must be protected with shatter proof protective covers.
- UV light if used in the prevention and control of pests must not be installed above food preparation and display area. The selection of types of UV lights should also reflect and complement the design of the premise, in particular if in public view.

6) Storage

- All kitchen utensils/ equipment and food storage facility must be elevated minimum 0.2m from floor level.

7) Washing Sink

- A separate washing sink should be made available for:
 - Hand-washing only
 - Utensils/ preparation sinks
- Suitable location for washing sink shall be considered in the layout.
- All hand washing sink must be completed with suitable hand soap, paper towel/ hand dryer and foot-operated dustbin (if applicable).

8) Electrical

- The tenants must ensure adequate power points are available to avoid cables running across the floor and wall.
- These shall be adequately protected and any crevices to be sealed off to avoid harbourage of pests and dirt accumulation.

9) Housekeeping Station

- Housekeeping station is to be made available for storage of housekeeping tools/ chemicals. A mop sink is highly encouraged.
- The design of the kitchen must take into consideration the clear segregation of food and non-food items. This includes any packaging material, if used.

10) Counter/ Shop Front Fit-out Materials

- Selection of suitable display counter including storage cabinet is important to maintain adequate and protected storage of all items.
- Open storage in public view is not recommended.
- All hot/ cold holding equipment must be equipped with temperature recording devices which can be calibrated for accuracy.
- Any surface with paint finish shall be easily washable. Paint finish can be either acrylic or high gloss enamel.

11) Other Facilities; where applicable

- Locker, Shoe Change or Chemical Storage

3.11 Aircond Compressor Locations

Submission of aircond layout plan and please specify the number of aircond units to be installed. Compressors must be installed at the permitted areas (designated aircond compressor area, see Section 7: 7.8 Typical Details). Exposed piping at compressor areas must be boxed up with trunking / casing and painted with similar wall color. The drainage pipe from air cond must be discharge into compressor's area floor trap with pvc pipe elbow to be connected at the end of the pipe channeling directly into the outlet drainage provided.

3.12 Fire Door

All office lot are constructed with one (1) hour rated Fire Resistance Door. You are not supposed to remove or replace this door for any reason as this door is for safety and statutory purpose.

3.13 Fire Protection System

A Owner/Tenant is required to install an independent Fire Alarm System within their Demised Premises.

For F&B outlet, Owner/tenant has to install a wet chemical fire suppression system as part of a kitchen extract hood installation, the system is to be connected to the Tenants Fire Alarm Panel, or directly to the gas solenoid valve, in order to shut of the gas supply if activated.

The Owner/Tenant must ensure or otherwise provide full cooperation with the Management to ensure that any fire alarm systems used by the Owner/Tenant in respect of the Parcel shall employ a "Single Relay" that shall be capable of connecting to and engaging with the existing fire control monitoring systems utilised by the Management (the Fire Control Room) or otherwise ensure that such fire alarm system is capable of calibration (and is calibrated), interfacing, or integrating with the same.

In the event that the Management shall find that any alarm is (falsely) triggered in its system and/or find any anomalies thereto and if the cause thereof shall be linked to the fire alarm system employed by an Owner/Tenant, the Owner/Tenant shall at all times provide full cooperation to the Management in resolving the same failing which, the Owner/Tenant shall be subject to the penalties as provided in the Penalty Schedule.

The Owner/Tenant is to have at least one suitable Portable Fire Extinguisher per length square feet within their Demised Premises

Rules & Regulations

-Section 4-



4.0 Introduction

The Requirements, Rules & Regulations have been **promulgated specifically to govern the use and occupancy of the Parcels as well as the use, operation, maintenance and control of the Common Property**. In order to create and maintain the aesthetics of Jaya One and as a safe, conducive and harmonious living environment with ecological designed landscaping together with a range of facilities and conveniences for the common good and enjoyment of each and every Occupant, it is therefore imperative that all Occupants render their co-operation in adhering strictly, at all times, to the Rules and Regulations contained herein to avoid causing nuisance, disruption, frustration, damage, loss to other Occupant and his/her Parcel or the Common Property. The Occupant shall be liable and responsible for any actions, proceedings, claims, costs, charge, expenses, demands, damages and loss arising as a result of or in any way relating of Occupant not following the Rules and Regulations.

4.1 Rules & Regulations

4.1.1 Fit Out/Renovation Working Hours

a) Fit Out/Renovation Working Hours

General works are allowed during day time. There are strict rules as to when noisy works may be performed. All noisy works such as hacking, drilling etc or works that will produce unpleasant smell can only be carried out during the hours as provided in the "Fit Out/Renovation Permit Application Form".

**Please take note that the Management reserved the rights to change the above terms and conditions without prior notice.*

4.1.2 Breach of Fit Out/Renovation Guidelines

a) Penalty in Breach of Fit Out/Renovation Guidelines

The Management reserves the absolute right and discretion to deduct a charge from the Fit Out/Renovation deposit, if the contractor or his workmen are found contravening the above Fit Out/Renovation Guide i.e. Fit Out/Renovation works during weekend. Kindly refer to the Penalty List in Section 7: Appendix 7.6).

b) Deduction for each Violation in Breach of Fit Out/Renovation Guidelines

The Management reserves the absolute right and discretion to deduct a charge from the Fit Out/Renovation deposit for each of the violation and offences committed as per the Penalty List in Building Handbook and Fit Out/Renovation Guide.

c) Deposit Deductible for any Sum for Making Good Damages

The Management reserves the right to deduct any sum from the fit out & move in/move out deposit collected as the cost of making good any damage or to clean up the Common Property.

d) Deductions made from the Fit Out/Renovation Deposit, if Insufficient, Debited to the Owner's Account

The charges as per the Penalty List in Building Handbook and Fit Out/Renovation Guide shall be deducted from the Fit Out/Renovation deposit or charged into the account of the Owner/Tenant concerned if there is insufficient money in the Fit Out/Renovation deposit.

4.1 Rules & Regulations

4.1.3 Deposits & Fees

1.2.1 Deposits & Fees

- a) **Deposits** – Owner/Tenant shall pay to the Management the deposit(s) and abide by the terms and conditions as contained in the “Deposits & Fees Schedule”.
- b) **Fees** – Owner/Tenant shall pay to the Management the Fee(s) and abide by the terms and conditions as contained in the “Deposits & Fees Schedule”.

4.1 Rules & Regulations

4.1.4 Site Security & Safety

Site Safety

a. Safety Compliance to OSHA 1995. All Fit-Out Works shall be governed by the existing safety acts and laws, such as the Factory and Machinery Act 1967, Building by Laws 1984. Construction Safety, Occupational Health & Safety and Environment Laws. Any matters related to public safety, and construction safety regulations and practice on Site shall be adhered to.

b. The Owner/Tenant's Contractor shall at its own expense, supply to all its employees, servants or agents adequate personal protective clothing and equipment which shall satisfy accepted industry standards or as advised or stated by the Management. These shall include but not necessarily be limited to a polycarbonate or fiberglass safety helmet, gloves, relevant eye and ear protection, safety shoes or boots, cotton or flame retardant overalls and where appropriate safety harness. Such protective equipment shall be supplied and always maintained in good condition at the Tenant/ Owner's Contractor expense and shall be worn on all relevant occasions as required by notices, instructions and good sense.

c. The Owner/Tenant's Contractor shall report any incident or accident occurring, which involves any employee, servant or agent or plant and equipment of the Tenant's Contractor, immediately to the Fit Out Team, whether or not injury to personnel or damage to property occurred, in accordance with the incident or accident reporting procedures of the Management. In cases of injurious and non-injurious incidents judged to be serious by the Fit Out Team, the Owner/Tenant's Contractor shall, at its own expense, duly carry out full investigation and submit a detailed report of the incident or accident to the Fit Out Team within fourteen (14) days from the date of occurrence of the incident/accident, setting out events relating to the incidents or accident, primary and contributory causes, conclusions and recommendations to prevent recurrence of such incident/accident.

24-Hour Emergency Contact No: 03-7958 2919

d. The Tenant's Contractor, if his workforce numbers more than 20 shall, prior to commencement of the works, nominate a person to act as the Safety Officer or Safety Supervisor of the Owner/Tenant's Contractor on all safety matters relating to the works. The Owner/Tenant's Contractor shall submit to the Fit Out Team for its review details of the safety qualifications and experience of the proposed Safety Officer.

e. The Owner/Tenant's Contractor is required to have at least one employee trained in First Aid for every 30 employees he has on site. Adequate first aid facilities and a valid portable fire extinguisher shall be maintained within the Premises throughout the Fit Out period.

f. Smoking, eating and drinking are strictly prohibited at demise premises and common area within the building. To avoid any accident risk, Tenant to ensure that the workers do not smoke at the demise premises and common area within the building. Anyone caught smoking within the building shall be liable to a fine of RM100.00 per cigarette smoked and repeat offenders will be dismissed from the worksite.

g. All construction materials and equipment are to be stored in a safe manner within the Tenant/ Owner's Demised Premise. Common areas must be kept clear and free of all materials, equipment and debris. Any materials or equipment stored outside the Demised Premise will be removed by the Management at the Tenant/ Owner's cost.

h. During fit out works or renovations, all doors and roller shutters shall remain closed (this inclusive of hoarding doors if any). All doors and roller shutters must be locked after tenants and their workers leave the premise daily. Should you fail, we will charge you RM50.00 per incident.

4.1 Rules & Regulations

4.1.4 Site Security & Safety

Site Safety (cont'd)

- i. Owner/Tenant to ensure that there is no presence of alcoholic drinks at the work area. Working while intoxicated is a serious safety offence. Any workmen caught in action shall be dismissed from the worksite immediately.
- j. All electrical tools used must be in good working condition. Any defective tools and wiring must be removed and replaced immediately. A 3-pin plug must be used for all electrical connection. Inserting of wire into the plug is not allowed. Any offence – tools will be confiscated.
- k. The Owner/Tenant shall ensure that there are senior personnel at work area to supervise the workers at all times.
- l. Workers must wear safety helmet and safety belt while working at height. Anyone caught not complying will be immediately removed from work area.
- m. Workers are not permitted to stay within the unit during renovation period. If found, workers shall be removed immediately and a levy of RM100.00 per worker shall be imposed per incident.
- n. All scaffolding erected at the work area must be inspected and approved by Management. The Tenant/ Owner's Contractor is required to submit the following documents to the Fit Out Team for any scaffolding work exceeded 3-meter of height:-
 - i. A copy of the competency certificate of your appointed scaffolding contractor/ erector.
 - ii. Scaffolding drawing as per the actual site scenario and detailed drawing and with JKKP endorsement.
 - iii. Method statement of erection and dismantling of scaffolding.
 - iv. Inspection/ supervisor schedule for the said scaffolding works.
 - v. Method of tiebacks, cross bar for the said scaffolding works.
- o. Screed/ cement mixing is to be done on plywood with plastic sheet protection underneath within the Demised Premises only.

4.1 Rules & Regulations

4.1.4 Site Security & Safety

Site Security

- a. The Management's Security Team will provide security control at all access points of the bounded site and will patrol the perimeter of the building and common areas within the building.
- b. Owner/Tenant's contractors are required to report at Security Control Room for site registration of workers and to obtain security passes before entering the site.
- c. Registration of workers and obtaining of passes will be done in Security Control Room. Contractors are required to wear their passes and safety reflective vests at all times during Fit Out/Renovation works inside the demised premises. Failure to do so will result in a stop work order issued
- d. All deliveries of bulky items must be confined to the Loading and Unloading Area. (See Section 7: Appendix 7.3) for the zone.
- e. Contractors are required to strictly follow all arrangements. Contractors are prohibited from creating excessive noise, dust and vibration pollution, as this will have an effect on our Fire Alarm System. A heavy penalty and immediate stop work order will be imposed to contractors who trigger any of the Fire Alarm Call Point's (e.g. Break Glass, Smoke Detector, Sprinkler System or Heat Detector) either intentionally or unintentionally.
- f. Security Team reserves the right to refuse entry to any person or to leave the site if they are found not in compliance to any of the regulations spelled out in our Fit Out/Renovation Guide.
- g. The Owner/Tenant's contractors shall be responsible for the security and safe keeping of all its site and construction materials after acceptance of the demises premises of handover. Any additional security measures required over and above what the Management has provide must be coordinated with the Management and be paid for by the Tenant's contractors.
- h. The Owner/Tenant's contractors shall at all time comply and cooperate with the Management's security arrangement on site.
- i. Workers are not allowed to work outside Owner/Tenant's premises.
- j. The Management shall not be liable for any loss or damage of materials for the Fit Out/Renovation or Restoration works.

4.1 Rules & Regulations

4.1.5 Logistic

Access to Premises

No personnel will be allowed onto site without a valid Security Pass.

Access and deliveries to the Premises, for both Owner/Tenant's contractors and material deliveries shall be restricted to such entrances and service corridor designated for the Tenants. If the designated routes cannot be used for valid reasons, the Owner/Tenant may obtain permission from the Fit Out/Renovation Team to use alternative routes.

The access and time may change from time to time subject to Management's decision and the Fit Out/Renovation Team will advise the Tenant/ Owner of these changes.

Precautions must be taken by the Tenant to avoid any damage to the Management finishes during material handling. Lifts and Escalator, either in operation or not, shall not be used for material handling.

Deliveries, Loading and Unloading Area

All contractors are only permitted to deliver, load and unload Fit Out/Renovation or Fit Out/Renovation materials within the designated areas determined by the management. Vehicles are not permitted to park at the loading and unloading areas. Parking for contractors are available in P2. See Section 7: Appendix 7.5 for details.

All vehicles whom violate this clause will be asked to remove immediately or shall be clamped and a levy of RM50.00 shall be imposed per incident.

Usage of Lift

a) Lift Details

Kindly be informed that the lift car can accommodate material width and height of up to a maximum of 900 mm (Width) X 2100 mm (Height) meter. Any material that is above the maximum height is required to use the staircase for mobilization. Damage to lift shall incur minimum penalty of RM500.00 per incident.

b) Lift Damage Repair Cost Borne by Owner/Tenant

Should there be any lift repair cost arising from the usage of the lift, the said cost shall be borne by the Owner/Tenant concerned.

c) Fit Out/Renovation Materials MUST be transported by Lift Protected with Lift Protection

All transportation of Fit Out/Renovation materials / items /debris, MUST be transported ONLY via the lift which has been protected with a lift protector.

e) All Fit Out/Renovation Material Transported via Lift Must be Dry Fit

All Fit Out/Renovation materials / items /debris transported via the designated lift, MUST be dry fit items.

f) Liquefied Material to be Transported via Lift MUST be Fully Secured in Water-Tight & Water Proof Containers

Liquefied material transported via the lift must be fully secured from leakages as it may cause damage to the lift.

g) Management's Right to Deny Contractor Usage of Lift if Regulations are not Complied With

The Management reserves the absolute right and discretion not to allow any contractor concerned to utilize

4.1 Rules & Regulations

4.1.6 Housekeeping & Refuse Handling

Housekeeping

It is the responsibility of the Tenant/ Owner's contractor to remove all rubbish daily from the Demised Premise and safely dispose of it out of Jaya One and at no time Tenant/ Owners Contractor should use the Management's main refuse chamber bin as their disposal centre.

The Management reserves the right to remove the rubbish at the Owner/Tenant's cost. This action will be considered as non compliance with the Site rules and a suitable fine will be imposed.

Refuse Handling

The Occupant shall not allow any accumulation of rubbish in the Parcel nor throw or allow to fall any object, refuse or rubbish of any description on the Common Property or any part thereof or out of the windows, doors, balconies, verandahs. Any removal of the same by the Management shall be to the account of the Occupant concerned. The Occupant shall consider spaces within your unit to facilitate temporary refuse storage.

No rubbish or waste shall at any time be burnt upon the Parcel or the Common Property or any part of Jaya One.

The Occupant shall:

- Place all debris, ashes, vacuum cleaner bags, waste material and rubbish securely wrapped in small waterproof bags/non-porous polythene bags in the proper receptacles, and be placed at the place specified by the Developer and/or the JMB or the Management Corporation [as the case may be].
- Ensure that all such debris, waste material and rubbish should be completely drip-free before it leaves the Parcel.
- Heavy or bulky objects (such as packing cases, packing material, cartons, discarded pieces of furniture, other solid or bulky items, etc) must be placed in the main refuse chamber located at Basement 2 in Jaya One. Waste materials other than heavy or bulky objects shall be disposed off at the locations specified by the Management.
- Occupant using the main refuse chamber/rooms situated within Jaya One must ensure that the doors are closed after use and the lights switched off.
- Occupant is advised to pay attention to the memo or notice issued by the Management on the refuse disposal arrangement.

Protection of Floor Trap During Fit Out/Renovation

Tenant/Owner must also install a PVC pipe with end cap at all floor traps within the demised premise. This is to ensure that the contractor does not dispose any cement, waste concrete, debris and other concrete waste inside the floor trap during fit-out/renovation works. Refer to Section 7: 7.8 Typical Details – All Floor Trap/Outlet for more details.

4.1 Rules & Regulations

4.1.7 Signage Requirements

- 1) The Occupants are to install all signages within the designated areas.
- 2) The Occupants are required to submit to the Management the detailed drawings of the construction of signage e.g. materials and colour used, elevations.
- 3) Signs and graphics designed by the Occupant which must be approved by the Management shall be installed at the Occupant's expense.
- 4) The following conditions shall apply to all signage:-
 - i. Type of signage - Signage shall be limited to the Occupant's trade name and logo only.
 - ii. Shop Front Signage - Only one major signage shall be permitted for the Parcel. For Parcel with two elevations of shop front, the second signage shall be subject to approval by the Management.
 - iii. Local Ordinance - Signage shall comply with the local sign ordinance requirements and approvals, if required, are to be obtained from the Appropriate Authorities by the Occupant.
 - iv. Non-illuminated Signage - Non-illuminated signage shall be contained within the signboard and made of materials listed below but shall not be limited to:-
 - Silkscreen, painted, etched, golden or silvery leaf of letters or logos;
 - Mirror, porcelain, enamel, chrome, brass, copper and dimensional object may be used
 - v. Illuminated Signage
 - exposed luminous tubing shall have a maximum diameter of 12mm and maximum 30 Amp operating current;
 - no exposed "live" electrical wire or components are permitted. Extra safety precautions are necessary;
 - Power requirements shall be from the Occupant's electrical power panel within the Parcel.
 - vi. Non-permissible Items.
 - all conventional lightbox and neon signages are not encouraged;
 - exposed ballast boxes, transformers, conduit, tubing raceways and wiring;
 - exposed mounting devices, signage manufacturer's name and labels except as required by law;
 - materials, cloth, paper, cardboard or other combustible materials;
 - stickers or decals;
 - flashing, moving or rotating and noise-making signage;
 - advertisement, promotional materials, charge card signs are to be treated separately.

4.1 Rules & Regulations

4.1.8 Lift Lobby Directory

There is lift lobby directory board located at each blocks stated below. There will be a printing fee for printing each label as provided in the "Deposits and Fees Schedule".

4.1.9 Lift Lobby Fit Out/Renovation

If you are to install signage or renovate the office unit' level's lift lobby, please do the following:

- Apply permit from the Management and submit signage details and Fit Out/Renovation plans
- For tenant/owner who is sharing the lobby with another tenant/owner, you are required to obtain a mutual agreement between you and the other tenant/owner on the installation and a copy of approval given to the Management
- No approval will be given if there is no mutual agreement
- A reinstatement deposit of RM1500 will be collected for the installation. It shall be refunded upon moving out
- Upon moving out, tenant/owner shall reinstate the lobby back to its original condition

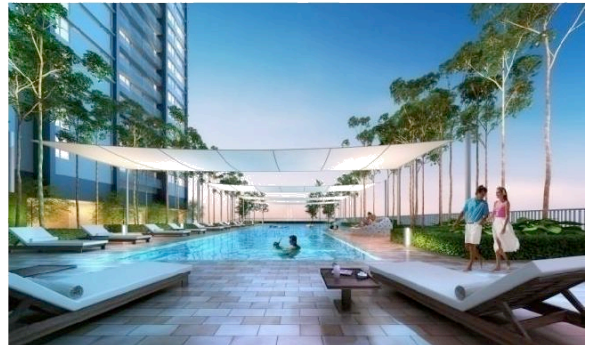
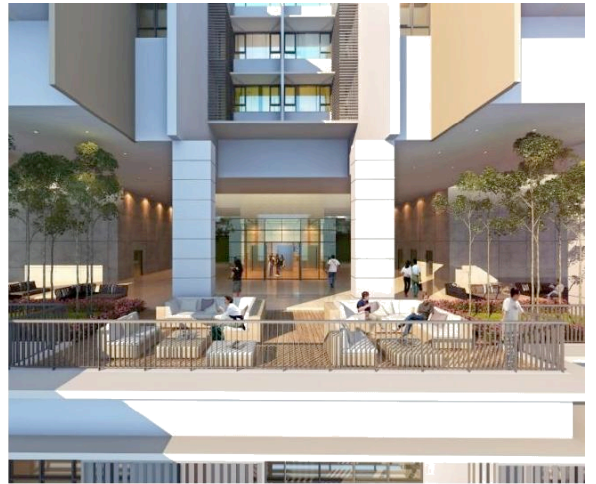
4.1.10 Non Compliance

In the event that Owner/Tenant or Owner/Owner/Tenant's Contractor are found to be in non-compliance with the rules & regulations, safety, security or logistic regulations set out in this Fit Out/Renovation Guide, the Management reserves the right to take appropriate action to rectify the Owner/Tenant's non-compliance and charge the Tenant the fair and reasonable cost of that action together with a fine of RM 1,000 for each occurrence.

In addition, a list of penalties for non-compliance is attached for your reference. The RM1,000 as stated above shall take precedent over the attached Penalty List (Section 7: Appendix 7.6)

SERVICES & UTILITIES

-Section 5-



5.1 Advertising & Events

To hold any events such as opening ceremonies, launches, promotional events at our open space or to advertise and promote your outlet by advertising with us at various locations available at The Management or Jaya One. You may get in touch with our MARCOM Team on this.

Take note that permit is required for any film/photo shoot inside or outside your unit.

5.2 Telecommunication Services

Telephone line to the demised premises will be provided in the Demised Premised.

The default telephone service provider for Jaya One is Telekom Malaysia Berhad. Other telecom companies will be permitted to provide services to Tenant if they choose to do so.

Unless otherwise agreed by the Management, Tenant will be provided with 5 pairs telephone lines terminals at the DB, cabling has to be carried out by their own costs.

Tenants are to apply directly to Telekom Malaysia, or any other service provider for telephone line activation.

5.3 Astro Installation

The Management does not have any appointed or recommended contractor/service provider in respect of Astro installation. Owners/Tenants are permitted to use their own contractors to contact Astro directly for any Astro installation.

5.4 Electricity

Electricity is supplied by Tenaga Nasional Berhad. Owner/Tenant to apply to Tenaga Nasional Berhad directly. All applications, deposits and fees are to be settled between Owner/Tenant and Tenaga Nasional Berhad.

The necessary drawings, connected load information and installation certification must be stamped and endorsed by a qualified Electrical Engineer before submitting to the Management.

5.5 Water

When an Owner/Tenant is ready to apply for a permanent water supply, they are to request by submitting Water Supply Application Form to the Fit Out Team (See Section 6: Form 6.5).

The charges for water supplied by Jaya One Management Corporation to any premises as measured by the Water Meter and calculated by reference to value of units consumed shall be payable in accordance with the provisions contained in the Water Supply Application Form.

The owner or tenant (as the case may be) shall execute the Water Supply Form with Jaya One Management Corporation and the supply of electricity shall be as stipulated in the said Form or in accordance with the prevailing commercial rates.

The necessary drawings and installation certification must be provided with this application form, all stamped by a qualified Engineer. Once the application for a water supply has been approved, a meter will be installed by the Management near/inside the Demised Premises. The supply will then be activated. The Fit Out Team and the Owner/Tenant will jointly witness the water meter reading during installation and from this point the Owner/Tenant will be responsible for their water charges and pay directly to the Management.

All bills rendered by Jaya One Management Corporation to the Owner/Tenant shall be paid by the Owner/Tenant within the stipulated period. In the event the Owner/Tenant fails to pay the bills rendered by the Jaya One Management Corporation, Jaya One Management Corporation shall have the right to disconnect the supply of water to the Owner at the premise. A reconnection fee of RM 50.00 per unit will be charged for the reconnection of water supply to the Parcel. No tapping is allowed before the sub-meter.

Jaya One Management Corporation will have the right to access the relevant area of the Demised Premise at any hour for the purpose of carrying out maintenance works from time to time and to inspect the relevant installations, extensions or modifications of any equipment that are connected to the sub meter by the Owner/Tenant to determine whether such installations, extensions or modifications are done in accordance with the approvals from the relevant authorities.

Owner/Tenant agrees to indemnify and save Jaya One Management Corporation from and against any and all claims (including cost and expense of defending against such claims), arising or allege to arise from any accidents, negligence or wrongful act of whatsoever nature by the Owner/Tenant in respect of the installation or connect to the unit in respect of the water supply services.

Jaya One Management Corporation shall not be liable for any failure or shortage in the water supply if such failure or shortage is delayed or prevented by acts of god, strike, riot, commotion war or any other circumstances beyond the control of Jaya One Management Corporation.

5.6 Gas Supply – Natural Gas

Most retail shop lots are equipped with centralized gas supply which is the infrastructure is available upon request, as such we do not permit any restaurant operators to operate their own gas supply. The sole gas supply provider is Gas Malaysia Berhad. Owner/Tenant to appoint competent contractor to apply directly to Gas Malaysia.

In respect of owners/tenants that require the use of Gas (NGV), the installation of any Gas (NGV) equipment shall only be carried by properly qualified and/or registered contractor(s) (as may be required by law) and such contractor(s) shall require approval from the Management prior to the execution of any installation works.

In particular, such contractor(s) must possess valid and subsisting ATO and ATI Approval by Suruhanjaya Tenaga and all such other licences and approvals as may be required by law.

Please take note that there will be a Gas Connecting Charge chargeable to every new F&B outlet that will be using gas in the outlet. The fee is charged at RM3.00 per square feet and payable to “Jaya One Management Corporation”.

For retail shops who will be using gas, you are required to submit a copy of ATI (Approval to Install) and ATO (Approval to Operate) issued by Suruhanjaya Tenaga to the Fit Out Team for record purpose.

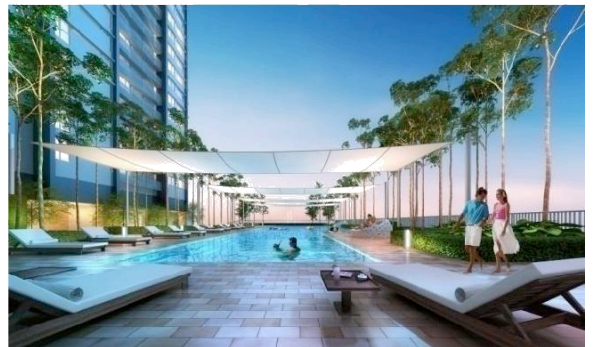
For the safety of all the residents and occupants of Jaya One, the Management **strictly reserves** the right to inspect, check or otherwise ensure that all Gas (NGV) equipment is properly maintained or re-commissioned and/or is other in compliance with Akta Suruhanjaya 2001/Energy Commission Act 2001 (including all amendments and all the rules and regulations made from time to time thereunder). This however does not in any way whatsoever derogate from the owners/tenants/contractors responsibility to ensure and be liable for the same.

In addition to the right to require the owner(s)/tenant(s) to take (or to instruct their contractor(s) to take) the requisite remedial action, any breach in respect of any of the foregoing will render the owner(s) and/or the tenant(s) liable to severe penalties (as prescribed in the Penalty Schedule) and also liable to forfeiture or withdrawal of the Certificate to Trade. If any damage is caused by any breach of the foregoing, the owner(s)/tenant(s) shall also be liable to indemnify the Management and such other affected third parties for **all losses, injury, loss of life, and/or other damages** caused thereby.

IMPORTANT: Please refer to Appendix 7: 7.7 Gas Supply Application and Timeline and plan your gas supply work accordingly. Please note that application for gas supply to Suruhanjaya Tenaga and Gas Malaysia will take a long period of time and you are advised to work with your appointed Gas contractor to get the gas supply work done on time to suit your business opening.

FORMS

-Section 6-



PRELIMINARY INFORMATION & ISSUANCE OF DOCUMENTATIONS

Type of Applicant: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Type of Unit: <input type="checkbox"/> Retail <input type="checkbox"/> Office	Unit No*: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Date*:
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APPLICANT'S INFORMATION

Company Name*	
Company Registration Number*	
Trading Name (if any)	
Type of Business*	<i>*Please take note that you have to comply to the terms stated in our Retail & Office: Building By Law under Section 2.4 : Usage of Parcel</i>
Business Owner Name*	
Company Telephone*	Company Fax*
Website	
Targeted Date of Commencement of Business*	

Person In Charge Details*

Name*	
Mobile*	
Email*	

ISSUANCE OF DOCUMENTATIONS

<input type="checkbox"/>	Retail & Office: Building By Laws
<input type="checkbox"/>	Retail & Office: Fit Out & Renovation Guide

Issued by

Acknowledgement by Owner/Tenant

I/We hereby confirm I/we received, read and understood the documentations (Retail & Office: Building By Laws and Retail & Office: Fit Out & Renovation Guide) issued to us.	
Signed _____	Signed _____ Company Stamp _____
Name:	Name: Company Name:
Date:.	Unit No: Date:

FIT OUT/RENOVATION PERMIT APPLICATION FORM		
Type of Applicant: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant		Unit No: <input type="text"/>
Terms & Conditions: 1. This Fit Out/Renovation application form does not indicate assured approval upon submission. 2. This application form is solely for usage within Phase 1 Retail & Office, Jaya One only. 3. Applicant's contractor shall present this form (after approval given by Management) to Security Room to obtain "Contractor Pass". 4. The applicant shall paste the approved permit on the front door or hoarding. 5. No noisy works during certain hours (hacking, drilling, and other works which may cause sound pollution). Please refer to Retail & Office: Fit Out & Renovation Guide 6. The Management reserves the rights to amend or withdraw the conditions without prior notice.		* indicates required field to fill in

SECTION A: APPLICANT'S DETAILS

1) APPLICANT'S DETAILS & AUTHORIZATION (PERSON IN CHARGE)		
Name*:		
Company Name*:		
Mobile*:	Tel*:	Fax*:
Company Address*: (For office that is not in Jaya One)		
Email:		
Applicant's Assignment Declaration: I have assigned the following Contractor and their workers to perform the fit out/renovation work at my unit and agreed to abide to the rules and regulations stated in the Retail & Office: Building By Laws and Retail & Office: Fit Out & Renovation Guide.		
2) MAIN CONTRACTOR		
Name*:		
Company Name*:		
Mobile*:	Tel*:	Fax*:
Company Address:		

Type of Works: please tick (✓)		
<input type="checkbox"/> Pre Fit Out Works For e.g. Site measurement, mobilization, demolishing, site preparation	<input type="checkbox"/> Fit Out & Renovations Works	<input type="checkbox"/> Shop Front & Signage Works
Description of Work:	Description of Work:	Description of Work:

Type of Permit: (For Management's Use only)		
<input type="checkbox"/> Temporary Work Permit *for pre fit out works only	<input type="checkbox"/> Full Work Permit	<input type="checkbox"/> Shop Front & Signage Work Permit
Date: _____ to _____	Date: _____ to _____	Date: _____ to _____
Time: _____ to _____	Time: _____ to _____	Time: _____ to _____
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
By: _____ Date: _____	By: _____ Date: _____	By: _____ Date: _____

TERMS & CONDITIONS

Terms & Conditions:

1. Deposit Deductible for any sum of Outstanding Fees or Penalties

The Management reserves the right to deduct any sum from the fit out deposit collected to cover any outstanding fees or penalties.

2. Deposit Deductible for any Sum for Making Good Damages

The Management reserves the right to deduct any sum from the fit out deposit collected as the cost of making good any damage or to clean up the Common Property.

3. Balance of Cost Charged to Owner's Account if Deposit is Insufficient

If the fit out deposit is insufficient to cover any of the above mentioned costs, the remaining balance of such costs shall be charged into the account of the Owner/Tenant concerned and become a debt due to the Developer/Joint Management Body (JMB)/Management Corporation (MC) from the Owner/Tenant concerned.

4. Refund of Deposit Subject to Inspection & Compliance

The fit out deposit will be refunded without interest after deducting Management administrative cost and for any of the liabilities whatsoever stated in these rules and regulation for renovation works and subjected that:

- An inspection of the Parcel concerned has been conducted
- All the rules and regulations for fit out/renovation works have been properly and fully complied with and adhered to by the Owner/Tenant including his contractor and workmen to the satisfaction of the Management
- Any damage whatsoever to the Common Property has been properly made good
- Owner/Tenant submitting the letter "Letter for Refund of Fit Out Deposit" to the Management upon completion of fit out/renovations

APPLICANT'S ACKNOWLEDGEMENT AND DECLARATION:

I _____ hereby confirm that the above information is true, correct and complete. I hereby accept the terms and conditions set in this form. I understand that the Management has the rights to stop all the works immediately if found any unauthorised works being carried out in the location(s) as indicated. I hereby confirm that I have read Retail & Office: Building By Laws and Retail & Office: Fit Out & Renovation Guide and fully understood on the rules and regulation and if I or my contractor/supplier/service provider violate any of the terms and conditions as stated in the Building By Law and Fit Out & Renovation Guide, we will be bound by the rules and regulations stated in Retail & Office: Building By Laws and Retail & Office: Fit Out & Renovation Guide.

Signed:

Company Stamp:

Date:

Name:

FOR MANAGEMENT'S USE & RECORD ONLY

1. Submission

Date:

Received by:

Signed:

2. Site Checklist

Item	Yes	No	Date	Remarks
Safety Briefing Conducted				
Pre/Post Inspection Checklist				
Others:				

3. Credit Control Department

	Type	Amount (RM)	Cash/Cheque No	Remarks
a	Fit Out & Renovation Deposit			
b	Other Charges: Lift Protection			
c	Other Charges:			

4. Approval

☐ APPROVED ☐ NOT APPROVED

Type of Permit: Temporary / Full / Shop Front & Signage

Credit Control Department: Authorized Personnel (Fit Out):

Signed:

Date:

Signed:

Date:

JMB Stamp:

5. Department's Acknowledgement

Department	Signed	Name	Date
Car Park			
Credit Control			
Customer Service			
Security			
MARCOM			

Pre / Post Inspection Checklist

Unit No:							
Name:							
PRE- USE				POST-USE			
Description	In Order	Not in Order	Remarks	In Order	Not in Order	Remarks	Amount to be charged
1 Lift Panel Finishes	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
2 Lift Flooring Tiles	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
3 Lift Ceiling	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
4 Lift Buttons/ Displays	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
5 Ventilation Grilles	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
6 Fire Alarm – Break Glass, Smoke Detector	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
7 Common Area Door	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
8 Common Area Tiles	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
9 Common Area Walls	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
10 Common Area Ceiling	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
11 Common Area Staircases/ Staircase Railing	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
12 Removal of Debris from Premises	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
13 Removal of Debris from Common Area/ Front & Back Staircases	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
14 Removal of Debris at Aircond Condenser Area	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
15 Clearing Grease from Grease Pipe	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Remarks:				Total			
Follow up Inspection (if any):							

Pre- Use Joint Inspection:-		Post- Use Joint Inspection:-	
Occupant's Name:	Fit Out Officer's Name:	Occupant's Name:	Fit Out Officer's Name:
Date:	Date:	Date:	Date:
		Amount approved by Maintenance Manager:	
		Signature:	
		Name:	
		Date:	
I/ We hereby agreed the above amount of RM _____ to be deducted from fit out deposit.			
Signed :		Company Stamp:	
Name: _____			
I.C. No: _____			
Date: _____			

	HOT WORK PERMIT	REF :
		UNIT NO :
This Hot Work Permit must be used for cutting, welding, soldering, brazing, oxy cutting and the use of equipment producing heat or naked flames		

Applicant's Particulars

Company			Tel .		
Supervisor In Charge			H/p No.		
Description of Work					
Duration of Permit	Time		am/pm	To	
	Date			To	

Acceptance

I agree to observe all the hot work requirements and will take extra precautions as may be necessary to ensure the works are carried out in a manner that is safe and without risks.			
Applicant's Signature :		Date :	
Company Stamp :			

Authorised by (JOM Representative)

Name :		Designation :
Company Stamp :		Date :

Internal Distribution

Department	Name	Date	Signature
Safety Officer			
Security Officer			
Control Room			
Operation			



Section 6: Form 6.4 Electricity Load Declaration Form

Electricity Load Declaration Form

APPLICANT NAME : _____ AREA : _____ sq ft
UNIT NO. : _____ BREAKER RATE : _____
COMPANY NAME : _____

DESIGN LOAD

Description	Qty.	Connected Load (kW)	Diversity Factor	Maximum Demand (kW)
Total (kW)				
Total Declared Maximum Demand (kW)				

ACTUAL CONNECTED LOAD

Description	Qty.	Connected Load (kW)	Diversity Factor	Maximum Demand (kW)
Total (kW)				
Total Declared Maximum Demand (kW)				

Signature/ Company Stamp

Signature/ Company Stamp
Engineer

Date

Date

1. FULL NAME:		IC NO:	
2. COMPANY NAME:		UNIT NO:	
3. DESCRIPTION AND USAGE OF PREMISES			
<p>I, THE ABOVE NAMED HAVE READ AND AGREED TO ALL THE TERMS AND CONDITIONS AS STATED BELOW</p> <p>_____</p> <p>TENANT'S NAME : COMPANY STAMP:</p> <p>DATE :</p>			
<p>Terms and Conditions</p> <ol style="list-style-type: none"> Tenant to bear the cost:- <ol style="list-style-type: none"> From the source of Management's dropper pipe until the Tenant's lease line. From the lease line into the Demised Premises, Tenant has to engage own contractor to carry out the work. Jaya One Joint Management Body will provide one (1) sub meter. All bills rendered by Jaya One Joint Management Body to the Tenant shall be paid by the Tenant within the stipulated period. In the event the Tenant fails to pay the bills rendered by the Jaya One Joint Management Body, Jaya One Joint Management Body shall have the right to disconnect the supply of water to the Tenant at the premise. No tapping is allowed before the sub- meter. Jaya One Joint Management Body will have the right to access the relevant area of the Demised Premise at any hour for the purpose of carrying out maintenance works from time to time and to inspect the relevant installations, extensions or modifications of any equipment that are connected to the sub meter by the Tenant to determine whether such installations, extensions or modifications are done in accordance with the approvals from the relevant authorities. Tenant agrees to indemnify and save Jaya One Joint Management Body harmless from and against any and all claims (including cost and expense of defending against such claims), arising or allege to arise from any accidents, negligence or wrongful act of whatsoever nature by the Tenant in respect of the installation or connect to the unit in respect of the water supply services. Jaya One Joint Management Body shall not be liable for any failure or shortage in the water supply if such failure or shortage is delayed or prevented by acts of god, strike, riot, commotion war or any other circumstances beyond the control of Jaya One Joint Management Body. 			
For Management's Use Only			
Water Meter No:		Water Meter Reading:	
Date:			
Attended By :		Approved By :	
Designation :		Designation :	

MOVING IN / MOVING OUT APPLICATION FORM			* indicates required field to fill in																				
Tick One (✓) *Types of Applicant: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant *Types of Application <input type="checkbox"/> Move in <input type="checkbox"/> Move Out	Note: 1. This form to be filled up by applicant who is moving in and out furniture and appliances only with no fit out or renovation works. 2. This application form does not indicate assured approval upon submission. 3. This application form is solely for usage within Phase 1 Retail & Office, Jaya One only. 4. Applicant's contractor shall present this form (after approval given by Management) to Security Room to obtain "Contractor Pass". 5. The applicant shall paste the approved permit on the front door or hoarding. 6. Processing Period: Five (5) working days 7. For MOVING OUT, tenant to enclose this application form with a Letter of Authorization for Move Out from Owner 8. The Management reserves the rights to amend or withdraw the conditions without prior notice.																						
A) APPLICANT'S INFORMATION																							
Unit No.*:																							
Name*:																							
IC No./Passport No.*:		Mobile*:																					
Email:																							
B) SHIFTER'S INFORMATION																							
Name*:																							
Company Name*:																							
IC No./Passport No.*:		Mobile*:																					
Vehicle Registration Number*:																							
Move In / Out Details*: *Date: From _____ to _____ *Time: From _____ to _____																							
Types of Goods*: <input type="checkbox"/> Furniture <input type="checkbox"/> Appliances <input type="checkbox"/> Others: _____																							
*The date and time you apply for loading/ unloading using the loading/ unloading bay is subject to the schedule and timing managed by the Management. Please refer to the Management for the suitable date and time for moving.																							
Terms & Conditions: 1. Deposit Deductible for any sum of Outstanding Fees or Penalties The Management reserves the right to deduct any sum from the move in/move out deposit collected to cover any outstanding fees or penalties. 2. Deposit Deductible for any Sum for Making Good Damages The Management reserves the right to deduct any sum from the move in/move out deposit collected as the cost of making good any damage or to clean up the Common Property. 3. Balance of Cost Charged to Owner's Account if Deposit is Insufficient If the move in/move out deposit is insufficient to cover any of the above mentioned costs, the remaining balance of such costs shall be charged into the account of the Owner/Tenant concerned and become a debt due to the Developer/ Joint Management Body (JMB)/Management Corporation (MC) from the Owner/Tenant concerned. 4. Refund of Deposit Subject to Inspection & Compliance The move in/move out deposit will be refunded without interest after deducting Management administrative cost and for any of the liabilities whatsoever stated in these rules and regulation for renovation works and subjected that: <input type="checkbox"/> An inspection of the Parcel concerned has been conducted <input type="checkbox"/> All the rules and regulations for renovation works have been properly and fully complied with and adhered to by the Owner/ Tenant including his contractor and workmen to the satisfaction of the Management <input type="checkbox"/> Any damage whatsoever to the Common Property has been properly made good <input type="checkbox"/> Owner/ Tenant submitting the letter "Letter for Refund of Move In/ Move Out Deposit" to the Management upon completion of moving in / out.																							
Applicant's Declaration: I _____ hereby confirm that the above information is true, correct and complete. I hereby also confirm that I have read and agree with the terms and conditions stated above. Signed: _____ Date: _____																							
FOR OFFICE USE ONLY																							
1. Form Submission Date: Received by: _____	3. Fit Out Department Approved & Signed by: Name: _____ Date: _____	Inspection of Common Area <input type="checkbox"/> Pre Inspection <input type="checkbox"/> Post Inspection *Refer Pre/Post Inspection Checklist																					
2. Acknowledgement by Credit Control Department: Name: _____ Date: _____ <input type="checkbox"/> Settled all outstanding <input type="checkbox"/> Deposit Paid. Cheque no. _____ Remarks: _____	4. Department's Acknowledgement <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: black; color: white;"> <th style="padding: 5px;">Department</th> <th style="padding: 5px;">Signed</th> <th style="padding: 5px;">Name</th> <th style="padding: 5px;">Date</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Car Park</td> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Customer Service</td> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">MARCOM</td> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Security</td> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </tbody> </table>			Department	Signed	Name	Date	Car Park				Customer Service				MARCOM				Security			
Department	Signed	Name	Date																				
Car Park																							
Customer Service																							
MARCOM																							
Security																							

OCCUPANT INFORMATION FORM				
*Information Update: <input type="checkbox"/> New Information <input type="checkbox"/> Update Information	*Type of Applicant: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Type of Unit*: <input type="checkbox"/> Retail <input type="checkbox"/> Office	Unit No*: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Submission Date*:

(*) indicates required field. Please submit to our fit-out department two (2) weeks before your unit completion date.

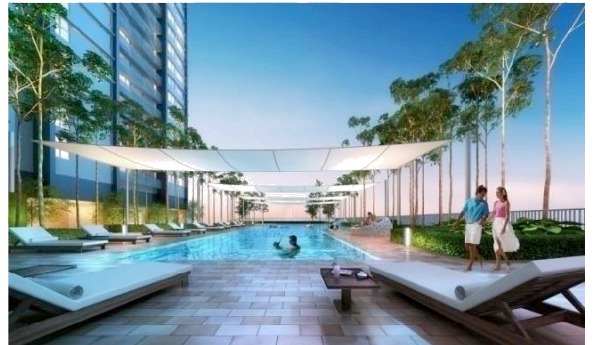
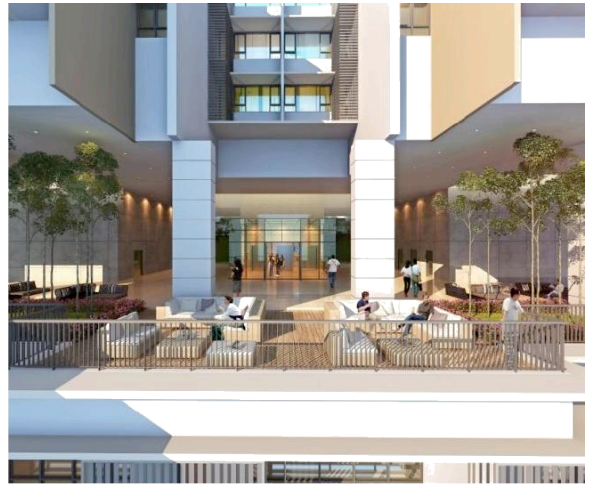
OCCUPANT'S INFORMATION	
Company Name*	
Trading Name*	
Nature of Business*	
Contact Person*	Name*: Mobile*:
Company Telephone*:	Company Fax*:
Contact Person's Email*	
Date of Commencement of Business*	
Emergency Contact (in case of any emergency, the Management will contact the following after business operation hour:	
1 st Contact Person Name:	Mobile:
2 nd Contact Person Name:	Mobile:
INFO FOR PUBLISHING IN JAYA ONE WEBSITE/DIRECTORY	
Company/ Trading Name* (in BLOCKS)	
Person to call for bookings/enquiries on outlet product/services*	Name* Mobile (if any)*
Company Telephone*	Company Fax*
Company Email	
Website Address	
Operational Hours	
Description of Business (50 words or less)	
I/We hereby confirm that the above information is correct and complete.	
<div> <div> Signed _____ Name: _____ Designation: _____ </div> <div> Company Stamp _____ Company Name: _____ Date: _____ </div> </div>	
FOR JAYA ONE MANAGEMENT <div> Signed _____ Received by: _____ Date: _____ </div>	

FOR OFFICE USE ONLY	
For Office Unit - Lift Lobby Directory Label Printing RM _____ (Cash / Cheque No: _____)	Lift Lobby Directory Printing Fee: RM60 .00 per label (ONE- OFF payment) for Block A, B, C & D RM70 .00 per label (ONE- OFF payment) for Block H *Number of directory boards at each block is different. Please check the Fit Out Guide for more details.

From: Fit- Out Department (FOD) – Name: _____		Acknowledge Receipt	
To: <input type="checkbox"/> Car Park Management <input type="checkbox"/> Customer Service Department <input type="checkbox"/> Credit Control Department <input type="checkbox"/> MARCOM Department <input type="checkbox"/> Security Department	Signature	Name	Date
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

APPENDICES

-Section 7-



Section 7: Appendix 7.1

Letter of Confirmation

Date:
Name of Owner:
Address:

Re: Letter of Confirmation

Tenant's Name:

Unit No:

Tenancy Period: From _____ to _____

We refer to the above matter.

We wish to inform you that we will be processing yours' or your tenant's application for renovation of the said parcel which will lead to issuance of work permit to you or your tenant, subject to the terms and conditions being fully and strictly complied with and forwarded to us:-

1.2 All the Rules & Regulations stated in the Building By Law and Fit Out & Renovation Guide must be strictly adhered to;

1.3 That the Best Practices stated in the Fit Out & Renovation Guide has been advised to you and your tenant in order to maintain a conducive and harmonious environment for other Occupant within Jaya One community. These Best Practices are recommended in order to ensure peaceful enjoyment, prevent damages and nuisance for your neighbors, common areas and facilities.

1.4 To apply and secure all the necessary approval and/or license on the proposed renovation and fit out works from Majlis Bandaraya Petaling Jaya and/or other appropriate authority; and

1.5 The tenant and/or tenant's contractor shall secure the following from the owner and/or landlord:-
the written consent on the renovation plan/ drawings;
the approval and acknowledgement from the owner on the renovation plan/ drawings/license;
all the renovation plan/ drawings/license must be signed and endorsed by the owner/ landlord.

1.6 We wish to highlight that amongst other submission criterias, the following will need to be settled:
All current and previous Outstanding owing to the Developer and/or the JMB or the Management Corporation must be settled.
That you and/or your tenant will have declared the usage of parcel and that such usage or businesses shall not contravene clause 2.4.2 of the Building By Law

Thereafter the tenant and/or tenant's contractor shall submit the relevant the renovation plan/ drawings to the Developer and/or the JMB or the Management Corporation and its appointed agent to enable Developer and/or the JMB or the Management Corporation and its appointed agent to issue the working pass.

Please take note of the following:-

- a) we as the Developer and/or the JMB or the Management Corporation and its appointed agent is solely responsible to manage and to maintain the Common Property of the Project Development only;
- b) the granting of the working permit is merely for the purpose of allowing the Tenant to access the Parcel and to enforce the Developer and/or the JMB or the Management Corporation and its appointed agent's rights to claim against the Tenants or the Tenant's contractors or yourself in the event that any actions proceedings claims and demands, loss proceedings and damage that may ensue or be incurred or affect the Common Property directly or indirect due to the said renovation;
- c) we shall not be held liable and/ or responsible for whatsoever action of the tenant and/or tenant's contractor and all those claiming titles under him by reason of any defect or breakdown of the utilities services connection in the said building, any defect of leakage of water or overflow or any leakage of whatsoever nature in or from the Parcels or from any other premise or breakdown from one parcel to another parcel and/or damage of building structure which caused by the neighbour parcel and any event which affect the parcel.

JAYA ONE MANAGEMENT CORPORATION

No. 89-P2, Block H, the Suites, Jaya One, No.72A, Jalan Universiti, 46200 Petaling Jaya, Selangor Darul Ehsan.
Tel: +603-7957 4933 Fax: +603-7957 4223 Email: customersvc@jayaone.com.my Website: www.jayaone.com.my

- d) Kindly be advised that you as the owner/landlord who consented to the Fit Out/Renovation and/or fit out at the said parcel, shall be fully responsible and liable in the event there is any defect or breakdown of the utilities services connection in the said building, any defect of leakage of water or overflow or any leakage of whatsoever nature in or from the Parcels or from any other premise or breakdown from one parcel to another parcel and/or damage of building structure which caused by your which affect the parcel.

In consideration of the Developer and/or the JMB or the Management Corporation and its appointed agent agreeing to issue the working permit to the tenant and/or tenant's contractor, the owner shall indemnify and keep the Developer and/or the JMB or the Management Corporation and its appointed agent indemnified against all actions proceedings claims and demands, loss proceedings and damage which Developer and/or the JMB or the Management Corporation and its appointed agent may suffer or incur howsoever arising from or as result of the Developer and/or the JMB or the Management Corporation and its appointed agent's granting of the working permit.

Yours faithfully,
For Jaya One Joint Management Body

Name:

Designation:

Owner's Acceptance & Acknowledgement Receipt

We as the Owner/Landlord to the said Parcel hereby understand, accept and acknowledge our receipt of the terms and conditions contained herein.

We as the owner/landlord who consented to the Fit Out/Renovation and/or fit out at the said parcel, shall be fully responsible and liable in the event there is any defect or breakdown of the utilities services connection in the said building, any defect of leakage of water or overflow or any leakage of whatsoever nature in or from the Parcels or from any other premise or breakdown from one parcel to another parcel and/or damage of building structure which caused by your parcel which affect the parcel.

In consideration of the Developer and/or the JMB or the Management Corporation and its appointed agent agreeing to issue the working permit to the tenant and/or tenant's contractor, we shall indemnify and keep Developer and/or the JMB or the Management Corporation and its appointed agent indemnified against all actions proceedings claims and demands, loss proceedings and damage which Developer and/or the JMB or the Management Corporation and its appointed agent may suffer or incur howsoever arising from or as result of the Developer and/or the JMB or the Management Corporation and its appointed agent's granting of the working permit.

Yours faithfully,

.....
Name:

Nric No:

JAYA ONE MANAGEMENT CORPORATION

No. 89-P2, Block H, the Suites, Jaya One, No.72A, Jalan Universiti, 46200 Petaling Jaya, Selangor Darul Ehsan.
Tel: +603-7957 4933 Fax: +603-7957 4223 Email: customersvc@jayaone.com.my Website: www.jayaone.com.my

Section 7: Appendix 7.2

Penalty

Acknowledgement

Date :
 To: **Jaya One Management Corporation**
 89-P2, Block H, Jaya One,
 No. 72A, Jalan Universiti,
 46200 Petaling Jaya,
 Selangor Darul Ehsan

Dear Sir/Madam,

Re: Letter of Undertaking & Penalty Acknowledgement

I/We read and understood the list of penalties stated below and will take full responsibility of any damages.

I/We also hereby undertake full responsibility if I/we contravene to the clause contained with Retail & Office Building By Law and Retail & Office Fit Out & Renovation Guide.

Signature : _____
 Name of Owner/Tenant : _____
 NRIC : _____

List of Penalties			
Tampering with fire equipment	1,750 - Per incident	Hacking and drilling outside permitted hours	100 - Per incident
Burst water pipe	500 - Per incident	Delivery, loading & unloading vehicles obstructing traffic	50 - Per incident or clamping
Blockage to drainage pipe	500 - Per incident	Starting work without work permit	1,500 - Per incident & stop work order
Damage to lift	500 - Per incident	Workers not wearing security tags	100 - Per incident
Damage to common area	500 - Per incident	Workers not registering with security personnel	100 - Per incident
Refuse, materials at common area	100 - Per day until removed	Non-compliance with Renovation Guidelines	100 - Per day until rectify
Removal of refuse, materials from common area	500 - Per incident	Renovating with doors left open	100 - Per incident
Illegal tapping of electricity supply	1,000 - Per incident	Workers found staying in units	100 - Per incident
Illegal tapping of water supply	500 - Per incident	Unauthorised interference of air conditioning, escalator, elevator & travellerator	500 - Per incident
Blowing of cut-off fuse	100 - Per incident	Unauthorised washing of tools, equipment in any part of building	500 - Per incident
Exceeded electricity supply load	250 - Per day until rectify	Absence of fire extinguisher during hot work	300 - Per incident
Non-compliance with electricity circuitry standard	250 - Per day until rectify	Littering in any part of the building	100 - Per pax / incident
Leakage to units below caused by damage to floor slabs	1,500 - Per incident	Caught smoking, eating and drinking at unauthorised place	100 - Per incident
Leakage to units below due to non-compliance to water proofing	1,500 - Per incident	Caught smoking, eating and drinking at unauthorised place	100 - Per incident
Non-compliance to floor / dirt trap	100 - Per day until rectify	Misuse of Lifts	500 - Per incident
		Others:	

Section 7: Appendix 7.3

Letter for Refund of Fit Out/Renovation Deposit

Date: _____

Fit Out Department

Jaya One Joint Management Body

89-P2, Block H, Jaya One,

No 72A, Jalan Universiti,

46200 Petaling Jaya, Selangor.

Dear Sir/Madam,

Re: Refund of Fit Out/Renovation Deposit

We would like to inform Jaya One Management that we have completed our fit out / renovation.

Kindly arrange for inspection and refund the deposit to us with the following details:

Company Name :

Postal Address :

Contact Person :

Mobile No :

Cheque payable to :

Thank you.

Yours faithfully,

Name:

Company Stamp:

Section 7: Appendix 7.4

Letter for Refund of Move In / Out Deposit

Date: _____

Jaya One Joint Management Body

89-P2, Block H, Jaya One,
No 72A, Jalan Universiti,
46200 Petaling Jaya, Selangor.

Dear Sir/Madam,

Re: Refund of Move In / Move Out Deposit

We would like to inform Jaya One Management that we have completed our:

- ☐ Move in
☐ Move Out

Kindly arrange for inspection and refund the deposit to us with the following details:

Name :

Postal Address :

Mobile No :

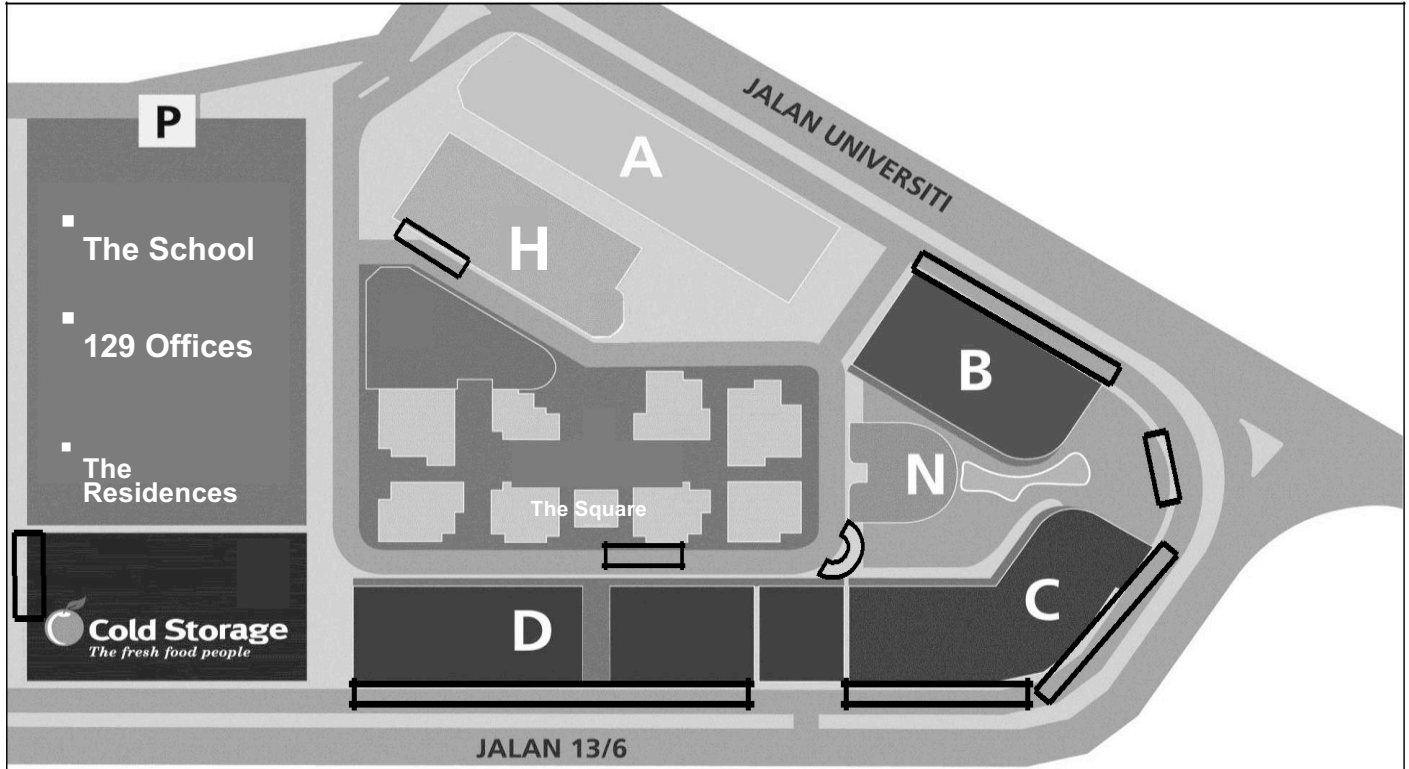
Cheque payable to
(Write in BLOCK LETTERS):

Thank you.


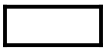

Yours faithfully,

Name:

Section 7: Appendix 7.5 Loading & Unloading Area



egend:

	<p>Loading/Unloading Points along Main Perimeter Road</p> <ul style="list-style-type: none"> •No loading/unloading in Block A as this is a 2-way traffic flow •No loading unloading in Block B, C and D between the hours of: <ul style="list-style-type: none"> i. 12.00 noon to 2.30 pm (Monday to Friday) ii. 4.30 pm to 7.00 pm (Monday to Friday)
	<p>Loading/Unloading Points at The Square Ring Road. Restricted to the following timing for loading/unloading:</p> <p><u>Monday to Friday:</u> First Session : 12.00am – 11.00am Second Session : 3.00pm – 5.00pm</p> <p><u>Saturday, Sunday & Public Holiday</u> One Session : 12.00am – 11.00am</p>
	<p>Loading/Unloading Points for The School, 129 Offices and The Residences. Timing and Schedule is controlled by the Loading/Unloading Marshal onsite. Please arrange with Management in advance for time slot to avoid queues.</p>

PENALTY

Unit No:

Date of Issuance:

Time of Issuance:

No	Tick (✓)	Penalty Items	Penalty Charges (RM)	
1	<input type="checkbox"/>	Tempering with fire equipment	1,750.00	Per incident
2	<input type="checkbox"/>	Burst water pipe	500.00	Per incident
3	<input type="checkbox"/>	Blockage to drainage pipe	500.00	Per incident
4	<input type="checkbox"/>	Damage to lift	500.00	Per incident
5	<input type="checkbox"/>	Damage to common area	500.00	Per incident
6	<input type="checkbox"/>	Refuse, materials at common area	100.00	Per day until removed
7	<input type="checkbox"/>	Removal of refuse, materials from common area	500.00	Per incident
8	<input type="checkbox"/>	Illegal tapping of power supply	1,000.00	Per incident
9	<input type="checkbox"/>	Illegal tapping of water supply	500.00	Per incident
10	<input type="checkbox"/>	Blowing of cut-off fuse	100.00	Per incident
11	<input type="checkbox"/>	Exceeded electricity supply load	250.00	Per day until rectify
12	<input type="checkbox"/>	Non-compliance with electricity circuitry standard	250.00	Per day until rectify
13	<input type="checkbox"/>	Leakage to units below caused by damage to floor slabs	1,500.00	Per incident
14	<input type="checkbox"/>	Leakage to units below due to non-compliance to water proofing	1,500.00	Per incident
15	<input type="checkbox"/>	Non-compliance to floor / dirt trap	100.00	Per day until rectify
16	<input type="checkbox"/>	Hacking and drilling outside permitted hours	100.00	Per incident
17	<input type="checkbox"/>	Delivery, loading & unloading vehicles obstructing traffic	50.00	Per incident or clamping
18	<input type="checkbox"/>	Starting work without Fit Out/Renovation permit	1,500.00	Per incident & stop work order
19	<input type="checkbox"/>	Workers not wearing security tags	100.00	Per incident
20	<input type="checkbox"/>	Workers not registering with security personnel	100.00	Per incident
21	<input type="checkbox"/>	Non-compliance with Fit Out/Renovation Guidelines	100.00	Per day until rectify
22	<input type="checkbox"/>	Renovating with doors left open	100.00	Per incident
23	<input type="checkbox"/>	Workers found staying in units	100.00	Per incident
24	<input type="checkbox"/>	Unauthorized interference of air conditioning, escalator, elevator & travelator	500.00	Per incident
25	<input type="checkbox"/>	Unauthorized washing of tools, equipment in any part of building	500.00	Per incident
26	<input type="checkbox"/>	Absence of fire extinguisher during hot work	300.00	Per incident
27	<input type="checkbox"/>	Littering in any part of building	100.00	Per pax / incident
28	<input type="checkbox"/>	Caught smoking, eating and drinking at unauthorized place	100.00	Per incident
29	<input type="checkbox"/>	Misuse of Lifts	500.00	Per incident
30	<input type="checkbox"/>	Others		

Issued by:

Date:

Received by:

Signature:

Name:

Timeline for Gas Supply Application and Installation

No	Description	Duration
1	All documents required for applying ATI to be submitted to Gas Malaysia to obtain Supporting Letter	7 working days
2	Submit all documents required for applying ATI together with Gas Malaysia Supporting Letter to Suruhanjaya Tenaga	2-3 weeks (maximum 2 months)
3	After obtain ATI, renovate and install according to the design approved by Suruhanjaya Tenaga	Depending to Tenant's Renovation Time
4	After installing, Tenant to apply ATO by submitting to Suruhanjaya Tenaga	2-3 weeks (maximum 2 months)
5	Apply to Gas Malaysia for gas connection. Must have ATO	1 week before the connection date

(1) Approval to Install Gas Installation (ATI)

Regulation 15(1) in the Gas Supply Regulations 1997 states that Approval to Install has to be sought from the Energy Commission before commencing work on new installation or gas extension.

In principle, all relevant code in designing gas pipeline systems and installations are acceptable to the Energy Commission. The design codes are as follows:

- MS 830: Malaysian Code of Practice for the Storage, Handling and Transportation of Liquefied Petroleum Gas.
- MS 930: Malaysian Code of Practice for the Installation of Fuel Gas Piping Systems and Appliances.
- ANSI/ ASME B 31.8: American National Standard for Gas Transmission and Distribution Piping Systems.

Note: In cases where the above codes cannot be applied to certain gas installation works, other international recognized code can be considered.

Conditions for Approval to Install

1. Complete and submit JG 8 form with the following documents:

- a) Design calculation and drawing for gas storage system and piping endorsed by Competent Person;
- b) Technical specification on components of gas piping system;
- c) A copy of certificate of registration for gas contractor and Competent Person;
- d) A copy of certificate of welder qualification;
- e) Safe work procedure on hot work (if relevant); and
- f) Letter Right of Way (if relevant).
- g) Supporting Letter from Gas Malaysia – Gas Contractor to submit all the above documents to Gas Malaysia to obtain Supporting Letter from Gas Malaysia then only submit all the above documents to Suruhanjaya Tenaga together with Gas Malaysia's Supporting Letter.

2. Design and construction system of gas pipelines must comply with safety and technical requirements under the Gas Supply Act 1993, Gas Supply Regulation 1997, Energy Commission Guidelines and Circulars, and relevant standards.

3. Gas Contractor and Gas Competent Person possess valid certificate to perform work according to classes of gas installation.

4. Type/model of gas fittings, equipment and appliances to be installed must be approved by the Energy Commission;

5. Pipe welding works must be performed by accredited welders.

6. Each application for Approval to install will be processed and the approval will be granted within three weeks upon receiving a complete application.

(2) Approval to Operate (ATO)

Regulation 16, Gas Supply Regulations 1997 states that upon completion of a new gas installation work, the applicant shall apply for an approval to operate it from Energy Commission by submitting a written application together with a Certificate of Completion and Test Certificate. The certificates shall be signed by appropriate competent person who supervises the installation work.

Conditions for Approval to Operate

1. Complete and submit JG 9 form with the following documents:

- a) As built drawing endorsed by Competent Person;
- b) Photos of gas installation;
- c) Record of welding work – Form JG 5 (if relevant);
- d) A Certificate of Completion (Form B);
- e) A Test Certificate (Form C); and
- f) Inspection and testing record by Competent Person.

2. The installation, testing and commissioning of gas piping system shall complied to safety and technical requirements states under Gas Supply Act 1993, Gas Supply Regulations 1997 and Energy Commission.

3. Each application for Approval to operate will be processed and the approval will be granted within two weeks upon receiving a complete application.

The above information is extracted from Suruhanjaya Tenaga website. For more information on ATI and ATO, please visit Suruhanjaya Tenaga website at www.st.gov.my

(3) Apply to Gas Malaysia

Refer to below for more details:



NATURAL GAS SUPPLY RETAIL COMMERCIAL

REQUIREMENTS FOR GAS SUPPLY

-To be prepared and submitted to Gas Malaysia one week before the connection date:

1. **Approval to Operate (ATO)**
-from the Energy Commission for outlet's internal piping, obtainable from your gas piping contractor
2. **Gas Supply Agreement (Application form)**
-completed with customer details and duly signed by the company director/ or if by an authorized signatory shall be accompanied by a letter of authority.
3. A copy of **company registration forms**:
i) **Form 49**: Particulars of Directors, Managers, Secretaries etc
ii) **Form 9** : Perakuan Perbadanan Syarikat Sendirian
iii) **Form 24** : Allotment of Shares
iv) Memorandum and Articles of Association
4. **Gas Deposit, Installation Fee & Stamp duty RM10.00:**
Restaurant: RM 2060.00

(Refund of excess deposit is subject to customer's request after six (6) months operation and minimum of 2 months average bill.

- cheque to be made payable to :
GAS MALAYSIA BERHAD
5. **Gas Leak Detector (COMPULSORY)**
-Must be installed at the kitchens of all F&B outlets complete with auto switch off solenoid valve prior to commissioning date.

For gas connection:

To commence the supply of natural gas, kindly contact Gas Malaysia at 03-2685 4309 to arrange for an appointment.

NATURAL GAS PRICING

Tariff B – Retail Commercial

Unit Price RM 20.61/ mmBtu

Minimum charge RM 103.00/ month

PAYMENT PERIOD

Customers are required to make the payment within **25 days** from the date of the bill to avoid disconnection of gas supply without further notice. There will be a **RECONNECTION FEE** of RM50.00 to reconnect gas supply due to non-payment.

BILL AND PAYMENT

Payment can be made by cash or cheque at the following:

GAS MALAYSIA BERHAD

No. 20 Jalan Gurney
54100 Kuala Lumpur
Tel : 603-2685 4200 or 4276 (General Line)
Fax : 603-2681 0992

- Pos Malaysia (cash only)
- Bank Simpanan Nasional (cash only)
- Through the internet
 - <http://www.maybank2u.com.my/>
 - <http://www.cimb.com.my/>

GAS SUPPLY DISCONNECTION NOTICE

A customer who wishes to disconnect the supply is required to give 5 working days notice in advance. Please fill up the deposit refund form or send an official termination request letter for refund purposes.

CUSTOMER CARE AND EMERGENCY

For emergency response please call our toll free number **1-800-88-9119** or our customer care line at 03-2685 4200 or 1300-884276.

IMPORTANT!

Kindly ensure that your kitchen appliances are ready and are natural gas compatible. Please use the standard rubber hose type **BS3212**.

The gas supply will be commissioned on the scheduled date. Piping contractor must be present to rectify any leaks found. Their absence for the appointment will delay the work until another date is scheduled.

Please contact us for any advice at 03- 2685 4309

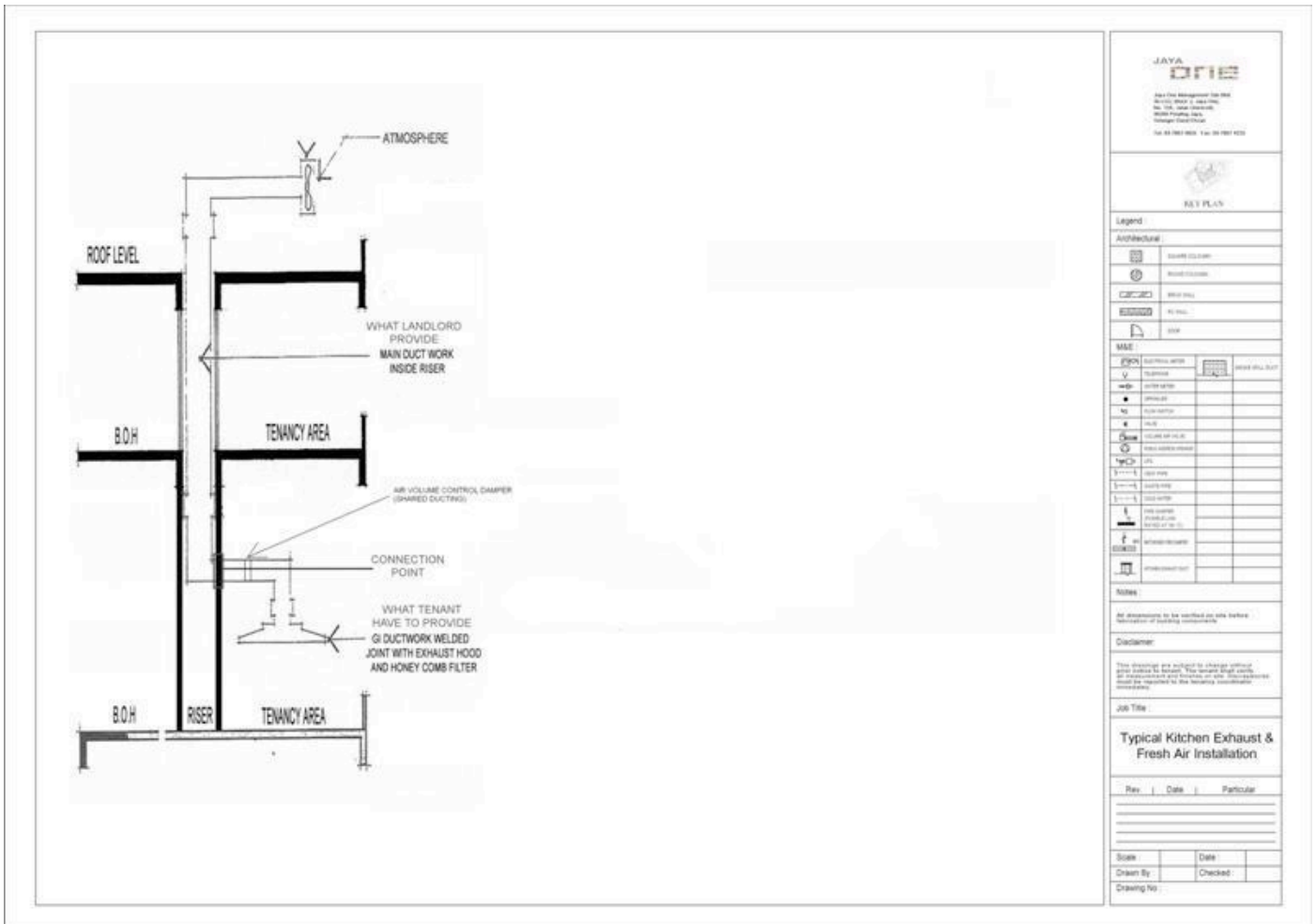
Updated 23/11/12

Section 7: Appendix 7.8 Typical Details

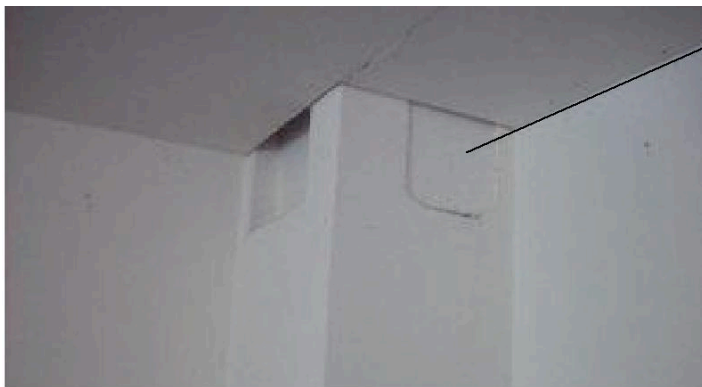
APPENDIX M



Typical Kitchen Exhaust & Fresh Air Installation



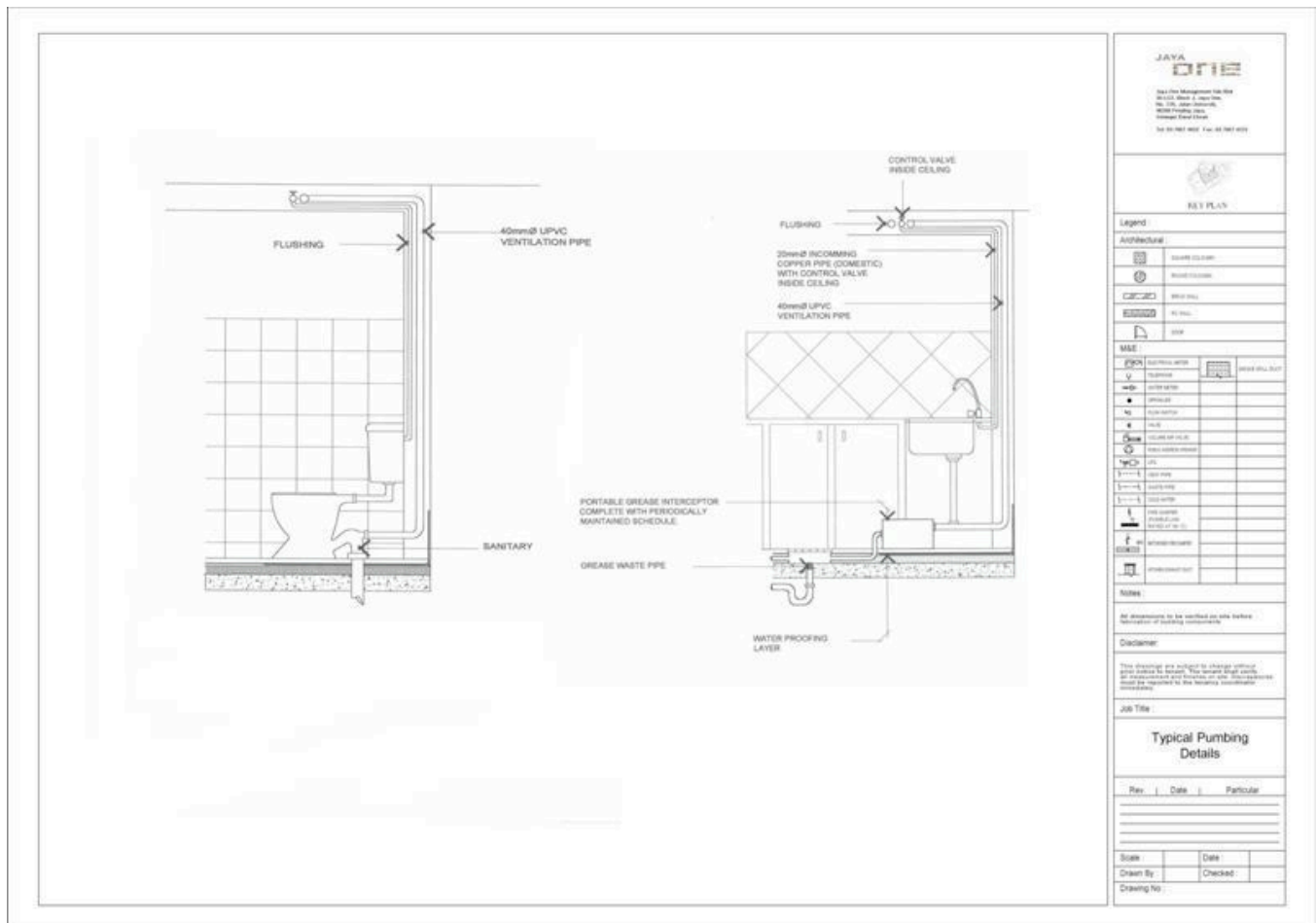
Central Duct for Kitchen Exhaust System



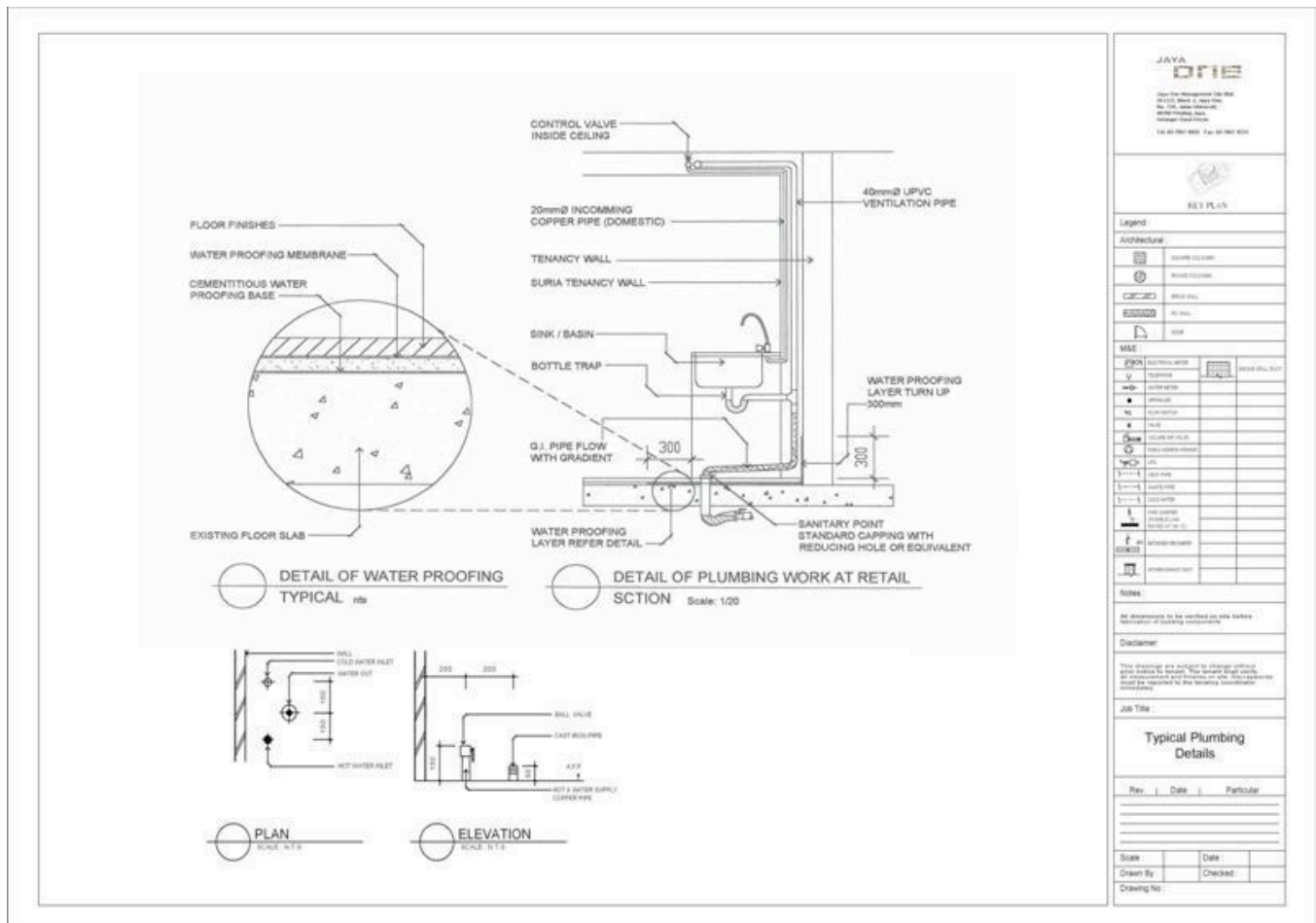
Kitchen Exhaust Ducting

- 1.To install non-return damper
- 2.To install air volume control damper
- 3.To install kitchen exhaust fan

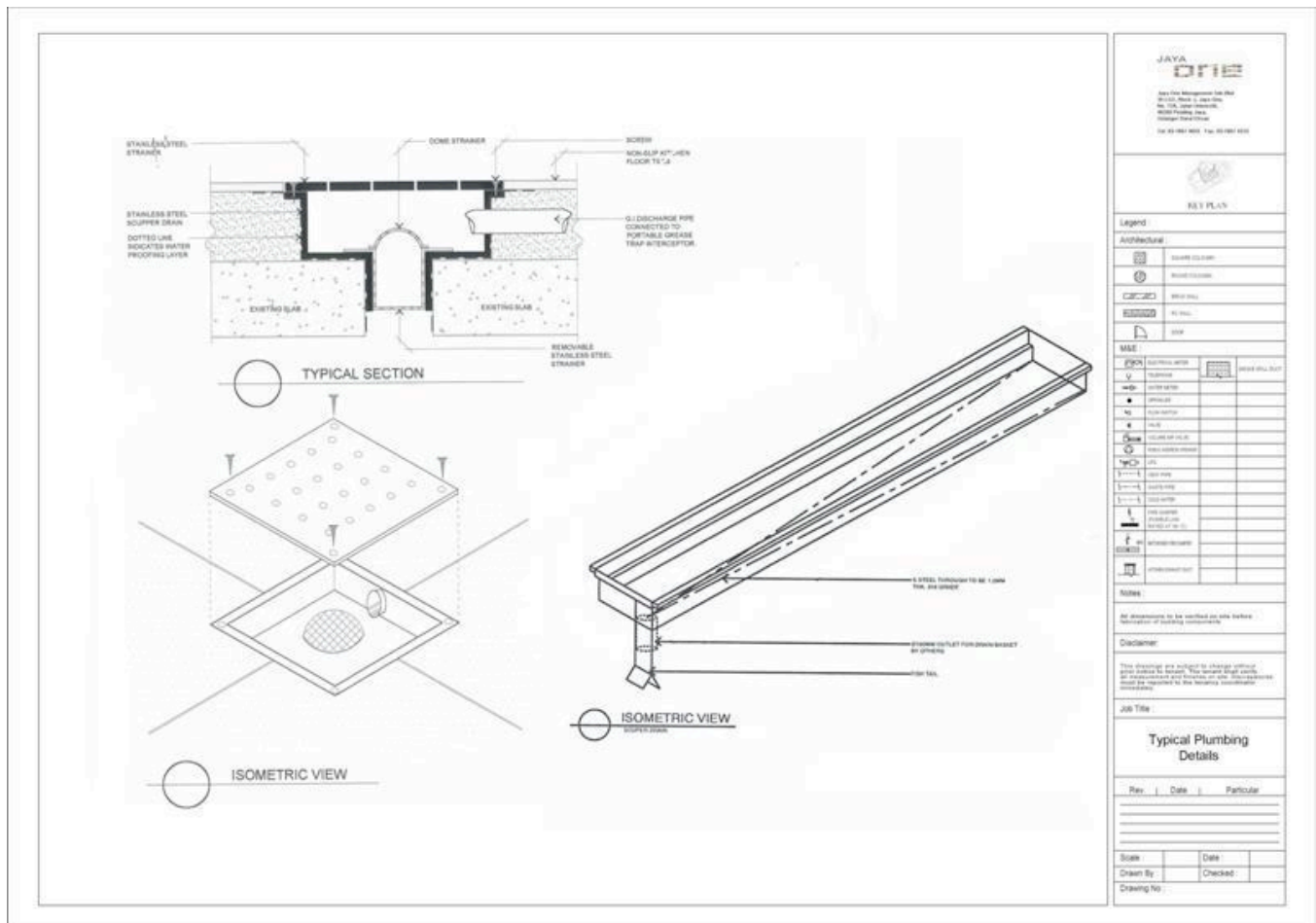
Typical Plumbing Details



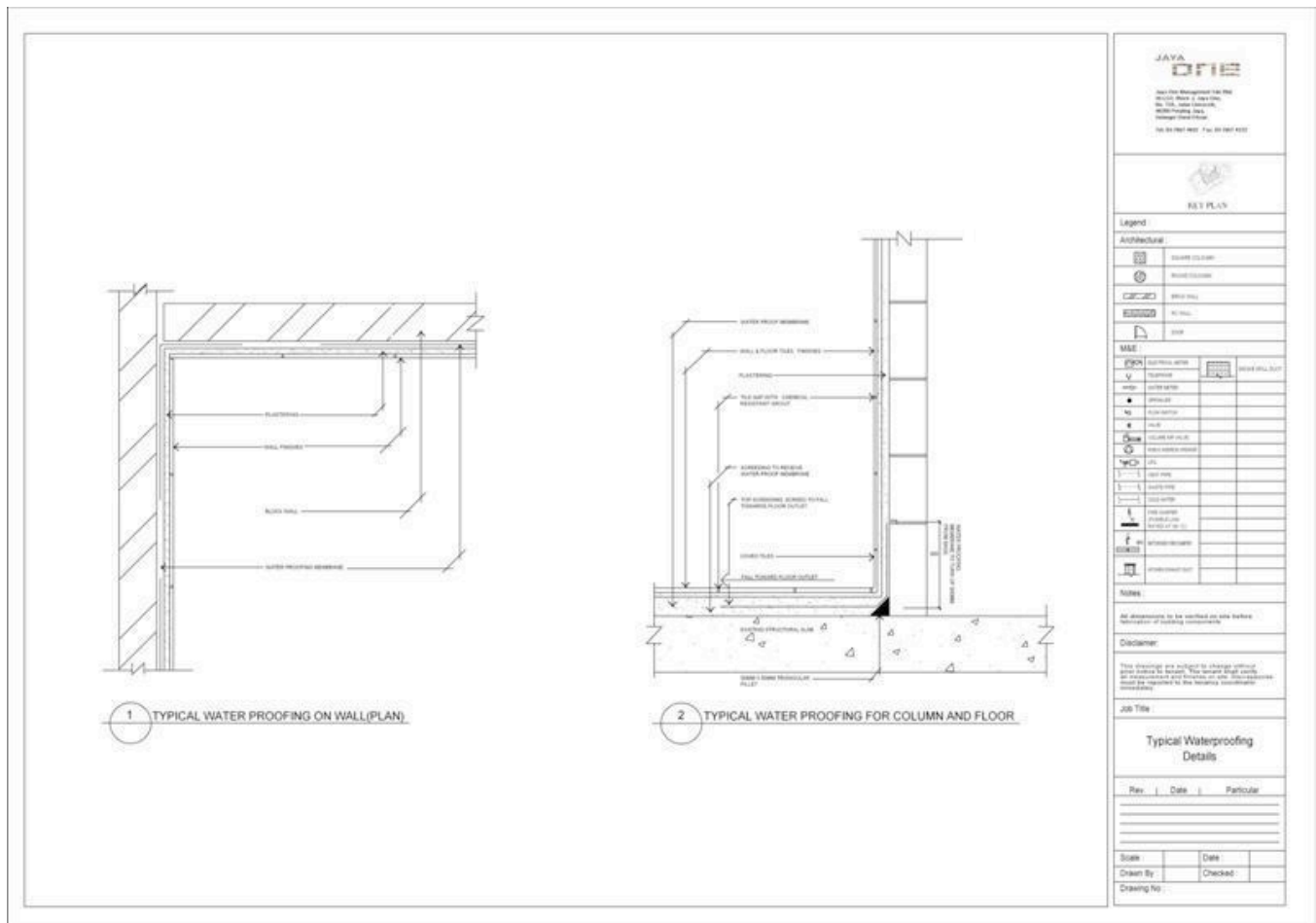
Typical Plumbing Details (cont'd)



Typical Plumbing Details (cont'd)



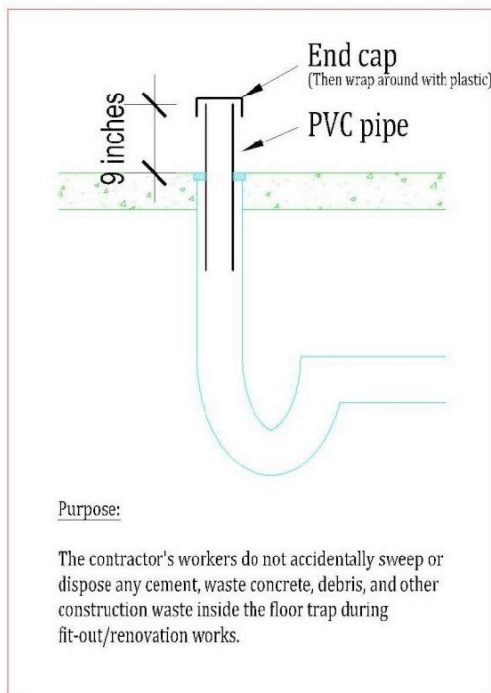
Typical Waterproofing Details



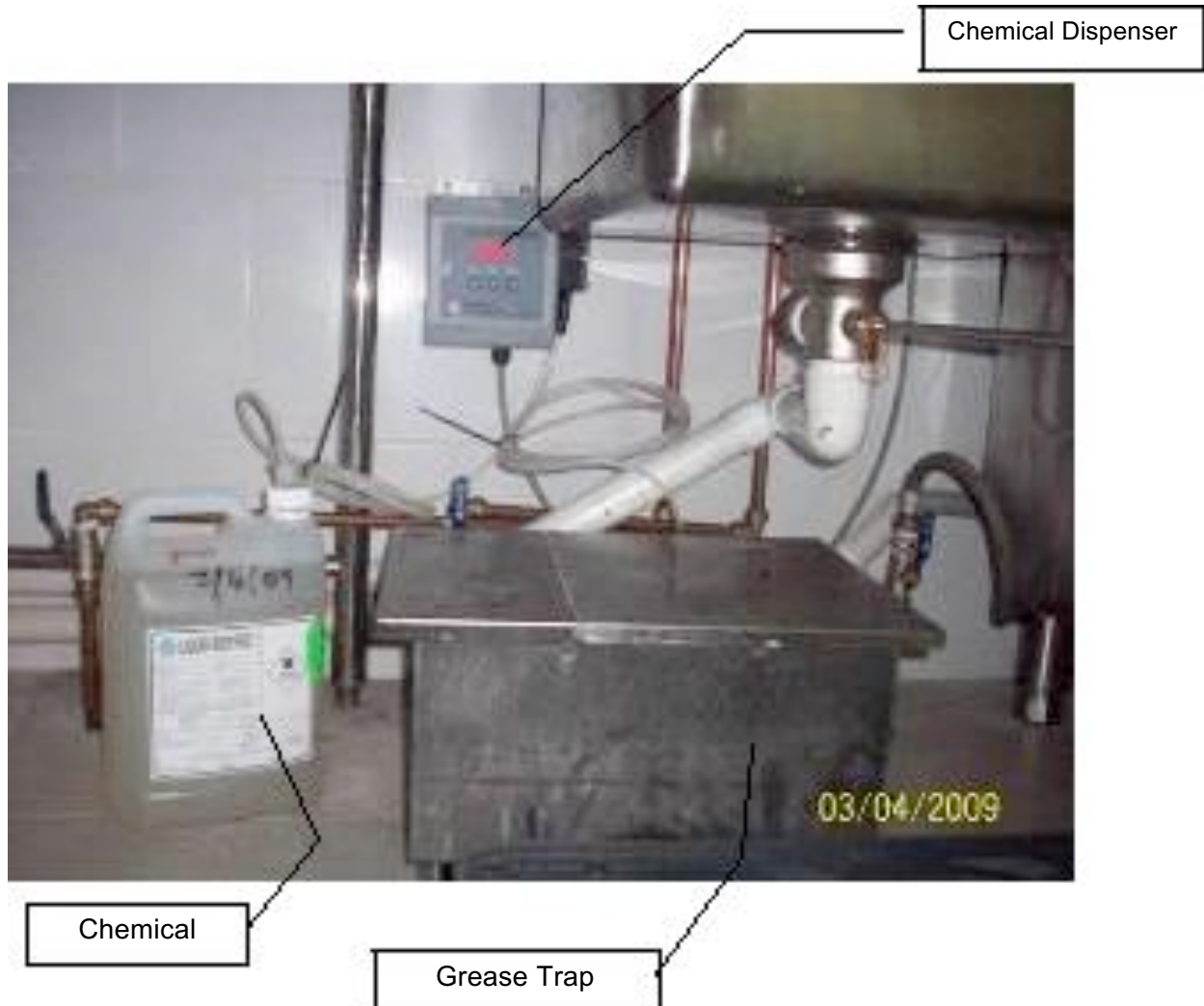
Typical Floor Trap Details



ALL FLOOR TRAP/OUTLET



Typical Restaurant Grease Trap Details



Aircond Compressor Area



Aircond Compressor –
External View



Aircond Compressor –
Internal View

