

TENANT FIT-OUT GUIDE AND RULES

SENTRAL SENAYAN I



**SENAYAN
SQUARE**

PT SENAYAN TRIKARYA SEMPANA

FOREWORD

This manual provides essential information for Tenant about fitting-out offices at Sentral Senayan I, the procedures to be followed, Owner's requirements and work practices. It needs to be read carefully by all key parties involved in the process, Tenant, specialist consultants and the general contractor, as the contents must be fully complied with. By following the guidance given, problems can be avoided that otherwise may cause delay completing the work in the optimum amount of time.

Tenant is reminded that this manual is issued under relevant clauses of the Lease Agreement and that any contravention of the requirements and regulations herein, which may be changed, varied and amended from time to time at Owner's sole discretion, constitutes a breach of Tenant's covenants under the Lease Agreement and Owner is entitled to exercise its rights accordingly, providing Tenant is informed and fully aware of such changes, variations and amendments.

Should you have any questions about the contents of this manual, please contact Sentral Senayan Office Towers Management (SSOT) at (+62-21) 572 3333 or email ssot@senayan-square.co.id for advice. The Management team will be pleased to help and to receive any feedback on the manual that you may care to give.

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1. GENERAL INFORMATION

1.1 Owner & Manager

Sentral Senayan Office Towers (SSOT) are owned and managed by:

PT Senayan Trikarya Sempana
Sentral Senayan I, 8th Floor
Jl. Asia Afrika No. 8
Gelora Bung Karno
Jakarta Pusat 10270

Tel. (+62 21) 572 3456

1.2 Fit-Out Procedure

The step-by-step procedure from signing the Letter of Offer to lease premises through to completion of fit-out and opening for business is at **Appendix I**.

1.3 Coordination

SSOT Management coordinates the fit-out procedure. Drawings, materials, documents and other submissions should be addressed to:

Sentral Senayan Office Towers Management
Sentral Senayan I, 9th floor
Jl. Asia Afrika No. 8
Gelora Bung Karno
Jakarta Pusat 10270
Attn: Manager, Sentral Senayan Office Towers

Tel. (+62 21) 572 3333

Email ssot@senayan-square.co.id

SSOT Manager can be contacted by email at ichwan@senayan-square.co.id

1.4 Contact Details

In the early stages of the fit-out process, Tenant is required to provide the contact details of the key members of its team, using the form at **Appendix II**.

1.5 Technical Review & Supervision

Tenant Fit-Out Coordination Team (TFOCT) reviews design and technical details of fit-out proposals to ensure conformity and compatibility with building design specification and standards. TFOCT advises Tenants on the criteria.

During fit-out, TFOCT makes regular site inspections to check contractors are adhering to the approved drawings, as well as the quality of workmanship and progress of work.

1.6 Owner & Tenant Scope of Work

These are categorized as:

Work A	Work undertaken by Owner at own expense
Work B	Work undertaken by Owner at Tenant expense
Work C	Work undertaken by Tenant at own expense

Appendix III shows the aspects of fit-out work within each category.

1.7 Work B

All approved alterations to Owner's standard provisions to suit Tenant design, sprinkler system for example, are Work B.

Work B quotations are prepared by SSOT Management for Tenant acceptance based on prices given by Owner's appointed contractors. Work B quotations include Main Contractor Supervision Fee 15% and Administration Fee 5%.

Work Orders are issued by Owner to Contractor only after Work B quotations are signed.

1.8 Insurance

Before fitting-out is permitted to start, Tenant must submit evidence of Contractors All Risk, Public Liability and Workers Compensation insurance with a reputable insurer for the duration of the work period.

A minimum of IDR 15,000,000,000 Public Liability cover is required and Owner reserves the right to increase this amount, depending on the size of premises and scope of work.

1.9 Tenant Warranty

A Warranty Letter in the form at **Appendix IV** is required to be signed by Tenant before approval is given to start work. In brief, the Warranty Letter confirms Tenant has read this Tenant Fit-Out Guide & Rules and:

- Agrees to be bound by the contents
- Accepts full responsibility for any loss or damage caused to either Owner or 3rd Party property; accidents; injuries and similar occurrences due to its general contractor and sub-contractors' non-compliance or negligence.

1.10 Fit-Out Charge

A one-off charge of IDR 15,000/m² of leased area is made for management services during fit-out and is payable before work commences. The charge does not include electricity, which is charged separately.

1.11 Health, Safety & Environment (HSE)

HSE rules are strictly applied. Owner's HSE representative attends the initial meeting to brief Tenant and contractors on the rules to follow, permits required and general matters.

Tenant is responsible to ensure its contractors, sub-contractors and suppliers comply with all applicable government health and safety regulations and follow the instructions of Owner's HSE representatives.

Tenant and its contractors are to submit a work risk assessment complete with HSE plan before applying for a Working Permit.

1.12 Permits

Applications for permits are made at SSOT Management Office, 9th Floor, Sentral Senayan I and are accepted Monday to Friday, except public holidays, between 0900hrs and 1800hrs. Applications should be made at least 24 hours in advance of the date required and by 1400hrs on days before public holidays. Last minute applications cannot be accepted.

Before commencing work Tenant must have:

- Working Permit (max. 2 weeks validity). Refer to **Working Permit at 5.30**
- Loading Dock Permit (max.1 week validity). Refer to **Loading Dock at 5.14**

Appendix V and **Appendix VI** are copies of the permits and both must be kept current until work is completed. The Working Permit must be prominently displayed on the inside of the worksite hoarding for the duration of work.

A Hot Work Permit is required for cutting, welding, heating bitumen and similar fire hazard work.

2. FIT-OUT DESIGN PROPOSAL

2.1 Design Submissions

Full Color Isometric Frontage and Reception Perspective Drawing showing:

- Reception area and features
- Corporate name/signage, design, dimension and location

Elevation and Section Drawings showing:

- Office frontage and signage
- Walls
- Floors
- Internal partitions
- Ceilings

Floor Plans showing:

- Partition walls with details of height and materials
- Wall finishes with details of type and color

- Floor finishes with details of type and color
- Layout of furniture, fixtures and fittings with dimensions
- Heavy equipment locations with imposed floor loading greater than 300kg/m² (for example safes and filing systems) with details of size and weight
- Proposed work to spread heavy load and structural calculations
- Emergency evacuation routes

Ceiling Plans showing:

- Partitions that penetrate false ceilings
- Ceiling void details
- False ceiling design
- Existing light fixtures and proposed relocation/modification
- Additional light fixtures, including emergency lighting

Electrical Layout and Schematic Plans showing:

- Locations of main and local panels, types, ratings and contents specification
- Electrical schematic wiring diagrams with switching details
- Total electrical load calculation
- Lighting and small power circuits
- Telecommunication conduits
- Emergency power supply

Air Conditioning and Ventilation Plans showing:

- Variable air volume box locations
- Fan coil unit locations
- Main and branch ducts layout
- Thermostat positions
- Cooling load demand calculation
- Exhaust outlets and fresh air inlets

Fire Service Plans showing:

- Fire sprinkler relocation/modification
- Fire detector relocation/modification
- Public address speaker relocation/modification

Security System Plans showing:

- Door contacts, break glass alarms etc. and conduits
- Wiring and connection detail to door contacts, break glass alarms etc.
- CCTV installation, wiring and connection details

Key Card Access Control Plan showing:

- Main and secondary entrance door card reader locations

Material Sample Board with all:

- Materials to be used
- Color schemes

Contractors' Organization Chart with details of:

- General and sub-contractor company names and addresses, office telephone number and e-mail address
- Names of persons in charge on-site with cellular telephone numbers and e-mail addresses

Work Schedule showing:

- Start and completion dates
- Work sequence and key dates

Tenant is to submit hard and soft copies of all drawings at one and the same time.

2.2 Summary of Key Fit-Out Design and Construction Regulations

Tenant's authorized representative is required to sign the Summary at **Appendix VII** to avoid any future misunderstanding.

2.3 Design Review Meeting

Owner endeavors to review submissions within 2 weeks of receipt and once done a meeting is had with Tenant, Tenant's design consultant and general contractor to give feedback on submissions and discuss technicalities.

Tenant will be required to revise and resubmit drawings based on the feedback.

2.4 Design Approval

Approved plans and drawings are stamped accordingly and signed by Owner's responsible Managers.

Design approval is **not** approval to start work.

2.5 No Liability Attaching To Approval

Approval of Tenant's design submissions is neither an endorsement nor a guarantee by Owner or its representatives of the specifications and/or performance of the materials detailed on plans and drawings submitted and no liability and/or responsibility for such attaches to approval.

2.6 Alteration of Approved Design Submissions

Any alterations, amendments or changes to approved design submissions must be re-submitted for further review and approval by TFOCT before being implemented on-site.

3. PRIOR TO FITTING-OUT

3.1 Prerequisites

Fitting-out is permitted to start only after Tenant has:

- Signed the Letter of Offer to lease premises
- Paid the security deposits and other charges
- Paid the fit-out charge
- Signed Owner's initial Work B quotations
- Submitted the Tenant Warranty letter
- Submitted copies of Contractors All Risk, Public Liability and Workers Compensation insurance documents

3.2 Lease Commencement Date

Owner will not defer the Lease Commencement Date stated in the signed Letter of Offer should Tenant fail to attend to the above requirements in a timely manner and, as a consequence, completion of fit-out and occupation are delayed.

4. HANDOVER OF PREMISES

4.1 Handover Meeting

Premises are handed-over on-site.

A Schedule of Condition at Handover in the form at **Appendix VIII** is completed and signed by Owner and Tenant representatives.

4.2 Temporary Electricity

13kVA metered electricity supply is provided for fit-out work and Tenant is responsible for the cost of electricity used. If more than 13kVA is required, Tenant is responsible for all costs of providing it, including a meter.

4.3 Security of Premises

After handover, Tenant is solely responsible for security of the premises and everything in them. Owner accepts no responsibility or liability for any loss, damage or theft of Tenant, Tenant's contractors and/or their employees' property.

4.4 Working Permit

A permit is required before Tenant can start work on-site. Refer to **Working Permit at 5.30**.

4.5 Inspections

TFOCT, SSOT Management and HSE representatives will make routine inspections during the course of work to ensure it is in accordance with the approved drawings, the quality of workmanship is acceptable, progress is on track and all health and safety rules are being followed. Should anything be not as required, the work may be ordered to stop.

5. FIT-OUT RULES & REGULATIONS

5.1 Access

Workers are to enter and leave the building at basement loading dock using the service lift or fire stairs, not the passenger lifts.

5.2 Accidents

Serious accidents are to be notified to SSOT Management immediately.

5.3 Air-Conditioning

Air-conditioning is to be disconnected during fit-out.

5.4 Common Areas

Work is not permitted in common areas of the building.

5.5 Dangerous Materials

Dangerous materials are not to be stored either at the premises or elsewhere in the building.

5.6 Debris

Debris is to be kept inside the premises and removed daily to the basement loading dock before 0600hrs or after 1900hrs and taken directly off-site. Spillage is to be cleaned-up.

5.7 Deliveries

Deliveries of materials and equipment are permitted only by service lift from the basement loading dock before 0600hrs or after 1900hrs. The service lift has a load capacity of 1600kg. Passenger lifts are not to be used.

Delivery trolleys and carts used inside the building must have rubber wheels and security personnel are authorized to enforce this requirement. Care is to be taken not to damage building finishes and Tenant is responsible for the costs of any damage done by their contractors and/or suppliers. Tenant should ensure the general contractor closely supervises all deliveries.

5.8 Drainage System

No construction fluids or materials are to be disposed of in the building drainage system. Fluids are to be disposed of in sealed containers and removed from site, together with other fit-out debris. Tenant is responsible for the costs of cleaning and repairs required because of contractors' non-compliance.

5.9 Drilling

Under no circumstances are floor slabs, columns, walls, and beams to be drilled, cut, chipped or chased other than in accordance with approved drawings. If this occurs, Owner reserves the right to stop all work immediately pending a full damage assessment and Tenant is responsible for the cost of repairing damage caused.

5.10 Fire Extinguishers

1 (one) fire extinguisher of minimum 3.5kg capacity is to be provided by Tenant per 100m² of leased area.

5.11 First Aid Kits

Adequate numbers of kits are to be provided by general contractor.

5.12 Government Regulations

Current regulations must be complied with and competent supervision is required on-site at all times to ensure that they are. Any work that fails to meet regulation standards must be remedied.

5.13 ID Badges

Contractors are to submit the names of all workers with proof of their identity to SSOT Management and ID badges are issued, which must be worn when workers are in the building. Workers found without ID badges are liable to be ordered to leave the building immediately. ID badges form is at **Appendix IX**.

5.14 Loading Dock

Vehicles are not allowed to enter the loading dock unless the driver has a Loading Dock Permit. Applications for permits, copy at **Appendix V**, are accepted at SSOT Management Office, 9th Floor, Sentral Senayan I, Monday to Friday between 0900hrs and 1800hrs. Applications should be made by 1400hrs the day before the required date at the latest. Applications are not accepted on weekends or public holidays.

Height restrictions of 4300mm apply in the loading dock.

5.15 Noisy Work

Noisy work is strictly prohibited during Building normal office hours, which are 0700hrs to 1800hrs Monday to Friday and 0700hrs to 1300hrs Saturday. Refer to **Working Hours at 5.29**.

5.16 Noxious Smell

Work involving the use of chemicals, paint, glue and the like that give off noxious smell or fumes is to be done off-site, as much as possible. If it is necessary to work on-site, final touch-up for example, TFOCT permission is needed in advance and given on condition that the work is done outside of building normal office hours.

5.17 Painting

Spray painting that has to be done on-site requires proper ventilation and Owner's property must be protected. Fire and smoke detectors may need isolating to avoid triggering the alarm. Refer to **Noxious Smell at 5.16**.

5.18 Parking

Cars and motorcycles are not permitted to enter or park in the loading dock. Drivers and motorcyclists are to park in designated parking areas and the standard hourly parking tariff is payable. Motorcycle parking is in the basement of Plaza Senayan car park building.

5.19 Protection of Finishes

Tenant is to use 12mm timber board or multiplex to cover floors from the basement loading dock to the service lift and floors and walls from the service lift to the worksite.

Only rubber-wheeled trolleys may be used and all necessary measures must be taken to protect Owner's building finishes and fittings. In the event of damage, Tenant is responsible for repair and/or replacement costs. Refer to **Deliveries at 5.7**.

5.20 Responsibility

Tenant is responsible for contractors' compliance with these Fit-Out Rules and Regulations; instructions given by Owner's representatives with regard to safe working practices; protection of Owner's and 3rd party property; quality of workmanship and meeting the project schedule.

5.21 Security

Only workers whose names are on the lists submitted by contractors are allowed to enter the building and Security is authorized to make bag and body checks. Refer to **ID Badges at 5.13**.

Contractors' management team, suppliers etc. are to enter the building at the basement loading dock, register at the Security desk and deposit proof of identity.

Vehicles entering Senayan Square complex are subject to security checks and drivers may be asked to show delivery notes or similar proof of purpose before being allowed to enter. A Loading Dock Permit is necessary to enter the loading dock. Refer to **Loading Dock at 5.14**.

5.22 Service Lift

Maximum load capacity is 1600kg.

The dimension of service lift is 2150mm x 1600mm x 2500mm with door opening dimension 2100mm x 1200mm.

The service lift is a shared facility with competing demand from other tenants. Movement of heavy and large items should be outside of Building normal office hours, refer to **Noisy Work at 5.15**, and by arrangement with SSOT Management.

5.23 Smoking

Smoking at the work-site and anywhere in the building is strictly prohibited. No Smoking signage is to be prominently displayed at the work site.

5.24 Soffits

Drilling the underside of a floor slab to hang fixtures is expressly prohibited without the prior approval of TFOCT. Wire hangers and bolts are built into soffits for the purpose. Owner reserves the right to stop all the work immediately, pending a full damage assessment, if this rule is breached and Tenant is fully responsible for the remedial costs. Refer to **Drilling at 5.9**.

5.25 Toilets

Toilets are available for workers use in the basement. Other toilets are not to be used. Refer to **Drainage System at 5.8**.

5.26 Water

Water for construction is to be stored in closed containers. Excessive use of water within the premises is strictly prohibited.

5.27 Welding and Heating Bitumen

Welding and heating bitumen and other hot works are prohibited without TFOCT prior written approval.

5.28 Workers Code of Conduct

- To wear ID badges issued by security
- To wear appropriate clothing, shoes and construction hard hat
- To act in a quiet and orderly manner
- To work inside the hoarding
- To use only the service lift to go to and from the worksite
- To use basement toilets
- To follow the instructions of security and Owner's representatives
- Not to walk around the building
- Not to smoke at the worksite or anywhere in the building
- Not to play music
- Not to consume alcohol or use narcotics
- Not to use the worksite as a dormitory

5.29 Working Hours

Fit-out is permitted Monday to Friday 1900hrs to 0500hrs, Saturday 1400hrs to 0500hrs the following Monday and public holidays from 1900hrs the evening before until 0500hrs the morning after. Work that does not create noise, dust, smell or nuisance may be permitted during Building normal office hours with SSOT Management prior approval.

5.30 Working Permit

Applications are made at SSOT Management Office. Refer to **Permits at 1.12** for information about timing of applications. Work cannot start without a permit.

Permits are issued for specific dates and have to be renewed before they expire. Permits must be displayed prominently on the inside of worksite hoardings.

5.31 Workmanship

A high standard of workmanship is expected that complies with industry regulations, practices and standards. Tenant must ensure proper supervision is exercised at all stages of work.

5.32 Worksite

Worksites are to be well managed and kept clean and tidy with materials, tools and debris neatly stacked. Drink is to be stored in sealed containers and any waste disposed of daily together with fit-out debris.

When work is in progress, hoardings doors are to be closed and when nobody is on-site they must be locked. Work is not permitted in the corridors. Access to plant rooms and service corridors must be unobstructed.

6 AFTER FIT OUT

6.1 Joint Inspection

TFOCT and Tenant make a joint inspection when work is complete to test and commission the systems, check work is in accordance with the approved drawings and that the quality of workmanship is acceptable. Any defects noted will require a final inspection before being approved to open for business.

6.2 Testing and Commissioning

The following are subject to testing and commissioning:

- Electrical installations
- Fan coil units and chilled water pressure
- Fan coil unit drainage pipe flushing and chemical treatment
- Variable air volume and fan coil unit balancing

- Plumbing
- Heat and smoke detectors and public address speakers

6.3 Connection of Utilities

Requests to connect utilities, including air-conditioning, telephone lines, cable TV and internet service are to be made in writing to Manager, SSOT well in advance of the required dates.

6.4 As-Built Drawings

Tenant is to submit a complete set of as-built drawings to TFOCT within one month of occupying the premises.

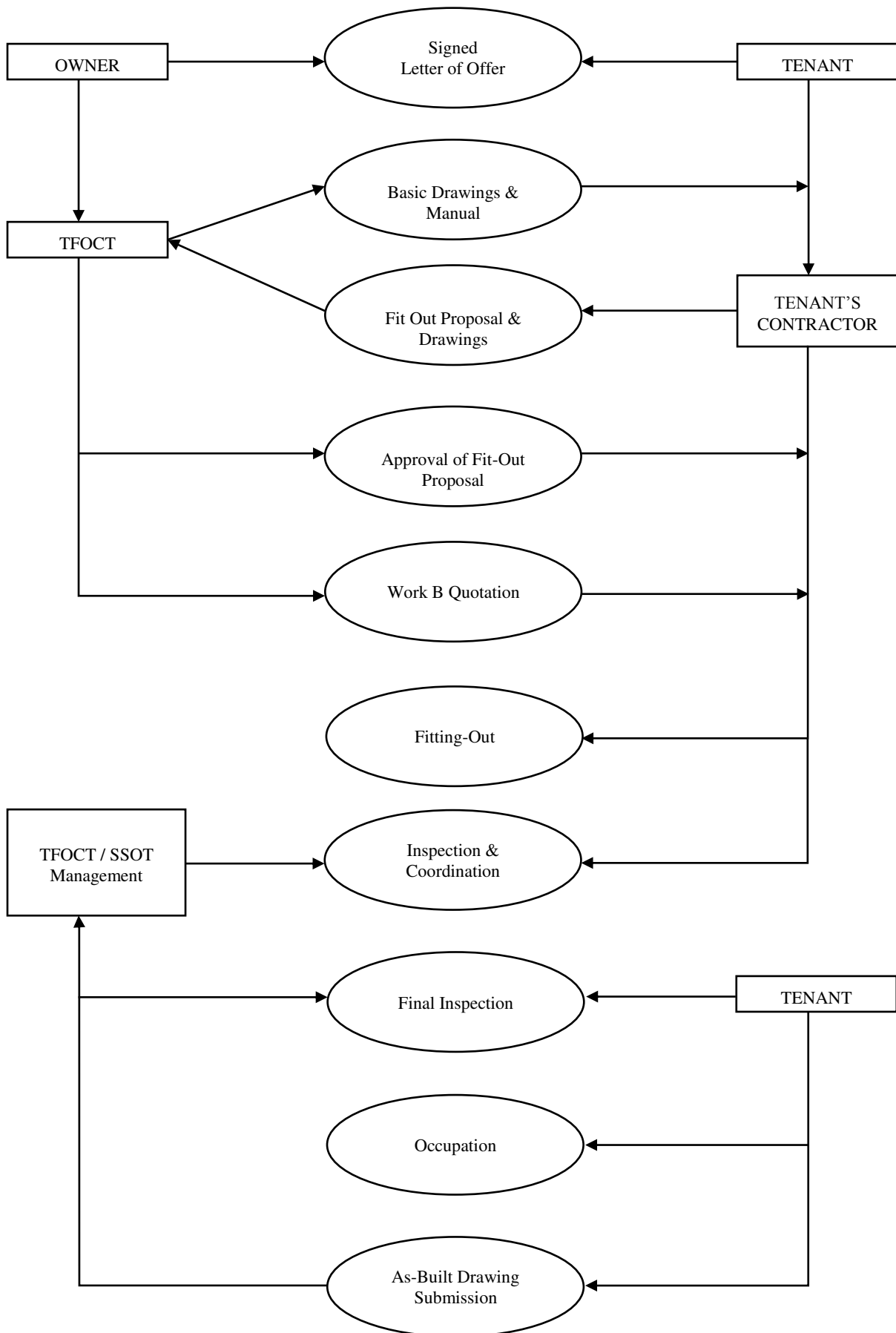
6.5 Alterations Required by Owner

Owner reserves the right to require Tenant to make any alterations or modifications considered necessary within 4 weeks of receiving notice from Owner to do so.

6.6 Government Approvals

Tenant is responsible to obtain all necessary Government approvals and permits prior to commencing business.

SUBMISSION, APPROVAL & FIT OUT PROCEDURE CHART



CONTACT DETAILS

[date]

Building Sentral Senayan I Sentral Senayan II Sentral Senayan III
 Type of Work Fitting Out Renovation Reinstatement

TENANT

Company Name		Floor(s), Unit(s)	
Contact Person		Tel No.	
Email		Hand phone No.	

GENERAL CONTRACTOR

Company Name		Tel No.	
Contact Person		Hand phone No.	
Email			

INTERIOR CONTRACTOR

Company Name		Tel No.	
Contact Person		Hand phone No.	
Email			

MECHANICAL & ELECTRICAL CONTRACTOR

Company Name		Tel No.	
Contact Person		Hand phone No.	
Email			

OWNER & TENANT SCOPE OF WORK

	WORK A	WORK B	WORK C
	Work undertaken by Owner at own cost	Work undertaken by Owner at Tenant's cost	Work undertaken by Tenant at own cost with Owner's prior approval
Floors	<p>Typical floor: Bare concrete FFL -10mm, structural level -100mm.</p> <p>BF, GF & MZ: Bare concrete. BF structural level -50mm. GF & MZ structural level -100mm.</p>		<p>Protection of common area finishes.</p> <p>Finishing works to floor level +0.00.</p>
Walls	<p>Bare gypsum board applied to interior face of external walls.</p> <p>Full height double-skin bare gypsum board with glass wool insulation between skins for demising walls</p> <p>Owner's standard horizontal window blinds on typical floors and vertical blinds on GF, MZ & 18/F.</p>		<p>Additional layer of gypsum board to external and demising walls.</p> <p>Main and secondary entrance façades.</p> <p>Interior decoration.</p> <p>Protection of common area finishes.</p>
Ceilings	<p>Typical floor: Owner's standard 600x600mm acoustic tile suspended ceiling with 650mm wide gypsum board perimeter for principle and core lease areas.</p> <p>BF, GF & MZ: Bare concrete ceiling slab.</p>		<p>Alterations to Owner's provisions to suit Tenant's design.</p>

	WORK A	WORK B	WORK C
	Work undertaken by Owner at own cost	Work undertaken by Owner at Tenant's cost	Work undertaken by Tenant at own cost with Owner's prior approval
AC & Ventilation	Owner's standard configuration in principle and core lease areas.	Modification of Work A to suit Tenant's design.	Relocation of thermostat controls. Ducting from VAV to diffusers
Electrical & Lighting	Mains electricity to Owner's panel. 60VA/m ² electricity supply for lighting and power outlets on BF and typical floors. Owner's standard ceiling light fittings.	Installation and connection of Tenant's electricity panel and KWH meter to Owner's panel. Upgrade of power supply to suit Tenant's requirements.	Other work to suit Tenant's electrical & lighting design.
Fire Alarm & Sprinkler	Owner's standard configuration in principle and core lease areas. Alarms and sprinklers fitted to concrete ceiling slab where no acoustic tile ceiling provided.	Modification of Work A to suit Tenant's design.	
Public Address	Owner's standard configuration in principle and core lease areas. Speakers fitted to concrete ceiling slab where no acoustic tile ceiling provided.	Modification of Work A to suit Tenant's design.	
EXIT Signs	Installed on ceilings of fire stairs access routes.		Additional signs.

	WORK A	WORK B	WORK C
	Work undertaken by Owner at own cost	Work undertaken by Owner at Tenant's cost	Work undertaken by Tenant at own cost with Owner's prior approval
Emergency Lighting	Owner's standard configuration in principle and core lease areas.		Modification of Work A to suit Tenant's design.
Telephone	1 (one) line from Telkom MDF to Owner's junction box.	Additional lines from Telkom MDF to Owner's junction box.	Connection between Owner and Tenant's junction boxes.
Cable TV	Connection from provider to Owner's panel.		Connection between Owner's panel and lease area.

Any change required by Tenant to Owner's Work A must be approved in advance by Owner and undertaken by Owner at Tenant's expense, as Work B, unless prior agreed by Owner to be treated as Work C.

Tenant's Letter Head

Date

PT Senayan Trikarya Sempana
Sentral Senayan I, 9th floor
Jl. Asia Afrika No. 8 – Gelora Bung Karno
Jakarta Pusat – 10270

Attn: Manager, SSOT

Dear Sirs,

[Name of Company]
Sentral Senayan I, [Floor(s)], [Unit(s)]

We hereby confirm that we have read the Tenant Fit-Out Guide & Rules for Sentral Senayan I and fully accept the responsibilities and obligations placed upon us therein, as Tenant, to supervise and manage the activities of our appointed general contractor and its sub-contractors, during fit-out of our above offices.

We undertake that all contractors employed on our behalf and their employees shall comply with the Tenant Fit-Out Guide & Rules. Furthermore, we undertake and assume full responsibility for the rectification costs of all and any damage without limitation caused either to the Owner's or 3rd party property by our contractors' or their employees' non-compliance with the Tenant Fit-Out Guide & Rules or otherwise negligent workmanship, working practices and/or conduct.

In the event of such damage, we accept that the Owner has the right at its sole discretion to stop all work pending assessment of the damage and our payment of the rectification costs, as determined by Owner.

Yours faithfully,

Tenant Authorized Representative

Name :

Title :

CENTRAL SENAYAN OFFICE TOWERS

WORKING PERMIT/IZIN KERJA

Building/Gedung : SS I SS II SS III Fit Out Reinstate Renovation
 Tenant/Penyewa : _____ Floor _____
 Contractor/Kontraktor : _____ Tel No _____
 Dates/Tanggal (max 14 days) : _____ to _____ Hours/Waktu _____ to _____
 Supervisor/Penanggung Jawab : _____ HP No _____
 Nos. of Workers/Jumlah Pekerja : _____
 Scope of Work/Jenis Pekerjaan : _____

Conditions:

1. Permit is valid only for the dates shown above and must be renewed before it expires, if longer period is required. Renewal is processed at SSOT Management Office. Application must be made at the latest by 2pm the day before permit expires. Applications are not accepted on weekends and public holidays.
2. Permit is to be displayed on the inside of worksite hoarding.
3. SSOT Management reserves the right to withdraw the permit at any time.
4. Equipment and materials are to be delivered at the loading dock and the service lift used to access upper floors.
5. Under no circumstances are passenger lifts to be used.
6. Workers are to wear the ID badges issued by SSOT Management.
7. Workers are to wear appropriate clothing and shoes at all times.
8. During building normal office hours (7am-6pm Monday to Friday and 7am-1pm Saturday) work that creates excessive dust, noise or smell is prohibited.
9. Workers are not permitted to work in the common areas of the building.
10. All rubbish and debris is to be removed from site daily.
11. Smoking and eating are prohibited at the worksite.
12. Main contractor and sub-contractor are required to comply with the Tenant Fit-Out Guide & Rules.

Persyaratan:

1. Izin kerja ini hanya berlaku sampai tanggal yang tertera dan perlu diperbaharui sebelum masa waktu berakhir, jika diperlukan. Perpanjangan hanya dapat dilakukan di kantor SSOT Manajemen. Permohonan harus dibuat paling lambat pukul 14.00 WIB sebelum masa waktu berakhir. Permohonan tidak dapat diterima pada akhir pekan atau libur nasional.
2. Izin kerja harus ditempelkan di dalam papan pembatas area kerja.
3. SSOT Manajemen berhak membatalkan izin kerja ini sewaktu-waktu.
4. Pengiriman barang dan material harus melalui lokasi bongkar muat dan melalui lift barang.
5. Tidak diperkenankan untuk menggunakan lift penumpang.
6. Para pekerja diwajibkan untuk menggunakan kartu identitas yang dikeluarkan oleh SSOT Manajemen.
7. Para pekerja diwajibkan untuk menggunakan pakaian kerja dan sepatu yang layak setiap saat.
8. Selama jam kerja normal (7.00-18.00 WIB Senin-Jumat dan 7.00-13.00 WIB Sabtu) kontraktor tidak diperkenankan melakukan pekerjaan yang menimbulkan debu, suara bising atau bau.
9. Pekerja tidak diperbolehkan bekerja di area umum gedung Sentral Senayan.
10. Semua sampah dan puing-puing harus dibersihkan dari lokasi kerja setiap hari.
11. Dilarang makan dan merokok di area kerja.
12. Kontraktor utama dan sub-kontraktor diwajibkan untuk mematuhi petunjuk dan peraturan dalam Tenant Fit Out Guide & Rules.

Approved by
Disetujui

Approved by
Disetujui

Requested by
Pemohon

Manager, SSOT

Manager, Technical

Tenant / Contractor *

CENTRAL SENAYAN OFFICE TOWERS

LOADING DOCK PERMIT/IZIN BONGKAR MUAT

Building/Gedung : SS I SS II SS III Fit Out Reinststate Renovation
 Tenant/Penyewa : _____ Floor _____
 Contractor/Kontraktor : _____ Tel No _____
 Dates/Tanggal (max 14 days) : _____ to _____ Hours/Waktu _____ to _____
 Supervisor/Penanggung Jawab : _____ HP No _____
 Nos. of Trucks/Jumlah Kendaraan : _____

Description of materials/Jenis barang

Conditions:

1. Permit is for loading and unloading construction equipment, materials, debris and furniture.
2. Permit is valid for the dates shown above and must be shown at the loading dock.
3. Permit application need to be made at SSOT Management Office at the latest by 2pm the day before the required date. Applications are not accepted on weekends and public holiday.
4. Vehicles are to leave the loading dock immediately loading/unloading is completed.
5. Drivers are to follow the instructions of SSOT Management representatives.
6. SSOT Management accepts no responsibility for vehicles, goods and materials while in the loading dock.
7. Vehicles' engines are not to be left running.

Persyaratan:

1. Izin bongkar muat ini hanya untuk bongkar muat bahan-bahan konstruksi, puing-puing, dan mebel.
2. Izin bongkar muat hanya berlaku sampai tanggal yang tertera dan harus ditunjukkan di area bongkar muat.
3. Permohonan harus dibuat di kantor SSOT Manajemen, paling lambat pukul 14.00 WIB sebelum masa waktu berakhir. Permohonan tidak dapat diterima pada akhir pekan atau libur nasional.
4. Kendaraan yang sudah selesai bongkar muat agar segera meninggalkan area bongkar muat.
5. Pengemudi wajib mengikuti instruksi yang diberikan oleh perwakilan SSOT Manajemen.
6. SSOT Manajemen tidak bertanggungjawab terhadap kendaraan, barang-barang dan bahan-bahan selama berada di area bongkar muat.
7. Mesin kendaraan harus dimatikan selama kegiatan bongkar muat berlangsung.

Approved by
Disetujui

Approved by
Disetujui

Requested by
Pemohon

Manager, SSOT

Manager, Technical

Tenant / Contractor *

CENTRAL SENAYAN I

SUMMARY OF KEY FIT-OUT DESIGN AND CONSTRUCTION REGULATIONS

1. General

Leased premises are to be handed back to Owner when Tenant quits the building with all original fixtures and fittings provided by Owner under the lease in good and usable condition, fair wear and tear accepted, and in the same locations, as when handed over to Tenant prior to fit-out. Fixtures and fittings include but are not limited to acoustic tile suspended ceiling with air-conditioning grilles and light fittings, fire sprinklers, emergency exit signs, smoke detectors, alarm bells and public address speakers; air-conditioning ducting and equipment above ceiling; window blinds and raised flooring modules.

Any fixtures and fittings handed over to Tenant and not required are to be taken down and kept safe by Tenant, pending future reinstatement of the premises. Owner cannot accept alternative brands and types of fixtures and fittings to those originally provided and cannot store fixtures and fittings on Tenant's behalf.

2. Access to Service Corridors

Access between lease areas and service corridors must be maintained and cannot be blocked. Doors are to be installed at service corridor openings, where Tenant's lease area extends up to building core walls and there is no common corridor. Electronic access control panels are permitted.

3. Wet Facilities

Wet pantries, private toilets and other wet facilities are not permitted inside lease areas.

4. Entrance Doors

Door frames facing common areas and corridors are not to extend beyond Tenant's lease line.

5. Asbestos

All building materials used by Tenant must be asbestos free.

6. Walls

Slab to slab partition walls are not permitted within lease areas, except for Tenant's data center rooms or with Owner's prior approval.

Dry wall method of construction, gypsum board on galvanized metal frame, is to be used.

Concrete core walls, core lease area walls, building columns and beams are not to be chipped, cut, chased or drilled for any reason.

Concrete core walls, core lease area walls and building columns are to be covered with gypsum board on galvanized metal frame, as above. Frames are to be secured to floor and ceiling by screws.

Internal partition walls are not to be constructed abutting or adjoining perimeter wall window glass to prevent them being visible from outside the building, interfering with ceiling perimeter air-conditioning diffusers and window blinds.

Tempered glass must be used for all glass doors, external and internal, and glass partition walls.

Office fixtures, fittings and equipment in the vicinity of perimeter wall windows are not to protrude above the height of window parapet walls and preferably below.

7. Ceilings

Ceiling height of 2700mm on 4/F to 17/F, 3100mm on 3/F and 4100mm on 18/F must be maintained at perimeter walls and windows.

Ceiling height exceeding 2700mm, 3500mm and/or 4100mm away from perimeter walls and windows is subject to Owner's approval and Tenant must first check MEP/VAC as-built installation drawings.

Metal frame is to be used to hang gypsum board ceiling from soffit.

12mm bare finish gypsum board is to be used at perimeter wall on typical floors.

8. Floor Protection

Prior to commencing fit-out, Tenant has to protect all junction box and floor duct at its own expense, using heavy duty plastic sheets with taped joints.

Workbenches are to be used for cutting, sawing, fabrication and the like. Work must not be done directly on the floor.

Work involving use of water (mixing plaster, cement, etc.) is to be done in a box with waterproof lining that sits on plywood or triplex sheet with heavy duty plastic sheet beneath.

9. Window Protection

Window parapet finishes and blinds are to be protected by heavy duty plastic sheets with taped joints before fit-out starts.

10. Concrete Floor Slab

Floor slab live load capacity is 300 kg/m².

Floor slab partition wall load capacity is 50 kg/m².

Chipping, cutting, chasing and drilling of concrete floor slab requires Owner's prior approval.

Chipping, cutting, chasing or drilling of concrete floor slab with Owner's prior approval is not to exceed 30mm depth or the depth at which steel reinforcing bars are exposed, whichever is less.

Drilling of the underside of the upper floor concrete slab (soffit) is permitted, subject to Owner's prior approval, and strictly in accordance with Owner's template. Maximum permitted penetration is 25mm.

11. Electrical Panels

Electrical panels are to be located in the building EPS and not in lease areas.

Prepared by

Read and agreed by,

SSOT Management

Name :

Date :

Tenant Authorized Representative

Name :

Date :



SENTRAL SENAYAN I

SCHEDULE OF CONDITIONS AT HANDOVER TO TENANT

Tenant Name _____ Floor / Unit(s) _____

Floor

Bare Concrete Good Poor
 Remarks _____

Floor Ducts Total ____ units Good ____ units Poor ____ units
 Remarks _____

Junction Box Total ____ units Good ____ units Poor ____ units
 Remarks _____

Demising Walls

Bare Gypsum board Good Poor
 Remarks _____

Structural Walls

Plaster Good Poor
 Remarks _____

Window Glass Total ____ units Good ____ units Poor ____ units
 Remarks _____

Window Blinds Total ____ units Good ____ units Poor ____ units
 Remarks _____

A/C Thermostat Total ____ units Good ____ units Poor ____ units
 Remarks _____

Light Switches Total ____ units Good ____ units Poor ____ units
 Remarks _____

Power Outlets Total ____ units Good ____ units Poor ____ units

Remarks _____

Ceiling

VAV box(s) Total ____ units Good ____ units Poor ____ units

Remarks _____

A/C Ducting Good Poor

Remarks _____

Suspended Frame Good Poor

Remarks _____

Acoustic Tiles Good Poor

Remarks _____

EXIT Signs Total ____ units Good ____ units Poor ____ units

Remarks _____

Sprinkler Heads Total ____ units Good ____ units Poor ____ units

Remarks _____

Heat Detectors Total ____ units Good ____ units Poor ____ units

Remarks _____

Smoke Detectors Total ____ units Good ____ units Poor ____ units

Remarks _____

Alarm Bells Total ____ units Good ____ units Poor ____ units

Remarks _____

PA Speakers Total ____ units Good ____ units Poor ____ units

Remarks _____

Reflector Boxes Total ____ units Good ____ units Poor ____ units

Remarks _____

Tube Lamps Total ____ units Good ____ units Poor ____ units

Remarks _____

APPENDIX VIII

Emergency Lamps Total ____ units Good ____ units Poor ____ units

Remarks _____

Air Diffuser Perimeter Total ____ units Good ____ units Poor ____ units

Remarks _____

Painted Gypsum Perimeter Good Poor

Remarks _____

EPS Room	A / B	KwH Reading	
Panel No		Power Capacity	
KwH No		Factor Meter	

SSOT Management
Name :
Date :

Tenant's Authorized Representative
Name :
Date :

ID CONTRACTORS FORM

SENTRAL SENAYAN I	TEMPORARY ID CARD FIT-OUT WORKER	
Floor No.	Tenant	
Contractor	(photograph)	
Worker Name		
SSOT Management	Technical Department	

SENTRAL SENAYAN I	TEMPORARY ID CARD FIT-OUT WORKER	
Floor No.	Tenant	
Contractor	(photograph)	
Worker Name		
SSOT Management	Technical Department	

SENTRAL SENAYAN I	TEMPORARY ID CARD FIT-OUT WORKER	
Floor No.	Tenant	
Contractor	(photograph)	
Worker Name		
SSOT Management	Technical Department	

SENTRAL SENAYAN I	TEMPORARY ID CARD FIT-OUT WORKER	
Floor No.	Tenant	
Contractor	(photograph)	
Worker Name		
SSOT Management	Technical Department	

ANNEX XV

[On the letterhead of Contractor Company]

PT SENAYAN TRIKARYA SEMPANA

Sentral Senayan I, 8th Floor
Jl. Asia Afrika No. 8
Gelora Bung Karno – Senayan
Jakarta Pusat, 10270
Indonesia

Attention to: **Mr. Motoki Sato**
Director

Statement Letter

Dear Sir,

The undersigned below:

Name :
Title : [PD or authorized Director according to AoA]
Duly authorized to act for and on behalf of : [Company Name]
ID Number :
Address :

(hereinafter together with its successors and assignees referred to as the “**Contractor**”)

Hereby stated and confirmed that the Contractor, referred to the fit out work contract with UNESCO Ref. No. dated 2022 (the “**Fitting-Out Contract**”), will commence the fit out work (“**Fitting-Out Work**”) at Sentral Senayan I (the “**Building**”) 7th floor, Unit No. 107A (the “**Fitting-Out Area**”), located at Senayan Square Complex (the “**Complex**”) on day of 2022 and complete the Fitting-Out Work on day of 2022 (.....months) as agreed with UNESCO (the “**Fitting-Out Period**”).

With respect to the Fitting-Out Work, the Contractor hereby represents and warrants its obligation to PT Senayan Trikarya Sempana (“**STS**”) as owner of the building, as follow:

1. to pay the fit-out charge at **IDR 15,000** (Fifteen Thousand Indonesian Rupiah) per square meter semi-gross, plus 11% of VAT, and include 10% Withholding Tax (“**WHT**”) or equal **IDR 31,240,561** (Thirty One Million Two Hundred Forty Thousand Five Hundred Sixty One Indonesian Rupiah), payable in full such amount in advance before kick-off meeting to start the Fitting-Out Work is held, and to submit WHT slip in timely manner. We acknowledge that an overpayment equal to the WHT amount will be refunded by STS after we submitted the WHT slip to STS.

The fit-out charge shall cover 24 hours of lighting in common area, 24 hours workers’ toilet, electricity of service elevator, 24 hours loading dock, water consumption by workers, and monitoring by STS technical and security team during night shift.

2. to pay Electricity Deposit which shall be in the amount of **IDR 7,500,000** (Seven Million Five Hundred Thousand Indonesian Rupiah) for the maximum of 6 (six) months Fitting-Out Period. We acknowledge that Electricity Deposit, free of interest, shall be fully refunded by STS within 60 (sixty) to 90 (ninety) days after the Fitting-Out Work is finished, subject to us settled the electricity charge and the WHT slip is submitted.

[On the letterhead of Contractor Company]

3. to pay electricity charges consumed during the Fitting-Out Period based on the recorded electricity meter, which the cost is subject to 10% administration fee, plus 11% VAT, which will be charged by STS when the Fitting-Out Work is completed, and submit the WHT slip.
4. to purchase Contractors All Risks Insurance before the Fitting-Out Period, for the duration of the Fitting-Out Period and furnish STS with a copy of the documents and ensure that UNESCO shall be stated as the project owner in the document. Public Liability coverage under the Contractors All Risk Insurance shall be in the amount of **IDR 15,000,000,000** (Fifteen Billion Indonesian Rupiah).
5. to comply with the provisions of the Fit Out Guide and Rules of STS and ensure that all employees, workmen, sub-contractor, guests or visitors and any other party acting on Contractor's behalf and interest shall at all times observe and perform their respective obligations under the Fit Out Guide and Rules of STS. Consequently, Contractor agrees to be fully responsible for all of STS losses, costs, damages and expenses caused by the non-observance of the Fit Out Guide and Rules by Contractor, its staffs, employees, workmen and agents. This liability is imposed regardless of whether or not such conduct involves default or negligence on the part of the person concerned. The Contractor agrees to pay STS' cost of repairs or replacements to the Fitting-Out Area, the Building or the Complex, which are necessitated by such person's acts, and to indemnify, defend and hold STS harmless from and against any and all losses, cost, damages and expenses in connection therewith.
6. to comply with all provisions of the Health, Safety and Environment procedure and requirement during the work is conducted. Contractor shall conduct safety induction to all workmen, sub-contractors and all other party, and monitor the activities. Contractor will be fully responsible for any accident that may cause injury and/or fatality during the work.

IN WITNESS WHEREOF the Contractor have executed this letter truthfully and with full of accountability in regards to UNESCO's Fitting-Out Work.

Jakarta, of 2022

The Contractor,
[Company name],

Acknowledged and agreed by,
PT Senayan Trikarya Sempana

*Please affix and sign over a Rp. 10.000
duty stamp by PD or authorized Director*

Name:
Title:

Name:
Title: