

HOUSE RULES (SIN MING AUTOCARE)

The following House Rules are deemed to be incorporated in the Terms and Conditions of the Tenancy Agreement. Any infringement to the House Rules shall constitute a breach of the Tenancy Agreement.

1. Parking Facilities

- a) The carpark facilities are under the management of a car park operator, Tenants/ lessees shall liaise directly with the operator on the purchase of season parking tickets and other car park related matters..
- b) Vehicles shall park within designated lots and refrain from parking along the driveway or common area.
- c) No parking of vehicles at red boxes at all times. These areas serve as fire escape route, fire hose reel & fire engine hard standing.
- d) Offenders shall be prosecuted for parking vehicles at non-designated parking spaces.

2. Loading & Unloading Bay

Loading and Unloading bays are restricted to vehicles with goods and for loading and unloading activities only.

3. Common Areas

- a) For the ease of access at the common areas, erection of Fixtures (either temporary or permanently) at Common Areas shall not be allowed unless prior consent is obtained from JTC.
- b) Common Areas especially at Corridors, staircase, smoke-stop lobbies, etc which is used as emergency escape routes shall be maintained free of obstruction at all times. No sleeping or meals along the common areas.
- c) Smoking is prohibited along the common areas except at designated locations.
- d) The Fire Engine hard-standings and access way must be kept free of obstruction at all times.
- e) Refrain from washing, repairing & spray painting of vehicles along/at the common area

4. Internal Premises

- a) Tenants are fully responsible for the security and maintenance of their premises.
- b) Proper control measures / facilities must be in place to prevent noise, air pollution or causing any nuisance to the neighbouring premises and surroundings.
- c) For public safety, the fire access panel within the premise where the signage indicates "FIRE FIGHTING ACCESS", shall NEVER be removed/ obstructed.
- d) The fire escape route of 1.2m shall be maintained / fire extinguishers shall be free of obstruction AT ALL TIMES.
- e) Tenants shall not carry out any trade paraphernalia that will cause obstruction and safety to the common road users. All approved trade activities must be confined within the premises at all times.
- f) Existing "EXIT" signs and Fire extinguishers shall NOT be tampered with or altered unless written approval from FSB is obtained.
- g) Tenants shall at their cost and expense maintain the exhaust duct; its outlet and discharge duct at roof top including its filtering mechanism and ensure that the exhaust is free from paint droplets.

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<p>5. <u>Service Yard/ Air-Con Ledge</u></p> <p>The service yard/air-con ledge shall not be used for storage and any other purposes except for its designated use.</p>
<p>6. <u>Discharge Of Air- Conditioner Condensation Water</u></p> <p>Condensation water shall be properly discharge to existing floor trap within the premises.</p>
<p>7. <u>Transportation Of Machines / Goods</u></p> <p>All machines shall be brought into or out of the building using the designated access openings.</p> <p>Goods must be transported via the goods lifts only or directly to the factory unit via the ramp and internal driveway</p>
<p>8. <u>Company Signboard /Advertisement</u></p> <p>Tenants/lessees shall maintain a company signboard only at the designated location.</p>
<p>9. <u>Display of Advertisements</u></p> <p>The Tenant shall keep window glass panes and common areas free of advertisement signage, banners and posters. Prior written approval must be obtained for all signage at building facades. Temporary Occupation License fee is payable, if approval is granted.</p>
<p>10. <u>Tapping of Electrical/Water Supply From Common Area</u></p> <p>Tapping of electricity and water supply from common areas is not allowed unless prior written approval is obtained from JTC as the landlord.</p>
<p>11. <u>Unauthorized Use Of Fire Hose reel</u></p> <p>The fire hose reel shall be used for fire fighting purposes ONLY. To refrain from unauthorized use of water supply from fire hose reel for other purposes.</p>
<p>12. <u>Trade / Domestic Wastes</u></p> <p>a) Temporary holding area designated for wastes generated from the premises shall be kept clean and tidy at all times.</p> <p>b) Tenants are responsible for making their own arrangements on the disposal of wastes brought back from external sources.</p> <p>c) Tenants are not permitted to transport any external wastes that are not generated from their approved trade activities within premises into the development.</p>
<p>13. <u>Pets</u></p> <p>Tenants/lessees shall refrain from keeping pets (dogs, cats, birds, etc) in the development area.</p>

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14. Burning of Incense Paper

Burning of incense paper is allowed only at designated areas within the development.

15. Handicap / Public Toilets

No one is allowed to wash/bath himself in the handicap/public toilets.

16. Illegal Use of Industrial Premises as Workers' Quarters /Unauthorized Activity

Tenants/lessees shall not permit any person or persons to cook, sleep and/or reside in the premises. Other activity that is commercial in nature or non-motor repair/auto-service is not permitted within the premises.