

FIRST SCHEDULE LANDLORD RULES FOR BUILDING

1. Not to obstruct entrances, etc
 - a. The entrances, foyers, footpaths, passages, halls, lifts, escalators, staircases and other Common Property must be used only for the purposes of access to and from the demised Premises and must not be obstructed by the Tenant.
2. Air conditioning
 - a. The windows in the demised premises must not be opened or be permitted to remain open.
 - b. The air conditioning plant will be regulated by and under the control of the Landlord at all times.
 - c. The Tenants must keep the sun protection devices (if any) installed for the purpose of reflecting solar heat in the proper operational position (as determined by the Landlord from time to time) to ensure the designed performance of the air conditioning equipment.
 - d. The Tenant must not in any way cover or obstruct:
 - i. The air conditioning ducts and outlets or fire alarm or sprinkler systems servicing the demised premises or the Building: or
 - ii. Any windows which reflect or admit light into any part of the Building except by blinds or other window treatments approved by the Landlord.
 - e. The standard hours of operation of the air conditioning system are from 8:00am to 5:30pm Monday to Friday (excluding public holidays).
3. Signs
 - a. Signs on glass, doors, walls or partitioning to identify the demised premises (approved by the Landlord) must be painted or affixed on behalf of the Tenant by the Landlord at the Tenant's reasonable cost.
 - b. The Tenant's name and other particulars approved by the Landlord, must be affixed by the Landlord at the Tenant's reasonable cost to the directory board or boards located in the ground floor foyer of the Building and on each floor of the Premises and in such other parts of the Building as the Landlord from time to time considers appropriate.
4. Heavy articles
 - a. No heavy items (such as safes or mobile shelving equipment) may be placed or stored on any of the floors in the Building without the prior consent in writing of the Landlord.
 - b. The Tenant must strictly comply with the Landlord's directions in relation to the floor loadings, the maximum permissible weight for any such item and the positioning of any such item on the floor of the demised premises.
 - c. The cost of rectifying any damage caused by the Tenant to the Building during the course of the installation, removal or storage of any such item in the Building must be paid by the Tenant on demand.
 - d. Before any such heavy items is moved in to, out of, or within the Building, the Tenant must give the Landlord at least 24 hours prior notice and the moving of same may only be done under the supervision of the Landlord's Property Manager or other representative of the Landlord.
5. Cleanliness
 - a. Despite the provisions relating to cleaning services under this Lease, the Tenant must, at all times, keep the demised premises in a good state of cleanliness and must not allow any accumulation of waste, refuse or rubbish.
 - b. Nothing may be thrown by the Tenant out of the windows or doors or into the lift wells or left in any of the Common Property of the Building.

6. Persons for whom the Tenant is responsible
 - a. The Tenant must do all things necessary to ensure that the Tenants officers. employees, servants. agents. contractors. consultants. suppliers. clients. customers. licensees. visitors and invitees (whether by express or implied consent) comply with these Rules and the provisions of this Lease.
7. Access keys, Access cards
 - a. The Tenant may gain access to the Building and the demised premises 24 hours a day. 7 days a week. but only in strict compliance with the Landlord's security management system for the Building.
 - b. All keys or access cards or both and any copies of those keys or access cards forming part of the Building's security management system installed and operating by or for the Landlord and provided by the Landlord 10 the Tenant for use during the Tenant's occupancy must be forthwith surrendered to the Landlord on the expiration or earlier termination of this Lease. The Tenant must not cause or permit duplicate. facsimile or copies of the keys or cards to be made without the prior consent in writing of the Landlord. The Tenant must pay the Landlord's costs of replacing any keys or access cards.
8. Building
 - a. The Tenant must not mark or otherwise deface the Building or any part of the Building.
9. Television and radio
 - a. No television or radio mast or antenna or other equipment capable of receiving signals or communications may be affixed to any part of the Building and no musical instrument. radio. television set or other sound producing or reproducing equipment 111ay be used or operated in the demised premises or in any part of the Building without the prior consent in writing of the Landlord.
 - b. Any consent given by the Landlord in relation to the playing of a musical instrument. radio. television set or other sound producing or reproducing equipment 1nay be withdrawn at any time by Notice to the Tenant if the Landlord considers it is in the best interests of other occupiers or users of the Building or buildings within the vicinity of the Building to do so.
10. Animals
 - a. No animals or birds 111ay be brought into or kept in the Building without the prior consent in writing of the Landlord.
11. Lifts
 - a. The lifts will be regulated by and under the control of the Landlord at all times.
 - b. The Tenant must use the passenger lifts only for passengers and not for the carriage of goods other than with the prior consent in writing of the Landlord and on such conditions as the Landlord may impose.
12. Accident or defect
 - a. The Tenant must give the Landlord prompt Notice of any accident to or defect in any of the Services. Mechanical Services or Appurtenances in the Building.
 - b. If any fire. flooding. explosion or other or emergency occurs or appears likely and the Tenant is aware of the same the Tenant must immediately notify the Landlord.
13. Lighting
 - a. The Tenant must at its cost repair or replace any defective. damaged or broken electric bulbs. globes and other means of illumination (excluding light fittings fanning part of the Landlord's property) in the demised premises.

14. Food

- a. The Tenant must not prepare or cook food in any areas other than those which are provided in the demised premises or the Building for that purpose and which are approved by the Landlord for that purpose.

15. Tenant's representative

- a. The Tenant must at all times notify the Landlord of at least two representatives of the Tenant who can be contacted on a 24 hours basis in relation to the demised premises or any emergency concerning the demised premises or the Building.

16. No Smoking

- a. The Tenant must not and must not cause or permit:
 - i. burning:
 - ii. inhaling the smoke or gases from: or
 - iii. exhaling the smoke or gases from
cigarettes. whether in the demised premises or in or near the Building.
- b. For the purposes of this rule. cigarettes include cigarettes. cigars. any other form of tobacco and any form of any similar substance such as. but not limited to cannabis.