

Quattro Business Park Office Building "FIVE" RULES OF ORDER



As of:
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1. INTRODUCTION

1.1. Definitions

- **"Quattro Business Park"** or the **"Complex"** is a complex of office and service buildings, presently under construction, marked with capital letters A, B, C, D, and FIVE, together with a stand-alone, multi-storey car park "P", complete with the associated technical infrastructure, located in Kraków in the area of Aleja Gen. Tadeusza Bora-Komorowskiego,
- **"Building"** or **"Building FIVE"** or **"FIVE"** is the fifth office and service facility, forming part of the complex of buildings that is called the "Quattro Business Park" Complex and constituting a supplement thereof,
- **"Rules of Order"** or the **"Rules"** mean this document, with Enclosures hereto,
- **"Lessor"** means (as at the date of preparation hereof) a company named **Quattro Business Park sp. z o. o.**, with registered office in Warsaw, address: 00-105 Warszawa, ul. Twarda 18,
- **"Building Manager"** means (as of the date hereof) a company named GPRE Property Management Sp. z o.o., with registered office in Warsaw, address: 00-105 Warszawa, ul. Twarda 18,
- **"Lessee"** means an entity, bound with the Lessor by virtue of a tenancy agreement, lease agreement or any other agreement, based on which the Lessor has transferred to the Lessee for use an office or service space, or any other space (and/or parking places) in the Complex,
- **"User"** means the Lessee, its employees, associates, visitors, customers, sub-lessees of the Premises, providers of services to the Complex (and to the Lessee), as well as other persons and entities, which use the Quattro Business Park Complex,
- **"Lease Agreement"** means tenancy agreement, lease agreement or any other agreement, based on which the Lessor has transferred to the Lessee for use an office or service space, or any other space (and/or parking places) in the Complex,
- **"Lessee's Premises"** or the **"Premises"** means premises leased by the Lessor to the Lessee based on the Lease Agreement (also referred to as the "Object of Lease" or "Space Delivered to the Lessee"),
- **"Security Centre"** means the main station of operational supervision (24 hrs a day) over technical and safety systems installed in the Building (in the Complex), which receives alarm signals concerning, *inter alia*, fire hazard, power failures, break-ins into the Complex buildings,
- **"Car parks"** mean ground-level and underground parking places, located within the Complex. That notion shall also encompass bicycle and motorcycle parking places.

1.2. Objectives

These Rules of Order have been developed with the aim of:

- a). establishing basic rules and procedures, which shall be mandatory in the Building and in the Complex, and which shall affect correct and efficient management and use thereof,
- b). introducing the Complex Users to those rules and procedures,
- c). providing general information on the Complex and services offered under the Complex management scheme.

In the event of a contradiction between the contents of the Lease Agreement and these Rules, the provisions of the Lease Agreement shall prevail and be binding. Following the Lessee's request, upon delivery of the Premises to the Lessee, the Building Manager shall brief maximum two (2) persons appointed by the Lessee on main provisions hereof.

1.3. Periodic updating of the Rules

As far as the Lessee is concerned, the Rules shall come into effect as at the day of take-over of the Premises by the Lessee. The major part of the Rules shall generally be available and shall be put for perusal in the Reception Desk of Building "FIVE." The Lessor and the Building Manager reserve the right of periodic updating of the Rules, making amendments, and setting out additional principles and procedures, which they deem to be necessary for the correct and efficient management of the Building and the Complex. Any changes in the Rules shall be binding upon the Lessee after fourteen (14) days from notification of the Lessee on the contents of those changes. In exceptional situations, having in mind the efficient management of the Building and the Complex, the Building Manager may waive principles provided for in these Rules.

1.4. Observance of the Rules

Provisions of the Rules of Order shall be binding upon all Users of Building "FIVE." The Building "FIVE" User shall be obligated to become familiarized with the contents hereof, to observe provisions thereof, and to obey instructions issued by the Building Manager in compliance herewith. The Lessee should ensure that all its employees, associates, as well as visitors, customers, sub-lessees of the Premises and service providers observe the provisions hereof. The Building "FIVE" User should assist the Building Manager in the implementation of provisions hereof.

The Lessor and the Building Manager inform that the Building "FIVE" User shall be liable for damages to persons or property, which were caused as a result of failure to observe these Rules of Order.

2. BASIC INFORMATION ABOUT THE COMPLEX

2.1. Location

The "Quattro Business Park" Complex, including Building "FIVE", is located in Kraków at Aleja Gen. Tadeusza Bora-Komorowskiego 25, 25A, 25B, 25C, 25D, 27

In this area there is well-developed transportation network, including several bus lines, allows you to reach the city center in 15 minutes.

Public transport access:

Bus lines:

125, 128, 129, 132, 138, 139, 142, 152, 159, 172, 182, 184, 189, 192, 193, 250, 260, 267, 270, 429, 439, 482, 484, 501, 511, 601, 608, 611.

Access to local amenities:

Nearby the complex, you will find: Park Wodny, Hotel Swing, Serenada Shopping Center, Krokus Shopping Center, Multikino

2.2. Description

Quattro Business Park is a complex of office and service buildings, marked with capital letters A, B, C, D, and FIVE, complete with a stand-alone multi-storey car park "P" (diagram of the Complex area development: see the map below). The Complex is composed of the following:

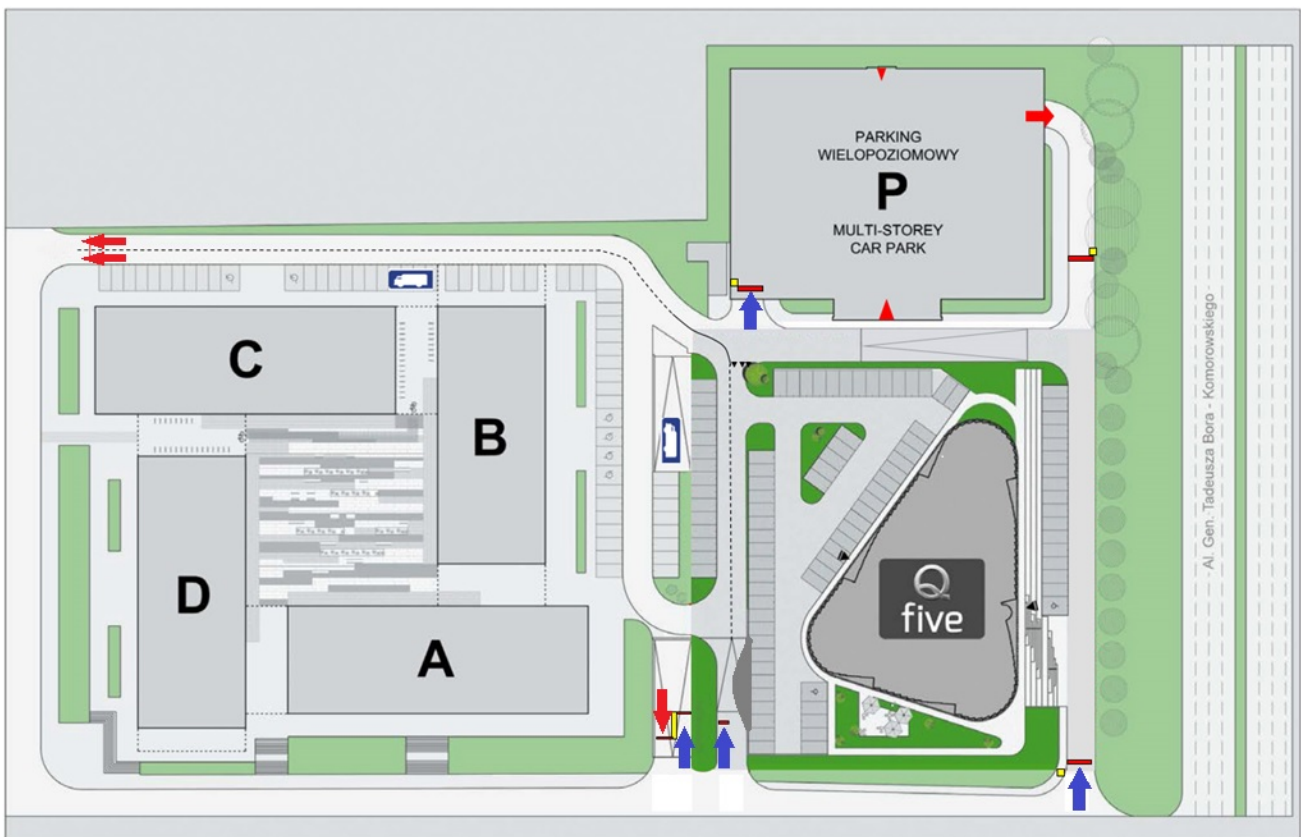
- four office and service buildings, each fourteen-storey high (plus one underground storey with an underground garage),
- one office and service building FIVE, seven-storey high (plus one underground storey with an underground garage)
- courtyard (atrium) between buildings A, B, C, and D, with park furniture elements (benches, greenery),
- on-grade car parking places,
- stand-alone, multi-storey car park "P",
- technical infrastructure assigned to the above referenced facilities.

Particular storeys in office and service buildings shall be intended for the following use:

- underground storey: an underground garage (single level) and technical rooms (including store-rooms)
- ground floor: office and service premises for lease, entrance hall, reception desk area, horizontal emergency escape routes,
- overground floors: office premises for lease,
- roof: technical premises with equipment to operate the building.

Office and service buildings A, B, C, D, and FIVE shall have the total leasable area of ca. 65 000 m².

**The Complex and the Building have been designed by:
Autorską Pracownię Architektury Kuryłowicz & Associates design office.**



2.3. Rules regarding the use of the Complex name, address, logo, and image

The Lessee shall not have the right to use the address and the name of the Building and the Complex for any other purposes than mail addressing, or to act on behalf of the "Quattro Business Park" Complex. Having vacated the leased space, the Lessee shall not be authorized to use the address and the name of the Building and the Complex; the Lessee may also not use their images in any advertisement and information folders.

Without a prior consent of the Building Manager, it shall be forbidden to photograph or film the common areas of the Building and the Complex. Also, any use of the image of the Building or the Complex for the purposes of e.g. film production shall require a prior consent of the Building Manager.

Possible names of the Complex that the Lessee may use (at its choice) shall be, as follows:

- Quattro
- Quattro Business Park
- Quattro Business Park Complex
- Quattro Business Park Office Complex

Possible names of Building "FIVE" that the Lessee may use (at its choice) shall be, as follows:

- FIVE
- Office building "FIVE"
- Building "FIVE"

The Lessee undertakes that when using the logo or the image /visualisation of the Building (Complex) in advertising, information and other materials (e.g. aimed at identification of the Lessee's Premises within the Complex), the Lessee shall always do so in the manner set out hereinabove.

2.4. Other

- a). Charging electric personal transport devices, such as scooters, is possible at the designated area within the Complex, specifically at the scooter charging station located in front of Building C, in accordance with the Electric Scooter Charging Regulations available by scanning the QR code placed at the station;
- b). Charging electric cars is possible at the designated areas within the Complex, specifically at the electric car charging stations located in the outdoor parking area, in accordance with the Electric Car Charging Station User Manual available in the Elocity mobile app;
- c). Within the Complex, beehives are placed on the roof of one of the buildings. The location has been chosen to minimize the risk of stings and to ensure that the bees and hives do not pose a threat to human life and health.

3. THE BUILDING MANAGER

3.1. Basic information

The Building management services shall be provided by GPRE Property Management Sp. z o. o., a company with registered office in Warsaw, at ul. Twarda 18 (information as of the date hereof).

The Complex Users may count on the Building Manager's staff in obtaining information and assistance in solving their daily problems, or obtaining consent to the implementation of non-standard solutions in the Building and in the Complex.

The Building Manager shall be responsible for, among other things, constant monitoring of the property's operation, coordination and supervision of services provided by providers and subcontractors, preparation of operating budgets, reconciliation of service charges, and contacts with the tenants.

3.2. How to contact the Building Manager

Name of the Building Manager and its address:

GPRE Property Management Sp. z o. o.
Ul. Twarda 18
00-105 Warszawa

Persons responsible for managing the Complex:

Senior Property Manager
Gabriela Kulikowska
Tel.: 666 833 363
e-mail: gabriela.kulikowska@globalworth.pl

Property Manager
Aleksandra Mrowiec
Tel.: 662 344 594
E-mail: aleksandra.mrowiec@globalworth.pl

Property Manager
Aleksandra Słeziak

Tel.: 660 540 525

E-mail: aleksandra.sleziak@globalworth.pl

To facilitate contacts with the Building Manager, upon signing of the Premises take-over report, the Lessee shall receive a list of useful telephone numbers.

3.3. Helpdesk: rules of reporting defects and failures by the Lessee

In the event that a defect or a failure has occurred (the "incident"), the Lessee should contact the maintenance service of the Building in order to report the incident and set the time or date of fixing it.

a). Incidents should be reported in writing:

- recommended form: by means of an e-helpdesk programme for reporting failures and monitoring their current processing status,

b). In case of serious and emergency incidents, the Lessee should report them additionally by phone (*Hotline*):

- between 8:00 am and 5:00 pm, Monday to Friday: to the Building Manager,
- after 5:00 pm, and additionally on Saturdays, Sundays and holidays: to phone number 12 290 3111 (a call is answered by the Security Centre, which later informs the maintenance technician on duty after regular working hours, the so-called " emergency maintenance service").

c). In order to enable registering defects and failures:

- the Lessee should confirm in writing (via electronic mail) its incident reporting made by phone (within 24 hrs at the latest), by sending an e-mail with the incident report.

After the defect has been rectified, an information on its rectification will be sent via e-mail to the Lessee's representative. In the event that within two (2) working days from sending an information about the defect rectification to the Lessee the chief of the maintenance team does not receive a relevant confirmation from the Lessee, the defect will be considered to have been eliminated.

The Lessor reserves that in the event of works and/or repairs, which have been commissioned by the Lessee to be performed by the maintenance service, and which, in accordance with the signed Lease Agreement, should have been performed by the Lessee, costs resulting from the performance thereof shall be charged to the Lessee. Moreover, the Lessor reserves that the maintenance service may refuse performing said works.

3.4. Handyman services

Handyman services shall be available in the Building on working days, offering minor repairs and maintenance works to be performed in the Lessee's premises against payment. The services shall be provided by the Building maintenance team, upon the Lessee's order, in the shortest time limit possible. Minor maintenance works ordered by the Lessee may be performed by the maintenance service of the Building, however, with reservation that they can be performed on the first-come, first-served basis, after all defects and breakdowns in the Building have been removed, and upon the completion of running technical works related to the operation of the Building and of the Complex. The Lessor reserves that in the event of a large volume of current works related to the operation of the Building and of the Complex, the maintenance service may refuse to perform the said works as requested by the Lessee.

4. RULES OF ACCESS TO THE BUILDING

4.1. Basic information

Access to Building "FIVE" shall be controlled electronically by means of the access control system, hence all authorized persons shall be required to hold access control cards. The access control system shall be supervised by the Building security personnel. Access control cards shall be personal

identity documents within the Building, so it shall be forbidden to lend them to third persons. The employees of the Lessee shall be authorized to enter the Building 24 hours a day and 7 days in a week if holding valid access control cards.

Data concerning human traffic and those obtained from the access control system in the Building shall be kept by the Lessor **for the period of 12 months** and made available to the tenants only based on a written and justified application.

If a need arises to install additional alarm systems, the Building Manager will help the Lessee in adjusting those systems to the overall access control system in the Building and in the Complex. Installation of additional alarm systems shall require previous consent of the Lessor or of the Building Manager.

4.2. Reception Desk in the Building

A reception desk (hereinafter referred to as the "Reception Desk") shall be located on the ground floor of Building "FIVE". It shall focus main personnel, visitor and goods traffic control. Services related to the operation of the Reception Desk shall be provided from Monday to Friday, in hours to be determined by the Building Manager, based on information obtained from the Building "FIVE" tenants and based on economic factors, however for a period not shorter than from 8.00 am to 6.00 pm. Alternatively, and beyond those hours, as well as on Saturdays, Sundays and holidays, the Reception Desk will be manned by the Building security personnel. The Reception Desk services shall include the following:

- provision of information related to the Building,
- keeping record of visitors entering and leaving the Building,
- solving current problems connected with visitors in the Building,
- cooperation with the security personnel, maintenance crew and cleaners, the Lessor, and the Building Manager.

4.3. Opening hours of the Building and ways of entering it

Building "FIVE" can be entered and left in the following ways:

4.3.1 From the underground garage level ("-1")

The vertical access core of Building "FIVE" can be entered from the underground garage on level "-1" by using access control cards or after the door has been opened by the security personnel. That entrance should be used only by the Building tenants, who hold access control cards, or by service providers, upon consent of the Building security personnel.

Descent to the underground garage should be effected via staircases or by means of lifts. It shall be forbidden to enter the underground garage through its access or exit ramps.

4.3.2 From the ground level ("0"):

- a). entrance door on the south side of the Building (the so-called main entrance, at Bora-Komorowskiego Avenue), or
- b). entrance door on the north side of the Building,

With reference to a)

Entrance to the Building on its south side

The door in that entrance will stay open from Monday to Sunday: **not shorter than from 6:00 am to 10:00 pm**

Beyond those days and hours, it shall be possible to enter the Building in that place after the door has been opened by the security personnel. That entrance should be used only by the Building tenants, who hold access control cards, or by service providers, upon consent of the Building security personnel. In the event that a person, who does not have an access control

card wants to enter the Building beyond the said hours, he or she should contact the security officer by means of an intercom unit installed close to the Building door. After an identification of the visitor and verification of his or her right to enter the Building, the security officer will allow that person to enter the Building. That entrance should be used, in particular, by the tenants' visitors.

With reference to b)

Entrance to the Building on its north side

The doors to the Building at this entrance will be open 24 hours a day, 7 days a week.

Access to particular service outlets located on the ground floor of the Building shall take place based on internal procedures developed independently by relevant Tenants.

4.4. Human traffic inside the Building

4.4.1 Pedestrian traffic and travelling by lifts in the Building

Human traffic in the Building will be effected means of lifts, hallways, staircases, vestibules, etc. The Building is furnished with a single staircase, which mainly serves the purpose of evacuating people from particular floors, as well as four passenger lifts. The lifts enable travelling down to the underground garage area, located under the Building on level -1. The lifts shall be available to the Complex Users 24 hours a day to enable access to particular storeys of the Building, although in the evening and on the night and on holidays, only selected lifts may be available. In the event of a lift malfunction, one should contact the Security Centre by pushing an alarm pushbutton in the lift car and calling the security officer through the intercom.

The elevators have been equipped with access control readers. Such way of organizing access to the office part requires holding access control cards by authorized persons. The use of the card shall be recorded in the computer system, and shall allow entering the office part area. As the access control card is a personal identity document within the Building, it shall be forbidden to lend it to third persons. Before moving into its Premises, the Lessee should submit to the Building Manager a current list of its office staff in the Building for programming access control cards, which will enable entering the office part of the Building, or the Premises. Once the cards have been programmed, the Lessor shall issue them to the Lessee against payment.

In the event of a request for additional access control cards, the Lessee shall be charged with the cost of issuing them. The related invoices shall be issued based on the Lessee's request. Any changes to cards, invalidating and reprogramming them or issuing additional cards (to be effected in the shortest time limit possible) shall take place only upon a direct, written request of the Lessee, submitted to the Lessor. The request should include all data, necessary for the card programming or reprogramming.

The Lessee shall inform the Building Manager immediately on any access control card lost by an employee, or on any card withdrawn from use. Upon the expiry or termination of the Lease Agreement, the Lessee should return all cards to the Lessor against a delivery and acceptance report in order to delete them from the system. Otherwise, the Lessee shall be fully liable for any damages resulting from its failure to return the said cards or to notify the Building Manager on any cards lost or withdrawn from use.

Employees, associates, suppliers, visitors and customers of tenants from service outlets located on the ground floor of the Building and accessible directly from the outside shall be able to enter those outlets based on internal entering / leaving procedures, developed independently by those tenants.

4.4.2 Lessee's Visitors

It is recommended that the Lessee should inform the Reception Desk in the Building or Building security personnel in advance of the expected arrival of its visitors and, in particular, the Lessee

should inform in advance of the expected visits or deliveries of goods scheduled after working hours of the Reception Desk.

The Lessee's visitors shall be obligated to enter the Building through the main entrance on the ground floor level on the front side of the Building in order to register their presence in the visitors' log. The Reception Desk personnel shall register their names in the visitors' log. In order to be registered, a visitor should produce his or her identity card. In exceptional cases the Lessor may admit that the Lessee's visitor would not have to be subjected to additional formalities in the Reception Desk provided, however, that the Reception Desk will earlier receive a written request from the representative of the Lessee, and the latter will personally pick up the visitor from the Reception Desk.

Direct access to the Lessee's Premises for visitors shall be through the Lessee's front office/ reception desk. It is recommended that tenants should inform their guests of rules, which are mandatory in the Building as regards access control and registration of visitors.

The ways of entering and leaving the Building shall also apply to postmen, mail couriers, entities providing services for the Lessee (e.g. maintenance of the Premises' fittings), with the reservation that the Building Reception Desk personnel may not allow suppliers of take away meals to enter the office part of the Building. In such case, a User who has ordered delivery of meal to the Building should collect that meal in person from the supplier in front of the Reception Desk.

4.4.3 Other provisions

- a) access control shall also concern personnel of municipal services, such as police, fire department, health care professionals, municipal guards, etc. except for cases, in which they have been called because of an emergency situation related to the safety of people and property, or danger to life or limb of the Complex Users. In the event that such situation has occurred, such officers should produce their identity cards to the Reception Desk or security personnel to confirm they really work for those services,
- b) it shall be forbidden to lead into the Building dogs, cats and other animals (except for police dogs and guide dogs, which accompany disabled persons),
- c) bicycles and motorbikes may be parked within the Complex area only in specially designated places,
- d) it shall be forbidden to access the Building when on roller skates, skateboards, and scooters,
- e) it is prohibited to charge electric personal transport devices, such as scooters and bicycles, inside the Building and within the Complex.
- f) the Lessor and the Building Manager reserve that the security personnel, as well as the Reception Desk personnel shall be authorized to request any persons entering the Complex to provide information on the purpose and expected duration of their visit to the Building (Complex), and in the case of persons carrying parcels or packages and the like with them when leaving the office part of the Building, to request them to provide information about the contents thereof and also to request showing the contents thereof.

4.5. Rules concerning deliveries of goods to the Building

Detailed rules of proceeding in the course of delivery of goods during tenants' move-ins or move-outs shall be governed by a separate procedure, which constitutes an Enclosure hereto.

After moving into the Premises by the Lessee:

- a) Deliveries of goods of small dimensions, e.g. water bottles, office supplies, marketing materials may take place during the day, from Monday to Friday, between **7.00 am and 7.00 pm**, however, upon previous notification of the Reception Desk (security) personnel, which shall issue a relevant permit for the supplier. In the event that deliveries of said goods have to be made beyond those days and hours, such deliveries shall have to be scheduled in advance and agreed with the Reception Desk (security) personnel in the Building (it is recommended to make such agreement at least 1 day in advance).
- b) Deliveries of goods in considerable quantities and of big dimensions, e.g. furniture, strongboxes, etc. may take place from Monday to Friday, only between **5.00 pm and 7.00 am** of the next day, and on Saturdays and Sundays. Those deliveries have to be preceded by an earlier (recom-

mended to be made at least 3 days in advance) written notification sent the Building Manager, specifying, among other things, the scheduled delivery time, data on the supplier and its personnel, who will be providing that service in the Building, data on the weight, size and type of equipment to be delivered, data on the Lessee's representative, responsible for the delivery coordination. The Building Manager may, in justified cases, refuse granting consent to the delivery of goods on particular day and time, as well as establish additional conditions of the goods delivery, e.g. a necessity for an additional garbage container to be ordered at the Lessee's cost. Notification about such deliveries made in advance will make it possible to determine, among other things, routes of delivery including, in particular, parking places for delivery trucks, lift to be reserved for purposes of the delivery and way of protecting the lift car interior against damages, rules of entering the Building by personnel of the delivery company, and ordering of an additional garbage container, if any. Costs related to those services shall be borne solely by the Lessee.

- c) Deliveries of goods to premises, which are service outlets (e.g. restaurant) shall be effected in accordance with separate agreement between the Lessee and the Lessor, or the Building Manager.
- d) In the case of mail, parcels, or newspapers delivered by postmen or couriers after working hours of tenant's offices, the Reception Desk (security) personnel may refuse collecting them.

Goods and whole equipment, referred to in sub-section b) above should be brought to the underground garage on level -1, and from there, after having protected the lift car against damages in line with the Building maintenance personnel's instructions, transported to the floor, on which the Lessee's Premises is located. When bringing the goods to the underground garage, one should pay special attention to the maximum height of vehicles, which may enter it. Exceptionally, the Building Manager or the security personnel of the Building may give its consent to the delivery of goods and equipment through the Building main entrance hallway on the ground floor level of the Building.

It shall be forbidden to carry goods and equipment into the Building through its main entrance on the ground floor level (subject to the preceding sentence), to hinder other tenants' work in the course of deliveries, to block other lifts, and to block the way for other vehicles, also in the underground garage. Goods trolleys used in the Building should have rubber wheels, and must not bring in any dirt. When performing deliveries, particular care should be taken of floors in entrance hallways, doors, and lift panels. Delivery vehicles should be parked only in places agreed with the Building Manager or the Building (Complex) security personnel. Those trucks should stay parked within the Complex area only for the duration of goods unloading and loading.

The Lessee shall be responsible for the supervision and coordination of deliveries it has ordered, and of personnel, equipment, and devices that are necessary in the course of deliveries. The supplier shall bear the risk and responsibility on account of losses resulting from damages to the Building (Complex) property in the course of deliveries, and, in addition, of any losses, damages, claims, suits, costs and expenses related to injuries or material damages suffered by the Lessor, the Building Manager, or any third person in connection with deliveries performed by the supplier. During deliveries, one must not perform any action, which may prove to be dangerous, e.g. repairing of delivery vehicles or parking them outside designated places. The Lessee shall be obligated to inform its suppliers of the aforementioned rules concerning deliveries, which are mandatory in the Building (Complex). Unless the Lessee advises the supplier of those rules, the Lessee shall be liable for the said losses and damages.

It shall be forbidden to bring to the Complex area and to the Building any and all hazardous materials (including also storing thereof). This prohibition concerns goods and materials, such as, among other things, firearms, explosives, as well as flammable, caustic and stinky substances. Upon stopping a person, who is bringing hazardous materials into the Complex (the Building), a security officer shall have the right to check that person's identity card, take down his or her personal details, refuse letting him or her into the Complex area (the Building), request him or her to immediately leave the Complex area (the Building), and in justified cases, even to detain such person in order to hand him or her to relevant authorities. The Lessor reserves that both the persons, who are bringing hazardous materials into the Building (Complex) and the tenants, for whom such materials might have been brought, shall be fully liable for the related damages to the Building (Complex) and damages to persons or property.

5. USE OF COMMON AREAS

5.1. Types of common areas

Upon signing of the Lease Agreement and take-over of the Premises against a hand-over report, the Lessee shall gain the right to jointly use common areas of the Property, hereinafter referred to as the "Common Areas".

"Property Common Areas" shall mean such elements, parts, which can be used by all tenants and other users of the Property (including also the Building) but which are not designed for an exclusive use by a single user or tenant of the Building. Property Common Areas shall include in particular areas located outside the external outline of the surface section of the Building, which include, *inter alia*: infrastructure, roads, pavements, circulation paths, car parks, stairs, lawns, rubbish pit, lighting systems, technical infrastructure installations and networks, as well as space intended for free travelling of people and goods such as, e.g. entrance hallway, corridors, staircases, lifts, entrances to and exits from the Building, an underground garage, as well as the Building's roof, technical shafts, service rooms and/or rooms used for handling technical systems, which operate for the whole Building, and any other space and areas within the Building development, intended for general use, except for space leased or let for use by individual tenants or other entities on other legal grounds.

Property Common Areas shall also encompass installations, equipment and technical systems, which serve the Building and form a part thereof, e.g. the fire safety system (unless owned by entities other than the Lessor or leased or let for use on other legal grounds).

"Shared Infrastructure" means such elements or parts of the Complex, ready for use, which serve both the operation of the Complex (or individual parts thereof), and the Building or the Property, and are located outside the Property.

5.2. Accessible and inaccessible Common Areas

No.	COMMON AREAS THAT ARE ACCESSIBLE AND INACCESSIBLE TO THE BUILDING (COMPLEX) USERS	
	ACCESSIBLE	INACCESSIBLE
1.	Reception Desk area and main hallway on the ground floor of the Building	Rooms for the Complex service personnel (e.g. security, cleaners, maintenance)
2.	Generally accessible toilets	Rooms of the Security Centre
3.	Indoor circulation space, i.e. entrances and exits, lifts, staircases, lift lobbies on upper floors, unless handed over to other tenants for an exclusive use by them	Technical and service rooms, lift shafts, service shafts and maintenance areas
4.	Underground garage with parking places, unless handed over to other tenants for an exclusive use by them	Suspended ceiling and raised floor voids
5.	Area outside the Building: stairs, roads, sidewalks, on-grade car parks, stand-alone multi-storey car park P (if the Lessee is allowed to park its vehicles there), greenery, landscape furniture elements, i.e. posts, benches, flower pots, ashtrays, garbage pits, car park systems, etc., unless handed over to tenants for an exclusive use by them	Elevation / facade of the Building and the skybridge, the roof of the Building and the skybridge, façade cleaning platform
6.	Any other areas and parts within the Building development and area outside the Building intended for general use, unless handed over to other tenants for an exclusive use by them	

A User may enter the inaccessible areas only and exclusively upon obtaining a prior consent of the Building Manager. Only the Lessor, the Building Manager, or persons and entities authorized by them may enter the inaccessible Common Areas.

5.3. Rules concerning the use of Common Areas

Upon gaining the right to co-use the Common Areas, the Complex Users shall be obligated:

- a) to use Common Areas in accordance with their designation, provisions of Lease Agreements, these Rules, as well as related customary standards, without infringing rights of users of adjacent Premises, and to care for Common Areas and protect them against damage,
- b) to comply with generally applicable sanitary, fire safety, OH&S, and other similar regulations as regards the use of Common Areas, as well as to refrain from any action, which might result in the liability of Lessor and of the Building Manager thereunder, and to undertake all necessary action to indemnify and hold harmless the Lessor and the Building Manager against such liability,
- c) to inform the Building Manager about any noticed damages to elements and parts of Common Areas,
- d) not to establish their own security systems in Common Areas.

The following activities shall be forbidden in Common Areas:

- a) using naked flames,
- b) smoking outside specially designated places,
- c) affixing permanent or temporary advertising materials, or other information without the consent of the Lessor or the Building Manager,
- d) placing objects, which might hinder shared use of the Building (Complex) by other Users (including e.g. storing of goods and equipment) and installing appliances and systems, which may pose hazard to other people's life and limb,
- e) performing other prohibited actions, as specified herein.

In order to maintain cleanliness of Common Areas, there will be rooms for cleaners provided in designated places in the Building.

6. USE OF SPACE DELIVERED TO THE LESSEE

6.1. Basic information

The Lessee shall be obligated to a technically and aesthetically correct upkeep of the Object of Lease, including the use of its furnishing, equipment, services and systems in accordance with their designation, in the way set out in relevant operation manuals and the Lease Agreement, applicable rules of law and instructions of the Building Manager. Detailed fit-out standard of the Lessee's Premises, including the equipment, systems and services installed therein, has been set out in the Lease Agreement concluded between the Lessor and the Lessee.

The responsibility for hazardous waste related to the business activities conducted by the Lessee shall rest with the Lessee. To this end, the Lessee shall keep a register of such waste as well as collect and dispose of such waste in accordance with applicable laws. The said works should be conducted by the Lessee at its cost and expense by employing an independent, specialized contractor.

The specification of elements to be maintained by the Building Manager at the Lessee's cost shall be provided in the Lease Agreement.

The Lessor and the Building Manager reserve that cleaning of the external side of windows shall take place during the day and shall also include display windows and doors on the ground floor of the Building.

The Lessor reserves that:

- a) the Lessee must not install in the Premises any equipment, not directly relating to the standard office and service activity of the Lessee without a prior, written consent of the Lessor or the Building Manager. This shall concern, in particular, steam or combustion engines, water flow heaters or boilers, air-conditioning appliances, as well as any devices that interfere with radio, TV, etc. signals. The Lessor and the Building Manager may permit to install additional electrical

appliances on condition that the Building Manager has confirmed maximum loading of the power supply network,

- b) it shall not be permitted to place in the Premises any equipment, which may pose hazard to human life or limb, and to use faulty equipment in a bad state of repair, and to install or use any heating appliances or big fans in excess of those, which already have been installed by the Lessor,
- c) it shall be forbidden to make any improvements in the Premises without the consent of the Lessor or the Building Manager. Vending machines (including also water coolers, refrigerators, coffee machines) must be placed and installed in the Premises in compliance with OH&S and fire safety regulations. In particular, each of such machines should be checked, as regards, among other items, its power consumption, and should be connected to a separate power supply circuit (it shall be forbidden to connect those machines by means of adapters),
- d) the Lessee shall be obligated to secure its own property at its cost and expense,
- e) to reduce power consumption, the Lessee should draw blinds installed in the Premises for the night and on holidays if on the east, west, and south sides of the Building,
- f) any works conducted by the Lessee's subcontractors shall have to be reported in advance to the Building Manager,
- g) in the event that the Premises has been furnished with furniture set on rollers or rails, the Lessee should put relevant protective pads under them,
- h) the Lessee must not conduct its business in the way, which would be arduous to other tenants and Users of the Building (Complex), e.g. it shall be forbidden to generate noise and odours, which might be arduous to other tenants,
- i) the Lessee shall be obligated to correctly use windows (which includes closing them for the night and on holidays), doors, power sockets, and structural cabling,
- j) the Lessee should care for the efficient management of electricity, water and air-conditioning systems, and to cooperate with the Lessor and the Building Manager for an efficient management of utilities,
- k) the Lessee shall be obligated to use systems and services installed in the Building, including in particular heating and air-conditioning systems, in accordance with their designation and instructions of the Building Manager,
- l) any request of the Lessee to extend the operating times of HVAC systems should be made to the Building Manager in writing, with name of person requesting such changes to be made. In the event that the Lessee intends to work in its Premises on Saturdays or on other statutory holidays, the Lessee should report that fact to the Building Manager in writing, at least one (1) day in advance, in order to allow for adjustment of HVAC parameters in the Premises,
- m) operating hours of HVAC systems in the Building shall be determined by the Lessor based on information obtained from tenants and on economic factors.

The Lessee should obligate its staff that upon the end of workday, the last person to leave the Premises should switch off power supply to all electrical appliances in the Premises, and close all windows and the Premises entrance door.

6.2. Moving into the Premises

In order to enable an efficient moving in of office equipment, furniture and other goods to the Premises, the Lessor and the Building Manager have developed a procedure, which provides main rules to be followed upon the Lessee's moving into the Premises. That procedure constitutes an Enclosure hereto. The procedure shall also be applied to moving out of the Lessee from the Premises upon termination of lease. The Lessee shall be obligated to inform the Building Manager in writing of the scheduled time of moving in or out from the Premises.

In the event that goods are delivered to the Lessee's Premises after the Lessee has moved into the Building, provisions of Section 4.5 hereof shall apply.

6.3. Admissible load of floor slab

The admissible operational load of floor slabs in office rooms of a typical Building floor shall be **2.50 kN/m²**, and the load exerted by plasterboard partitions within the office space shall be **0.50 kN/m²**.

Accordingly, operational load of floor slabs in the office part of a typical Building floor, with office space divided by means of plasterboard partitions, shall be **3.00 kN/m²**. In the case of dedicated places in the Premises on floors from +1 to +6, the admissible load shall be **5.0 kN/m²** (information on exact location of such places is available from the Building Manager), just like the admissible operational load of the ground floor slab of the Building.

On overground floors, a modular proprietary raised floor will be installed, covered with anti-static carpet finish, size 500 x 500 mm, with the floor loading values of **3.00 kN/m²** (office space) and **5.00 kN/m²** (server rooms), as per the PN-EN 13213:2002 Polish Standard. The raised floor void will house, among other elements, the electrical and structural cabling.

In the event that the Lessee wants to bring into its Premises heavy elements, such as strongboxes, furniture, or equipment, whose weight exceeds the above-quoted admissible values, it should obtain a written consent of the Building Manager (in justified cases, the Building Manager may refuse granting such consent). In order to be able to grant such consent, the Building Manager will consult the architect. Costs related to that consulting and a later adjusting of the Lessee's space to its needs as regards admissible loads shall be borne by the Lessee. Any damages to the Premises or to the Building, which have been caused by improper placement of heavy items, shall be repaired in whole at the Lessee's cost.

6.4. Management of keys in the Premises

Upon take-over of the Premises against a delivery report, the Lessee shall receive a set of keys, which make it possible to enter the Premises, complete with security cards, which make it possible to copy the keys. Moreover, the Lessee:

- shall receive a set of keys to doors inside the Premises, and shall be responsible for the protection of those keys,
- shall be responsible for copying those keys at its cost and expense,
- shall have no right to install any additional door locks, safety devices, or to replace lock inserts without the Building Manager's consent.

In order to be able to enter the Lessee's Premises in an emergency, the Lessor (or entities authorized by it) shall have the right to open the Premises entrance door, immediately informing the Lessee thereof. Upon take-over of the Premises, the Lessee shall deliver to the Building Manager, against a relevant report, one (1) set of keys (cards, access codes) enabling the opening of the door to the Lessee's Premises. The keys (cards, access codes) shall be kept by the security personnel of the Building. Each instance of using those keys (cards) shall be registered in the duty log book kept by the security personnel of the Building, along with the description of reason for opening the door and name of person using those keys. In order to ensure safety of all persons and possibility of escaping, the Lessee shall not lock /block the escape doors in the way preventing an immediate use thereof.

The Lessor and the Building Manager admit the possibility, upon a direct, written request of the Lessee:

- of leaving the entrance door keys/ card with the security/ Reception Desk personnel of the Building,
- of releasing the said keys by the security/ Reception Desk personnel of the Building to persons appointed by the Lessee (e.g. the Premises cleaners), who will be able to collect the keys as the first on a given day, and whose names will be on the list of authorized persons. Upon collecting or leaving the keys, such persons shall be obligated to confirm in writing that they have collected the keys from or left them with, as the case may be, the security/ Reception Desk personnel of the Building. However, the Lessor and the Building Manager reserve that they shall bear no responsibility on account of storing the entrance door keys/ card with the security / Reception Desk personnel of the Building,

The list of authorized persons, and numbers of keys to be left with the security / Reception Desk personnel of the Building shall be submitted by the Lessee to the Building Manager against a relevant report, and updated on a regular basis. The security / Reception Desk personnel of the Building shall not release keys/cards to persons, who have not been duly authorized by the Lessee.

6.5. Rules of repairs and modernizations of the Premises

Any improvements to the Lessee's Premises (including those specified in Art. 684 of the Polish Civil Code), aimed at changing its layout through, among other things, repair, modernization, functional changes of rooms, installation of new equipment or systems, or the replacement thereof, may be performed by the Lessee **exclusively based on a written agreement with the Lessor**. The agreement should set out rules, conditions of the execution of works, as well as mutual settlements on that account between the parties.

In order to be able to give consent to the said improvements, the Lessor should receive from the Lessee for approval, via the Building Manager, technical documentation, showing contemplated changes in the Premises, worked out in accordance with applicable regulations, including in particular those of the Building Law, complete with a list of the following data:

- a) scope of works,
- b) schedule of works (days and hours of contemplated works),
- c) written declaration as to changes, if any, in fire safety conditions in the Premises as a result of improvement works,
- d) data on the contractor: name, registered office address, person in charge of works in the Premises (with telephone number),
- e) data on the representative of the Lessee to coordinate the works.

The Lessor shall be obligated to issue the aforementioned consent, or to notify the Lessee on the lack thereof within five (5) working days from the receipt of the above documents and information. In the event that changes and improvements, for which the Lessee has obtained the written consent of the Lessor, require approvals from public administration authorities or any other bodies, the Lessee shall apply for same at its cost and risk.

The Lessee shall be fully responsible for works conducted in the Premises, which shall also include responsibility for contractors commissioned to perform them. Before the commencement of works, the Lessee should agree with the Building Manager, among other things, the location of waste container, route of transporting of construction materials, lift to be reserved for purposes of delivery of construction materials and ways of protecting it, rules of entering the Building by contractors' personnel, way of protecting the fire safety system in the Lessee's Premises. The Lessee should report date of commencement of improvement works to the Building Manager a few days in advance (it is recommended to do it at least 3 days in advance).

After the completion of the said works, the Lessee should immediately submit the as-built documentation to the Building Manager.

The Lessee shall be obligated to comply with generally applicable sanitary, fire safety, OH&S, and other similar regulations as regards the execution of works, as well as to refrain from any action, which might result in the liability of the Lessor and of the Building Manager thereunder, and to undertake all necessary action to indemnify and hold harmless the Lessor and the Building Manager against such liability.

In particular, the Lessee shall be responsible for the knowledge of fire safety rules and rules of evacuation by personnel of contractor for improvement works in the Premises. It is recommended that the Lessee should include relevant provisions in its contract with the company performing improvement works in the Premises, based on appropriate provisions of Fire Safety Instruction applicable to the Building, which shall constitute an Enclosure hereto.

The improvement when carried out works must not hinder in any way the regular office work of other Building/ Complex Users. Hours, at which loud works are performed, e.g. grinding or boring, should each time be agreed in advance with the Building Manager. In the lack of such agreement, the Building Manager reserves the right to stop the performance of such works.

Entering the inaccessible Common Areas (e.g. the Building roof) must be preceded with the Building Manager's consent. Persons to perform any works at height may perform them supervised by a person licensed to manage such operations, and be trained in OH&S and works at heights. In addition, such persons:

- must hold valid medical examination certificates, documents to confirm completed training in OH&S and working at heights, and licenses to perform works at heights in accordance with current regulations in force,
- must perform all works in compliance with OH&S rules and other rules of applicable law, including also the use of proper high fall protection equipment (i.e. personal protection equipment, like helmets, safety ropes, safety suspension straps, and the like).

In the event that any breakdowns or damages occur in the course of works, the Lessee shall be obligated to inform the Building Manager about them forthwith, and to immediately begin (upon the Building Manager's approval) an immediate rectifying of breakdowns or repairing of damages.

6.6. Access to the Premises for the performance of maintenance works

The Lessee shall be obligated to ensure to the Lessor (or persons and entities authorized by it) access to the Object of Lease within the Lessee's working hours, and beyond them, for the performance of maintenance and repair works of equipment, fittings, and systems installed in the Object of Lease, including also access to equipment, fittings, and systems of the Building, which can be accessed only through the Lessee's Object of Lease. The Lessee's representative shall be informed in advance about the intention to conduct those works in the Premises, with quoting, at the representative's request, identification data on maintenance personnel, who will be performing those works.

In the event that the Lessee decides that maintenance/ repair works in its Premises should be conducted beyond the office working hours, the Lessor (or entities authorized by it) shall have the right to use the keys (cards, access codes) kept by the Building (Complex) security personnel in order to open the door to the Lessee's Premises and enable the maintenance service team to perform those works. Costs of employing additional security officers to assist in the performance thereof (should the Lessee require such assistance) shall be agreed with the Lessee and shall be charged to it under Service Charges payable by it.

The Lessee should set furniture in its Premises so that it would not block inspection holes of technical systems and could make it possible to the maintenance service team to access equipment installed in them. Otherwise, the Lessee shall be charged with costs related to the relocation of furniture. The Lessor reserves that in the event of works and/or repairs, which have been commissioned by the Lessee to be performed by the maintenance service, and which, in accordance with the signed Lease Agreement, should have been performed by the Lessee, costs resulting from the performance thereof shall be charged to the Lessee. Moreover, the Lessor reserves that the maintenance service may refuse performing said works.

The Lessor, the Building Manager (or persons and entities authorized by them) shall have an exclusive access to the following equipment, systems and services installed in the Building (Complex):

- a) those in the suspended ceiling and raised floor voids,
- b) those in shafts and in technical zones,
- c) those in areas inaccessible to the Building (Complex) Users, including security systems, e.g. access control system, BMS,
- d) telecommunications, data communications, antennas, etc.,

as well as to any pipes, ducts and service risers, e.g. water main, sewage, HVAC, electrical, and associated accessories.

6.7. Telecommunications and the Internet networks in the Premises

The Lessor shall provide the Lessee with an opportunity of choosing between offers of at least two telecommunications providers (Orange, Netia), which will be allowed to provide their services in the Building (Complex). In addition, a group of other Internet providers will be allowed to provide services in the Complex. The list of those providers shall be submitted by the Building Manager upon the Lessee's request.

The Lessor reserves that the Lessee shall:

- a) conduct independently technical and price negotiations with telecommunications and the Internet operators,
- b) bear the costs of connecting its Premises to the operator's network,
- c) individually settle its accounts with the operator, without the mediation of either the Lessor, or the Building Manager.

Any information concerning price lists and conditions of cooperation as regards the use of telecommunications system shall be obtained by the Lessee from those operators. In the event of failures of telecommunications and data communications systems, the Lessee should contact directly the relevant service providers.

6.8. Cleaning of the Premises

The Lessor and the Building Manager assume that cleaning of the Premises shall be performed by a company, which will be independently selected by the Lessee, and with which it will conclude a relevant contract.

Following the conclusion of such contract, the Lessee shall be obligated to immediately submit to the Building Manager a list with information about the cleaning company, providing its name, registered office address, name of person responsible for managing cleaning works in the Lessee's Premises (including a relevant telephone number), and names of persons performing works in the Lessee's area. The Lessee shall be obligated to update that list on a regular basis, and to ensure that the said persons know rules in force in the Building (Complex) as stipulated herein. In particular, the Lessee shall be responsible for knowledge of fire safety and evacuation rules by the personnel employed to clean the Lessee's Premises. It is recommended that the Lessee should include relevant provisions in its contract with the company performing said works in the Premises.

Following the direct, written request of the Lessee, the Building Manager shall program access cards for each of the cleaners in the Lessee's Premises to enable them entering the office part of the Building, and then shall sell them to the Lessee. The Lessee should submit to the Building Manager a current list of cleaning personnel in order to program access control cards for them.

Any changes to cards, invalidating them or issuing additional cards (to be effected in the shortest time limit possible) shall take place only upon a direct, written request of the Lessee, submitted to the Building Manager. The request should include all data, necessary for the card programming or reprogramming. Costs related to the issuing of additional cards or reprogramming them shall be borne by the Lessee. It shall be forbidden to lend cards to third persons.

The Lessee shall inform the Building Manager immediately on losing any access control card by a cleaner, or on withdrawing any card from use. Upon the expiry or termination of the Lease Agreement, the Lessee should return all cards to the Lessor against a delivery and acceptance report in order to delete them from the system. Otherwise, the Lessee shall be fully liable for any damages resulting from its failure to return the said cards or to notify the Building Manager on any cards lost or withdrawn from use.

6.9. The Lessee's designs and advertisements

The Lessee shall be obligated to place, at its cost and expense, its advertisement and information display in designated places in the Building (i.e. logo sign and/or name of the Lessee's company), keeping original colours and in line with the design pattern used for such displays in the Building. Detailed location of those places is determined in the Rules on Design and Advertisement, constituting an Enclosure hereto.

Procedure related to the obtaining of the Lessor's consent to the installation of advertisement and information displays in additional places within the Complex is determined in an Enclosure hereto.

It shall be forbidden to put any other signs, letters, images, films, information, announcements, or advertisements, in addition to displays set out in the Lease Agreement, without a previous consent of the Building Manager. This prohibition shall concern, in particular, external elevations of the Complex buildings and Common Areas. Failure of the User to respond to the Building Manager's request to remove said elements shall authorize the latter to remove them at the Lessee's cost.

6.10. Promotional events and campaigns organized by the Lessee

Should the Lessee wish to organize an event or a promotional campaign in its Premises, it shall be requested to inform the Building Manager of its intent a few days in advance. Such events may in no way hinder regular work of other Complex Users, otherwise the Building Manager reserves the right of requesting to stop such events.

As far as organizing such events in Common Areas is concerned, the Lessee shall be obligated to inform the Building Manager of it in order to obtain a relevant consent. Detailed rules, which concern use of Common Areas for such purposes, including the related financial settlements, shall be included in a written agreement between the Lessee and the Lessor.

6.11. Disclosure of data by the Lessee to the Lessor

In order to correctly and efficiently manage the Building (Complex), the Lessee should disclose to the Lessor or an entity acting on its behalf the following information:

- a). the Lessee shall be obligated to appoint its representatives to contact the Lessor and the Building Manager, who will be responsible for:
 - maintaining contacts in current issues related to the lease of the Premises (maximum 1 person),
 - managing evacuation and reporting its results to the person in charge of rescue operation (maximum 2 persons: a person who is directly responsible and his/her deputy),

The Lessee shall be obligated to provide in writing: names of said persons, their telephone numbers, e-mail addresses, and to inform the Lessor each time about the change thereof.

- b). number of regular users of the Lessee's Premises,
- c). regular business hours of the Lessee's office,
- d). equipment installed in the Premises, like UPS units, power generators, boilers, cooling appliances of power exceeding 12 kW, additional fire safety equipment and systems, etc., as well as names of persons in charge of those devices on behalf of the Lessee,
- e). data on the Lessee's service providers, e.g. safeguarding and cleaning companies.

In order to correctly supervise car parks, the Lessor or the entity that manages car parks, may apply to the Lessee for providing information about makes, colours and registration plate numbers of vehicles used by the Lessee's staff and service providers, which will be parking within the Building (Complex) area (for the needs related to the creation of a database of vehicles parking in the Complex area to be used for, e.g. finding the owner of a vehicle, who has left it on fire department access road, blocked passageway, bumped into another car, etc.).

All that information should be subjected to periodic updating by the Lessee, each time upon any change thereof, or not less often than once a year, and upon completing, should be sent in a written form to the Lessor or an entity acting on its behalf.

6.12. Correspondence with the Lessee on current issues

Notices on specific, current issues related to the use of the Premises or Common Areas shall be delivered to the Lessee to the Premises address. In particular, those will be notices concerning:

- a). temporary power switch-offs in connection with switching over or maintenance of transformer station in the Building (Complex),
- b). periodic training of tenants' representatives, who are responsible for evacuation,
- c). emergency evacuation drills for the Complex Users (information sent to the Lessee at least 2 weeks in advance),
- d). updating the provisions hereof, etc.

7. CAR PARKS AND RULES OF THEIR MANAGEMENT

7.1. Basic information

General rules of using car parks are governed by the provisions of the Lease Agreement and those hereof. Detailed rules of using car parks (including the stand-alone, multilevel car park "P") shall be set out in the Rules of Using Car Parks in the Quattro Business Park Complex, to be handed over to the Lessee against a relevant report upon the take-over of the Premises. The Rules will be generally available. Together with the Rules of Using Car Parks, the Lessee shall receive from the Building Manager a schematic map showing parking places assigned to the Lessee, and a diagram of traffic layout within the Complex area.

Traffic regulations applicable to public roads shall apply to the whole Complex area. The Complex Users shall be obligated to comply with principles governing the use of car parks, as stipulated in the Lease Agreement, in these Rules, and in Rules of Using Car Parks. Moreover, all Complex Users shall observe traffic signs and other signs placed within the Complex area, and to follow instructions of the car park manager as regards vehicular traffic.

The Lessor reserves that vehicle access to the Complex area shall be effected through check barriers. Those barriers will be provided at the Complex entrance gate, and, additionally, at entrances to the underground garage.

Supervision of car parks by the Lessor shall include the following:

- a). inspection of the operation of car parks and parking systems installed therein,
- b). provision and maintenance of traffic signs,
- c). operation of car park for the tenants' visitors, if such facility is designated within the Complex area.

Neither the Lessor, nor the entity managing the car parks and acting on its behalf shall be liable for damages to or thefts of cars left within the Complex area. In the event of accidents, bumps, collisions, crashes and the like, the liability of the Lessor and of the car park manager on account of those incidents shall be excluded.

A user of the Complex car parks shall be liable for any damages caused by him or her in connection with the use of car parks. In the event of damaging any part of the Complex by a car park user, he or she should report that fact immediately to the security personnel of the Building (Complex). The car park user shall be obligated to cover the costs of repair of damaged parts of the Complex.

In order to preview, whether cameras installed in the Complex have recorded an accident, bump, crash or other damage resulting therefrom, a User should submit a request to the Building (Complex) security personnel or to the Building Manager. After the Security Centre has confirmed that such incident can be previewed, the Building Manager shall contact the User (such requests to be fulfilled in the shortest time limit possible). It shall be forbidden to enter individually, without an agreement made with the Building Manager, the premises of the Security Centre.

The Lessee undertakes, following the request of the Lessor or the car park manager, to brief its staff or service providers on the necessity to observe rules of car park using, including rules of vehicular traffic, in the event of their failure to comply therewith.

7.2. Car parks

Access to car parking places shall be regulated by the Lease Agreement provisions. After accessing the Complex area, a driver should park the vehicle in the designated place.

In particular, the following shall be forbidden in relation to car parks:

- a) leaving vehicles beyond designated places,
- b) parking vehicles in "No Stopping/ Waiting" areas, which include entrances to the Complex area, as well as fire department access roads, access and exit ramps,
- c) littering car parks,
- d) parking in places designated for an exclusive use by other Users, e.g. parking places for disabled, technical places, places of parking restricted to permit holders,

- e) leaving cars by non-authorized persons on parking places for disabled,
- f) accessing the multi-level car park "P" at Building "FIVE" by vehicles of the maximum weight and height exceeding values specified in the Rules of Using Car Parks,
- g) accessing the on-grade car park at Building "FIVE" by vehicles of the maximum weight and height exceeding values specified in the Rules of Using Car Parks
- h) accessing the underground garage under Buildings A, B, C, D, and FIVE by vehicles of the height exceeding value specified in the Rules of Using Car Parks,
- i) fuelling of vehicles or storing any fuels in car park areas,
- j) accessing the Complex by faulty vehicles and leaving them in the Complex car parks (e.g. vehicles with oil leaks),
- k) repairing any vehicles in car park areas,
- l) parking and leaving vehicles in car park areas of the Complex by persons, who are not the Complex Users,
- m) leaving vehicles in the Complex area for a period exceeding 24 hours, unless approved by the Building Manager or the Building (Complex) security personnel; in such case, the place in which to leave the vehicle must be agreed with the driver in advance,
- n) entering the underground garage under the Building through vehicle access ramps. The garage must be entered through staircases or by means of lifts,

If the Complex User fails to comply with basic rules of vehicular traffic in the Complex area, the Building (Complex) security personnel shall have the right either to request such person to produce his or her identity card in order to take down his or her personal data, request an immediate moving the vehicle to another designated place, and/or call the police or municipal guards.

The Lessor advises that troublesome Users of the Complex, who do not observe basic rules of vehicular traffic in the Complex area may be deprived of right to access the Complex area by car.

The Lessor reserves that the car park manager shall have the right to call e.g. the police or municipal guards, and/or to tow away the User's vehicle to the outside of the Complex area in the event that the User breaches basic rules of vehicular traffic in the Complex area, including, in particular, in a situation in which, in the car park manager's judgement, human life or limb has been endangered. Costs of that operation shall in whole be borne by the User. At the same time, the Lessor reserves it shall in no way be liable for damages to the User's vehicle, if any, resulting from towing it away from the Complex area, or from stealing it from the place, in which it will be left.

7.3. Bicycle parks

There are bicycle racks located in the outdoor area of the Complex. Additionally, there is a designated and enclosed Bicycle Parking area in the Multi-level Parking Building.

A user leaving a bicycle within the Complex is obliged to:

- place the bicycle in such a way that it occupies only one parking space/rack, does not obstruct the use of adjacent spaces, and does not damage other bicycles or the equipment of the Bicycle Parking;
- leave the bicycle only in the racks and not attach it to fences or railings located within the Complex;
- secure the bicycle to the rack.

8. SECURITY SYSTEM IN THE BUILDING

Building FIVE and its external areas shall be provided with safeguarding services, to include the following activities:

- a). CCTV monitoring of selected areas and premises (including those outside the Building) - other than those leased to the tenants,
- b). regular rounds made by the guards inside and outside the Building, with the exclusion of premises transferred to the tenants,
- c). checking if the tenants' premises have been locked when left by the tenants' staff at the end of the working day,

- d). locking and closing of the entrance doors to the Building, closing the windows (applicable to premises other than those leased to the tenants),
- e). cooperation of security personnel with the Building Reception Desk personnel, maintenance crew and cleaners, the Lessor, the Building Manager, and with the tenants,
- f). general supervision over access cards (people entering/leaving the building) and keys, including keeping record of them, issuing and collecting them,
- g). checking the condition of systems operating in the Complex buildings, such as e.g. BMS, access control system,
- h). immediate notifying about emergency situations,
- i). in the event that an alarm system has been activated – checking the reason for the alarm and initiating the appropriate action,
- j). in justified cases – calling the police, fire brigade or other services as necessary,
- k). admitting to the Complex area cargo vehicles with goods for the tenants, save that deliveries of goods in considerable quantities and of big dimensions, e.g. furniture, strongboxes, etc., shall be permitted only after regular working hours of the Building (Complex), upon a previous notification made by the Lessee to the Building security officer and upon determination of the delivery conditions (e.g. delivery day and time, way of lift protection) – cf. Art. 4.5 hereof,
- l). keeping a service log by the security staff to enter all essential events within the Complex area.

Information on the period of archiving CCTV monitoring records will be available at the Building Manager. The Lessee and other Users of the Building (Complex) shall be obligated to cooperate with the security personnel, the Lessor and the Building Manager in all activities aimed at the safety of operation of the Building (Complex).

The Lessor advises that there will be Security Centre operating in the Complex. The said Centre will constitute the main station of the operational supervision (24 hours a day) over safety systems installed in the Building, and will be responding to fire, power failure, lift malfunction, burglary, etc. alarm messages.

In the event of an individual, in-site safeguarding company employed by the Lessee to protect its Premises, the Lessee shall be obligated to submit to the Building Manager information concerning the said company in the following scope: the company's name, registered office address, name of person responsible for safeguarding operations within the Lessee's Premises (including telephone number), as well as names of persons directly performing those operations in the Lessee's premises. Moreover, the Lessee shall be obligated to update that list on a regular basis, and to ensure that the safeguarding company's personnel know rules that govern the Complex and are set out herein. In particular, the Lessee shall be responsible for the knowledge of fire safety rules and rules of evacuation by personnel of in-site safeguarding company employed by the Lessee to protect its Premises. It is recommended that the Lessee should include relevant provisions in its contract with the said company.

Upon a direct, written request of the Lessee, the Building Manager will program access cards for all of aforementioned security personnel to enable them entering the office part of the Building, and then will sell those cards to the Lessee. Still before moving into its Premises, the Lessee should submit to the Building Manager a current list of aforementioned security personnel, in order to program access control cards. Any changes to cards, invalidating them, reprogramming, or issuing additional cards (to be effected in the shortest time limit possible) shall take place only upon direct, written request of the Lessee, submitted to the Building Manager. The request should include all data, necessary for the card programming or reprogramming. Costs related to the issuing of additional cards or reprogramming them shall be borne by the Lessee. It shall be forbidden to lend those cards to third persons.

The Lessee shall inform the Building Manager immediately on losing any access control card by security personnel of the Lessee, or on withdrawing any card from use. Upon the expiry or termination of the Lease Agreement, the Lessee should return all cards to the Lessor against a delivery and acceptance report in order to delete them from the system. Otherwise, the Lessee shall be fully liable for any damages resulting from its failure to return the said cards or to notify the Building Manager on any cards lost or withdrawn from use.

9. FIRE SAFETY SYSTEM IN THE BUILDING

In order to ensure safe working conditions to the Building Users, the Building will be furnished with the following fire safety systems and services:

- a) fire alarm system, linked to the fire brigade station (fire monitoring)
- b) internal water system for fire-extinguishing purposes
- c) smoke exhaust and control system,
- d) evacuation pushbuttons (green) installed at escape doors, enabling manual releasing of door locking devices without a need to have keys,
- e) emergency lighting
- f) outdoor hydrants system
- g) system of carbon oxide detection in the underground garage,
- h) portable fire extinguishing equipment in Common Areas.

The Lessor and the Building Manager shall, at least every two years (unless applicable regulations provide otherwise) have the right to carry out fire safety drills, consisting in evacuation drills for the Building (Complex) Users. The Users shall be obligated to actively participate in those drills. Test evacuations shall be carried out based on guidelines set out in the Fire Safety Instruction developed for the Building, or guidelines issued by the fire department. The Instruction shall be handed over to the Lessee against a relevant report upon the take over of the Premises, with the aim of familiarizing all employees of the Lessee, its associates, visitors, customers, sub-lessees, or service providers (cleaning, safeguarding companies, as well as contractors for improvement works in the Lessee's Premises) with the contents thereof. The Lessee shall be obligated to make the said Instruction available to those persons and entities. Since the Lessee is responsible for knowledge of fire safety and evacuation rules by entities which provide services to it (and sub-lessees of the Lessee's Premises), it is recommended that the Lessee should include relevant provisions in contracts with those persons or entities.

The Lessee shall be obligated do:

- a) develop and implement rules concerning evacuation in the area of its Premises in the Building (Complex) and the coordination thereof, which should comply with the provisions of the Fire Safety Instruction,
- b) maintain escape route and exits (including escape doors) in the Premises in a condition enabling using them at any time, including regular checking their passability and opening,
- c) observe the principle that "it is forbidden to lock fire safety door in an open position,"
- d) regularly train its personnel in OH&S and fire safety regulations, and to familiarize them with the contents of Fire Safety Instruction developed for the Building,
- e) ensure observance of the Rules of Order (including Fire Safety Instruction) by its personnel, associates, guests, customers, sub-lessees of the Premises, or service providers (cleaning, safeguarding companies, as well as contractors for improvement works in the Lessee's Premises),
- f) maintain in good condition signs showing evacuation directions, installed in the Lessee's Premises,
- g) maintain in good operable condition fire safety equipment, systems and services ordered by it to be installed in the Premises.

Following each request of the Lessor or of the Building Manager, the Lessee should present documents to confirm performance of fire drills or inspection of fire safety equipment, systems and services installed in the Premises.

It shall be forbidden to place any objects in escape routes (e.g. exit hallways, escape routes, escape staircases, vestibules, etc.). Any goods left in those areas may be removed without a warning and seized by the Lessor or the Building Manager at the Lessee's cost.

It shall be forbidden to conduct in the Building and in the Complex any activities, which may result in a fire, spread fire, hinder rescue or evacuation. It shall also be forbidden to bring in and store any flammable materials, materials hazardous to health or otherwise posing a threat to people or environment.

10. FINAL PROVISIONS

10.1. Smoking

Using naked flames, which also includes smoking, shall be forbidden in the Building beyond specially designated places.

10.2. Waste storage and removal

Waste containers shall be put in specially designated places within the Complex area. Cleaners, who clean the Lessee's Premises shall be obligated to deposit waste in those containers, after having previously sorted it. It is recommended that waste (preferably in tied sacks) should be taken out between **5:00 pm and 6:30 am** of the following day. It shall be forbidden to put waste out in Common Areas at other hours than those specified above. In the event of soiling the Complex area by cleaners in the course of waste handling, the affected area needs to be immediately cleaned by them.

Waste will be collected by a specialized company during morning or late-afternoon hours, except for Saturdays, when collection is possible all day round. In the event that a mechanical waste pressing container is located within the Complex area, the container may be operated only by a trained personnel.

In the event of waste originating from such outlets, as restaurant or clinic, the collection of waste (as well as utilization of hazardous waste) shall be arranged for by tenants of premises concerned at their cost and expense. It shall be forbidden to drain any flammable materials to the sewage system, or those which might result in blocking it (this concerns in particular personal hygiene means).

The Lessor and the Building Manager reserve that the liability for hazardous waste related to the conducted business activities shall rest with the Lessee. To this end, the Lessee shall keep a register of such waste as well as collect and dispose of such waste in accordance with applicable laws.

10.3. Other order regulations

- a) In the event that construction and redevelopment works are conducted in the Building (Complex) area, any unauthorized persons must not enter the construction site.
- b) It shall be forbidden to conduct any business activities in the Building (Complex) by any entities that are not tenants without the consent of the Lessor or the Building Manager.
- c) It shall be forbidden to enter the Building (Complex) area by persons, who are inebriated, or intoxicated with drugs. The security personnel in the Building (Complex) shall have the right to request such person to produce his/her identity card, in order to take down his/her personal data, and, concerning the person, keep his/her back, refuse letting his/her into the Building (Complex) area, or request his/her to leave the Building (Complex) area and call the police or other relevant services.
- d) The Lessor and the Building Manager reserve that it shall be forbidden to distribute and take alcohol and drugs within the Building (Complex) area.
- e) It shall be forbidden to utilize premises within the Building (Complex) for gambling, auctions, or morally improper purposes, as well as to use the Complex buildings for residential purposes.
- f) No distribution of goods, as well as canvassing and door-to-door sales shall be allowed within the Building (Complex) area without the consent of the Building Manager.
- g) The Lessee commits itself that it shall not undertake or permit to undertake any activities in the Complex buildings or beyond them, which might in any way affect the increasing of fire insurance premium or other insurances, which cover the buildings or property in them. The Lessee shall also not bring into the Building (Complex) or store anything in there, which might result in above-referenced consequences, or undertake any other action, which might increase the risk of fire or other accidents.
- h) Without the consent of the Building maintenance service personnel it shall not be permitted to tamper with technical systems and services of the Building (Complex). In the event of a necessi-

ty to provide the Building maintenance service personnel's supervision of those works, the related costs shall be charged to the Lessee.

- i) The Lessee may not exceed the power consumption volume in excess of the level agreed and assigned to it, as specified in the technical documentation of the Building. In the event that the Lessee's power needs have increased, the Lessor shall determine possibilities of satisfying them upon consulting the designer of the Building and the Building Manager. Any works related to the adjustment of the Lessee's Premises to those needs (preceded by the preparation of technical documentation) shall be performed at the Lessee's cost.
- j) It shall be forbidden, without the consent of the Lessor or the Building Manager, to play musical instruments within the Building (Complex) area.
- k) The Building Manager shall be notified forthwith of any breach hereof by any Complex User.

11. ENCLOSURES

11.1. Procedure: Rules Applicable to the Lessee's Moving in / Moving out from the Premises

11.2. Procedure: Obtaining the Lessor's Consent to the Installation of Advertisement and Information Displays in Additional Places

11.3. Procedure: Parking Rules

Enclosure No. 11.1

PROCEDURE: RULES APPLICABLE TO THE LESSEE'S MOVING IN / MOVING OUT FROM THE PREMISES

1. The Lessee shall inform the Lessor or the Building Manager of its intention to move in or move out from the Premises several days in advance.
2. The Lessee shall be responsible for the supervision and coordination of the process of moving in, and also for personnel, devices and equipment necessary in the course of the Lessee's move.
3. In order to set the date and time of moving in or moving out from the Premises, the Lessee shall contact the Building Manager. An earlier notification will make it possible, among other things, to determine routes of furniture delivery or removal, to decide which lift will be reserved for delivery or removal purposes and to protect that lift against damages, to establish rules of entering the Building by personnel of removal company, and possibly to order an additional waste container or provide additional security personnel for the duration of delivery or removal. The related costs shall be borne exclusively by the Lessee.
4. Removals, move-ins, or move-outs from the Premises should take place from Monday until Friday, between **5.00 pm and 7.00 am** of the following day, as well as on Saturdays and Sundays.
5. After the Lessee has selected the removal company, it should inform the Building Manager of the company's name, and of the person responsible on behalf of the Lessee for moving in or removal.
6. At least one day in advance of moving in or removal, the Building Manager should receive from the Lessee's representative a list of persons involved in those operations and authorized to move freely all over the Building. Also rules of entering the Building by personnel of removal company should be established. Personnel of the removal company should be easily identifiable by the Building (Complex) security personnel.
7. Whole equipment and goods should be brought to the underground garage on level -1 and from there, after having protected the lift car against damages in the way indicated by the Building maintenance personnel, transported to the floor, on which the Lessee's Premises is located. When bringing the goods to the underground garage, special attention should be paid to the maximum height of vehicles, which may enter it. Exceptionally, the Building Manager may give its consent to the delivery of goods and equipment through the Building main entrance hallway on the ground floor level of the Building.
8. Equipment and goods should be transported by means of lift designated by the Building Manager (the lift should earlier be protected). It shall be forbidden to carry goods and equipment into the Building through its main entrance on the ground floor level (subject to the preceding sentence), to hinder other tenants' work in the course of deliveries, to block other lifts, and to block the way for other vehicles in the underground garage.
9. Delivery vehicles should be parked only in places agreed with the Building Manager or the Building (Complex) security personnel.
10. Goods trolleys used in the Building should have rubber wheels, and must not bring in any dirt. When performing deliveries, particular care should be taken of floors in entrance hallways, doors, and lift panels. It also is recommended that:
 - all cardboard boxes, parcels, and other packagings should be labelled with floor number and the Lessee's name, and box corners secured with adhesive tapes,
 - packaging and boxes should have additional handling information placed on them.
11. Move-ins, removals or move-outs from service outlets on the ground floor of the Building should be agreed individually with the Building Manager by the relevant tenants.
12. The Lessee shall be responsible for the supervision and coordination of deliveries it has ordered, and of personnel, equipment, and devices that are necessary in the course of deliveries. The removal company shall bear the risk on account of losses resulting from damages to the Building (Complex) property in the course of deliveries, and, in addition, of any losses, damages, claims, suits, costs and expenses related to injuries or material damages suffered by the Lessor, the Building Manager, or any third person in connection with deliveries performed by the removal company and ordered by the Lessee. During deliveries, one must not perform action, which may prove to be dangerous, like e.g. repairing delivery vehicles or parking them outside designated places. The Lessee shall be obligated to inform the removal

company of the aforementioned rules concerning moving in / moving out from the Premises, which are mandatory in the Building (Complex). **Unless the Lessee advises the removal company of those rules, the Lessee shall be liable for the said losses and damages.**

ENCLOSURE No. 11.2

PROCEDURE: OBTAINING THE LESSOR'S CONSENT TO THE INSTALLATION OF ADVERTISEMENT AND INFORMATION DISPLAYS IN ADDITIONAL PLACES

1. The Lessee sends to the Lessor a request for the consent to install the Display, complete with:
 - design of the Display, which the Lessee wants to install, and the suggested location for it,
 - document (or the Lessee's statement) confirming that the Lessee holds full right to use the Display
2. The Lessor shall, within seven (7) days of the receipt of the Tenant's request, preliminarily approve or reject the Display's appearance and location.
3. In the event of preliminary acceptance of the Display's appearance and location by the Lessor, the Tenant shall select, at its cost and expense, the Designer and/or Contractor for the Display and present to the Lessor the visualisation of the Display in the target location.
4. The Lessor shall, within seven (7) days of the receipt of the Tenant's request, make the final acceptance of the Display's appearance and target location.
5. The Tenant and the Lessor sign a written agreement (contract) setting out, *inter alia*, the terms of installation of the Display and mutual settlements between the parties on the account of the installation.
6. The Tenant – on its own behalf and at its own cost – shall instruct the Designer and/or Contractor selected by it to prepare the technical documentation and to execute the Display in accordance with the appearance and location as approved by the Lessor and with the provided guidelines on designs. If the scope of work requires it, the Lessee will obtain all necessary administrative decisions or make appropriate notifications on his own behalf and at his own expense.
7. The Contractor selected by the Tenant shall prepare the technical documentation containing, *inter alia*, the structural calculations and working drawings (the technical design must be prepared by a structural engineer who holds appropriate qualifications in this regard), the installed power of light sources, detailed list of light sources, and present the same to the Lessor for approval.
8. The Tenant shall provide the Lessor with one (1) copy of the Display's technical documentation, install the Display within the times previously arranged with the Lessor, and upon completion of the installation provide the Lessor with the report of Display installation, confirming that the installation was carried out in accordance with the guidelines contained in the Display's technical documentation.

ENCLOSURE No. 11.3

PROCEDURE: PARKING RULES

PRICE LIST

First 30 minutes - free of charge

Each next, commenced hour - PLN 5.00

Lost ticket fine - PLN 50.00

RULES GOVERNING THE USE OF PAID, UNATTENDED GROUND LEVEL CAR PARK IN THE "QUATTRO BUSINESS PARK" OFFICE COMPLEX, KRAKÓW

Upon entering the area of the Ground Level Car Park in the Quattro Business Park Complex area (the "QBP Complex"), a vehicle driver consents to the provisions hereof, and undertakes to comply herewith.

In the event of non-acceptance hereof, the vehicle driver shall have the right to immediately leave the Ground Level Car Park area without paying the fee.

I. GENERAL

1. Vehicles in the QBP Complex area can be parked in the Ground Level Car Park, Multi-Storey Car Park, and in the Underground Garage under office buildings A, B, C, D, FIVE (hereinafter referred to jointly as the "QBP Complex Car Parks").
2. Rules Governing the Use of QBP Complex Car Parks are composed of several parts: Ground Level Car Park Rules, Multi-Storey Car Park Rules, Underground Garage Rules, as well as Bike Park Rules, and are part of Rules of Order in place in the QBP Complex.
3. Rules Governing the Use of QBP Complex Car Parks are available for perusal at reception desk of each of the QBP Complex buildings.
4. These rules, hereinafter referred to as the "Rules," determine terms and conditions of use of vehicle parking places in the access-controlled ground level car park, located within the Quattro Business Park Office Complex in Kraków, al. Gen. Tadeusza Bora-Komorowskiego, hereinafter referred to as the "Ground Level Car Park," designed for vehicles of up to 3.5 tons of allowable total weight, subject described in the next sentence. The ground level parking within the building FIVE is intended only for passenger cars - entry other than passenger cars in the parking lot located on the ceiling of the garage is forbidden. It can cause a construction disaster. In justified cases, the Car Park Manager may allow vehicles of higher total weight to enter the QBP Complex area).
5. Car Parks in the QBP Complex area, including the Ground Level Car Park, are managed by APCOA Parking Polska Sp. z o.o., a company with registered office at in Warsaw, Rondo ONZ 1, 00-124 Warsaw. (hereinafter referred to as the "Car Park Manager"). The Car Park Manager's office can be found in the ground floor of QBP Complex Building A.
6. Upon entering the Ground Level Car Park, the driver and the QBP Complex Owner shall conclude a contract of lease of a single parking place based on terms and conditions stipulated herein. The contract shall expire upon the driver's car leaving the Ground Level Car Park. The parking ticket shall be the proof of the contract conclusion. In the event of using the Ground Level Car Park based on a separate agreement (parking permit), the provisions hereof shall constitute an integral part of that agreement, and entering/ leaving the Ground Level Car Park shall take place with the use of an access control card, vehicle registration plate identification system, or through collecting a parking ticket.
7. Each and every Ground Level Car Park user, regardless of his/her title to use it, shall hereinafter be referred to as the "User."
8. These Rules may be subject to alteration, or the use of these Rules may temporarily be suspended as a result of orders issued by the police, fire department or any other services, especially those in charge of the Complex security.

II. CAR PARK USE CONDITIONS AND FEES

1. Provisions of the Road Traffic Law (published in *Dziennik Ustaw*, 1997, No. 98, Item 602, as later amended) apply to Car Parks areas, especially to the Ground Level Car Park that operates all days of the year.
2. Each User shall be obligated to comply with the provisions hereof, as well as with guidelines and instructions issued by the Car Park Manager, the QBP Complex security staff, Car Park attendants or duly authorized services (police, municipal guards), and to observe traffic rules, road signs, signboards and other information signs located within the Complex area, including in particular those in the Ground Level Car Park area.
3. Vehicles shall be parked only within designated parking places
4. There also are special parking stations within the Ground Level Car Park area, designed for bicycles and motorcycles, as well as parking places for general public, for the disabled, and for delivery vans. The provisions hereof shall apply accordingly to those Users, who use such facilities and places.
5. A User shall be obligated to pay special attention to other vehicles, and place his/her car centrally between delimiting lines so that to occupy a single parking place only and not to hinder the use of adjacent parking places.
6. The parking fee shall be charged 7 days a week, 24 hours a day. The parking fee for each parking place occupied shall be established based on a current price list. The Car Park Manager may, in a specific case, decide to apply a zero rate in relation to the parking fee.
7. Parking fees shall be paid in the automatic cash box located at the Multi-Storey Car Park. In order to obtain a zero parking rate, a User should report at the reception desk, Building C or Building FIVE.
8. When entering the Car Park area, a vehicle driver should:
 - stop the car at the entrance terminal,
 - open the barrier by collecting the car park ticket or bringing the access control card close to the reader, or by identification of the vehicle registration plate by the car park system,
 - remember that the barrier closes immediately after a vehicle has passed under it – a simultaneous passing of two cars at a time shall result in damage to the car and the parking system,
 - contact the Car Park attendant in case of any problems via intercom unit installed on the entrance terminal station.
9. Before leaving the Car Park area, a vehicle driver should:
 - go to the automatic cash box to pay the parking fee, or report at the reception desk, Building C to obtain a zero parking rate (this requirement applies to those Users who have parked their cars based on the parking ticket),
 - stop the car at the exit terminal,
 - open the barrier by placing the car park ticket in the exit terminal station or bringing the access control card close to the reader, or by identification of the vehicle registration plate by the car park system, respectively
 - remember that the barrier closes immediately after a vehicle has passed under it – a simultaneous passing of two cars at a time shall result in damage to the car and the parking system,
 - contact the Car Park attendant in case of any problems via intercom unit installed on the exit terminal station.
11. A person, who is producing the parking ticket, using the access control card, or driving vehicle when leaving the Ground Level Car Park area shall be considered by the QBP Complex Owner and the Car Park Manager a person duly authorized to drive the given vehicle.
12. In the event that e.g. a fire alarm has been announced, or an order has been issued to evacuate the QBP Complex users, all obstacles in the Ground Level Car Park may be dismantled, for instance entrance and exit barriers may be raised, and Car Park attendants shall be showing and facilitating access to relevant services. In that case, instructions of the person in charge of the evacuation shall be binding, and all Car Park Users shall be obligated to absolutely follow them.

III. LIABILITY OF THE QBP COMPLEX OWNER AND OF THE CAR PARK MANAGER

1. Neither the Car Park Manager, nor the QBP Complex Owner shall be liable for any vehicle thefts (including bicycle and motorcycle thefts) or any thefts of vehicle equipment, or damages caused by third persons.
2. The liability of the Car Park Manager and of the QBP Complex Owner on account of damages resulting from road accidents, bumps, crashes, including also those caused by persons using access control cards or parking tickets in an unauthorized way, shall be excluded. Any damages to other cars, the Car Parks, including the Ground Level Car Park and its furnishings shall need to be reported to the police and Car Park attendants.
3. Complaints concerning services provided hereunder shall be made in writing to the Car Park Manager's office.

IV. LIABILITY OF THE USER

1. The User shall be obligated to inform the Car Park authorities forthwith (without being requested to do so) about any damages caused by him/her within the Ground Level Car Park area, not later than before leaving it.
2. The User shall be liable for any damages caused by him/her or by accompanying persons to the QBP Complex Owner, Car Park Manager, or to third persons. In the event of having damaged any part of the QBP Complex, the User shall be obligated to cover the related repair costs.
3. The User shall be liable for soiling of the Car Park areas, including in particular the Ground Level Car Park area, and shall be obligated to immediately clean the spots soiled by him/her. Otherwise, he/she may be charged with relevant costs of cleaning thereof.
4. The User shall be liable for any damages resulting from the loss of the parking ticket or the access control card, or giving them for use by a third person.

5. In the event of failure to comply with the provisions of Rules Governing the Use of QBP Complex Car Parks, including in particular these Rules, the QBP Complex Owner, the Car Park Manager, or Car Park attendants / QBP Complex security staff shall be authorized to request the User to immediately move the car to any other designated place, to lock the car by means of proper technical devices, or to order the car to be towed away at the User's cost, to refuse the User the right to re-enter the Complex area, and also to call the police or municipal guards. Failure to comply with the provisions hereof may lead to penalties imposed by the police or any other authorized bodies. The QBP Complex Owner and the Car Park Manager reserve that their liability for any damages that may have been caused during towing away of the User's car or as a result of that towing away, or for stealing of the car from the place, to which it has been towed, shall be excluded in whole. At the same time, they reserve that there is a number of instructions in effect in the QBP Complex area, including those applicable to drivers failing to comply with Rules Governing the Use of QBP Complex Car Parks, and the QBP Complex security staff and/or Car Park attendants shall have the right to apply those instructions, and they shall actually be doing so.

V. SAFETY REGULATIONS

1. The maximum allowable speed limit in the Ground Level Car Park is 20 km/h.
2. In the QBP Complex area, and in particular in the Ground Level Car Park area it shall absolutely be prohibited:
 - to smoke and use an open fire, and to drink alcohol,
 - to fuel vehicles and to store fuels, flammable substances and empty fuel containers, and to park vehicles with leaky fuel inlets or systems,
 - to enter the Car Parks by unauthorized persons,
 - to leave vehicles on fire access roads and in other places in the way impeding the use of the Ground Level Car Park, including also blocking of fire brigade access roads,
 - to leave bicycles and motorcycles in other places of the QBP Complex than those designated for that purposes (note: as regards bicycles and motorcycles, also Bike Park Rules apply, and the Bike Park is located close to the Multi-Storey Car Park),
 - to enter the Ground Level Car Park by vehicles of the allowable total weight in excess of 3.5 tons; however, with reservation that such vehicles may be allowed to enter the Ground Level Car Park in justified cases and upon the QBP Complex Owner's and/or the Car Park Manager's consent,
 - to park vehicles in places not designated for that purpose, in particular in those, which have been provided with "No Parking" signs, including also the QBP Complex driveways,
 - to park vehicles in places designated for an exclusive use by other Users or in places for the disabled, technical places, goods delivery areas, greens, sidewalks and access roads, and to park cargo vehicles outside designated places,
 - to leave vehicles overnight without having informed the Car Park Manager, the QBP Complex security staff, or the Car Park attendants,
 - wash and repair vehicles
 - litter the Car park areas
 - to start needlessly the car engine, or to perform the engine tests,
 - entering and parking of vehicles heavier than the permissible weight
3. Due to the safety of property and Users, the area of the Quattro Business Park Complex, including the Ground Level Car Park, is subject to video surveillance.

The data administrator is Quattro Business Park Sp. z o.o. with headquarters in Warsaw, at ul. Twarda 18.

These Rules go into effect on 1 October 2013.

Updated on 24 October 2021

RULES GOVERNING THE USE OF UNATTENDED UNDERGROUND GARAGE IN THE "QUATTRO BUSINESS PARK" OFFICE COMPLEX, KRAKÓW

Upon entering the area of the Underground Garage in the Quattro Business Park Complex area (the "QBP Complex"),
a vehicle driver consents to the provisions hereof, and undertakes to comply herewith.

In the event of non-acceptance hereof, the vehicle driver shall have the right to immediately leave the Underground Garage.

I. GENERAL

1. Vehicles in the QBP Complex area can be parked in the Ground Level Car Park, Multi-Storey Car Park, and in the Underground Garage under office buildings A, B, C, D and FIVE (hereinafter referred to jointly as the "QBP Complex Car Parks").
2. Rules Governing the Use of QBP Complex Car Parks are composed of several parts: the Ground Level Car Park Rules, the Multi-Storey Car Park Rules, the Underground Garage Rules, as well as Bike Park Rules, and are part of Rules of Order in place in the QBP Complex.
3. Rules Governing the Use of QBP Complex Car Parks are available for perusal at reception desk of each of the QBP Complex buildings.
4. These rules, hereinafter referred to as the "Rules," determine terms and conditions of use of vehicle parking places in the partially access-controlled underground garage, located within the Quattro Business Park Office Complex in Kraków, al. Gen. Tadeusza Bora-Komorowskiego, hereinafter referred to as the "Underground Garage".
5. Car Parks in the QBP Complex area, including the Ground Level Car Park, are managed by APCOA Parking Polska Sp. z o.o., a company with registered office at in Warsaw (00-124), Rondo ONZ 1. (hereinafter referred to as the "Car Park Manager").
6. The Underground Garage is an unattended car park, accessible within the QBP Complex via access driveway A (located at Building A), with the use of an access control card, or via access driveway B, which is not covered by the access-control system.
7. Each and every Underground Garage user, regardless of his/her title to use it, shall hereinafter be referred to as the "User."
8. These Rules may be subject to alteration, or the use of these Rules may temporarily be suspended as a result of orders issued by the police, fire department or any other services, especially those in charge of the Complex security.

II. UNDERGROUND GARAGE USE CONDITIONS

1. Provisions of the Road Traffic Law (published in *Dziennik Ustaw*, 1997, No. 98, Item 602, as later amended) apply to Car Parks areas, especially to the Underground Garage that operates all days of the year.
2. Each User shall be obligated to comply with the provisions hereof, as well as with guidelines and instructions issued by the Car Park Manager, the QBP Complex security staff, Car Park attendants or duly authorized services (police, municipal guards), and to observe traffic rules, road signs, signboards and other information signs located within the QBP Complex area, including in particular those in the Underground Garage area.
3. Vehicles shall be parked only within designated parking places
4. A User shall be obligated to pay special attention to other vehicles, and place his/her car centrally between delimiting lines so that to occupy a single parking place only and not to hinder the use of adjacent parking places.
5. Bicycle rider, before entering the parking should get off the bike and walk to the parking where there the bicycle racks are installed. When entering the Car Park area, a vehicle driver should:
 - stop the car at the entrance terminal,
 - open the barrier by bringing the access control card close to the reader,
 - remember that the barrier closes immediately after a vehicle has passed under it – a simultaneous passing of two cars at a time shall result in damage to the car and the parking system,
 - contact the Car Park attendant by means of the entrance terminal intercom in case of any problems with entering the Car Park.
6. Before leaving the Car Park area, a vehicle driver should:
 - stop the car at the exit terminal,
 - open the barrier by bringing the access control card close to the reader or reading the license plate,
 - remember that the barrier closes immediately after a vehicle has passed under it – a simultaneous passing of two cars at a time shall result in damage to the car and the parking system,
 - contact the Car Park attendant by means of the entrance terminal intercom in case of any problems with leaving the Car Park.
7. A person, who is using the access control card, or driving a vehicle when leaving the Ground Level Car Park area shall be considered by the QBP Complex Owner and the Car Park Manager a person duly authorized to drive the given vehicle.
8. In the event that e.g. a fire alarm has been announced, or an order has been issued to evacuate the QBP Complex users, entering and/or leaving Car Parks may temporarily be suspended, or any traffic within the QBP Complex Car Parks may be stopped, or all obstacles in Car Park areas may be dismantled, for instance entrance and exit barriers may be raised, and Car Park attendants shall be showing and facilitating access to relevant services. In that case, instructions of the person in charge of the evacuation shall be binding, and all Car Park Users shall be obligated to absolutely follow them.

III. LIABILITY OF THE QBP COMPLEX OWNER AND OF THE CAR PARK MANAGER

1. Neither the Car Park Manager, nor the QBP Complex Owner shall be liable for any vehicle thefts (including bicycle and motorcycle thefts) or any thefts of vehicle equipment, or damages caused by third persons.
2. The liability of the Car Park Manager and of the QBP Complex Owner on account of damages resulting from road accidents, bumps, crashes, including also those caused by persons using access control cards in an unauthorized way, shall be excluded. Any damages to other cars, the Car Parks, including the Underground Garage and its furnishings shall need to be reported to the police and Car Park attendants.
3. Complaints concerning services provided hereunder shall be made in writing to the Car Park Manager's office.

IV. LIABILITY OF THE USER

1. The User shall be obligated to inform the Car Park authorities forthwith (without being requested to do so) about any damages caused by him/her within the Car Parks, not later than before leaving the QBP Complex area.
2. The User shall be liable for any damages caused by him/her or by accompanying persons to the QBP Complex Owner, Car Park Manager, or to third persons. In the event of having damaged any part of the QBP Complex, the User shall be obligated to cover the related repair costs.
3. The User shall be liable for soiling of the Car Park areas, including in particular the Underground Garage area, and shall be obligated to immediately clean the spots soiled by him/her.
4. The User shall be liable for any damages resulting from the loss of access control card, or giving it for use by a third person.
5. In the event of failure to comply with the provisions of Rules Governing the Use of QBP Complex Car Parks, including in particular these Rules, the QBP Complex Owner, the Car Park Manager, or Car Park attendants / QBP Complex security staff shall be authorized to request the User to immediately move the car to any other designated place, to lock the car by means of proper technical devices, or to order the car to be towed away at the User's cost, to refuse the User the right to re-enter the Complex area, and also to call the police or municipal guards. Failure to comply with the provisions hereof may lead to penalties imposed by the police or any other authorized bodies. The QBP Complex Owner and the Car Park Manager reserve that their liability for any damages that may have been caused during towing away of the User's car or as a result of that towing away, or for stealing of the car from the place, to which it has been towed, shall be excluded in whole. At the same time, they reserve that there is a number of instructions in effect in the QBP Complex area, including those applicable to drivers failing to comply with Rules Governing the Use of QBP Complex Car Parks, and the QBP Complex security staff and/or Car Park attendants shall have the right to apply those instructions, and they shall actually be doing so.

V. SAFETY REGULATIONS

1. The maximum allowable speed limit in the Underground Garage is 10 km/h. Drivers should use considerable caution while driving within the QBP Complex area, including the Underground Garage area.
2. In the QBP Complex area, and in particular in the Underground Garage it shall absolutely be prohibited:
 - to smoke and use an open fire, and to drink alcohol,
 - to fuel vehicles and to store fuels, flammable substances and empty fuel containers, and to park vehicles with leaky fuel inlets or systems,
 - to enter the Car Parks by unauthorized persons,
 - to leave vehicles on fire access roads and in other places in the way impeding the use of the Car Parks, including also blocking of fire access roads,
 - to leave bicycles and motorcycles in other places of the QBP Complex than those designated for that purposes (note: as regards bicycles and motorcycles, also Bike Park Rules apply, and the Bike Park is located close to the Multi-Storey Car Park),
 - to enter the Ground Level Car Park by vehicles of the allowable total weight in excess of 3.5 tons; however, with reservation that such vehicles may be allowed to enter the Ground Level Car Park in justified cases and upon the QBP Complex Owner's and/or the Car Park Manager's consent,
 - to park vehicles in places not designated for that purpose, in particular in those, which have been provided with "No Parking" signs, including also the QBP Complex driveways,
 - to park vehicles in places designated for an exclusive use by other Users or in places for the disabled, technical places, goods delivery areas, greens, sidewalks and access roads, and to park cargo vehicles outside designated places,
 - to leave vehicles overnight without having informed the Car Park Manager, the QBP Complex security staff, or Car Park attendants,
 - to start needlessly the car engine, or to perform the engine tests,
 - to ride bicycle,
 - to litter
 - to wash and repair vehicles,
 - **to enter the Underground Garage by LPG-fuelled vehicles,**
 - **to enter the Underground Garage by vehicles that are higher than 2.0 m.**
3. Due to the safety of property and Users, the area of the Quattro Business Park Complex, including the Ground Level Car Park, is subject to video surveillance.

The data administrator is Quattro Business Park Sp. z o.o. with headquarters in Warsaw, at ul. Twarda 18.

These Rules go into effect on 1 October 2013.

Updated on 24 October 2021

RULES GOVERNING THE USE OF UNATTENDED MULTI-STOREY CAR PARK IN THE "QUATTRO BUSINESS PARK" OFFICE COMPLEX, KRAKÓW

Upon entering the Quattro Business Park Complex area (the "QBP Complex"),
a vehicle driver consents to the provisions of Rules Governing the Use of QBP Complex Car Parks, including in particular
the provisions hereof, and undertakes to comply herewith.

In the event of non-acceptance hereof, the vehicle driver shall have the right to immediately leave the QBP Complex area. **I. GENERAL**

1. Vehicles in the QBP Complex area can be parked in the Ground Level Car Park, Multi-Storey Car Park, and in the Underground Garage under office buildings A, B, C, D, FIVE (hereinafter referred to jointly as the "QBP Complex Car Parks").
2. Rules Governing the Use of QBP Complex Car Parks are composed of several parts: Ground Level Car Park Rules, these Rules, Underground Garage Rules, as well as Bike Park Rules, and are part of Rules of Order in place in the QBP Complex.
3. Rules Governing the Use of QBP Complex Car Parks are available for perusal at reception desk of each of the QBP Complex buildings.
4. These rules, hereinafter referred to as the "Multi-Storey Car Park Rules," determine terms and conditions of use of vehicle parking places in the multi-storey car park, located within the Quattro Business Park Office Complex in Kraków, al. Gen. Tadeusza Bora-Komorowskiego 27, hereinafter referred to as the "Multi-Storey Car Park." These Rules form part of the Rules Governing the Use of QBP Complex Car Parks.
5. Car Parks in the QBP Complex area, including the Multi-Storey Car Park, are managed by Apcoa Parking Polska Sp. z o.o., a company with registered office at in Warsaw (00 – 124), Rondo ONZ 1 (hereinafter referred to as the "Car Park Manager"). The Car Park Manager's office can be found in the ground floor of QBP Complex Building A.
6. The Multi-Storey Car Park is an unattended car park, accessible via QBP Complex access driveways, with the use of a magnetic card system, vehicle registration plate identification system, or car park ticket collection system.
7. Each and every Multi-Storey Car Park user, regardless of his/her title to use it, shall hereinafter be referred to as the "User."
8. These Rules may be subject to alteration, or the use of these Rules may temporarily be suspended as a result of orders issued by the police, fire department or any other services, especially those in charge of the Complex security.

II. MULTI-STOREY CAR PARK USE CONDITIONS

1. Provisions of the Road Traffic Law (published in *Dziennik Ustaw*, 1997, No. 98, Item 602, as later amended) apply to Car Parks areas, especially to the Multi-Storey Car Park that operates all days of the year.
2. Each User shall be obligated to comply with the provisions of Rules Governing the Use of QBP Complex Car Parks, including in particular these Rules, as well as with guidelines and instructions issued by Car Park Manager, Car Park attendants or duly authorized services (police, municipal guards), and to observe traffic rules, road signs, signboards and other information signs located within the QBP Complex area.
3. Vehicles shall be parked only within designated parking places.
4. There also are special parking stations within the Car Parks, designed for bicycles and motorcycles, as well as parking places for general public, for the disabled, and for delivery vans. The provisions of Rules Governing the Use of QBP Complex Car Parks shall apply accordingly to those Users, who use such facilities and places.
5. A User shall be obligated to pay special attention to other vehicles, and place his/her car centrally between delimiting lines so that to occupy a single parking place only and not to hinder the use of adjacent parking places.
6. When entering the Car Park area, a vehicle driver should:
 - stop the car at the entrance terminal,
 - open the barrier by collecting the car park ticket or bringing the magnetic card close to the reader, or by identification of the vehicle registration plate by the car park system,
 - remember that the barrier closes immediately after a vehicle has passed under it – a simultaneous passing of two cars at a time shall result in damage to the car and the parking system,
 - contact the Car Park attendant by means of the entrance terminal intercom in case of any problems with entering the Car Park.
7. Before leaving the Car Park area, a vehicle driver should:
 - stop the car at the exit terminal,
 - open the barrier by placing the car park ticket in the exit terminal station or bringing the magnetic card close to the reader, or by identification of the vehicle registration plate by the car park system,
 - remember that the barrier closes immediately after a vehicle has passed under it – a simultaneous passing of two cars at a time shall result in damage to the car and the parking system,
 - contact the Car Park attendant by means of the exit terminal intercom in case of any problems with leaving the Car Park.
8. A person, who is using the magnetic card upon leaving the Car Park area, or driving a vehicle, shall be considered by the QBP Complex Owner and Car Park Manager a person duly authorized to drive the given vehicle.
9. In the event that e.g. a fire alarm has been announced, or an order has been issued to evacuate the QBP Complex users, entering and/or leaving Car Parks may temporarily be suspended, or any traffic within the QBP Complex Car Parks may be stopped, or all obstacles in Car Park areas may be dismantled, for instance entrance and exit barriers may be raised, and Car Park attendants shall be showing and facilitating access to relevant services. In that case, instructions of the person in charge of the evacuation shall be binding, and all Car Park Users shall be obligated to absolutely follow them.

III. LIABILITY OF THE CAR PARK MANAGER AND OF THE QBP COMPLEX OWNER

1. Neither the Car Park Manager, nor the QBP Complex Owner shall be liable for any vehicle thefts (including bicycle and motorcycle thefts) or any thefts of vehicle equipment, or damages caused by third persons.
2. The liability of the Car Park Manager and of the QBP Complex Owner on account of damages resulting from road accidents, bumps, crashes, including also those caused by persons using magnetic cards or car park tickets in an unauthorized way, shall be excluded. Any damages to other cars, Car Parks, including the Multi-Storey Car Park and its furnishings shall need to be reported to the police and Car Park attendants.
3. Complaints concerning services provided hereunder shall be made in writing to the Car Park Manager's office.

IV. LIABILITY OF THE USER

1. The User shall be obligated to inform the Car Park authorities forthwith (without being requested to do so) about any damages caused by him/her within the QBP Complex Car Parks area, not later than before leaving the QBP Complex area.
2. The User shall be liable for any damages caused by him/her or by accompanying persons to the QBP Complex Owner, the Car Park Manager, or to third persons. In the event of having damaged any part of the QBP Complex, the User shall be obligated to cover the related repair costs.
3. The User shall be liable for soiling of the Car Park areas, including in particular the Multi-Storey Car Park area, and shall be obligated to immediately clean the spots soiled by him/her.
4. The User shall be liable for any damages resulting from the loss of the magnetic card, or giving it for use by a third person.
5. In the event of failure to comply with the provisions of Rules Governing the Use of QBP Complex Car Parks, including in particular these Rules, the QBP Complex Owner, the Car Park Manager, or Car Park attendants / QBP Complex security staff shall be authorized to request the User to immediately move the car to any other designated place, to lock the car by means of proper technical devices, or to order the car to be towed away at the User's cost, to refuse the User the right to re-enter the Complex area, and also to call the police or municipal guards. Failure to comply with the provisions hereof may lead to penalties imposed by the police or any other authorized bodies. The QBP Complex Owner and the Car Park Manager reserve that their liability for any damages that may have been caused during towing away of the User's car or as a result of that towing away, or for stealing of the car from the place, to which it has been towed, shall be excluded in whole. At the same time, they reserve that there is a number of instructions in effect in the QBP Complex area, including those applicable to drivers failing to comply with Rules Governing the Use of QBP Complex Car Parks, and the QBP Complex security staff and/or Car Park attendants shall have the right to apply those instructions, and they shall actually be doing so.

V. SAFETY REGULATIONS

1. The maximum allowable speed limit in the Ground Level Car Park is 20 km/h, and 10 km/h in the Multi-Storey Car Park. Drivers should use considerable caution while driving within the QBP Complex area, including the Multi-Storey Car Park area.
2. In the QBP Complex area, and in particular in the Multi-Storey Car Park area, it shall absolutely be prohibited:
 - to smoke and use an open fire, and to drink alcohol,
 - to fuel vehicles and to store fuels, flammable substances and empty fuel containers, and to park vehicles with leaky fuel inlets or systems,
 - to enter the Car Parks by unauthorized persons,
 - to leave vehicles on fire access roads and in other places in the way impeding the use of the Ground Level / Multi-Storey Car Park, including also blocking of fire access roads,
 - to leave bicycles and motorcycles in other places of the QBP Complex than those designated for that purposes (note: as regards bicycles and motorcycles, also Bike Park Rules apply, and the Bike Park is located close to the Multi-Storey Car Park),
 - to enter the Ground Level Car Park or the Multi Storey Car Park by vehicles of the allowable total weight in excess of 3.5 tons; however, with reservation that such vehicles may be allowed to enter the Ground Level Car Park or the Multi Storey Car Park in justified cases and upon the QBP Complex Owner's and/or the Car Park Manager's consent,
 - to park vehicles in places not designated for that purpose, in particular in those, which have been provided with "No Parking" signs, including also the QBP Complex driveways,
 - to park vehicles in places designated for an exclusive use by other Users or in places for the disabled, technical places, goods delivery areas, greens, sidewalks and access roads, and to park cargo vehicles outside designated places,
 - to leave vehicles overnight without having informed the Car Park Manager, the QBP Complex security staff, or the Car Park attendants,
 - to start needlessly the car engine, or to perform the engine tests,
 - to enter the Car Park areas by LPG-fuelled vehicles, - to enter the Car Park areas by vehicles that are higher than 2.2 m.
- to vacuum and repair vehicles
- to litter
3. Due to the safety of property and Users, the area of the Quattro Business Park Complex, including the Ground Level Car Park, is subject to video surveillance.

The data administrator is Quattro Business Park Sp. z o.o. with headquarters in Warsaw, at ul. Twarda 18. These Rules go into effect on 1 October 2013. Updated on 24 October 2021