

## **Skylight House Regulations**

1. Pavements, doorways, vestibules, halls, stairways and similar areas shall not be obstructed. The Tenant, or its officers, agents, servants and employees, shall not use these areas for any purpose other than entering and exiting the Premises, or for going from one part of the Building and/or the Common Areas to another part of the Building and/or the Common Areas. Canvassing, soliciting and peddling in the Building and/or the Common Areas and use of the Premises for gambling, auctions or sexually explicit purposes are prohibited.
2. Plumbing fixtures and appliances shall be used only for the purposes for which they are constructed and no unsuitable material shall be placed therein. The Tenant assumes the responsibility for the maintenance and repair of these fixtures and appliances located within Tenant's Premises, including but not limited to waste disposal, sinks, toilets, hot water heaters and dishwashers and any other equipment installed by the Tenant or on the Tenant's behalf.
3. No signs, directories, posters, advertisements or notices shall be painted or affixed on or to any of the windows or doors, or in corridors or other parts of the Building and/or the Common Areas, except in such color, size and style and in such places as shall be first approved in writing by the Landlord at its sole discretion. Standard identification signs, including signs to be fixed at the entrance to the Tenant's Premises, on the tenants' directory, and on any other communal directories, will be prepared by the Landlord at the Tenant's expense. Standard identification sign at the main entrance, will be prepared by the Landlord at the Landlord's expense. No additional signs shall be posted without the Landlord's prior written consent as to location and form. The Landlord shall have the right to remove all unauthorized signs without giving prior notice to the Tenant, at the expense of the Tenant.
4. Tenants shall not knowingly do or permit anything to be done in or outside the Premises, Building and/or the Common Areas, or bring or keep anything therein, that will in any way increase the rate of fire or other insurance held for the Building and/or the Common Areas or on property kept therein or otherwise increase the possibility of fire or other casualty.
5. The Landlord shall approve, in writing, the maximum weight and position of heavy equipment in excess of 350 kilos or objects, which may overstress any portion of the floor. All damage caused to the Premises or the Building directly by the improper placing of such heavy items will be repaired at the sole expense of the Tenant.

6. The Tenant shall notify the Landlord when safes or other heavy equipment are to be taken in or out of the Building and the moving shall be done only after prior written permission is obtained from the Landlord upon such conditions, as the Landlord shall reasonably require. Any moving in or moving out of other Tenant's equipment, furniture, files and/or fixtures shall be done only with prior written notice having been given to the Landlord and the Landlord shall be entitled to reasonably approve the hours of such activity, the lifts which shall be available for such activity. The Tenant shall bear all risk of loss relating to damage incurred with respect to the Tenant's property in the process of such a move, and in addition, shall indemnify and hold the Landlord harmless as to all losses, damages, claims, causes of action, costs and/or expenses relating to personal injury or property damage sustained by the Landlord or any third party on account of the Tenant's moving activities.
7. Corridor doors and all fire doors, when not in use, shall be kept closed, other than the doors in the Premises leading to the restrooms.
8. All deliveries must be made via the service entrance in the Parking Garage, using service bays number 10, 11, 22, 23, 24, 25, 26, 27, 28 and lifts number EL-18P, EL-12P, EL-23P designated by the Landlord for service.
9. The Tenant shall not cause, and the Landlord shall not permit, any objectionable noises in the Building and/or the Common Areas, or allow any unpleasant odours to emanate from the Premises, or otherwise unreasonably interfere, or injure in any way other tenants, or persons having business with them.
10. No animals (with the exception of guide dogs) shall be brought into or kept in or about the Building and/or the Common Areas.
11. No boxes, crates or other such materials shall be stored in hallways, corridors or other Common Areas. When the Tenant must dispose of crates, boxes or other extraordinary waste, it will be the responsibility of the Tenant to dispose of the same.
12. No machinery of any kind, other than office or pantry equipment needed to operate Tenant's business in the Premises, shall be operated in the Premises without the prior written consent of the Landlord, nor shall the Tenant use or keep in the Premises any inflammable or explosive fluids or substances, or any illuminating materials. No space heaters or large fans shall be operated in the leased Premises without Landlord's consent.
13. No bicycles, motorcycles or similar vehicles will be allowed into the Building and/or the Common Areas other than in designated parking areas. It's forbidden to leave and charge any electric two-wheelers such as an electric scooter, etc.

14. No nails, hooks or screws shall be driven into, or inserted in, or attached to any part of the curtain wall, except if approved by the property management. Nothing shall be affixed to, or made to hang from, the ceiling of the Premises without the Landlord's written consent.
15. The Landlord has the right to evacuate the Premises and/or the Building and/or the Common Areas in the event of an emergency, catastrophe or fire drill.
16. Except for the card key access system to be installed by Tenant, no additional locks shall be placed upon any doors without the prior written consent from the Landlord. All necessary keys and explanation of the combination of all locks on the doors or vaults shall be surrendered to the Landlord upon termination of the Lease. The Tenant shall initially be given three (3) keys to the Premises by the Landlord. No duplication of such keys shall be made by the Tenant and its employees and contractors. Additional keys shall be obtained from the Landlord at a reasonable fee.
17. Tenants will not locate furnishings or cabinets adjacent to mechanical or electrical access panels to ensure that operating personnel is not prevented from servicing such units as routine or emergency access may require. The cost of moving such furnishings to facilitate the Landlord's access will be charged to the Tenant's account. The lighting and air conditioning equipment of the Building and/or the Common Areas will remain the exclusive charge of the Landlord.
18. The Tenant shall comply with the vehicle parking rules and regulations as may be posted and distributed from time to time.
19. No portion of the Building and/or the Common Areas shall be used for the purpose of providing lodging.
20. Vending or dispensing machines may only be placed in the Premises if for the sole use of the Tenant's employees, agents and invitees, and provided that the Tenant shall obtain from the Landlord approval for the location of such machines within the Premises, and provided the Tenant shall be responsible for any damage, leaks and/or any maintenance costs involved. For the avoidance of doubt the Tenant shall not require the approval of the Landlord to the placement of water coolers or coffee machines.
21. Prior written approval, which shall be at the Landlord's reasonable discretion, must be obtained for the installation of window shades, blinds, curtains or any other window treatment of any kind whatsoever which are visible from the outside of the Premises.
22. Within the rented Premises, the Tenant shall be responsible for the following:
  - a. internal maintenance of the Premises other than maintenance as specified in Clause 19.3 of the Lease, all without prejudice to the following provisions;

- b. maintenance, repair and renewal of door and window, furniture, glazing and glass doors, internal window and other frames;
  - c. maintenance and repair of roller shutters and blinds, etc.;
  - d. maintenance, repair and renewal of switches, power sockets, bell systems, light bulbs, lighting (including fittings), batteries, floor-coverings, soft furnishings, internal paintwork, sinks, kitchen equipment and sanitary ware;
  - e. maintenance, repair and renewal of water pipe-work, electricity installation, fire-, burglary- and theft-prevention measures and everything pertaining thereto;
  - f. regular and proper maintenance, together with regular testing and certification of all technical systems, including the replacement of any small components. This work may only be carried out by contractors approved by the Landlord;
  - g. all testing and inspection, whether prescribed by administrative bodies or not and both regular and casual, as may reasonably be deemed necessary, in the areas of reliability and safety, and for checking good working order, of the systems (technical or otherwise) pertaining to the Premises or the Premises' immovable appurtenances; the said testing and inspections shall be carried out on the Tenant's instructions and at the Tenant's cost;
  - h. maintenance, repair and renewal of items introduced by or on behalf of the Tenant, whether or not this is done under a provisional estimate provided by the Landlord to the Tenant;
  - i. attention to cleaning the Premises and keeping them clean, both internally and externally, including keeping the internal windows, roller shutters, blinds, etc., the removal of any graffiti left inside in the Premises, keeping clean and day-to-day maintenance of toilets which can be accessed only from the Premises.
23. The security personnel or security service at the Building and/or the Common Areas, employed by the Landlord, is authorized to question anyone entering or leaving the Building and/or the Common Areas and/ or the Premises about his/her purpose of a visit in the Building and/or the Common Areas. A tenant shall inform its visitors about the requirement to notify the reception of the Building about the purpose of their visit, while entering the Building and to gain a "visitor badge" from reception. Tenants and their visitors are required to show the identification badges or visitor badges when so requested by the security personnel. Anyone who does not provide suitable evidence of his or her right to be in the Building and/or the Common Areas may be excluded if Tenant cannot verify the identity of such person.

24. Smoking in all Common Areas is strictly forbidden.
25. The Landlord reserves the right to rescind any of these rules and make such other and further reasonable rules and regulations as in its judgment shall from time to time be needful for the operation of the Building. Modified or new rules shall be binding upon each tenant following delivery of written notice of the new or modified rules.