

**RENOVATION/FIT-OUT FORM**

I/We \_\_\_\_\_ The Owner/Tenant of Parcel No. \_\_\_\_\_

Address: \_\_\_\_\_ Office Tel No. : \_\_\_\_\_

\_\_\_\_\_ Hand phone No.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nature of Business at the Parcel: \_\_\_\_\_

Have appointed \_\_\_\_\_ as the

Contractor to carry out the following works on/from (date) \_\_\_\_\_ to (date)

\_\_\_\_\_

**Scope of Work (Please tick (√) on relevant work to be undertaken)****(A) Renovation/Fit-Out**

- (i)  Tiles/Floor/Carpet/etc. (Pre/Post OC)
- (ii)  Glass door (Pre/Post OC)
- (iii)  Light Fittings (Pre/Post OC)
- (iv)  Wiring & Plumbing (Post OC only)
- (v)  Furniture & Fittings (Post OC only)
- (vi)  Hacking of walls/erecting of partition (Post OC)
- (vii)  Painting (Pre/Post OC)
- (viii)  Hoarding Installation (Post OC)
- (ix)  Signage Installation (Post OC only)

**(B) Maintenance Scope**

- (i)  Wiring & Plumbing      (ii)  Air Cond Services      (iii)  Exhaust Services

**(C) Moving In/Out**

- (i)  Shifting Out  
(ii)  Shifting In  
(iii)  Deliver of Goods (e.g furniture/merchandises, etc.)

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For Office Use Only:

**BEFORE COMMENCEMENT WORK OF RENOVATION / FIT-OUT**

Maintenance Department:

Checked by\*: \_\_\_\_\_ Date/time: \_\_\_\_\_

Remarks: _____ _____ _____
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\*To be monitored.

CC: Maintenance Department

**FINAL INSPECTION / AFTER COMMENCEMENT WORK OF RENOVATION / FIT-OUT WORK DONE**

Maintenance Department:

Checked by\*: \_\_\_\_\_ Date/time: \_\_\_\_\_

Remarks: _____ _____ _____ _____
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\*To be monitored.

CC: Maintenance Department

**Rules**

All contractor personnel must report to the security check point.

All workers must wear identification pass while in the compound of the Building and a penalty of RM20.00 per piece will be imposed for any missing passes.

The security guards reserve the right to deny entry to the premises of the Building if any of the workers/contractors are found in breach of any rules and regulations set by the Management Corporation (MC).

**Consent:**

I/We hereby deposit a sum of RM1,500.00 being the renovation deposit and **non-refundable** RM200.00 for administration processing fee for each Parcel by cheque no. : \_\_\_\_\_

Bank : \_\_\_\_\_ for the duration of the renovation/fit-out works to Grand Merdeka Development Sdn Bhd. (Management Corporation).

I/We understand that the renovation deposit is refundable, less any sum (if any), of which shall be determined by the MC for repairing any damages to the Common Property and facilities and removing any renovation debris and rubbish which have not been cleared by my/our contractor.

I/We further agree that my/our contractor and his employees will observe the regulation and terms in the Fit-Out Manual attached herewith failing which the MC may exercise their discretion to disallow my/our contractor to continue with the renovation works and/or them entering the Building.

Owner/Tenant shall be responsible for the conduct of their appointed contractor(s).

Owner/Tenant shall fully responsible for any damages/injuries caused by their renovation/contractor(s).

Owner/Tenant shall installed full height hoardings with graphic banners are to be installed within 3 days after taking over the parcel for renovation work/fit-out to commence. In the event of any failure to install such banners, the MC will install necessary hoardings and graphic banners, and charges shall be borne by owners/tenants. **(Please refer to House Rules page no. 45 clause 5.1(a))** *(Applicable to Renovation/Fit-Out work upon receiving of Occupancy Certificate (OC).)*

Owner/Tenant shall commence the permitted business in the Parcel on or before the expiration of the Fit-Out Period stipulated in Section 11 of the First Schedule ("Fit-Out Period") failing which the Purchaser shall pay to the Developer, Manager or Management Corporation, as the case may be, on demand, liquidated damages at the rate of RM300.00 per day ("Liquidated Damages") in respect of each day that the Purchaser has not commenced the permitted business. The Fit-Out Period granted will depend on the size of the parcel. **(Please refer to Sale and Purchase Agreement "MUTUAL COVENANTS clause no 4.3(a))**

Acknowledgement receipt for the above-mentioned sum

\_\_\_\_\_  
Signature of Owner/Tenant

Name :

Date :

\_\_\_\_\_  
MANAGEMENT CORPORATION

Name :

Designation :

Date:

Company Stamp:

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**APPROVED / NOT APPROVED BY:**

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**CHEW FEI SEAN**

**General Manager**

Grand Merdeka Development Sdn. Bhd. (Management Corporation)

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**FOR OFFICE USE ONLY:**

Customer Service Department:

- Collection and Refund of Deposit & Fit-Out Manual Fee :Receipt issued #: \_\_\_\_\_
- Attached layout plan ( \_\_pages) : Collected by: \_\_\_\_\_
- Approved DBKK plan( \_\_pages): Collected by: \_\_\_\_\_
- Nature of Business: \_\_\_\_\_
- Contractor document: Trading License  (please tick (v) in the box)
- Refund of Deposit by: \_\_\_\_\_ Date: \_\_\_\_\_

C.C: Finance & Account Department

Checked By: \_\_\_\_\_

Date/Time of collection checked : \_\_\_\_\_