

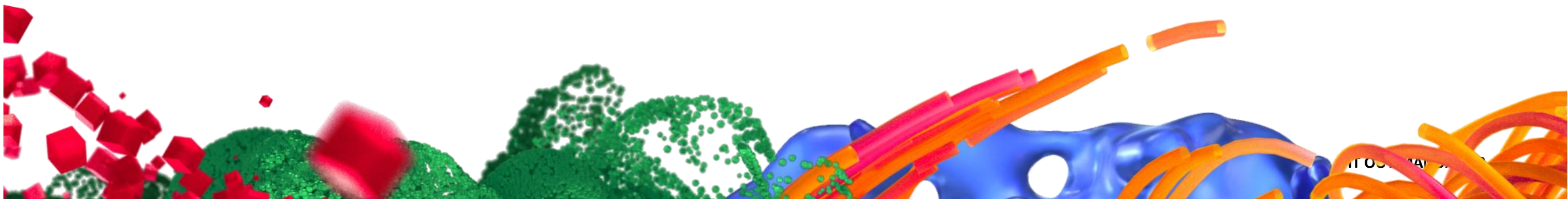


ASSET & PROPERTY MANAGEMENT

Fit-out Manual

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1. INTRODUCTION

The primary objective of this FIT-OUT Manual is to enable tenants and other stakeholders to better understand the process and procedures involved to achieve an efficient and optimum workplace environment compliance with JAFZA standards and requirements.

It explains the procedures that must be followed throughout the various stages of FIT-OUT works (i.e., project planning, submissions, approvals, execution, handover, and acceptance of the works).

2. DEFINITIONS

Landlord

DP World UAE and JAFZA (Jebel Ali Free Zone Authority)

Tenant

An individual or Entity who has entered into a Lease Agreement for space within the Landlord's development.

Building Maintenance Contractor (BMC)

The facilities management company appointed by the Landlord to provide facilities and maintenance services at Jafza Premises.

TRAKHEES Environmental Health & Safety & CED

The designated authority in the Jebel Ali Free Zone (JAFZA).

Building / Modification Permits

Permit issued by Civil Engineering Department of TRAKHEES and Dubai Civil Defense.

FIT-OUT Consultant and Designer.

The consultant(s) include registered and approved architects, engineering & interior design consultants appointed by the tenant to provide the design, submissions, and supervision services.

FIT-OUT Contractor

The contractor(s) appointed by the tenant to execute the FIT-OUT work.

Permit to Work (PTW)

Written authorization issued by the BMC to the Tenant, Fit-Out Consultant and Contractors to carry out any activities on site.

Access Passes

Access passes are permits or credentials that allow the holder to enter a specific facility.

Material In / Out

Tracking of materials entering and leaving the facility through gate pass forms.

FIT-OUT Work

Involves preparing interior spaces for occupancy and use in compliance with JAFZA rules and regulations.

Minor FIT-OUT Work

FIT-OUT modification with Low height wall partitions and minor modifications of floors, MEP services and civil works.

Major FIT-OUT Work

FIT-OUT modification with full height wall partitions along with major modifications of civil and MEP services. (Authority approvals required from DCD and TRAKHEES, DEWA for all facilities).

3. FIT-OUT WORKS PROCESS

3.1 Provision of As-built drawing & FIT-OUT manual

The tenant and / or third-party consultants and contractors shall provide the signed Lease Agreement and JAFZA trade license to release the as-built drawings

For an overview of the FIT-OUT Process, please refer to Annexure 1 at the end of the document **(Ref. DPW-UAE-P&Z-APM-PRC-030)**

4. BUILDING DESIGN INFORMATION

4.1 Applicable For Office Buildings

REF.	DESCRIPTION	LANDLORD PROVISIONS	TENANT SCOPE OF WORK
1	Semi-Fitted Office space	Basic Infrastructure (Flooring, Ceiling, MEP systems)	Tenant can design and customize the interior layout and finishes according to their specific needs.
2	Office Signboard	Standard Frame	Name Plate (in compliance with the building signage guideline)
3	Power Supply	Floor Trunking, Floor boxes and power sockets are provided	Any modification in the existing power system.
4	Lighting	Ceiling mounted Lights & Switches are provided	Any modification in the existing Lighting system.
5	Emergency Lighting System	In most cases, Emergency lights provided as per existing office space.	Tenant to incorporate the existing emergency lighting system on designing the new office layout. Additional units, if required, shall be installed to ensure compliance with the NFPA and Dubai Civil Defense.
6	Air Conditioning & Ventilation	Fan Coil Unit & Ducting works are provided	Additional AC units are per the new fit out layout.
8	Fire Protection System	Fire Sprinklers & Smoke Detectors are provided	Any modification in the existing Fire Protection system in compliance with the NFPA and Dubai Civil Defense. Supply and Installation of portable fire extinguishers / blankets as per DCD requirements.
7	Telecom – Telephone, Data and TV	Fiber Optics cables provided up to the Optical Network Unit (ONU) with terminal points	Any modification in the existing Telecom System. The tenant shall establish an agreement with any of the regulated service providers: Etisalat or Du
9	Water Supply	Water Connections are restricted inside the offices	NA
10	Drainage Provision	Drainage connections are restricted inside the offices	NA
11	Security Systems	Limited to Common areas	Any standalone security system installation within the leased facility must be done after obtaining approval from JAFZA Security & TRAKHEES.

42 Applicable For Retails and Food Outlets

REF.	DESCRIPTION	LANDLORD PROVISIONS	TENANT SCOPE OF WORK
1	Shell & Core Space	Basic Structural Elements with unfinished interiors	Tenant can design and customize the interior layout and finishes according to their specific needs.
2	Shop front	NA	Tenant must obtain prior written approval from JAFZA for the design and installation of Shop front.
3	Electricity (Power Supply from utility service provider)	Power supply provided up to the Main unit DB.	Any power distribution beyond the Main DB. Energy meter must be acquired from DEWA. All utility bills shall be borne by the Tenant (unless otherwise specified in the lease agreement)
4	Water Supply	Water Supply provided up to the unit with an isolation valve.	Any water distribution beyond the isolation valve. Water meter must be acquired from DEWA. All utility bills shall be borne by the Tenant. (unless otherwise specified in the lease agreement)
5	Drainage Provision	Line provision to collection Pit	Connection to the main drainage provision. Installation and Maintenance of Grease Traps / Oil Separators. Collection of Oil / Grease. Collection of Sewage for sump pit.
6	Air Conditioning & Ventilation	Chilled Water Connection and ventilation provision (in some locations)	Additional AC units are per the new fit out layout.
7	Fire Protection System	Fire Sprinklers (in some locations) & Smoke Detectors are provided	Any modification in the existing Fire Protection system in compliance with the NFPA and Dubai Civil Defense. Supply and Installation of portable fire extinguishers / blankets as per DCD requirements.
8	Telecom – Telephone, Data and TV	Fiber Optics cables provided up to the Optical Network Unit (ONU)	Any fiber optic distribution beyond the ONU. The tenant shall establish an agreement with any of the regulated service providers: Etisalat or Du
9	LPG Supply	Main piping, valves, gas meter, and gas leak detection device.	Any distribution beyond the valve. Interfacing with fire alarm system. Gas metering shall be acquired from gas supplier and monthly bill on gas usage shall be paid by the Tenant.
10	Security Systems	Limited to Common areas	Any standalone security system installation within the leased facility must be done after obtaining approval from JAFZA Security & TRAKHEES.

43 Applicable For Warehouse

REF.	DESCRIPTION	LANDLORD PROVISIONS	TENANT SCOPE OF WORK
1	Shell & Core Space	Basic Structural Elements with unfinished interiors	Tenant can design and customize the interior layout and finishes according to their specific needs.
2	Shop front	NA	Tenant must obtain prior written approval from JAFZA for the design and installation of Shop front.
3	Electricity (Power Supply from utility service provider)	Power supply provided up to the Main unit DB.	Any power distribution beyond the Main DB. Energy meter must be acquired from DEWA. All utility bills shall be borne by the Tenant (unless otherwise specified in the lease agreement)
4	Water Supply	Water Supply provided up to the unit with an isolation valve.	Any water distribution beyond the isolation valve. Water meter must be acquired from DEWA. All utility bills shall be borne by the Tenant. (unless otherwise specified in the lease agreement)
5	Drainage Provision	Line provision to collection Pit	Connection to the main drainage provision. Installation and Maintenance of Grease Traps / Oil Separators. Collection of Oil / Grease. Collection of Sewage for sump pit.
6	Air Conditioning & Ventilation	NA	Installation of New AC units and Ventilation system.
7	Fire Protection System	Fire Sprinklers (in some locations) & Smoke Detectors are provided	Any modification in the existing Fire Protection system in compliance with the NFPA and Dubai Civil Defense. Supply and Installation of portable fire extinguishers / blankets as per DCD requirements.
8	Telecom – Telephone, Data and TV	Fiber Optics cables provided up to the Optical Network Unit (ONU)	Any fiber optic distribution beyond the ONU. The tenant shall establish an agreement with any of the regulated service providers: Etisalat or Du
9	Security Systems	Limited to Common areas	Any standalone security system installation within the leased facility must be done after obtaining approval from JAFZA Security & TRAKHEES.

5. DESIGN CRITERIA FOR FIT OUT

5.1 General Design Criteria

The FIT-OUT consultants / Contractors shall refer to the relevant applicable regulations to design the fit-out space which include but not limited to the following:

- TRAKHEES Rules and Regulations.
- UAE fire and life safety code of practice (Dubai Civil Defense)
- DEWA circulars.
- ASHRAE regulations
- Electrical wiring regulation from Regulation and Supervision Bureau.

For food outlets only (Reference to TRAKHEES and Dubai Municipality):

- Regulation FS-4.0: Standards and Regulations for Food Establishments section 4.2
- Regulation DD 33 & 49
- DM: Technical Guideline Number 38 (Health and safety in kitchens and food preparation areas)

Builders Work Limitation

Changes to the integrated building structure are not permitted. This includes but not be limited to:

- Coring of holes.
- Creation of openings.
- Modification of any primary shell & core provision or any other services of main building.

Compliance and Interface with Building Management System

Whenever relevant, the MEP installations shall be compatible with the facility central Building Management System (BMS). It is the tenant FIT-OUT contractor's responsibility to coordinate with all relevant building contractors to perform interfacing, final testing and commissioning and to obtain necessary certifications.

Telephone & Data

Fiber Optic Infrastructure will be provided by the landlord in many of the freezone facilities and tenant's appointed contractor must verify the same.

Cabling to any distribution points shall be laid by the tenant fit out contractor as per the standards. UTP Cables shall be LSHF insulated complying with the relevant standards commonly used and acceptable within the locale authority.

Tenants shall apply for voice and data activation from service providers: Etisalat or Du.

Fire Protection

A Fire Sprinkler system is provided in majority of the landlord facilities (except Yellow Sheds, Green Sheds, LIU-7,8,9 & 12).

The FIT-OUT contractor shall seek the expertise of the BMC appointed fire specialist to assess and design the integrated fire protection system in accordance with the relevant standards, and Dubai Civil Defense Rules and Regulations. The cost of this consultation and assessment with the required modification works shall be borne by the FIT-OUT contractor.

Tenant shall not install partitioning or place any object closer to any zone control valve or sprinkler head than the distance permitted by the relevant authority.

Sprinkler heads shall not be used for the purpose of hanging or supporting ceilings, decorations or other materials. Any sprinkler head coated with paint will be replaced at the tenant's cost.

All Fire extinguishers (CO2, dry powder etc.) must be supplied and installed by the tenant at the tenant's cost and as per the statutory requirement of the Dubai Civil Defense.

All Fire Protection assets modified or installed by the Fit-Out contractor must be maintained by the tenant in accordance with the Dubai Civil Defense Rules and Regulations.

All Fire Protection installations and layouts shall be in accordance with NFPA and Dubai Civil Defense Rules and Regulations.

Fire Alarm

All Landlord Facilities are equipped with a Fire detection system.

The FIT-OUT contractor shall seek the expertise of the BMC appointed fire specialist to assess and design the integrated fire alarm and detection system in accordance with the relevant standards, and Dubai Civil Defense Rules and Regulations. The cost of this consultation and assessment with the required modification works shall be borne by the FIT-OUT contractor.

The integrated fire alarm and detection system shall include but is not limited to Addressable manual stations, Addressable smoke / heat detector with base, alarm indicating appliances, interface with public address system, wiring, termination and all other necessary material for a complete operating system.

All additional components shall be of the same make as the base-built installations. The FIT-OUT contractor shall obtain system integrators certification for any addition/ deletion of system components from the loops.

All Fire Alarm and Detection assets modified or installed by the Fit-Out contractor must be maintained by the tenant in accordance with the Dubai Civil Defense Rules and Regulations.

All additional fire alarm & detection devices must be connected to a secondary Fire Alarm Control Panel located within the leased space and interfaced with the Primary building Control Panel.

All Fire Alarm and Detection installations and layouts shall be in accordance with NFPA and Dubai Civil Defense Rules and Regulations.

Walls

The office spaces are bound by corridor glass, veneer partitions or gypsum partition which demarcate the common area from the leased office space and gypsum board partitions which divide adjacent lease office areas.

Signage, advertisements, stickers, or any media are not allowed anywhere on the corridor partition, or the building elevation.

The existing blinds (if available) shall be preserved and incorporated with the proposed office layout. There shall be no case that these blinds be removed and replaced or substituted by a different make or design by the tenant.

All partitions terminating on any of the office boundaries shall be made only on the same material segment of the corridor wall, the side gypsum board walls, and the mullion of the building facade.

These partitions shall be supported properly from the floor and the slab soffit only. Direct fixations on the boundary walls are prohibited.

No partitions shall abut to any of the glass segment of the corridor wall and the building facade.

Ceiling

Many of the office spaces are fitted with a standard 60 x 60 cm perforated metal tile laid on ceilings. The tenant and/or the FIT-OUT designer are encouraged to incorporate the existing ceiling in the proposed office space interior design.

Any modification in the false ceiling design shall not infringe the requirements of the Fire Safety design.

Where the ceiling design is of fixed type, access hatches shall be provided by the FIT-OUT contractor on locations of equipment, valves, and switches within the ceiling void. These provisions are necessary for the safety and accessibility of the personnel carrying out maintenance works.

Details of all terminations on the office boundary shall be clearly indicated on the submitted drawings by the tenant FIT-OUT contractor for review and approval of the BMC.

Doors

The main office door is the only passage to and for the tenanted office space and common areas. This door shall be free of any signage, ads, stickers, or media.

52 Office Space Design Criteria.

Architectural

Floors

The floor of the leased office area is provided with Screed that can readily accept any type of finishing in accordance with the office interior design.

However, care shall be taken in choosing the floor finish material to ensure a proper acceptable termination between the office space and the corridor area.

The finished floor level shall have a minimum clearance of 6mm below the main access door. This shall prevent unwanted rubbing of the door panel on the floor that shall cause its demise.

During the fit-out work, the contractor is advised to take extra precautions to avoid damage to the main office door.

Electrical

Electrical floor boxes have been sufficiently provided in many of the office spaces. Thus, Installation of additional electrical floor boxes on the floor Trunkings is not permitted unless base built floor boxes are not available.

The FIT-OUT Consultant / Contractor shall incorporate any changes in the design of their office layout. It shall be relocated within the limits of the floor Trunking grids to fit the layout of workstations and other furniture requiring data and electrical power.

All wiring and accessories shall be selected and installed to suit individual locations and complying with DEWA regulations.

The Trunking, cable tray and conduit for wiring / cable installation shall be carried in neatly and orderly manner with purpose made accessories, inspection bends and junction boxes.

All Lights shall be operated through sensors. Where a manual light switch is required, it shall still be connected to a sensor and the manual switch shall be working as an override.

Switches and sockets shall generally be fixed in accordance with the mounting heights and measured in relevant standards.

All light fittings (preferably LED) within the office spaces shall be selected with high efficiency and energy-saving ratings.

Recommended lighting intensity shall be as per CIBSE Standards and Energy rating star.

The total electrical load of each office space shall not exceed the allowable limit. Electrical load schedule shall be submitted for evaluation and approval of the BMC.

Air Conditioning and Ventilation

The Landlord provides sufficient chilled water flow supplying the air conditioning system for tenant's units through Landlord supplied Fan coil units and ducts in majority of the facilities.

No modification shall be permitted on the existing main duct, Fan coil unit, and chilled water piping. All the duct works should comply with DW-144 / SMACNA standards. Sufficient volume control dampers shall be provided in the duct work to facilitate air balancing.

In the case of any relocation or modification in the air conditioning system, the maintenance of related assets will be under the Tenant responsibility.

The landlord provides sufficient fresh air flow to the leased space and no modifications are permitted to the existing ventilation unless approved by the landlord.

Plumbing

Plumbing installations / wet areas are not permitted within the office space.

53 Retails and Food outlets design criteria

Shop-Fronts Design Criteria

Each tenant should enhance stimulating visual merchandizing and window display to provide merchandise presentation of the highest possible standard to maximize the outlet's own "attracting power" and the JAFZA retails overall visual excitement and aesthetics. Shop designs failing to demonstrate prior thought for merchandising display may not be approved.

Shop fronts should be a powerful combination of transparency and spaciousness in design, branding and lighting with high quality craftsmanship.

It is required that appropriate attention to shop front detail be interrelated with the design of each shop interior and that a professional architect is required to be appointed by the Tenant at the Tenants cost, to design and prepare all signage, design material, specifications for submission and landlord approval.

Architectural

Floors

The tenant is required to finish the shop flooring material flush with the common area flooring or external paving with appropriate threshold.

Walls

Landlord walls in the demised premise upon handover are un-finished concrete to a height shown on drawings.

All walls are non-load bearing and as such wall mounted display units are not permitted without suitable structural support, to be installed at the tenant's expense for each specific requirement.

Ceilings

The tenant shall be responsible for the design and installation of any ceiling system inside the retails & Food Outlets space.

The false ceiling design within the retails and Food outlets space will not infringe the requirements of the Fire Safety design.

All ceiling installations shall be properly supported by a sturdy frame and suspended by hangers from fixations on the slab soffit. The suspension system shall in no case take support from ducting, piping, cable trays, and any other equipment installed within the ceiling void area that is not intended for these uses.

Where the ceiling design is of fixed type, access hatches shall be provided by the FIT-OUT contractor on locations of equipment, valves, and switches within the ceiling void. These provisions are necessary for safety and accessibility of the maintenance personnel.

Structural

All interior shop front work, including sliding door tracks shall be self – supported at their head sections by a structural – steel framework, securely attached and braced to the building structure after obtaining approval from Landlord.

The tenant shall carry out incidental structural work and support systems required for correct installation of partitions, shelving, shop front fixtures, signage, and mechanical equipment.

All attachments to the Landlord's building structure shall be approved by the Landlord. Special care shall be taken to avoid damage to the strands and reinforcement of the floor slab and beam.

Electrical

A dedicated distribution board featuring all breakers is available within the retail

and Food Outlets. Any electrical installations after the distribution board shall be designed and installed by the fit-out contractor and the cost shall be borne by the tenant.

For kitchens and food court outlets, any additional wiring shall be concealed in the wall or running inside GI conduits away from water sources and gas installations. Moreover, the use of extension cords is not permitted within these areas.

For kitchens and food outlets, all plugs, sockets, and isolators shall be located away from water taps and gas installations.

Fit out contractor shall consider a requirement of IP rating 55/67 on these areas.

All electrical materials including manufacturer, make, model and specifications shall be submitted for approval prior to installation.

All electrical works shall comply with the relevant Dubai Electric and Water Authority, Dubai Civil Defense, TRAKHEES, & EHS Codes and Standards and shall be designed to the approval of the Landlord.

Shop front lighting situated within ceilings over the front entry and show window shall utilize compact fluorescent or low voltage light fixtures preferably LED for low electrical consumption to a level of 1000 lux at floor level.

Tenants shall apply through Dubai Electric and Water Authority (DEWA) for the energy supply and metering on the food outlet and retail space. The cost of consumption therein shall be borne out by the tenant.

Air Conditioning & Ventilation

The Landlord provides sufficient chilled water flow supplying the air conditioning system for tenant's units through Landlord supplied Fan coil units and ducts in majority of the facilities.

No modification shall be permitted on the existing main duct, Fan coil unit, and chilled water piping. All the duct works should comply with DW-144 / SMACNA standards. Sufficient volume control dampers shall be provided in the duct work to facilitate air balancing.

In the case of any relocation or modification in the air conditioning system, the maintenance of related assets will be under the Tenant responsibility.

The landlord provides sufficient fresh air flow to the leased space and no modifications are permitted to the existing ventilation unless approved by the landlord.

The kitchen & Preparation area must be separated with the fire rated dry wall/block wall up to the soffit bay.

Any penetration on the separation wall must be sealed properly with fire sealant. Leak test must be conducted for kitchen extract duct and hood connection. Ventilations system design and Installation must Comply with DCD rules and regulations, NFPA 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations), NFPA Bulletin 91, ANSI NSF Standard 2 and SMACNA's Kitchen Ventilation Systems & Food Service Equipment Guidelines...etc.

For kitchen and food court outlets, extract hood shall be provided with wet chemical suppression system. Additional sprinklers to be installed as per NFPA and local statutory rules & regulations.

Plumbing

All Plumbing installations must comply with the international plumbing code and local authorities' regulations.

Grease Traps / Oil Separators are mandatory for all food outlets.

The tenant must ensure that all grease traps and oil separators are cleaned and maintained according to Dubai Municipality rules and regulations.

Tenants shall apply through Dubai Electric and Water Authority (DEWA) for the water supply and metering on the food outlet and retail space. The cost of consumption therein shall be borne out by the tenant.

LPG Supply

All Gas supply installation must be carried out by certified contractors and in compliance with DCD Rules and Regulations.

Safety shutoff valves must be installed by the Tenant for all Food outlets.

Gas Cylinders are prohibited in JAFZA, and violators' license will be suspended in case of any breach.

Tenants shall apply through the gas supply service provider for the gas supply and metering on the food outlet and retail space. The cost of consumption therein shall be borne out by the tenant.

54 Warehouses design criteria.

Shop-Fronts Design Criteria

Shop fronts should be a powerful combination of transparency and spaciousness in design, branding and lighting with high quality craftsmanship.

It is required that appropriate attention to shop front detail be interrelated with the design of each shop interior and that a professional architect is required to be appointed by the Tenant at the Tenants cost, to design and prepare all signage, design material, specifications for submission and landlord approval.

Architectural

Floors

The floor of the leased warehouse area is provided with Screed that can readily accept any type of finishing in accordance with the warehouse interior design.

Walls

Landlord walls in the demised premise upon handover are un- finished concrete to a height shown on drawings.

All walls are non-load bearing and any wall mounting concept is not permitted without suitable structural support, to be installed at the tenant's expense for each specific requirement.

Ceilings

The tenant shall be responsible for the design and installation of any ceiling system inside the warehouse space.

Shutter Doors

All warehouses are equipped with Shutter Doors. No modifications are permitted to the existing doors.

Structural

All attachments to the Landlord's building structure shall be approved by the Landlord. Special care shall be taken to avoid damage to the strands and reinforcement of the floor slab and beam.

Electrical

A dedicated distribution board featuring all breakers is available within the warehouses. Any electrical installations after the distribution board on the tenant's premises shall be designed and installed by the fit-out contractor and the cost shall be borne by the tenant.

All electrical materials including manufacturer, make, model and specifications shall be submitted for approval prior to installation.

All electrical works shall comply with the relevant Dubai Electric and Water Authority, Dubai Civil Defense, TRAKHEES, & EHS Codes and Standards and shall be designed to the approval of the Landlord.

Tenants shall apply through Dubai Electric and Water Authority (DEWA) for the energy supply and metering on the food outlet and retail space. The cost of consumption therein shall be borne out by the tenant.

Air Conditioning & Ventilation

Tenants are required to install additional DX units & Ventilation system as per the requirements.

Plumbing

All Plumbing installations must comply with the international plumbing code and local authorities' regulations.

Grease Traps / Oil Separators are mandatory for warehouses (if applicable)

Tenants shall apply through Dubai Electric and Water Authority (DEWA) for the water supply and metering on warehouse space. The cost of consumption therein shall be borne out by the tenant.

6. FIT-OUT NOC

The Tenant's FIT-OUT consultant/contractor shall submit the complete set of proposed and existing drawings with all relevant supporting documentation to the BMC for initial review and initial approval.

The standard time for the first review of the FIT-OUT proposal by the BMC representative is 2 working days.

Upon approval, the BMC representative will direct the contractor to apply for the NOC directly through the Dubai Trade Portal as below given instructions:

Steps to Apply:

Tenant to log in to ["www.dubaitrade.ae"](http://www.dubaitrade.ae) using their user ID and Password given by the authority (Tenant may create a user credential if they wish to allow the contractor / consultant to apply in their behalf)

- ✓ Click on the Asset and property management.
- ✓ Select "JAFZA Lease APM NOC".
- ✓ Select the service " Modification NOC - Jafza Warehouses" or "Modification NOC - Jafza Offices & Retail Units"
- ✓ Create a new request.

Mandatory Documents to be uploaded:

- ✓ Lease Drawing (Jafza)
- ✓ Existing Layout Drawings (Floor Plan, MEP)
- ✓ Proposed Layout Drawings (Floor Plan, Elevation, Cross Section and MEP)

Once the NOC is issued, tenant / consultant / contractor, will receive an email confirmation of the NOC issuance, where a password protection will be shared with the applicant to open the file from the portal and download the approved drawings.

The NOC Process Time is 3 Working Days.

Neither the BMC nor the Landlord shall be held accountable for any delay in the Fit-out Progress.

The contractor must submit a copy of the issued NOC to the BMC representative to obtain the Fit out permit to work.

7. REINSTATEMENT

General

Reinstatement is defined as returning the leased premises to the original condition prior to the time of occupancy.

Reinstatement of the leased premises at expiry of the lease agreement must be accomplished as per the terms of the lease agreement. Full reinstatement is required unless otherwise specifically agreed with the Landlord.

It's recommended for all reinstatement works to be conducted through the BMC. After thorough site assessment, the cost, scope, and timeline of the reinstatements shall be provided known to the landlord.

When an agreement is reached between landlord and tenant on the conditions of the said reinstatement, the landlord shall issue a written order to the BMC to commence the reinstatement works. The tenant shall bear all the reinstatement cost.

The original/existing materials and equipment removed by the tenant at the Fit-out phase shall be kept and stored in a safe and appropriate location by the tenant, the BMC shall carefully assess and inspect the conditions of such items for possible usage on the reinstatement works.

The landlord has the right to reinstate the facility or keep as is, however in all cases the cost of the reinstatement as defined will be paid by the tenant at the same phase.

Final Inspections

Once the reinstatement works of the terminated space have been completed, the Tenant shall arrange necessary inspections with the BMC to confirm that all conditions of the reinstatement have been carried out satisfactorily.

After confirmation, the BMC shall issue a formal written correspondence to document the findings and recommendations. Accordingly, a re-instatement clearance letter will be provided to the Tenant.

8. PERMIT TO WORK FOR FIT-OUT

8.1 Minor Fit-out

Step 1: Contractor must submit the required documents as per the minor FIT-OUT checklist to BMC – (Ref.:DPW.UAE.PZ.APM.CL.002.V1)

Step 2: BMC to review and approve the submittal.

Step 3: Contractor to submit the PTW request to BMC.

Step 5: Contractor to receive the safety induction

Step 6: Contractor required to submit permit request for all materials IN – OUT to BMC at least 1 working day in advance.

Step 7: Upon completion of work, the contractor must submit the permit closure request.

8.2 Major Fit-out

Step 1: Contractor must submit required documents as per major FIT-OUT checklist to BMC – (Ref.:DPW.UAE.PZ.APM.CL.001.V1)

Step 2: BMC to review and approve the submittal and stamp all drawings as reviewed.

Step 3: Contractor to apply for authority approvals (JAFZA NOC, DCD initial approval and TRAKHEES EHS and CED modification permit).

Step 4: Upon reception of authority approval, Contractor to submit the PTW request to BMC.

Step 5: FMC to review and approve the permit to contractor.

Step 6: Contractor required to submit permit request for all materials IN – OUT to FMC at least 1 working day in advance.

Step 7: Upon completion of work, the contractor must submit the permit closure request.

9. HSE AND SECURITY PROCESS

Health, Safety and Environment

Safety in the FIT-OUT work areas shall be the obligation and responsibility of the FIT-OUT contractor. The FIT-OUT contractor must ensure that the safety rules (as set in JAFZA's Site Rules document and risk assessments approved by the BMC) are strictly followed.

All tenants' consultants and contractors' staff shall be obliged to attend a Health & Safety Induction session conducted by the BMC.

Requests for staff induction shall be issued by email to the BMC representative at least two (02) working days prior to the site visit.

It is recorded no more than 15 – 20 persons can be accommodated by the BMC for tenant contractor staff induction at any one time.

The FIT-OUT Contractor shall be obliged to cooperate and coordinate with the BMC representative and Security in case of an emergency. The FIT-OUT Contractor shall provide his workers with proper uniforms, PPE equipment including safety helmets and safety shoes and must ensure that they are always worn during the FIT-OUT Works. And contractor employees should wear proper uniform/Safety jackets. Loose dress (Traditional clothing's) is not allowed inside the building.

The FIT-OUT contractor shall take all the fire safety precautions and must ensure that no fire hazard is present in the FIT-OUT work area and shall ensure the above provisions are complied with by all his staff, his subcontractors and their staff. Hot works PTW shall be issued by the BMC representative according to the approved risk assessments.

The risk assessments shall be provided by the Tenants' Contractors as per the approved format provided by the BMC. The contractor/consultant/ designer is free to use its own format to issue and submit method statements, as long as the method statements are detailed enough to understand how each activity is carried out and are acceptable to BMC.

In case of any high critical activities like hot work, confined space work, FLS impairment, then a separate work specific MSRA and detailed plan must be shared to BMC HSE officer for review and approval.

Security Contact Details

The JAFZA development has 24 hours a day security located in the security control Rooms within different locations in the free zone.

All visitors, Tenants' appointed Consultants and Contractors' personnel shall obtain an access permit from the BMC to access JAFZA Premises.

Recipients of permit are only permitted to be in areas or space nominated and approved on their respective passes. Working in or visiting areas that are not approved is prohibited.

Each FIT-OUT contractor is responsible for the management and control of his respective work area and as minimum requirements the following procedure must be adopted:

Site Entry – All personnel involved in the FIT-OUT works will show their passes to the security guards and log in the security logbook at their nominated entry point to the JAFZA development where they work and proceed to their designated work areas. On arrival at their designated work area, they shall make an entry in the workplace attendance register maintained by the FIT-OUT contractor.

Site Exit – All personnel shall sign out from their workplace attendance register and proceed directly to their nominated exit point of the JAFZA development.

Delivery of Materials

To facilitate appropriate logistic management for the delivery of materials, the FIT-OUT contractor shall submit to the BMC through the APM Helpdesk (Appendix-1 – Material Gate Pass – Ref.:DPW.UAE.PZ.APM.FRM.002.V1), a detailed schedule of tools and material deliveries to cover the duration of their respective FIT-OUT program.

The Time for issuing Material Gate Pass is 2 working days.

Storage of Materials

For FIT-OUT works, there are no on-site storage facilities internally or externally other than in the respective tenants FIT-OUT area. FIT-OUT contractors shall therefore plan the delivery of tools and materials on an as required basis.

Tools and materials stored in the FIT-OUT work areas should be stored in an organized and safe manner, to eliminate the risk of fire, falling materials, trip hazards and blockage of passageways. Lack of housekeeping and unsafe storage may result in the application of penalties and cancellation of Fit-out NOC.

Packing materials such as paper, foams and plastics, should be removed from the work area and the building as a matter of urgency, again to eliminate the risk of fire.

The FIT-OUT contractor shall ensure that no electrical or hot works are carried out in the vicinity of any stored materials of a potentially flammable substance or nature. Included in this category are paints, chemicals and cleaning materials. The FIT-OUT contractor shall record and store separately all materials that have a potential to cause any possible hazard to health. These materials normally carry a safety warning of possible health hazard, particularly the warning of being of a toxic nature. MSDS shall be available at the storage spot.

Any approved electrical or hot works can only be carried out by competent persons and against a permit of work duly signed by the BMC and the FIT-OUT contractor's authorized representative.

Drugs and Alcohol Policy

The landlord operates a zero tolerance Drugs and Alcohol policy in accordance with the Laws of JAFZA and Dubai.

Any person found to be under the influence of Drugs or Alcohol shall be escorted from the area. Their security pass will be cancelled, and they shall not be able to return to the site at any time or make any future application for an application for a security pass to enter the buildings.

It is the responsibility of the FIT-OUT contractor to ensure that all their personnels are fit for work.

Smoking Policy

JAFZA development environs are designated as a non-smoking facility in all respects. This is applicable to all areas including tenant's areas during the FIT-OUT works.

Waste Disposal

To enable efficient and controlled management of waste disposal, the FIT-OUT contractor shall order dedicated waste skip(s) from the landlord nominated Waste Management Service Provider, at its expense. All waste generated by the FIT-OUT Contractor shall be removed from the tenant areas and brought to the skips by the FIT-OUT contractor. Contractors are not allowed to use any other skip than their own to dispose of their waste.

To minimize the amount of waste generated from the FIT-OUT works, the FIT-OUT contractor is required to carry out all cutting off site, so that wherever possible all materials that are delivered to site are in their required length or form for installation.

It is a requirement that all personnel handling any type of waste, wear and adopt the appropriate personal protective clothing and equipment supplied by the FIT-OUT contractor at his cost.

Evacuation Procedures

All FIT-OUT contractors shall designate a responsible person to act as a 'fire marshal' in the event of an emergency.

When an alarm is raised all works must cease in an orderly manner and all personnel must use the nearest emergency exit to evacuate and reach the nearest Assembly locations except if a fire marshal instructs them to use another emergency exit path. Evacuating personnel should not carry any tools, bags, equipment or materials during the evacuation process.

Remember people's lives are more valuable than material things.

The FIT-OUT contractor's responsible person or fire marshal should collect the site attendance register if it is safe to do so. Emergency stairs should be used in case of an emergency.

During the evacuation all personnel must adhere to any instruction given to them audibly by representatives of the emergency services or dedicated responsible fire marshals

All personnel should meet at their assigned external 'Assembly Point' to be advised by the BMC representative.

Once at the dedicated assembly point, the FIT-OUT contractor's responsible person or fire marshal should carry out a 'roll call' of the names in the site attendance register for that day. If any person is missing, this should be brought to the attention of a member of the emergency services, or a dedicated official fire marshal, without delay.

Incident management and reporting

Any incidents or accidents shall be immediately reported by the tenant's contractors to Security & FMC representatives and shall comply with Jafza Security Policies & Procedures and Dubai Civil Defense.

Penalties for Breach of Security and Site Safety Rules

Any person(s) or company found deliberately breaching any of the security, safety or site rules or the undertaking of any action, deemed dangerous to cause harm to other persons or the landlord's buildings and environment, shall be subject to one or more of the following penalties or unlimited further action.

- Immediate suspension of security pass(es);
- Removal from site.
- Suspension of work.
- Detailed investigation of incident.
- Reporting to the respective Regulatory Authority.
- Notification to the Police and / or Civil Defense authorities.
- Formal legal action against the person(s) or company.

The FIT-OUT contractor shall be fully responsible for any delays caused to their respective works program.

Damage to Facility

Any damage incurred to the building fabric and / or systems and services of the Tenant area shall be the responsibility (including any rectification costs) of the FIT-OUT contractor.

The FIT-OUT contract shall be responsible for the protection of the common area and adjacent areas at which Fit out works are carried out by their personnel. Provision of protective materials as approved by the BMC shall be installed on the walls and floors along the corridor leading to the leased unit starting from the Service lift lobby. The height of the protective covering shall be approx. 1.5 meters.

Any damage to the common areas of the building, in general, shall be assessed by the BMC and levied against the FIT-OUT contractor involved upon investigation and issuance of report of the damage by the BMC.

It's contractors' responsibility to check and verify all landlord supplied MEP assets including but not limited to FCU, lighting CUs etc. prior to commence FIT-OUT activities. Contractor required to conduct a conditional assessment of all

such items and submit report to BMC without fail. BMC to check and verify the report submitted by contractor and rectify if required. After it's a full responsibility of contractor not only during FIT-OUT but also during the DLP period. Any damage or malfunctioning must be rectified at the contractors' cost.

10. GENERAL NOTES

Any damage to the landlord's assets shall be assessed by the BMC and the incurred cost borne from these assessments shall be levied on the tenant.

Any damages found to the landlord assets will have to be rectified by the contractor at the expense of the tenant.

It is important for the FIT-OUT contractor to provide adequate access panels to all landlord assets or any other services requiring future maintenance works and failure to do so shall result in holding the Fit-out completion certificate.

The maintenance of landlord assets is covered under the Building Maintenance Contractor scope, unless relocated or modified by the fit-out contractor.

The tenant shall transfer the 24x7 Hassantuk Panel (DCD Monitoring) ownership at his own cost prior to moving in and cancel the subscription at the time of termination.

The tenant shall maintain the 24x7 Hassantuk Panel & any additional panel added during fit out at his own cost.

All maintenance-related responsibilities will follow the signed lease agreement terms and conditions.

For any maintenance related issues or clarifications, please contact: apm.helpdesk@dpworld.com