

(English Translation)

# **International Trade Building of Taipei World Trade Center**

## **Requirements for Office Renovation, Decoration and Restoration**

Amended on June 24, 2011

## Content

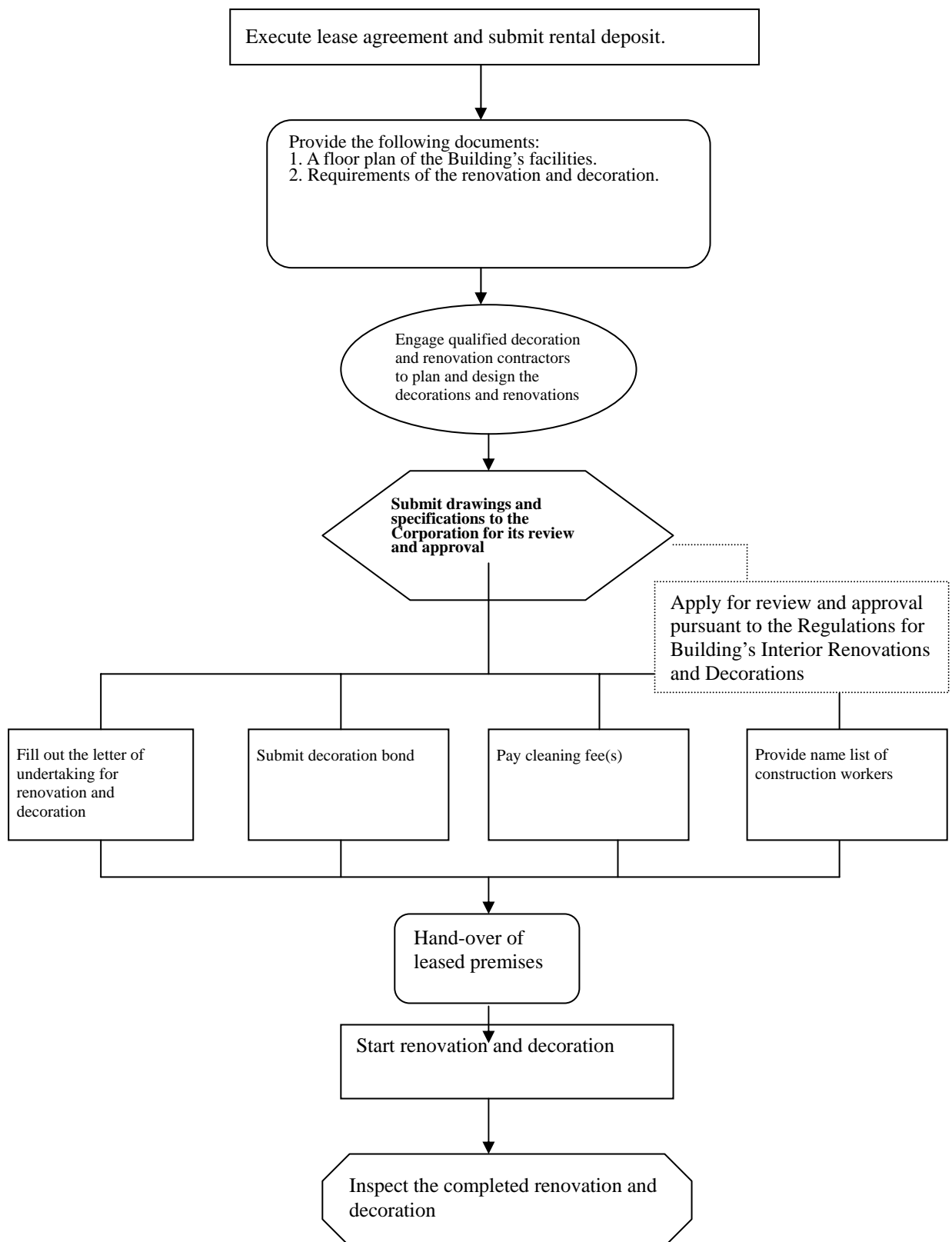
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Approved by President in April 1994  
First amendment approved by President  
Second amendment approved by President  
Third amendment approved by President  
Fourth amendment approved by President on June 24, 2011

## **Chapter I      Legal Basis**

1. The Requirements for Office Renovation, Decoration and Restoration (the “Requirements”) is enacted in accordance with the Building Act, the Fire Services Act, the Regulations for Building’s Interior Renovations and Decorations, Articles 4, 5, and 8 of the lease agreement of the International Trade Building (the “Building”), Chapters 2 through 5 of the Management Regulations of the Building and relevant regulations.
2. Any of renovation and decoration on the premises leased by lessees and its clean-up and restoration shall be conducted in accordance with the Requirements.

## Chapter II Procedure for Renovation and Decoration



### **Chapter III Review of the Drawings and Specifications of Renovations and Decorations**

Whenever conducting any renovations or decorations, lessees shall submit the following drawings and specifications to TWTC International Trade Building Corporation (the “Corporation”) for its review:

1. Plans of renovations and decorations (including horizontal plan, elevation drawing, sectional drawing, materials and sizes).
2. Floor plans of fire-fighting facilities (including the configurations of sprinklers, fire-detectors, emergency broadcasting system speakers, volume switches, and their circuits, additions or alterations)
3. Floor plans of air-conditioning (including exhaust and intake vents, tubes, mechanical units, room thermostats, iced-water plumbing , as well as their additions and alterations)
4. Floor plans of electrical equipment (including sockets, lightings, switches, circuits, routes and their additions and alterations)
5. The drawings and specifications under the preceding items 2, 3 and 4 are waived for offices without partition or partitions with at least a 45 cm gap from the ceiling and which electrical and air-condition systems are not altered.
6. Lessees may not move in material and begin renovation and decoration works before all of the drawings and specifications are reviewed and approved.

### **Chapter IV Requirements of Designs of Renovations and Decorations**

#### **1. Renovation and Decoration Work**

- (1) Please use only fire-resistant materials, such as light-steel gypsum board, silicone carbonate panel, and concrete panel to partition the leased premises.
- (2) Without the Corporation’s consent, it is prohibited to remove or alter any wall of the fire compartments of the Building. In case altering the existing, grade-A, steel and fire-retardant door is required, an application together with relevant drawings and specifications shall be submitted to the Customer Service Department. In addition, lessees shall use grade-A, steel and fire-retardant doors approved by the central authority in accordance with the Building Act.
- (3) Carpets, curtains, fabric screens and advertising boards shall bear approved fire-resistant labels required by relevant fire-prevention codes.
- (4) The standard floor live load of the Building is 300 kilograms per square meter. Please act cooperatively and accordingly. If there exists any stress concentration which exceeds the load limit, please design to redistribute the

load uniformly.

- (5) Please use aluminum alloy horizontal venetian blinds in cream color so that the appearance of the whole building is consistent.
- (6) When installing any low cabinet by windows, please do not cover over the switch panel(s) of the window lifters and keep the height of the low cabinet under 80 centimeters with at least a one-centimeter-width gap between the cabinet and window lifter so as not to impede maintenance and repair on the window lifters in the future.

## 2. Electrical, Low Power & Water-Supply/Drainage Work

- (1) Without the Corporation's prior consent, it is prohibited to remove, alter or cover over the existing electrical facilities. If it is necessary to make any alteration or addition thereto, an application together with drawings and specifications indicating the capacities of relevant facilities shall be submitted to the Customer Service Department of the Corporation for review and approval.
- (2) Independent circuits of electricity supply shall be installed for photocopiers, microwave ovens, computers and other equipment using ample power.
- (3) If it is necessary to alter or add any lighting to the existing lighting of the Building, for those which are within 2 meters from windows, in addition to maintaining the altered or added lighting in the same east-to-west orientation as the existing ones, extra hangers or other hardware to secure the lighting is required.
- (4) Please install the emergency evacuation signs and emergency lighting in accordance with the Fire Services Act.
- (5) It is prohibited to apply electrical supply in the public spaces for personal use, and to install air-condition units, neon lights or other equipment to which the Corporation has not given its consent in the leased premises.
- (6) It is prohibited to use oil-immersed or cast resin equipment of high or low-tension transformers without the Corporation's prior consent.
- (7) The gross rated capacity in each rental unit of the Building is 15KVA, with each sub-circuit rated at 1.5KVA. To ensure electrical safety, it is prohibited to overload the circuit or extend wiring beyond one's own unit.
- (8) When installing electrical and low power wires, please always use galvanized and seamless steel tubing (EMT) and 2.0mm-or-bigger solid, 3-wire cable, and install pursuant to the relevant electrical codes. If unqualified wirings and materials are found being used, the Corporation is entitled to request the replacement of a new one or refuse to supply power.

- (9) Please use as much the existing electrical power and floor wire channels of low power circuit as possible and install a connection box at an outlet of a wire channel. Any added sockets must be compatible for 3-pronged plugs. In case the existing floor wire channel is insufficient and drilling through the floor is required to install additional floor channels, please use only galvanized and seamless steel tubing (EMT) and link the additional channels to the existing channels. No more than 7cm can be drill into the floor surface. The added metallic tubing must not exceed 3 cm in inner diameter. Compromising the structural integrity of the floor when installing any additional facilities is prohibited. The premises must be restored to original condition at the termination of lease.
- (10) If the existing power supply in each rental unit is not sufficient, please submit a written application to the Customer Service Department of the Corporation for approval, together with the drawings, specifications and power consumptions of the equipment. After an approval is given by the Customer Service Department, please pay the Corporation the circuit-surcharge for each extra KVA as per Taiwan Power Corporation's standards, the monthly basic fee for extra-capacity as publicized by Taiwan Power Corporation, and the electrical power fee as calculated by the Corporation.
- (11) In case of any need to install Uninterruptible Power Supply (UPS), please use a system that prevents the harmonic wave from dropping below 5% and the water free type of gel batteries without exhausting fumes. Drawings and specifications of the UPS with an indication of its brand, specification and capacity shall be submitted to the Customer Service Department of the Corporation for approval before starting work. If unapproved equipment is found being used or using one which brand, specification and capacity is different from the ones pre-approved, the Corporation is entitled to request for an alteration or refuse to supply power.
- (12) The Building provides each rental unit with power tension of 3-phase, 4-wire rated at 208V and 120V, which should be adopted during the design.
- (13) The low power generator room on each floor of the Building is equipped with the adaption point for receiving cable television signals. If access to cable television programs is necessary, an application shall be filed with the Customer Service Department for approval and a qualified professional contractor shall be engaged to undertake the work.

### 3. Fire-fighting Equipment Work

- (1) Please design and conduct decorations and renovations in accordance with the fire-fighting equipment standards for various sites required by the relevant fire-fighting laws and acquire from the fire fighting competent authority an approval certificate.
- (2) Each individual room must be installed with at least one smoke detector approved by the National Fire Agency, Ministry of the Interior. Such devices must be ionizing or opto-electric types, without limitation in brand, but in the same specifications to the existing ones, and linked to the fire-alarm system of the Building, and have a power-rating of DC 24V and a detachable base.
- (3) Each individual room must have installed a recessed emergency speaker, without limitation in brand, but must be grade-L certified by the National Fire Agency, Ministry of the Interior and include fire-resistant and ignition-proof backing. The specification of the speaker are: size 5-inches or bigger, with impedance at 8 ohm( $\Omega$ ), equipped with a 100V impedance matching transformer and an adjustable output power at 1W, 3W and 6W.
- (4) When relocating the existing or installing additional fire-fighting equipment, emergency broadcasting system, volume switches, emergency power supply and other facilities, only fire-resistant and ignition-proof cables with a rating of 380 Celsius-or-higher can be used and such cable should be 2-wire with a diameter of 1.6mm-or-bigger.
- (5) The horizontal distance between any point in a room and a sprinkler must not exceed 2.3 meters. Each sprinkler shall be 3.25 meters from each other when such sprinklers are squarely laid out, and not to exceed 3.94 meters from each other when diagonally laid out. The distance between a sprinkler and a wall must not be greater than 50% of the above distances. The specification of sprinklers must be equivalent to the existing devices or be made of material approved by the National Fire Agency, Ministry of the Interior, with the temperature set at 68°C to 71°C.
- (6) If it is necessary to seal off the fire sprinklers in computer rooms, mechanical rooms, safety vaults, telegraphic rooms or others, alternative fire-extinguishing equipment must be installed pursuant to the fire-fighting related laws and regulations, and an application must be filed with the Customer Service Department of the Building for approval after receiving an approval from a fire protection engineer.

#### 4. Air-Conditioning Work



- (1) If it is necessary to install additional air conditioner vents, flex ducts thereof must not be longer than 1.5 meters and must be installed at the outlet (secondary) of the existing VAV air-mixer and not at the inlet (primary).
- (2) It is recommended to use as many low height partitions as possible to prevent the restriction of the flow air-conditioning. The Corporation may adjust the room temperature based on thermostat readings. The temperatures will subject to the provisions of Taipei City Government Municipal Guideline on Energy Saving and Carbon Reducing of Industry and Commerce.
- (3) In case any air-conditioning is needed for computer rooms, please specify in writing during the design phase the necessary air-conditioning capacity and apply with the Customer Service Department for use of the 24-hour iced-water system in accordance with the “Criteria for Lessee’s Application for Additional Iced-Water System.”

## **Chapter V Requirements of Renovation and Decoration**

### **1. Requirements of Renovation and Decoration**

- (1) During office hours (08:00~19:00), brush or spray painting, welding or burning, hammering, installation of any cooling-water machines or ceiling structure, carpet-laying or work that produces smoke, odors or noises are prohibited in order to prevent irritating other lessees.
- (2) When welding or burning, a prior notice must be given to the Customer Service Department of the Corporation and two ABC-type powder fire-extinguishers must be prepared on site. Flammable articles must be stored away in order to prevent accidental fires and the triggering of the fire-alarm system.
- (3) When engaging in brush or spray painting, a prior notice must be given to the Customer Service Department of the Corporation so that it may turn on the ventilation system of the Building. In addition to well isolation of smoke and dirt at the site(s), using air exhausted ventilation, sealing up any entry/exit gate and gaps connecting to the next rooms, and choosing environmentally safe material are required (brush or spray painting for 23<sup>rd</sup> floor and above only can be conducted after 22:00pm).
- (4) The company/person who conducts the work should assign on-site supervisors to direct workers’ attention to work safety and assume

liability for compensation in case workers cause any damage to the existing facilities of the Building or other lessees.

- (5) Construction work must be conducted in accordance with the drawings and specifications approved by the Corporation. During work, if any alteration to the design is necessary (including designs regarding partitions, water and electricity, air-conditioning, fire fighting, and other equipment), amended drawings and specifications should be submitted to the Corporation for its approval before starting work.
- (6) The route for carrying in and out any material must be covered with covering material in order to maintain the floors in good condition. In addition, in case the route passes along any carpeted area of a public area, please take measures to maintain cleanliness and protect carpets. Please use wheelbarrows or dollies to carry materials, furniture, etc. to prevent damaging the floor, wall or carpets of the Building.
- (7) The Building's facilities have various functions. Without obtaining a prior consent from the Corporation, removing, relocating or sealing them are prohibited.
- (8) Conducting any construction or storing any material of renovation and decoration in the public spaces (such as hall ways, staircases, tear rooms, rest rooms, etc.) is prohibited.
- (9) The existing sprinklers installed at the Building must be kept exposed and below the ceiling and must not be removed, sealed, bended or enclosed above the ceiling
- (10) Before starting any construction of a fire-fighting system, an application must be filed to the Customer Service Department for approval. During construction, except for modifying the fire-fighting sprinkler systems, the main valve(s) of an area's fire-alarm should not be switched off nor should any valve which may result in such switching-off be installed. The work in connection with the fire fighting systems should not be carried over to the next day and the fire fighting systems should be restored to the normal fire-fighting condition before 11:00 PM on that day.
- (11) When moving or carrying goods, material or waste, please keep the public areas of the Building clean and undamaged, and pay special attention to the existing sprinklers of the ceiling in order to prevent any damages. Any party who is found to have damaged, scraped or soiled

the existing facilities or cause damage to other lessees shall be liable for compensation.

- (12) Lessees in this Building may, for operational or construction needs, apply to the Customer Service Department in writing (specifying its name and purpose and the type and number of cable, etc.) for laying down additional cables in the conduit space of the low power room. Such cables should be laid only after obtaining the Customer Service Department's approval, and must be tagged every 3 meters identifying its user and purpose and secured with nylon zip-ties.
- (13) When laying cables, please keep the conduit spaces of the low power room clean, do not occupy any public area to conduct work or impede any entrance and exit passageway, and always close the door of the conduit space. Upon completion of work, please immediately notify the Customer Service Department to inspect the work and lock such room so as to maintain security.
- (14) Blocking or obstructing any electrical installations or maintenance doors with furniture or decoration articles is prohibited so that regular maintenance is not impeded.
- (15) During renovation and decoration work, lessees shall carefully choose qualified contractors and workers, procure comprehensive construction insurance, fire insurance, theft insurance and third party liability insurance, and be liable for maintenance and compensation in case of any damage or injury to any property or person arising from any improper use or negligence.

## II. Use of Elevators

1. The specifications of the freight elevators of the Building are as follows. Please cooperatively use such elevators to move in and carry materials.
  - a. Floor space within an elevator: 200cmx190cm
  - b. Maximum load: 1,800kgs
  - c. Door size: (W)110cm, (H)210cm
  - d. Interior height: 238cm
2. The operating hours of freight elevator are 07:00~19:00 from Monday to Friday, during which the hours from 07:00~08:00 and 15:00~16:00 are exclusive for disposing garbage. Please use accordingly or apply with the Customer Service Department for use during restricted hours.

3. The elevators in the Building are controlled at night and during weekends and holidays. If it is necessary to use freight elevators after 19:00 or during weekends and holidays, please contact and file an application to the Customer Service Office.
4. Please use freight elevators pursuant to the “Freight Elevator Usage” as posted at the right side of such elevators on the 1st, 2nd and 3rd basement levels.
5. The freight elevators in this Building are in frequent use due to the large number of lessees. Please adjust your usage accordingly, avoid prolonged usage and keep elevators clean.
6. Please use freight elevators to move in and carry materials for renovation or decoration. It is prohibited to use passenger elevators, the lobby or the first basement levels to get in and out. If it is necessary to move in and out bulky items, please contact the Customer Service Department for assistance.

### III. Clearing and Maintenance

1. Waste generated from decoration and renovation must be removed and carried out in bags within one day and may not be placed or stored at the unloading area of the parking lot located on the B3 level or any public spaces in order to maintain cleanliness.
2. During work, please always close doors at the site upon entering or exiting, protect the carpets and walls in any public areas, place used carpets at the doorway so as to minimize the dirt tracked by workers' shoes and maintain the cleanliness of the public areas. Any waste must be removed and moved out of the Building in bags every day. If any dirt or waste is generated due to work, the company/person who conducts the work shall be liable for cleaning, or may pay the Building's cleaning crew to handle the clean-up.
3. Workers must wear proper clothes to work, not be bare-chested, barefooted, or in slippers, shorts, or tank tops. Chewing betel nut or littering inside the Building is prohibited in order to maintain the cleanliness and safety of the Building.
4. Please always close the door of the work site in order to keep the dust and noise within the site and minimize the disturbance to the other lessees. Also, please do not talk or laugh loudly, or improperly lie down or sit down in public areas in order to keep the place quiet.
5. Please do not clean paint brushes or tools nor dispose of paints, cement and others waste arising from work in rest rooms or tea rooms in order to avoid plugging the drainage and polluting the environment.

6. During work, please frequently assign extra staff to keep the public areas and the inside of the freight elevators clean.
7. Smoking at any public areas or the work site is absolutely prohibited pursuant to the “Smoking Prevention Act” promulgated by the Department of Health, Executive Yuan so as to keep these places safe.

#### 4. Entry Control

- (1) The permitted daily working hours of construction work are from 08:00 to 22:00. Workers, upon entry into the Building, shall register at the Guard Post on the first floor and obtain ID tags (one tag per person). If it is necessary to work beyond the permitted hours, relevant information must be prepared and a further consent must be obtained from the Guard Post in advance. Without such consent, the guard may forcibly stop the work in order to ensure the security of the Building. Upon completing daily work and leaving the Building every day, workers shall inform the guards to inspect the work site for safety and return their ID tags to the Guard Post upon leaving.
- (2) Workers shall note that the safety stairs (emergency exit stairs), fire doors and rest rooms are locked during the restricted hours below.
  - a. Restricted hours:
    - (a) Monday ~ Thursday: 07:00pm to 07:00am of next morning.
    - (b) 07:00pm on Friday to 07:00am of the following Monday
    - (c) From 07:00pm of the day immediately preceding a weekend and national holiday through 07:00am of the days immediately following such weekend and national holiday.
  - b. To enhance the overall security of the Building, all fire doors of the safety stairs (emergency exit stairs) on the east and west sides on each floor (except the ground floor) are one-way during the above restricted hours and only exit, not entry, is allowed. Persons entering by mistake must go to the ground floor to exit.
  - c. Rest rooms on all floors are locked during the restricted hours so as to maintain peace and security. If it is necessary to work during the restricted hours, workers shall register at the Guard Post on the first floor and obtain ID tags in order to have such doors opened for use.
- (3) Upon leaving everyday, workers must turn off all electrical sources and appliances, close windows, inspect the site, and make sure it is safe.
- (4) Before starting work, an on-site supervisor or a construction contact person should be assigned and their identity should be given to the Customer Service

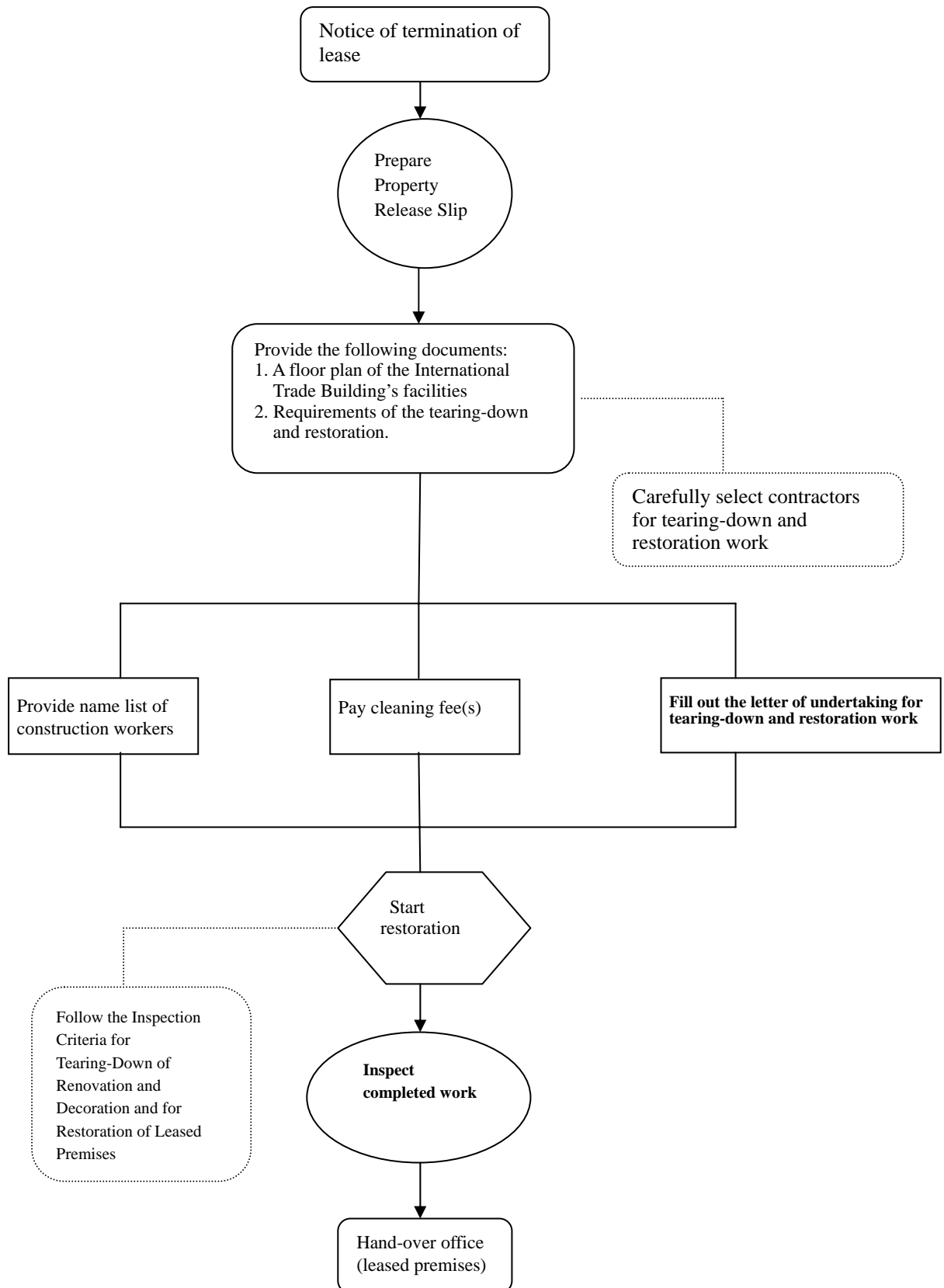
Department for contact and facilitating work progress.

- (5) If it is necessary to extend work hours, the roster of the overtime workers must be provided to the Customer Service Department (indicating their names, phone numbers and a description of the work such overtime staff will perform) so as to facilitate the control of entry and safety during the restricted hours.
- (6) It is prohibited to bring into the Building prohibited items such as gas, flammable material, explosives, oils, etc. in order to maintain safety of the Building. If it is necessary to bring them into the Building, a prior application and explanation must be filed with the Customer Service Department for approval, and relevant precautions must be prepared.
- (7) When moving any goods in and out of the parking lots in the basement floors of the Building, please enter and exit through level B3 and note that the height limit on level B3 is 1.9 meters. If the existing facilities are damaged due to forced entry, lessees should be liable for compensation. Vehicles exceeding the height limit shall first notify the Guard Post on the first floor in order for the guard to make arrangements for them to park at the unloading area at the west gate of the Building.

## **Chapter VI Requirements of Completion of Work**

1. Upon completion of work, the Corporation will assign a specialist to jointly inspect the work with the lessee according to the approved drawings and specifications. During inspection, if the work is found not to comply with the approved drawings and specifications or requirements relating to construction work in the Building, the Corporation will request it to be remedied within a prescribed time limit. The decoration bond will not be refunded until such improvement work is done.
2. During inspection, if any damage to the existing facilities of the Building is found, lessees shall immediately restore it and be liable for compensation if complete restoration is impossible.
3. Upon completion of work, altering part of or the entire renovation and decoration is further necessary, the drawings and specifications related thereto shall be submitted to the Corporation for approval before starting work.

## Chapter VII Procedures for Tearing down of Renovation and Decoration and for Restoration of Leased Premises





## **Chapter VIII Requirements of Restoration Work**

1. The tearing-down and restoration work should be conducted after office hours as much as possible. During the tearing-down and restoration work, please keep the public areas clean, ensure that personnel do not improperly lie down or sit down in the public areas, always keep the door of the work site closed, do not talk or laugh loudly or make any other noises, and minimize the dust so as to keep the place clean and peaceful.
2. Any waste arising from the tearing-down and restoration work must be carried out of the Building in bags and should not be stored in public areas.
3. If any article or waste generated from the moving of any material or the work is left in the public areas without being cleaned in due time, the Corporation will arrange the Building's cleaning contractor(s) to handle such clean-up, with the actual cost incurred to be borne by the lessee or deducted from the bond(s) of the lease.
4. During the tearing-down and restoration work, please be careful not to touch or damage the sprinklers on the ceiling in order to prevent leaking and damage. In case any third party suffers damages therefrom, the relevant lessee shall be fully liable for such damage.
5. Please procure insurance to cover third-party liability and damage and injury arising from construction and repair work. In case of any damage to the existing facilities of the Building or injury to third parties' health and life due to negligent tearing-down and restoration work, relevant lessees and contractors shall be liable for such damages and injuries.
6. Upon completion of restoration work, only after the Customer Service Department of the Corporation dispatches a person to do the final inspection, handles the termination of the lease and the hand-over of the leased premises, and finds all matter to be qualified after inspection, will the Corporation settle all fees and refund the bond(s) of the lease.
7. Please refer to the Management Regulations of International Trade Building and other relevant regulations for further information.

## **Chapter IX Implementation**

The Requirements shall be enforced from the date of its announcement after being approved by President of the Corporation. The same shall apply in case of any amendment to the Requirements.

## Chapter X Appendix

### Appendix I

Contact phone numbers of the Building:

Customer Service Department:	27576505-7、27576925
Business Department:	27576312、27576498
Guard Post:	27576833、27576738
Sanitation:	27576733
Water and Electric Maintenance:	27576735
Air-Conditioning Maintenance:	27576732、27576742
Elevator Maintenance:	27576734
Monitoring Center:	27576739、27576740
Parking lots:	27576834

## Appendix II

### TAIPEI WORLD TRADE CENTER INTERNATIONAL TRADE BUILDING Inspection Criteria for Tearing-Down of Renovation and Decoration and for Restoration of Leased Premises

	Item to be Checked	Unit	Inspection Criteria
1.	Keys to postal boxes	piece	The number returned shall be the number received
2.	Mineral fiber ceilings & frame-work	N/A	They must be in the original specification(s) and brand(s), and they must be complete & without damage or soiling.
3.	Curtain valances & paint	N/A	They must be in the original specification(s) and color(s) (ivory).
4.	Gypsum board partition & wall plastering	N/A	Wall must be painted; added finishes must be removed and wall must be evenly plastered
5.	Emergency evacuation/escape map(s)	sheet	The number returned shall be the number received.
6.	Steel main & sub-doors & hardware	leaf	They must be in the original specification(s) and color(s) and function properly.
7.	Keys to steel doors	piece	The quantity returned and serial numbers must match those received.
8.	Glass windows & hardware	N/A	Window frames must be in the original specification(s) and color(s).
9.	Maintenance door & hardware	Leaf	They must be in the original specification(s) and color(s).
10.	Window lifers	piece	The number returned shall be the number received.
11.	Flooring	N/A	Any added flooring and floor wire channels must be removed and the floor must be plastered with cement smooth.
12.	Air-conditioning outlets & inlets	Set	The number returned shall be the number received and in the condition as they were received, function properly and located at the original place(s).
13.	Thermostats	piece	Same as above.
14.	Keys to rest rooms	Piece	Same as above.
15.	Speakers	piece	Same as above.
16.	Volume switches for speakers	piece	Same as above.
17.	Emergency lights	set	Same as above.
18.	Antenna sockets & their covers	set	Same as above.
19.	Fire detectors (including smoke detectors)	piece	Same as above.
20.	Fluorescent lights (2feet*4 feet*3 tubes)	set	Same as above.
21.	Fluorescent lights (2feet*4 feet*4 tubes)	set	Same as above.
22.	Light switches with their covers	set	Same as above.
23.	Ordinary sockets with their covers	set	Same as above.
24.	Phone sockets with their covers	set	Same as above.
25.	Copper covers for floor wire channels	piece	Same as above.
26.	Sprinklers with their covers	piece	Same as above.
27.	Electrical distribution box (1x3P & 10x1P)	set	Same as above.

**TAIPEI WORLD TRADE CENTER INTERNATIONAL TRADE BUILDING**

**Criteria for Lessee's Application for Additional Iced-Water System**

Promulgated via letter with Ref. No. Kuo-Mou-Si-Mi-Zi 90092

Amended and issued via letter on May \_\_\_\_, 2011

1. In order for lessees of the International Trade Building of the Taipei World Trade Center (the "Building") to apply for supply of additional iced-water system when the need arises, the Criteria for Lessee's Application for Additional Iced-Water System (the "Criteria") is enacted.
2. Priority of supply of iced-water system is given to lessees of the Building who apply for use in their computer rooms, and second priority is given to those who apply for other uses. TWTC International Trade Building Corporation (the "Corporation") will approve and allocate the supply in accordance with its system.
3. When applying for the additional iced-water system, lessees shall submit relevant drawings and specifications and the capacity of the heat exchangers to the Corporation for approval before starting any work.
4. Drawings and specifications of the work submitted by lessees shall comply with the following requirements:
  - a. The plumbing, valves, tools and other devices of the system should be designed to resist pressure of 20Kg/cm<sup>2</sup> or more.
  - b. The plumbing used for the additional iced-water system shall be galvanized iron pipes.
  - c. A connection point between the additional plumbing and the iced-water system of the Building shall be reserved for installing a three-way valve with one way thereof to be tightly sealed with a plug so as to prevent water leakage and serve as a spare for future use by other lessees.
  - d. The iced-water machine shall be equipped with a temperature switch and an E.M. two ways valve.
5. Upon completion of installation of the iced-water system, the company/person

who conducts the work shall first clean the plumbing, test the pressure and use the system only after the Corporation inspects the system and gives its approval.

6. Lessees shall inspect and maintain all added equipment on a regular basis on its own.
7. The usage of the iced-water system is charged at an hourly rate of NT\$5.28 per ton of refrigeration, 12 hours a day and 30 days a month. Upon approval by the Corporation after inspection, such fee will be incorporated into the public area's expenses shared by the Corporation and lessees in the following month and shall be paid on a monthly basis.

Example:

The monthly fee payable for installation of a 2-ton air-conditioner is as follows:

$$\text{NT\$}5.28 \times 12 \text{ hours} \times 30 \text{ days} \times 2 \text{ tons} = \text{NT\$}3,802 \text{ (excluding tax)}$$

8. The Corporation may, according to the fee adjustment by Taiwan Power Corporation and relevant costs incurred, revise the fee rate under item 7 and apply the revised rate in the following month.
9. In case of any power outage due to Taiwan Power Corporation, natural disasters or force majeure, and/or any breakdown of machine(s) of the Building (excluding temporary stoppage for regular maintenance), resulting in the suspension to the supply of the iced-water system for over 12 hours, the Corporation shall deduct the fee on a pro rata basis in the following month.
10. The Criteria herein shall be enforced from the date of its announcement after being approved by President of the Corporation. The same shall apply in case of any amendment to the Criteria.

**TAIPEI WORLD TRADE CENTER INTERNATIONAL TRADE BUILDING**

**Letter of Undertaking for Interior Renovation and Decoration**

To: TWTC International Trade Building Corporation

The undersigned \_\_\_\_\_ (the “Lessee”) has leased from TWTC International Trade Building Corporation (“the Corporation”) the premises located at Suite No. \_\_\_\_ at \_\_\_\_\_ Floor of the International Trade Building (the “Building”) for office use. The Lessee hereby undertakes to conduct all renovation and decoration in accordance with the Building Act and the Regulations for Building’s Interior Renovations and Decorations, and follow all applicable laws and regulations promulgated by the government authorities. If the Lessee fails to obtain relevant approval certificate(s) for the renovation and decoration after work is completed because of its failure to pass any inspection under the above-mentioned requirements and therefore violates any law and regulation, the Lessee agrees to be solely responsible and liable for all liabilities or fines arising therefrom and curing such violation. Further, in case of any damage or loss caused to the Corporation as a result thereof, the Lessee agrees to compensate the Corporation for damages and losses incurred by the Corporation.

The Lessee

Name: \_\_\_\_\_ (signature & stamp)

Representative: \_\_\_\_\_ (signature & stamp)

Company Uniform No.: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**TAIPEI WORLD TRADE CENTER INTERNATIONAL TRADE BUILDING**

**Letter of Undertaking for  
Renovation and Decoration on the Leased Premises and its Dearing-down and  
Restoration Work**

The undersigned \_\_\_\_\_ (the “Lessee”) has leased from TWTC International Trade Building Corporation (“the Corporation”) the premises located at Suite No. \_\_\_\_ at \_\_\_\_\_ Floor of the International Trade Building (the “Building”) for office use and would like to engage \_\_\_\_\_ (the “Contractor”) to conduct the renovation and decoration work (tearing-down and restoration work) inside its office. In order to jointly maintain the safety and cleanliness of the Building while the work is in progress, the Lessee and the Contractor agree to comply with the following terms and conditions (commencing from \_\_\_\_\_ and ending on \_\_\_\_\_):

I. Lessee

1. The Lessee shall comply with all provisions of Article 4 of the Lease Agreement entered into between the Lessee and the Corporation, the Management Regulations of the Building, the Requirements for Office Renovation, Decoration and Restoration of the Building and relevant requirements.
2. The Lessee shall issue the Corporation a crossed cheque payable at sight in the amount of NT\$50,000 and with the Corporation as the payee no later than 3 days prior to the commencement of decoration and renovation (or the tearing-down and restoration) work as a security bond for damage to the Building's public facilities caused by such work, or as a security bond for expenses for rectification and improvement conducted by the Corporation for Lessee’s failure to comply with the requirements. All or part of the security bond remaining after settlement shall be refunded to the Lessee without interest after the decoration and renovation (or the tearing-down and restoration) work is completed and its safety is approved by the Corporation.
3. When arranging for the decoration and renovation work, the Lessee shall engage a

qualified Contractor who possesses an interior decorator permit and submit a report in accordance with the Regulations for Building's Interior Renovations and Decorations. The Lessee shall take all responsibilities and liabilities and pay for all expenses arising from the decoration and renovation work. The Lessee shall further be responsible and liable for any damage and loss to the Building as a result thereof. The Lessee shall be jointly and severally liable with the Contractor for any damages and losses caused by the Contractor in performing the work.

4. During decoration and renovation, the Lessee agrees to pay the Corporation electricity fees calculated on a daily basis at the rate of NT\$3.76 per ping in a lump-sum payment or, in the alternative, the Corporation is entitled to deduct such fees from the above-mentioned lessee's security bond after the decoration and renovation are completed and approved by the person designated by the Corporation.
5. The Lessee agrees to pay the Corporation the cleaning fee in advance, calculated at the rate of NT\$300 per day (calculated from the commencement date of the work) upon executing this Letter of Undertaking. The cleaning fee will be settled after the work is completed based on the number of days of the construction work and a reconciliation of the overpayment or underpayment shall be performed accordingly. In case any damage or soiling is caused to the facilities of the Building, the Lessee shall pay additional compensation according to the actual damage and soiling. The Corporation is entitled to directly deduct the above-mentioned cleaning fee and compensation from the above-mentioned security bond and will return the balance of the security bond (if any) to the Lessee, without interest, provided that in case of any deficiency, the Lessee agrees to unconditionally make up such deficiency pursuant to a notice delivered by the Corporation.
6. When designing the decoration and renovation, the Lessee shall keep the integrity of the existing fire compartments of the Building unaffected. In addition to arrange the interior decoration and renovation in accordance with laws and obtain approval, if it is necessary to amend any existing, steel, fire-retardant door, the Lessee shall comply with the requirements of the Building Act and obtain an approval from the Corporation by submitting to the Corporation for review before starting any amendment.
7. If a Lessee leasing any of Suite Nos. 03/04, 05/06, 10/11, or 12/13 on any floor of the Building needs to install any door frame at the public passageway, it shall conduct the work in accordance with the provisions of the Corporation, and shall be prohibited from removing or sealing any existing steel or fire-retardant doors of the



Building. The Lessee shall understand that removing or sealing any such doors is not compliant with the requirements of the Building Act. The Lessee shall further restore their original conditions and take all responsibilities and liabilities if the competent authorities inspects and finds it is necessary to make improvements and rectifications.

## II. Contractor

1. The Contractor shall comply with all provisions of the Management Regulations of the Building, the Requirements for Office Renovation, Decoration and Restoration of the Building and relevant requirements.
2. During construction, the Contractor shall take precautionary measures against all water, fire and other disasters resulting from the construction and shall strictly prohibit their workers from smoking, gambling, fighting, abusing alcohol, receiving unknown persons, or engaging in any illegal activity.
3. If any worker of the Contractor damages or destroys any facility of the Building, any other property, right or interest of a third party, or cause injury to any person's health or life as a result of an accident when performing the construction, the Contractor shall be solely responsible and liable therefor, and shall further be responsible and liable for any damage and loss incurred by the Corporation, if any.
4. If the quality of the construction by the Contractor does not satisfy the Requirements for Office Renovation, Decoration and Restoration of the Building or any decoration or renovation is found improper and likely to endanger the safety of the Building, upon the request by the Corporation, the Contractor shall rectify and improve them or tear down and reconstruct the part which does not satisfy the requirements immediately. If the Contractor fails to rectify or makes improvements within the time prescribed or willfully delay the rectification(s) or improvement(s), the Corporation is entitled to order the Contractor to immediately cease any part of or the entire construction and leave the work site(s). The Contractor may restart the construction only after re-filing an application with and obtain an approval from the Corporation.
5. To the extent that they may be soiled, the Contractor shall take all necessary protective measures for the elevator cars, public rest rooms, staircases, and other public spaces of the Building as requested by the Corporation. The Contractor shall be liable for the cost and expenses arising from restoration to the original condition in case of any damage or soiling caused by its construction. If the Contractor fails to make the restoration after receiving a notice from the

Corporation, the Corporation is entitled to order the Contractor to cease the work and leave the work site immediately.

6. The Contractor shall be responsible and liable for compensating the person/company initiating the engagement (i.e. the lessee) for any damage and loss incurred by the lessee due to any governance and regulation of the Corporation.
7. When the construction work is ended for a day, the supervisor(s) of the Contractor shall notify the Guard Post of the Building on the first floor, cooperate with the guard(s) in respect of safety inspections, and fill out the "Daily Check List of Safety Inspection for Contractor Supervisor" for the records of the guard(s).
8. During construction work, the Contractor shall follow the controls of the Corporation in respect of the entry, exit and time, and carry any machine and move their vehicles in accordance with the directions and routs designated by the Corporation.
9. The Corporation is entitled to supplement any necessary management measures from time to time. The Contractor undertakes to comply with them without any objections.

IN WITNESS WHEREOF, the Lessee and Contractor hereto execute this Letter of Undertaking and submit it to the Corporation for record on the \_\_\_\_day of \_\_\_\_\_2011.

The Undersigned

The Lessee:       Name:  
                          Representative:  
                          Company Uniform No.:  
                          Address:  
                          Emergency Tel No.:

The Contractor:   Name:  
                          Representative:  
                          Company Uniform No.:  
                          Address:  
                          Emergency Tel No.:

Appendix VI

**Record List of Renovation and Decoration on the Premises Leased by Lessees of the International Trade Building and its Tearing-down and Restoration Work**

Site of Construction	Suite No. ___ at ___ Floor	Area of Construction		Name of Construction			
Name of Lessee		Contact person for emergency	Tel	Landline number: _____	Cell phone number: _____		
Name of contractor		Contact person for emergency	Tel	Landline number: _____	Cell phone number: _____		
Registration certificate No. of contractor of interior renovation and decoration:	_____ nei-ying-shi-ye-zi No. _____	Responsible person of contractor:		(affix with the company chop and invoice stamp)			
Period of construction	From _____ to _____	Date of handing over completed construction					
Remarks of important works under construction							
Will any fire-fighting sprinkler related work be conducted?		<input type="checkbox"/> Yes (Estimated commencement date _____.) <input type="checkbox"/> No					
Will any iced-water air conditioning related work be conducted?		<input type="checkbox"/> Yes (Estimated commencement date _____.) <input type="checkbox"/> No					
Will any welding or burning related work be conducted?		<input type="checkbox"/> Yes (Estimated commencement date _____.) <input type="checkbox"/> No					
Will any special power source related work be conducted?		<input type="checkbox"/> Yes (Estimated commencement date _____.) <input type="checkbox"/> No					
Will any brush or spray painting or smoke-and-fog producing work be conducted?		<input type="checkbox"/> Yes (Estimated commencement date _____.) <input type="checkbox"/> No					
Will removing any floor covering related work be conducted?		<input type="checkbox"/> Yes (Estimated commencement date _____.) <input type="checkbox"/> No					
Will an application for review of and approval for interior renovation and decoration be filed?		<input type="checkbox"/> Yes (____ has been engaged to handle such application.) <input type="checkbox"/> No					
Will an application for change of Occupancy Permit be filed?		<input type="checkbox"/> Yes (____ has been engaged to handle such application.) <input type="checkbox"/> No					
Other works:		Please specify:					
Name list of workers							
Job title	Name	ID No.	Tel No.	Job title	Name	ID No.	Tel No.
Supervisor of work site							

Issue date: \_\_\_\_\_

Appendix VII

**Note for Payments of Cleaning Fee  
for Renovation and Decoration on the Premises Leased by Lessees of the  
International Trade Building and its Tearing-down and Restoration Work**

Name of lessee:		No. of the main Premises leased:		Area of construction:	
Name of contractor:		Period of construction:	From _____ to _____		
Anticipated number of day of construction	_____ days (NT\$300 / per day)	Prepaid amount:	NT\$		
For the department which receives the payment of the cleaning fee:					
Number of days of construction	From _____ to _____	Amount paid:	NT\$		
Name of payer	<input type="checkbox"/> Lessee <input type="checkbox"/> Contractor	Refund of excess payment or supplemental payment for deficient amount	<input type="checkbox"/> Refund of excess payment <input type="checkbox"/> supplemental payment for deficient amount NT\$:		
Recorded by the cashier of the Financial Affairs Department:		Confirmed and signed by the Financial Affairs Department:		Confirmed and signed by the Customer Service Department:	

Relevant invoice is issued       Relevant invoice is not issued

Date of payment of the cleaning fee: \_\_\_\_\_

Note: This document shall be retained by the department that receives the payment. After the construction is completed and the cleaning fee is settled by the payer, an invoice will be issued by TWTC International Trade Building Corporation against this document.

**Note for Payments of Cleaning Fee  
for Renovation and Decoration on the Premises Leased by Lessees of the  
International Trade Building and its Tearing-down and Restoration Work**

Name of lessee:		No. of the main Premises leased:		Area of construction:	
Name of contractor:		Period of construction:	From _____ to _____		
Anticipated number of day of construction	_____ days (NT\$300 / per day)	Prepaid amount:	NT\$		

For the department which receives the payment of the cleaning fee:					
Number of days of construction	From _____ to _____	Amount paid:	NT\$		
Name of payer	<input type="checkbox"/> Lessee <input type="checkbox"/> Contractor	Refund of excess payment or supplemental payment for deficient amount	<input type="checkbox"/> Refund of excess payment <input type="checkbox"/> supplemental payment for deficient amount NT\$:		
Recorded by the cashier of the Financial Affairs Department:		Confirmed and signed by the Financial Affairs Department:		Confirmed and signed by the Customer Service Department:	

Relevant invoice is issued     Relevant invoice is not issued

Date of payment of the cleaning fee: \_\_\_\_\_

Note: This document shall be retained by the payer. After the construction is completed and the cleaning fee is settled, an invoice will be issued by TWTC International Trade Building Corporation against this document.

Appendix VIII

**Application for Change of (Increasing) the Fire-Fighting Sprinkler Systems  
of the International Trade Building**

Filing date: \_\_\_\_\_

This is the first copy for the record of the maintenance department of the Corporation

Name of Lessee:		Area of construction:	From Suite No. ____ at ____ floor to Suit No. ____ at ____ floor		
Contact person of lessee for emergency:		Tel. No.:	_____; Cell phone No: _____		
Name of contractor:		Applicant:		Tel No.:	_____; cell phone No. _____
Anticipated time of construction	From ____ o'clock _____ 20__ to _____ o'clock _____ 20__				
Notices:	<ol style="list-style-type: none"> <li>1. After filing this application and obtaining an approval from the department of TWTC International Trade Building Corporation (the "Corporation") which is in charge, please go to level B2 with a second copy of this application to request the water and electricity maintenance department to close water valves and water sluice.</li> <li>2. Daily construction time for the fire-fighting sprinkler system is from 8:00 am to 10:00 pm. The company/person who conducts the work shall give a notice to the water and electricity maintenance department to restore the sprinkler system to its normal operations upon the end of construction each day. The work in connection with the fire-fighting systems should not exceed the time limit or carry over to the next day. (During any days other than holidays, restoration for the floors higher than 13<sup>th</sup> floor (inclusive) shall be made after 7:00pm)</li> <li>3. The company/person who conducts the work shall closely monitor the construction situation after any construction is completed or before restoring the system to its normal operations so as to avoid any damage caused by water leakage and seepage that are a result of any defects in construction.</li> <li>4. The company/person who conducts the work shall be responsible and liable for any damage to the property of the International Trade Building or any third party and any injures suffered by a person caused by any water leakage or seepage resulting from any modification, extension or additions made to the plumbing system.</li> <li>5. If any water leakage or seepage occurs at the construction area during construction, draining water to rest rooms or tea rooms of the International Trade Building or via windows by connecting with PVC tubes or other tubes is prohibited. Water therein shall be collected with large-size buckets and carried to the basin for mop in the men's rest rooms for dumping.</li> <li>6. In case of any emergency, please contact the water and electricity maintenance department (for 24 hours), telephone no at (02) 2757-6735.</li> <li>7. Please follow the Requirements for Office Renovation, Decoration and Restoration of the Building for any other matters.</li> </ol>				

Person of TWTC International Trade Building Corporation in  
charge of review of the  
application : \_\_\_\_\_

## Application for Change of (Increasing) the Fire-Fighting Sprinkler Systems of the International Trade Building

Filing date: \_\_\_\_\_

This is the second copy for the record of the water and electricity maintenance department

Name of Lessee:		Area of construction:	From Suite No. ___ at ___ floor to Suit No. ___ at ___ floor		
Contact person of lessee for emergency:		Tel. No.:	_____; Cell phone No: _____		
Name of contractor:		Applicant:		Tel No.:	_____; cell phone No. _____
Anticipated time of construction	From ___ o'clock _____ 20__ to _____ o'clock _____ 20__				
Notices:	<ol style="list-style-type: none"> <li>1. After filing this application and obtaining an approval from the department of TWTC International Trade Building Corporation (the "Corporation") which is in charge, please go to level B2 with a second copy of this application to request the water and electricity maintenance department to close water valves and water sluice.</li> <li>2. Daily construction time for the fire-fighting sprinkler system is from 8:00 am to 10:00 pm. The company/person who conducts the work shall give a notice to the water and electricity maintenance department to restore the sprinkler system to its normal operations upon the end of construction each day. The work in connection with the fire-fighting systems should not exceed the time limit or carry over to the next day. (During any days other than holidays, restoration for the floors higher than 13<sup>th</sup> floor (inclusive) shall be made after 7:00pm)</li> <li>3. The company/person who conducts the work shall closely monitor the construction situation after any construction is completed or before restoring the system to its normal operations so as to avoid any damage caused by water leakage and seepage that are a result of any defects in construction.</li> <li>4. The company/person who conducts the work shall be responsible and liable for any damage to the property of the International Trade Building or any third party and any injures suffered by a person caused by any water leakage or seepage resulting from any modification, extension or additions made to the plumbing system.</li> <li>5. If any water leakage or seepage occurs at the construction area during construction, draining water to rest rooms or tea rooms of the International Trade Building or via windows by connecting with PVC tubes or other tubes is prohibited. Water therein shall be collected with large-size buckets and carried to the basin for mop in the men's rest rooms for dumping.</li> <li>6. In case of any emergency, please contact the water and electricity maintenance department (for 24 hours), telephone no at (02) 2757-6735.</li> <li>7. Please follow the Requirements for Office Renovation, Decoration and Restoration of the Building for any other matters.</li> </ol>				

Person of TWTC International Trade Building Corporation in  
charge of review of the  
application : \_\_\_\_\_

## Appendix IX

### Letter of Consent to the Use of the Building

Case No.: \_\_\_\_\_

To: The Bureau of Public Works, Taipei City Government

The Department of Economic Development, Taipei City Government

Other examination departments

The undersigned is the owner of the following building and agrees with the interior renovation and decoration conducted inside the following building. The undersigned hereby issues this letter of consent for record.

TWTC International Trade Building Corporation

Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Address of the building where interior renovation and decoration is conducted	Size of the building	The size to which the consent to use the building is given	
___F., No. 333, Section 1, Keelung Road, Xinyi District, Taipei	m <sup>2</sup>	m <sup>2</sup>	
	m <sup>2</sup>	m <sup>2</sup>	
	m <sup>2</sup>	m <sup>2</sup>	
	m <sup>2</sup>	m <sup>2</sup>	
The following documents are attached: ___ sheets of transcript of the building registration, ___ sheets of building ownership certificate and ___ sheets of map of the scope of building to which the consent is given.			
Owner of the building	chop	ID or Uniform No.	Address
TWTC International Trade Building Corporation		21249034	32F., No. 333, Section 1, Keelung Road, Xinyi District, Taipei
Remark:	This letter of consent can only be used as the supporting document for application for approval for interior renovation and decoration inside the above-mentioned building. Regarding the rights and obligations between the parties, it shall be subject to the agreement entered into between them and will not be reviewed by the building competent authorities and examination constitutes.		



## 電梯使用說明

- 一、本電梯為緊急昇降梯，平時供載貨使用。
- 二、電梯規格：出入口 110 cm 寬×210 cm 高；車廂內部 200 cm 寬×190 cm 深；載重 1,800 公斤
- 三、管制時間：1.週一至週五每日下午 7 時至翌日上午 7 時止。  
2.週六及星期例假日自前一日下午 7 時起持續至翌日上午 7 時止。  
3.管制時間內不開放使用，倘有需求，請於上班時間內向大樓客服部提出申請。
- 四、為確保人員及載貨安全，請勿超載使用。
- 五、當樓層指示燈熄滅時，表示電梯正搬運貨物佔用中，請耐心等待。
- 六、請勿佔用車廂過久，如需延長開門時間，請以膠布遮掩門邊感應器，器事後移除。
- 七、請共同維護車廂內整潔，嚴禁吸煙或飲食。
- 八、服務電話：警衛服務台：2757-6833 (24H)  
大樓客服部：2757-6507

1. **This elevator is for emergency use. During normal hours, it will be used as cargo lift.**
2. **Specification: Door:(W) 110cm × (H) 210cm  
Size inside the elevator car:(W) 200cm × (H) 190cm  
Max Load: 1,800kg**
3. **Controlling Hours: 1. 7:00p.m. to 07:00a.m., Monday through Friday  
2. 7:00p.m. of the day immediately preceding a weekend or national holiday to 07:00a.m. of the day immediately following such weekend or national holiday.  
3. This elevator is not open to the public during the controlling hours. Tenants who need to use it shall submit an application to the Customer Service Department in advance during normal office hours.**
4. **To ensure the safety of personnel and cargo, please do not overload.**
5. **When the floor indicator goes off, it means the cargo lift is loading. Please wait patiently.**
6. **Please be quick in loading. If you need extended time, please use a Dutch tape to blind door sensor and remove it afterwards.**
7. **Please keep clean. Smoking and eating are not allowed.**
8. **Service number: Security Desk 2757-6833 (24 H)  
Customer Service 2757-6507**