



承租戶加班空調服務及收費標準

- 一、台北世界貿易中心國際貿易大樓公司（以下簡稱本公司）為便於國貿大樓（以下簡稱本大樓）承租戶因業務需要延長工作時間，需要供應冷氣，特訂定本項服務及收費標準。
- 二、本大樓每天供應空調之時間為週一至週五上午 7 時至下午 6 時 30 分，國定假日及例假日全天不供應。
- 三、承租戶申請加班供應空調每次以 2 小時為準，其時段為週一至週五下午 6 時 30 分至 12 時，例假日上午 8 時至下午 6 時。
- 四、每一承租戶（承租面積以不超過 1 層樓）每次（2 小時）申請加班供應空調之基本費用為新台幣 8,000 元。
- 五、本大樓每日開放供申請加班供應空調以不超過 56 個出租單位，按申請先後次序辦理，以維次日空調之正常運轉。
- 六、倘遇本大樓空調主機發生臨時故障或作例行維修時，停止加班供應空調之申請。
- 七、申請加班供應空調之承租戶須於加班之前 1 日下午 5 時前填妥申請表（如附件），逕送本公司工程部，以便彙總後輸入電腦，逾時即不受理。
- 八、每月月底由本公司統計該月各承租戶申請加班供應空調之費用後，於下月初開具繳款通知單，通知繳款。
- 九、凡有欠繳前項費用之承租戶，本公司一律不再受理其申請加班供應空調。
- 十、加班供應冷氣時間內耗用之電費、技術人員加班費一律不納入本大樓各承租戶應負擔之分攤公共費用。
- 十一、本標準經本公司核定後通告各承租戶之日起實施，修訂時亦同。

第一版 79. 05. 18

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第三版 105. 05. 23



台北世界貿易中心國際貿易大樓 承租戶加班空調申請表

申請日期： 年 月 日

申請單位			
樓層室號		租用單位數	
聯絡人		電 話	
加班時間	中華民國 年 月 日 時 至 年 月 日 時		
加班事由			
費 用	新台幣 元	申請人簽章	
附 註	1. 本表須於申請加班前一天下午5:00前填妥送本公司工程部彙總。 2. 每次加班以二小時為單位新台幣8,000元。 3. 本表乙式三聯，由申請單位、本公司工程部及空調維護廠商各執乙聯。		

(第一聯 本公司工程部收執)
 (第二聯 申請單位收執)
 (第三聯 空調維護廠商收執)

本公司承辦人：

台北世界貿易中心國際貿易大樓 承租戶加班空調申請表

申請日期： 年 月 日

申請單位			
樓層室號		租用單位數	
聯絡人		電 話	
加班時間	中華民國 年 月 日 時 至 年 月 日 時		
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本公司承辦人：



TWTC INTERNATIONAL TRADE BUILDING

Criteria for Lessee's Application for Off-hour Air Conditioning Supply and Rates thereof

1. In order for lessees of Taipei World Trade Center International Trade Building (the "Building") to apply for off-hour air conditioning supply when needing to work overtime, the Criteria for Lessee's Application for Off-hour Air Conditioning Supply and Rates thereof (the "Criteria") is enacted.
2. Air conditioning will be supplied by the Building from 7:00am to 6:30pm, Monday through Friday and will not be supplied during the national holidays and weekends.
3. Lessees applying for air conditioning supply for off-hours shall be on a basis of two hour periods between 6:30pm and 12:00pm, Monday through Friday or between 8:00am and 6:00pm on weekends or national holidays.
4. The basic fee for each lessee (referring to a lessee which leased premises does not exceed one floor) applying for off-hour air conditioning supply is NT\$8,000 per two hour period.
5. In order to ensure normal function of the air conditioning system on the following day, off-hour air conditioning supply will be limited to 56 lessees. Applications will be handled on a first come, first service basis.
6. If the main machine of the air conditioning system breakdowns or is under routine maintenance, no application will be accepted for off-hour air conditioning supply.
7. Lessees who apply for off-hour air conditioning supply shall fill out the application (as per the form attached) and send it to the Engineering Department of the Corporation before 5:00pm of the immediate preceding day in order for the Engineering Department to record its computer. No application shall be accepted if it is filed after the time prescribed above.
8. The Corporation will calculate the fees of off-hour air conditioning supply requested by lessees at the end of each month and issue a notice for payment at the beginning of the following month.





Appendix
附件

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9. The Corporation will not accept any application filed by a lessee for off-hour air conditioning supply if any fees payable remain outstanding.

10. Electricity fee and overtime wages payable to technical employees arising out of the off-hour air conditioning supply shall not be incorporated into the public area's expenses to be shared by the Building's lessees.

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

1st edition May 18, 1990

2nd edition June 24, 2011

3rd edition May 23, 2016



TAIPEI WORLD TRADE CENTER INTERNATIONAL TRADE BUILDING

Application by Lessee for Overtime Air Conditioning Supply

Date:

Applicant			
Suite No. and floor located		Number of suites leased	
Contact person		Telephone	
Overtime period	From <u>(time)</u> , <u>(date)</u> , <u>(year)</u> to <u>(time)</u> , <u>(date)</u> , <u>(year)</u>		
Purpose for overtime			
Fee	NT\$	Signature / seal of Applicant	
Remark	1. This application must be filled out and sent to the Engineering Department before 5:00pm of the immediate preceding day. 2. Air conditioning for off-hours shall be supplied on a basis of two hour periods and cost NT\$8,000 per two hour period. 3. This application is produced in triplicate with the applicant, the Engineering Department of the Corporation, and the air-conditioning maintenance company each holding one copy.		

(The first copy of this application is for the record of the Engineering Department.)

(The second copy of this application is for the receipt of the applicant.)

(The third copy of this application is for the record of the maintenance company of air-conditioning.)

Person-in-charge of TWTC

International Trade Building Corporation:

TAIPEI WORLD TRADE CENTER INTERNATIONAL TRADE BUILDING

Application by Lessee for Overtime Air Conditioning Supply

Date:

Applicant			
Suite No. and floor located		Number of suites leased	
Contact person		Telephone	
Overtime period	From <u>(time)</u> , <u>(date)</u> , <u>(year)</u> to <u>(time)</u> , <u>(date)</u> , <u>(year)</u>		
Purpose for overtime			
Fee	NT\$	Signature / seal of Applicant	
Remark	1. This application must be filled out and sent to the Engineering Department before 5:00pm of the immediate preceding day. 2. Air conditioning for off-hours shall be supplied on a basis of two hour periods and cost NT\$8,000 per two hour period. 3. This application is produced in triplicate with the applicant, the Engineering Department of the Corporation, and the air-conditioning maintenance company each holding one copy.		

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Person-in-charge of TWTC

International Trade Building Corporation:
