

ASKARI CORPORATE TOWER BYE LAWS

All tenant/unit owners as well as all their employees, contractors and guests shall comply with all the rules and regulations which may be promulgated from time to time by the **Askari Tower Management (“AT Management”)**. and with all rules and ordinances, laws and executive orders made by the duly constituted local or national authorities regarding the use, occupancy, ownership, maintenance, upkeep and sanitation of their corresponding units and their interest of the common areas.

1) **Definitions**

Wherever used in these byelaws, unless the context otherwise requires, the following capitalized terms have the following meanings:

- i. **“AWT”** means **Army Welfare Trust** of Pakistan.
- ii. **“ADHL”** means Askari Development & Holdings (pvt) Limited a hundred percent owned subsidiary of AWT.
- iii. **“Bye laws”** means set of rules, regulations, SOP made by ADHL to be adhered by tenants / unit owners during tenancy/ownership of Askari Tower which shall be provided to all tenants/unit owners, and as amended from time to time (the” Bye Laws”)
- iv. **“Common Areas and Amenities ”** shall mean and include but not limited to the extent of following:
 - a. Those parts of the Askari Tower, whether or not within structure of the building , to be used in common by the tenant, the Landlord, Title Holders, tenants of title holders or other users of the building;
 - b. The foundations, columns, girders, beams, supports, partitioning walls, common walls, main walls, roofs, halls, corridors, lobbies, public stairs and stairways, public toilets, fire escapes, entrances and exits of the Askari Tower;
 - c. Installations of central services such as power, light, gas, hot and cold water, heating, cooling, air conditioning, Lifts, Parking, cleaning and garbage disposal, telecommunication, security, fire suppression, alarms and fire control equipment and any machine, plant or installation used in the operations of Askari Tower ;
 - d. The lifts, tanks, pumps, motors, fans, compressors, ducts, and in general all apparatus and installations existing for common use;

- e. The basements, yards, lawns, green spaces, roads, driveways, parking areas and storage spaces but excludes any such parts as may be within rented premises;
 - f. The premises for the lodging of custodian, persons in charge and security of the building;
 - g. Such community and commercial facilities as may be provided for, as being used in common;
 - h. All other parts of the building necessary or convenient to its existence, maintenance and safety, or normally in common use such as the service areas, etc;
 - i. Recreational facilities provided by ADHL for occupants.
- v. **“Unit(s)”** shall mean all designated floor space consisting of net area in the building other than the common areas, in use by the ADHL, Title Holders or rented out by ADHL to the tenants or rented out by Title Holders, as the case may be;
 - vi. **“Unit Owner(s)”** shall mean the owner of the units sold by ADHL through a sale deed and shall include all future Title Holders of the units;
 - vii. **“Tenant(s)”** means and include the tenants of ADHL, tenants of Unit Owners, Unit Owners and ADHL.
 - viii. **“Fit-Out Guidelines”** means the design and business guidelines for tenants/unit owners for refurbishing/construction of individual office spaces in Askari Corporate Tower.
 - ix. **“AT Management”** means a person or other governance structure and by whatever name called, established/appointed by the ADHL for operation, Management and supervision of the Askari Tower.
 - x. **“Building”** means Askari Tower and includes common areas and facilities.
 - xi. **“Work Entry Pass”** means a document issued to contractual workers hired by tenant/ unit owners by the ASKARI Tower Management for carrying out necessary Fit out and subsequent works in units.
 - xii. **“Maintenance Fees/CAM Charges”** shall mean the expenses incurred in relation to the common areas and facilities and include but not limited to utilities, maintenance services, janitorial and cleaning services, security services, LDA charges, cooling/heating charges of common areas, insurance, depreciation of equipment/installations, levies by government departments (where applicable) and any other expenses as may be determined by the ADHL to be charged to the occupants on

account of operation and maintenance of Askari Tower.

- xiii. **“Work Permit”** means authorization issued by AT Management to tenant/ unit owner to undertake any kind of minor/ major work.

1. BUILDING NAME

The Building shall be known as “ASKARI CORPORATE TOWER”.

2. USE OF UNITS

- 2.1 All of the units, except for the cafeteria on 5th Floor and mosque on the 14th Floor shall be used exclusively for office purposes.
- 2.2 The tenant/unit owner shall not permit any unlawful act to be committed in or about the unit; it shall not be used for dwelling/ commercial or residential purposes.
- 2.3 A Permission Certificate to Operate Office from the **AT Management** shall be obtained by the tenant/unit owner before the start of office operations.

3. UNIT OWNER / TENANT INFORMATION

- 3.1 After securing the permit to operate from the AT Management, a Tenant/unit owner Information Sheet shall be filled out by the tenant/unit owner prior to start of operations. The following information, among others, shall be required from the tenant/unit owner:
- 3.1.1 Company Name
- 3.1.2 Telephone Numbers and Fax Numbers
- 3.1.3 Names of Chief Executive Officer, Administrative Manager and other authorized representatives.
- 3.1.4 Specimen signature of authorized representatives. Only authorized signatures shall be honored for permit purposes.
- 3.1.5 Emergency telephone numbers (this will be used in case of an emergency during non-operating hours) and names of contact persons.
- 3.1.6 List of all employees including contractual personnel, security guards, janitors, maintenance, drivers, etc.
- 3.1.7 Name of unit owner/s
- 3.1.8 Mailing address of unit owner

- 3.1.9 Telephone number/s of unit owner
- 3.1.10 Fire Marshall's contact details
- 3.1.11 Sample of Company I.D.
- 3.2 All tenant/unit owners, their employees, agents, contractors and guests are subject to the Rules and Regulations of the Building.
- 3.3 The tenant/unit owners should inform the AT Management of any changes in the Tenant/unit owner Information Sheet.

4. ACCESS AND OPERATING HOURS

- 4.1 The main reception entrance of the Askari Tower is open 24 hours daily for all building occupants and their employees.
- 4.2 Tenant/unit owners are required to submit pertinent documents of their service providers to the AT Management. The documents required are as follows:
 - 4.2.1 Bio-Data of personnel with latest photograph;
 - 4.2.2 Copies of CNIC and Police Clearances
 - 4.2.3 Duty Detail Order for Security Personnel;
 - 4.2.4 Any other document as may be required by the ASKARI Tower Management.
- 4.3 Visitors shall be allowed when properly identified and acknowledged by person/s to be visited and prior processing by building security. Person/s not properly identified or covered by an authorization from unit owners or tenant/unit owners shall not be allowed entry.
- 4.4 Office visitors must present and deposit a valid Identification Card, in exchange for a visitor's card. Visitors shall then complete the digital registration form with information regarding their visit and shall be provided a building pass for security purposes. Valid ID's shall be current issues of the following:
 - 4.4.1 Passport
 - 4.4.2 Driver's license
 - 4.4.3 NIC
- 4.5 Access to restricted areas requires prior authorization from the AT Management.
- 4.6 All tenant/unit owners, their employees and visitors must wear and display their valid company identification cards / Visitors card inside the building premises at all times for security and safety reasons.
- 4.7 The ASKARI Tower Management reserves the right to conduct random security checks to ensure that all tenant/unit owner employees are recorded in the tenant/unit owner database, and that no alteration has been carried out to the identification card.

- 4.8 Access to the building of persons whose presence shall, in the judgment of the Management, be prejudicial to the safety and security of the property or its inhabitants/tenant/unit owners shall be denied. These shall include but not be limited to the following:
- 4.8.1 Persons under the influence of alcohol or prohibited drugs.
 - 4.8.2 Suspicious looking character.
 - 4.8.3 Those observed with infectious disease.
 - 4.8.4 Insane, demented or emotionally distressed person
 - 4.8.5 Unauthorized vendors and solicitors
- 4.9 Security personnel separately deployed or hired by the tenant/unit owners shall register with the AT MANAGEMENT and the activities of the same security force shall be directly coordinated with the Building Security.
- 4.10 Contractual workers hired by tenant/unit owners must enter the building through the designated building staff/employee entrance and register daily at the Security Office for issuance of Work Entry Pass approved by the ASKARI Tower Management.
- 4.11 Firearms and other deadly weapons are not allowed inside the building.

5. FACILITIES AND AMENITIES OF THE BUILDING

5.1 Elevators

ASKARI Tower has a total of seven elevators, comprising of six passenger elevators and one Cargo/Fireman elevator.

The capacity of the elevators is as follows:

Passenger Elevators - 1600 Kgs (20 Persons)

Cargo Elevator -1350 Kgs

For passenger elevators, length of waiting time and service time on the elevator is an essential parameter for building service. In Askari Tower Schindler Destination Control System for elevators have been employed that makes it possible to provide more optimum elevator operation by recognizing passenger's destination beforehand by grouping passengers according to their registered destinations. Passengers identify themselves with electronically readable card tag that has their details programmed on it. Elevator system assigns an elevator car that conforms to their specific Floor and will take them to their destination as soon as possible.

The operations of elevators are monitored at the Computerized Monitoring Center (CMC) room through the Schindler Elevator Monitoring & Operating System. In the event of emergencies, passengers can communicate with the CMC officer on duty through the intercom built into the elevator control panel by pressing the alarm button.

5.2 Computerized Monitoring Center (CMC)

The Computerized Monitoring Center houses the various monitoring and control systems such as the Building Management System (BMS), Closed Circuit Television monitors (CCTV), Schindler Elevator Monitoring & Operating System, Honey well Fire Detection and Alarm

System (FDAS) and the likes. The CMC has been designed to monitor the various important systems of the building from one location. Access is limited to authorized personnel only.

5.3 Reception Desk

Reception Desks are located at the main lobby of tower, manned by receptionists working 24 hours to provide assistance to building occupants and visitors. Upon entry to the building, all visitors/guests are required to register at the Reception Desk for them to be issued visitor cards.

5.4 Telecommunication

The building is equipped with exclusive pathways for structured Cabling of Telecommunication services, which can accommodate video, voice and data transmissions. IT rooms at each Floor of tower have been provided to accommodate Telecom Infrastructure Equipment. Askari Tower will employ qualified Telecommunication Services Providers who will provide tenant/unit owners Telecom Services as per their individual bandwidth and service requirements.

5.5 Emergency Power

A total of Three 1250 kVA and Two 630 kVA generator sets controlled by a Sync Control panel have been provided to ensure a 100% emergency power back up during power outages. The Units shall be provided with monitoring (metering) devices for billing purposes. All cost involved shall be to the tenant/unit owner's account.

5.6 Helipad

A helipad is located at the roof deck of the ASKARI Corporate Tower. It is available for use by the Tenants/owners with prior permission from AT MANAGEMENT.

5.7 Water Supply

Askari Tower is provided with a 41600 gallons underground domestic water tank and a 28000 gallons overhead water tank. Water is distributed with the use of booster pumps that keep the water line full at any given time. Water is being supplied by a Tube well and with a back-up Tube well as alternate source. Water supply charges are part of Maintenance charges.

5.8 Air Conditioning

The building has been provided with a centralized air-cooled air conditioning system that is available 24 hours. The required time schedule and temperature is to be informed by individual offices via email to the AT Management.

5.9 Other Services

5.9.1 Helpdesk

To ensure that customer enquiries and complaints are dealt with the most efficient and effective manner a helpdesk is provided in reception area to serve as a hotline for building services.

5.9.2 Security Services

Well Trained security guards are employed by AT Management for security of building.

AT Management shall make rules and regulations regarding security measures to be adopted for security of building and occupants. Compliance of these rules will be mandatory for all tenant/unit owners and their employees.

5.9.3 Maintenance Services

Maintenance services are provided with a primary function to serve the common areas of the building. Limited Corrective Maintenance services inside the office units will be provided to tenant/unit owners however cost of repair materials will be billed to tenant/unit owners.

5.9.4 Janitorial Services

Janitorial services are provided for common areas of the building as well as tenant/unit owner's offices by using environmentally friendly cleaning products and incorporating safer methods for healthier workplace. AT Management will only provide Floor / Toilet cleaning, removal of trash from bins and placement of toilet rolls/tissue papers, soap/hand wash. All other cleaning activities inside tenant/unit owner's office will be responsibility of individual tenant/unit owner. For Details refer to Responsibility Matrix at Anx 'A'.

6. EQUIPMENT / SYSTEM / SERVICES NORMAL OPERATING HOURS

6.1 Air Conditioning System

6.1.1 Operating hours (Offices)

24 Hours all working days except holidays.

6.1.2 Operating hours (Common Areas)

24 Hours all working days except Holidays

6.1.3 Upkeep and maintenance – the tenant/unit owner shall be responsible for the regular maintenance of their respective air distribution system and supplementary equipment.

6.2 Janitorial

Askari Corporate Tower Janitorial staff will ensure clean and healthy environment of common areas of building 24x7. However for individual office units, janitorial team will be working on daily basis in coordination with office authorized person. Unit owners are required to depute a representative who will supervise cleaning activity of his respective unit. In case there is no representative of tenant/unit owner then AT Management can execute Cleaning services inside a unit provided tenant/unit owner hand over Keys of his premises to Askari Tower Security Office. It is to be noted that tenant/owner will take complete responsibility for unsupervised cleaning services inside his respective unit.

6.3 Elevators

6.3.1 Elevators at the Askari Corporate Tower are 24 hours operational.

6.3.2 Cargo elevators are operational 24 hours daily except for maintenance time and for construction material/heavy transportation, time has to be coordinated with building Management and will be done in the presence of Lift operator.

7. SECURITY WITHIN OFFICE UNITS

- 7.1 The tenant/unit owner is responsible for the security inside his office unit. He shall also be responsible for the behavior and conduct of his employees, agents, contractors and visitors.
- 7.2 Only licensed and accredited security agencies will be allowed to operate within the tenant/unit owner premises for which tenant/unit owner is required to get prior approval of AT Management.
- 7.3 The AT MANAGEMENT shall in no way be liable to the tenant/unit owner for damages or loss arising from the admission, exclusion or ejection of any person to or from the office unit or the building under the provision of security rules mentioned above.
- 7.4 The AT MANAGEMENT, their representatives and agents are authorized to enter any unit in the building in case of emergencies or indications thereof, whether or not the occupant is inside the unit and even if such entry may cause damage to the said unit.

8. SANITATION

- 8.1 The tenant/unit owners shall maintain their premises in a clean and sanitary condition and shall provide themselves with wet and dry garbage bins. Other forms of waste segregation may be advised and adopted from time to time.
- 8.2 All units are subject to the periodic inspection by the AT MANAGEMENT to verify compliance with safety and sanitation guidelines.
- 8.3 Segregated trash materials placed in garbage bins at each office will be removed by ASKARI Tower Staff.
- 8.4 The tenant/unit owner shall be responsible in seeing to it that the contents of trash receptacles for disposal do not contain items of value or property. The AT MANAGEMENT including security, janitorial and maintenance personnel will not be responsible for losses of this nature.
- 8.5 Tenant/unit owner shall be charged/ penalized for unattended garbage in common areas.
- 8.6 Construction debris and other garbage such as crates and Styrofoam, which are not accepted by garbage collector for hauling, shall be disposed of by the AT MANAGEMENT, expenses of which shall be for the account of the unit owner/lessee.
- 8.7 Tenant/unit owners or occupants of ASKARI Tower should use trash containers made of non-combustible materials such as metal sheets. Use of plastic trash containers, is not advised.
- 8.8 No pets, birds or animals of whatever species shall be brought into the building or its premises.
- 8.9 Except in the kitchen areas of restaurants in the building, cooking shall be strictly prohibited in all areas of the building.
- 8.10 All pantry sinks shall be provided with grease traps.
- 8.11 For fire safety reasons, combustible/flammable materials are not to be stored in close proximity to electrical wires, power outlets and heat generating equipment such as copier machines.

9. PEST CONTROL

The AT MANAGEMENT shall hire a contractor to undertake the periodic pest control treatment of the common areas and office units. Tenant/unit owners are required to acquire the services of the contractor hired by the AT MANAGEMENT. They shall be informed in advance of the scheduled pest control to ensure proper treatment. The objective is to eradicate bugs, vermin, and rats, ants, insects and other pests inside the office units and in the common areas.

- 9.1 The AT MANAGEMENT may allow its pest control contractor's authorized representative to enter any unit at reasonable hours of the day for pest inspection and to undertake preventive measures to control or exterminate these pests at the expense of the tenant/unit owners.
- 9.2 Pest control services will be done simultaneously throughout the building to achieve optimum results. Tenant/unit owners should program their office's monthly treatment to coincide with the common area treatment. This is a MANDATORY ACTIVITY, the individual office premises part shall be for the sole account of the tenant/unit owners.

10. FOOD / BEVERAGE AND SMOKING

- 10.1 Eating is prohibited along the corridors, elevators, elevator lobbies, common areas, limited common areas, stairwells, rest rooms and pantries
- 10.2 Smoking is prohibited within the building except Cafeteria. Any person caught smoking outside the designated areas shall be fined.
- 10.3 Ash & trash bins are provided at designated smoking areas. Any person caught littering shall be issued a warning and will be fined Rs 1000 for every repeated violation.

11. FIRE SAFETY

- 11.1 Fire Exits
Fire exit plans are posted in every floor of the building. It is important that tenant/unit owners and occupants of the building be familiar with the location of fire exits.

The fire exit stairwells are equipped fire rated doors. Unless there is an emergency situation, the Emergency Fire Exits shall be OFF LIMITS to all persons.

11.1.1 The building's fire exits are properly identified and marked by illuminated signs

11.1.2 Fire exits doors are not to be obstructed with any objects, furniture or structures.

11.1.3 The fire stairs passageway shall not be used for storage.

11.1.4 Tenant/unit owners occupying an entire floor must ensure that the layout of furniture and files does not obstruct the way to the fire exit door. The ASKARI Tower Management reserves the right to inspect and require relocation of furniture and files.

11.1.5 The sidewalks, entrance passages, corridors, stairways, and elevators of the building shall not be obstructed.

11.2 Fire Protection Devices

Each floor is equipped with smoke and heat detectors designed to activate at specified smoke density and heat intensity, respectively. These devices are components of the Fire Alarm & Detection System (FDAS) centrally monitored at the CMC.

Three (3) fires hose cabinets strategically located at each floor level has been provided for use in case of emergency.

11.2.1 Tenants will install smoke detectors and sprinklers within their respective offices. Tenant/unit owners must secure the services of accredited fire protection service provider which shall be for the sole account of the unit owner/occupant.

11.2.2 Fire sprinklers, smoke detectors and manual pull stations within the office unit and in the common areas of the building must not be tampered with.

11.3 Fire Drills

11.3.1 Attendance and participation in fire prevention or firefighting seminars and actual fire drills are required for all unit owner/occupant's employees. The unit owner/occupant shall designate a fire marshal with whom the ASKARI Tower Management will coordinate all fire drill activities.

11.4 Fire Safety Inspection

11.4.1 The ASKARI Tower Management will conduct inspections of the owner/occupant's premises for fire safety measures. Unit owners are required to comply with the items noted in the inspection report.

11.4.2 The ASKARI Tower Management may engage the services of accredited Life and Fire Safety consultants to validate compliance in the premises of the building. Unit owner/occupants shall be charged a proportionate share for the costs of these services. All occupants must comply with all the requirements of the Life and Fire Safety Regulations.

11.5 Fire Extinguishers

The unit owner/occupants shall provide and install a 10-pound ABC type fire extinguisher for every 50 sqm area, strategically located at 23 meter travel distance from the exit points. Fire Extinguishers shall be maintained/refilled by unit owner whenever necessary and shall be made available for every inspection.

11.5.1 The ASKARI Tower Management has the right to inspect or require respective tenant/unit owners to install and update fire extinguishers inside the unit.

11.6 Fire Safety Rules

To reduce the occurrence of fire, the following guidelines must be adhered:

11.6.1 Cooking in any form is not allowed inside the office units. Only electrical heating pots are permitted. The use of electric, gas or open burner or any appliance of similar type is prohibited.

- 11.6.2 All electrical equipment/appliances (except for data banks) are to be disconnected before leaving the office premises.
- 11.6.3 There should be a minimum clearance of 0.8 meter between the ceiling and any furniture or material stored within the office unit.
- 11.6.4 No explosives or inflammable materials shall be stored in any part of the office unit.
- 11.6.5 Circuit breakers and electrical panels must always be conveniently located for easy reach and observation.
- 11.6.6 Open junction boxes, dangling wires, exposed wiring or other conditions that may cause electrical troubles are strictly prohibited.
- 11.6.7 Electrical cords should not pass under rugs or carpets.
- 11.6.8 Defective wiring and electrical equipment must not be used and should be replaced or repaired immediately.
- 11.6.9 All electrical works within the premises are subject to the approval of the ASKARI Tower Management. Combustible materials are to be kept as far as possible from lighting and other electrical fixtures.

11.7 Doors and Windows

- 11.7.1 No additional locks or bolts of any kind shall be installed on any of the doors of the premises without the consent of the AT MANAGEMENT and no lock shall be changed or altered.
- 11.7.2 All entrance and exit doors in the office premises shall be locked by the tenant/unit owner when not in use.

12. NOISE AND OTHER POLLUTANTS

The tenant/unit owners should see to it that their areas are free from annoying sounds, disturbing noises, foul odors and other audio visual disturbances. Office units are to be used in a manner that will not disturb the peace and tranquility of the building and its occupants.

13. VENDORS

All types of vendors, peddlers or solicitors are prohibited from entering the building. Tenant/unit owners are advised to immediately inform the AT MANAGEMENT of such individuals' presence.

14. DISCIPLINE OF TENANT/UNIT OWNER'S PERSONNEL

Tenant/unit owner shall be responsible for the behaviour of their employees, contractual personnel, agents and visitors. The following actions/activities are strictly prohibited in any part of the building, common areas, and premises:

- 14.1 Possession and/or being under the influence of prohibited drugs;

- 14.2 Possession of deadly weapons or explosives;
- 14.3 Gambling in any form;
- 14.4 Acts that may inflict harm on other persons;
- 14.5 Unauthorized entry to restricted areas;
- 14.6 Refusal to cooperate with security procedures;
- 14.7 Damage to building property; vandalism;
- 14.8 Any other activities, which the ASKARI Tower Management may deem to be unacceptable and detrimental to the cleanliness, peace, order and safety of the building and its occupants.

15. COMMON AREAS

The common area shall not be appropriated for the exclusive use or benefit of any particular office unit or tenant/unit owner. Common areas shall be free from any obstruction at all times. No furniture/equipment/garbage, etc. by any unit owner shall be allowed in these areas. Janitorial or cleaning equipment is allowed in these areas only during cleaning activities and for a limited time. It shall not be used as storage by any unit owner/lessee or any service provider in contract with the ASKARI Tower Management.

15.1 Guidelines On Use

15.1.1 Upkeep and repair of the common areas of the building will be maintained by the AT MANAGEMENT.

15.1.2 Connecting to the common area utilities without the approval of the ASKARI Tower Management is prohibited. The tenant/unit owner shall be charged for utilities consumption and other related expenses as a result of the use of the common area facility.

15.1.3 Any damage resulting from the improper use of the common area during office construction phase shall be on account of the tenant/unit owner. The original condition of the area must be restored within 3 days. In the event that no repair is done within 3 days, the AT MANAGEMENT shall hire the services of a qualified contractor and charge the cost of repair to the tenant/unit owner.

15.2 Elevators

15.2.1 The passenger elevators are to be exclusively used for the transport of building occupants, their employees and guests.

15.2.2 For cargo/transport purposes (transferring of office equipment and machines, supplies, construction materials, etc.) and access of contractors, the designated Cargo/Fireman elevator shall be used.

15.2.3 It is strictly prohibited to tamper with the buttons or switches, lights, doors, wall speakers and other devices found inside the elevator. Any damage caused to the elevator shall be borne by the concerned tenant/unit owner.

15.3 Hallways, Emergency Exits and Stairwells

15.3.1 All entrances, exits, emergency exits, hallways, passages, stairwells, lobbies must be free from and clear of obstruction, restriction or hindrance at all times. Tables, chairs and other obstructing materials are not to be placed in any part of the common areas.

- 15.3.2 All emergency/fire exit doors must be kept closed at all times.
- 15.3.3 Loitering is strictly prohibited in the lobbies, hallways and fire exit stairwells.
- 15.3.4 Unauthorized assembly is not allowed

15.4 Electrical and Telephone Panel Boards

15.4.1 Electrical and telephone panel boards shall always be accessible. No obstruction (especially combustible material) of any kind should be placed inside or outside the panel boards.

15.4.2 Only authorized representatives of the AT MANAGEMENT are allowed access to all electrical/meter rooms, machine rooms, maintenance rooms, etc.

16. SIGNS AND ADVERTISEMENT, ETC.

The tenant/unit owner shall not affix, paint or put up any name, trade name, logo, notice, sign or other advertising medium or paraphernalia on any part of the common areas of the building including the circulation or distribution thereof within the premises without the permission of the AT MANAGEMENT except in the following cases:

- 16.1 Listing in the general building directory (located at the Ground Lobby) to be prepared and posted by the AT MANAGEMENT.
- 16.2 Display of its logo (or corporate name) within the office unit and on its entrance.
- 16.3 The building is governed by Omni bus clause.

17. VIDEO RECORDING

No video recording, photography or playing of audio-visual or stereo in the common areas of the building shall be allowed without prior written permission of the AT MANAGEMENT.

18. CONSTRUCTION AND ALTERATIONS WITHIN OFFICE UNITS (See also Fit-out Guidelines)

- 18.1 No additions, alterations or modification work can be done in a unit without the written approval of the AT MANAGEMENT. The AT MANAGEMENT shall be advised whenever construction work or servicing shall be undertaken within the premises.
- 18.2 Prior to the approval, the tenant/unit owner is required to submit to the AT MANAGEMENT the plans, specifications and other pertinent documents for the construction or repair works.
- 18.3 The occupant is responsible in hiring his own security guard/s and janitor/s during construction of the office unit. The tenant/unit owner shall also provide additional security personnel whenever fire protection appliances are impaired.
- 18.4 Prior to the start of work, the tenant/unit owner or a duly authorized representative shall secure a Work Permit from the AT MANAGEMENT.
- 18.5 The tenant/unit owner shall provide the AT MANAGEMENT a list of workers who will work inside their unit. Any worker who is not included in the list will be denied entry to the building.

- 18.6 Tenant/unit owners with outstanding accounts (assessment dues, utility charges, etc.) with the AT MANAGEMENT will not be allowed to proceed with any work until such accounts have been updated. Clearance from AT MANAGEMENT will be required.

The AT MANAGEMENT reserves the right to disconnect the utility lines in case the tenant/unit owner and/or his representative fail to settle the outstanding account in the given time frame for settlement.

- 18.7 Construction workers shall be properly supervised by the tenant/unit owner's representative to prevent loss or damage in the building.
- 18.8 Tenant/unit owners performing construction or repair work shall compensate other tenant/unit owners or any person for any loss, damage or injury caused directly or indirectly by their workers.
- 18.9 The tenant/unit owner shall be responsible in ensuring that the provisions of Askari Tower Bye laws and Construction Guidelines are observed by their contractors and suppliers.

19. CONSTRUCTION WORK SCHEDULE (See also Fit-out Guidelines)

- 19.1 Works that may obstruct or disturb the operations of the building and its occupants including but not limited to drilling, cutting and hammering can only be done from:

7:00 PM to 7:00 AM Monday to Saturday and full day on Sundays

Works where fumes are retained after the implementation, i.e. painting works, varnishing works and the like, shall be done from Saturday's 6:00 PM to Sunday's 6:00 PM or as per AT Management's approved work schedule.

Works to be conducted other than the specified time and days (i.e. Sundays and Holidays) shall be with prior written approval.

These works include, but are not limited to:

- spray painting
- varnishing
- welding
- works using adhesive with obnoxious smell
- demolition
- pest control (spraying, fogging, etc.)
- fixing into solid walls / slabs

- 19.2 Other works that will not obstruct, disturb or endanger the safety of the building and its occupants such as minor civil, electrical, mechanical works may be done during office hours.

A WORK PERMIT must be secured from the AT Management Office at least a day before the work schedule.

20. RESTRICTIONS FOR CONSTRUCTION WORKERS (See also Fit-out Guidelines Issued Separately)

- 20.1 It is the responsibility of the tenant/unit owner to inform their contractors, suppliers and agents

that these rules must be observed. Violators shall be restricted from entering, ejected or banned from the building. The restrictions include, but are not limited to:

- 20.1.1 Smoking
- 20.1.2 Drinking of liquor
- 20.1.3 Stay-in or sleeping overnights
- 20.1.4 Cooking
- 20.1.5 Gambling
- 20.1.6 Bathing
- 20.1.7 Loitering
- 20.1.8 Improper sanitation

The AT MANAGEMENT Security personnel may confiscate cigarettes, lighters/matches, dangerous weapons, liquors and gambling materials belonging to construction workers and suppliers.

21. THE WORK PERMIT

- 21.1 The Work Permit is required from the AT MANAGEMENT before start of any Fit Out work to ensure the security and safety of the building.
- 21.2 No work or activity by the tenant/unit owners shall be allowed without a Work Permit duly signed by the AT MANAGEMENT.
- 21.3 For the Work Permit to be approved, the following should be taken note of:
 - 21.3.1 The form should be completely and properly filled up by the tenant/unit owner or his representative.
 - 21.3.2 Only forms signed by the tenant/unit owner's authorized signatories shall be honored by the AT MANAGEMENT.
 - 21.3.3 For electrical works, there must be at least two (2) workers at a given time.
- 21.4 Work Permit submission schedule shall be as follows:
 - 21.4.1 Minor works - 12 hours before commencement of work
 - 21.4.2 Major works - a minimum of 3 days prior to the schedule especially if sensitive or major equipment is involved.
- 21.5 All conditions by the AT MANAGEMENT attached to the Work Permit must be taken note of and complied with.
- 21.6 The AT MANAGEMENT shall be furnished with a list of all construction workers' names and their CNIC Numbers.
- 21.7 The AT MANAGEMENT reserves the right to order work stoppage when violations in the building Rules and Regulations and Fit-out Guidelines are committed.

22. DELIVERY

All delivery vans/mini-trucks/motorcycles must proceed to the Loading Dock at Basement 3. A designated delivery parking area has been provided. Delivery personnel/couriers are advised to register at the Security Office where they will be issued a security pass. Upon the issuance of the security pass, delivery personnel/couriers can proceed to the Cargo elevators to bring their goods to designated floor.

- 22.1 The tenant/unit owner is required to secure a GATE PASS from the ASKARI Tower Management whenever there is a delivery for large items that cannot be hand-carried by one person and for items that may obstruct the normal flow of traffic in the building. Such items include but are not limited to:

22.1.1 Office furniture & equipment

22.1.2 Catering equipment & food deliveries

22.1.3 Construction materials (plywood, hollow blocks, gravel, sand, cement, GI sheets, T-runners, etc.)

22.1.4 Construction equipment

These items may only be delivered from 7:00 PM to 6:00 AM, unless there is prior written approval from the Administration. (See also Fit-out Guidelines).

- 22.2 All deliveries must be brought straight to the office or construction area. The building security personal will not receive any deliveries. A representative from the tenant/unit owner must receive the delivery.

23. PULL-OUT

- 23.1 The tenant/unit owner is required to secure a GATE PASS from the Administration Office whenever there is a pullout of large items that cannot be hand-carried by one person and of items that may obstruct the normal flow of people in the building.

Such items include, but are not limited to:

23.1.1 Office furniture & equipment

23.1.2 Catering equipment

23.1.3 Construction materials (plywood, hollow blocks, gravel, sand, cement, GI sheets, T-runners, etc.)

23.1.4 Construction equipment

These items may be pulled-out from 8:00 PM to 6:00 AM unless there is a prior written arrangement from the Administration.

- 23.2 All construction debris must be hauled-out every night to avoid accumulation.
- 23.3 For safety reasons, the owner/occupant must submit specimen signatures of their authorized representative for the security of their property or send an email from authorized person. AT MANAGEMENT reserves the right to disapprove any pull-out if the signature was different from the specimen signature.
- 23.4 For safety and security reasons, AT MANAGEMENT and its representatives reserve the right to validate identities of tenant/unit owners/occupants pulling out portable office items and/or equipment without the necessary gate pass or valid email.

- 23.5 The enforcement of the schedule and gate pass does not impose any responsibility on the AT MANAGEMENT on the protection of the tenant/unit owner. (For fit-out contractors and suppliers, refer also to Fit-out Guidelines).

24. UPKEEP AND REPAIR OF UNITS

- 24.1 The upkeep and repair of each unit shall be the responsibility and for the account of the tenant. He shall maintain his unit in good condition and in such a manner that will not be prejudicial to the other units.
- 24.1.1 The tenant shall be responsible for all damages to any other tenant/unit owner or to the common areas resulting from his failure to effect proper upkeep, maintenance and repairs.
- 24.2.1 Water leaks must be repaired immediately.
- 24.2 AT MANAGEMENT reserves the right to implement procedures or improvements involving security & safety.
- 24.3 The tenant shall also be responsible for promptly reporting to the ASKARI Tower Management any defect or needed repairs at the common areas of the building.
- 24.4 Minor Repair works including, but not limited to electrical lights, wiring, electrical installations, plumbing and carpentry will be escalated to AT MANAGEMENT Help Desk. ASKARI Tower Maintenance teams will provide requisite repair facilities to tenant/unit owner, however cost of items used for executing these maintenance jobs will be charged to Tenant/unit owners.
- 24.5 All major repair works should be done at a time that will cause minimum disruption and subject to approval of AT Management.
- 24.6 Emergency repairs may be done during operating hours in any of the following cases:
- 24.6.1 Delay of repair will pose a threat to life or affect the safety of the building and its occupants.
- 24.6.2 Delay of repair will endanger the security of the office unit.
- 24.6.3 Repairs will not affect or disturb the other building occupants.
- 24.7 Damage caused by the Tenant/unit owner, his employee, contractor, agent or guest, will be charged to his account.
- 24.8 The tenant/unit owner, especially retail tenant/unit owners, should make sure that all utilities and equipment are shut off whenever the premises are left unattended.
- 24.8.1 In case of negligence or carelessness, the tenant/unit owner shall take full responsibility for all physical injuries or damages to property sustained by the unit or of third parties.
- 24.9 Building personnel, in their personal capacity, are not allowed to render their services to tenant/unit owners.

25. TRANSFER OF FURNITURE AND EQUIPMENT

- 25.1 The AT MANAGEMENT reserves the right to prescribe the weight and position of safes and other objects of excessive weight. No safes or other objects, the weight of which exceeds the design load for the area upon which it will be placed shall be allowed movement.
- 25.2 The tenant/unit owner must first secure the approval of the AT MANAGEMENT through the Fit-out coordinator prior to any transfer, delivery or installation of such heavy objects or equipment.

26. INCOMING UNIT OWNERS/OCCUPANTS

- 26.1 Tenant/unit owners who are to occupy a newly vacated office unit must conform to all Askari Tower Bye Laws set forth by the AT MANAGEMENT.
- 26.2 **Incoming occupants must inform the AT MANAGEMENT of any scheduled move-in activity for coordination with the outgoing** Tenant/unit owner.

27. OUTGOING TENANT/UNIT OWNERS

- 27.1 Tenant/unit owners who are to vacate their area shall be allowed to pull-out their property only upon clearance from the AT MANAGEMENT.
- 27.2 Maximum fire and safety precautionary measures must be observed during the pull-out.
- 27.3 Highly combustible materials (files, paper, office supplies, etc.) must be pulled- out first.
- 27.4 Posters indicating the outgoing tenant/unit owners forwarding address shall be subject to the AT MANAGEMENT approval. Upon termination of tenancy all incoming mail shall no longer be accepted by building personnel.
- 27.5 Items to be pulled out may be subject to security inspection
- 27.6 The vacated premises must be left clean and free of any garbage and odour. All materials that may endanger the life and safety of the Tenant/unit owners in the building must be removed. Otherwise, the Administration shall hire the services of a cleaning contractor and charge the cost to the tenant/unit owners.
- 27.7 Unless otherwise approved by the AT MANAGEMENT, the pull-out shall be done during non-operating hours.
- 27.8 The AT MANAGEMENT reserves the right to put the pull-out on hold should any of the above requirements or other Bye laws are violated and/or if the tenant/unit owner is in default or has an outstanding financial obligations to the Landlord/ AT Management.

28. THE MEMORANDUM

The memorandum form is a basic instrument to communicate electronically/hard copy used by the AT MANAGEMENT to correspond with the building occupants. It may indicate any of the following:

- 28.1 Any observations noted on the occupied office unit and/or its operations
- 28.2 Any requirement set by the AT MANAGEMENT
- 28.3 Any information which has to be disseminated to Tenant/unit owners.

29. CARE AND MAINTENANCE CHARGES (CAMC)

- 29.1 All Tenant/unit owners shall be proportionately liable for the common area expenses. Common area expenses include, but are not limited to;
 - 29.1.1 Regular and recurring maintenance;
 - 29.1.2 Ordinary repairs;
 - 29.1.3 Utilities of common areas;
 - 29.1.4 Fees/salaries of managerial, legal, accounting, engineering, Janitorial and other professional or technical services;
 - 29.1.5 Cost of any other materials, supplies, furnishings and fixtures, as well as labour services.
- 29.2 Care and Maintenance Charges shall be billed in advance as agreed in Tenancy Agreement/ Application Form/Sale agreement and are payable within due date.
- 29.3 Electricity, HVAC, Genset supply for offices is metered and charges as per meter readings shall be billed on a monthly basis and are payable on or before 30th of the calendar month.
- 29.4 The AT MANAGEMENT reserves the right to disconnect all utilities in the event of non-payment of any dues amount with respect to utilities, rent or CAMC.

30. SEMINARS AND DRILLS

The Tenant/unit owners or any authorized representative must attend and participate in all seminars and drills organized or conducted by the Administration regarding contingency plans to be implemented in the case of any major emergency such as fire, earthquakes, etc.

31. PARKING (Parking Rules at Annexure 'B')

The ASKARI Tower operates four basement parking levels marked B1, B2, B3 and B4 which can accommodate a total of 416 cars and over 700 motorcycles intended as parking space for building tenant/unit owners, unit owners and visitors.

One parking Bay at B1 Level is allocated for use of Senior Executives of Office units and remaining on other parking levels according to the allocated parking space. Parking space is allocated according to the area of office i.e. One car and 1.36 Motor bykes for every 1000 SFT office space.

32. EMERGENCIES

Report all emergency situations, bomb threats, fires, etc. to the Askari Tower Reception/ Security Office.

All tenant/unit owners who are not operating 24 hours a day must submit to AT MANAGEMENT a list of at least (3) three contact persons and their telephone/mobile phone numbers to be used in case of

emergency where access to the inside area of the tenant/unit owner is needed.

33. INSPECTION

The AT MANAGEMENT reserves the right to enter the premises during office hours to conduct regular inspections and shall be done in the presence of the tenant/ unit owner's representative.

34. GENERAL PROVISIONS

34.1 The AT MANAGEMENT exists for the purpose, among others, of assisting the unit owner and occupants of the building. Neither ADHL nor any personnel, employee or representative of the ADHL, including the Management appointed by the ADHL and its staff shall, in the performance of their duties, be liable to tenant/unit owners or their officers, employees, agents or guests, or to any other person, for any of its/their act or omission. Tenant/unit owners shall hold the ADHL free and harmless against any and all loss, damage, cost, claim or expense which the tenant/unit owner may sustain or incur by reason of any demand, suit, claim or assertion of wrong doing, error or negligence made by any person or entity against the tenant/unit owner involving or arising out of the performance by the AT MANAGEMENT of its duties.

34.2 The General security of any and all parts of the building and all its parts, including Common Areas, is the primary responsibility of the AT MANAGEMENT. The security measures implemented by the AT MANAGEMENT, including the deployment of security personnel, is only for purposes of assisting the Tenant/unit owners in their respective responsibilities of securing their premises, including the common areas pertaining only to the said premises.

34.3 It is the sole responsibility of the Tenant/unit owners to ensure the safety, security, sanitation, cleanliness and peace and order of their respective individual units, including the common areas pertaining only to said units or a cluster of units, subject to provisions of the law, Master Deed with Deed of Restrictions, Construction Guidelines, these Bye laws, as well as other rules or guidelines which may be adopted from time to time by the AT MANAGEMENT.

34.4 It is the sole responsibility of the Tenant/unit owner to ensure the proper dissemination of all the guidelines, rules and regulations, which presently exist or which may be adapted from time to time, to all their officers, employees, agents, contractors, suppliers or guests for the effective enforcement thereof.

35. MISCELLANEOUS

35.1 *Should the AT MANAGEMENT be compelled to seek judicial relief against any tenant/unit owner, the tenant/unit owner shall pay for all costs of litigation and a reasonable attorney's fee.*

35.2 *Care and Maintenance Fees, Property tax, Utility Bills and other special assessments and other charges, shall be paid on or before given deadline date. In the event of failure to pay on time, the AT MANAGEMENT reserves the right to initiate disconnection of facilities within the unit immediately, without any need for advance notice. The AT MANAGEMENT shall exercise judiciously the prerogative. Reconnection of facilities to the unit/s shall be effected only upon payment of all arrears and penalties caused by delinquency of the occupant. Should there be a need to employ the services of a lawyer and/or consultant; the Tenant/unit owner shall pay for all costs and expenses incurred including that of the AT MANAGEMENT.*

36. OTHERS

- 36.1 Complaints regarding the service of the building or utility defects should be made in writing to the ASKARI Tower Management.
- 36.2 Regular maintenance fees and other charges shall be paid on time. The party violating this rule shall pay all cost and expenses of collection including attorney's fee.
- 36.3 All Tenant/unit owners and those in their employ shall comply with the rules and regulations, ordinances and laws made by other duly constituted local or national authorities regarding the use, occupancy and sanitation of the building. Any consent or approval given under these bye laws may be added to, amended or repealed at any time by the AT MANAGEMENT.

37. AMENDMENTS

- 37.1 These BYE LAWS may be amended from time to time by the ASKARI Tower Management.
- 37.2 Amendments or additions to the BYE LAWS shall take effect on the date designated by the AT MANAGEMENT.

38. SEPARABILITY

The invalidity of any provisions of these BYE LAWS shall not in any manner affect the validity or enforceability of the rest of the provisions.

39. EFFECTIVITY

These BYE LAWS shall take effect upon the start of the office project.

This manual has been reviewed and approved by the ASKARI Tower Management this 23rd September 2022.

Responsibility Matrix ADHL & Tenant/Unit Owner

<i>S/No.</i>	<i>Service</i>	<i>Sub Head</i>	<i>Common Areas</i>	<i>Office Units</i>
1.	<i>Elevators</i>	<i>Operation</i>	<i>ADHL</i>	
		<i>Maintenance</i>	<i>ADHL</i>	
2	<i>Telecom</i>	<i>Infrastructure</i>	<i>ADHL</i>	
		<i>Employing Service provider</i>	<i>ADHL</i>	
		<i>Voice, Data, Video</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>
3	<i>Electricity</i>	<i>Provision of Lesco connection</i>	<i>ADHL</i>	<i>ADHL</i>
		<i>Electricity Bill</i>	<i>ADHL</i>	<i>Tenant/Unit Owner (as per Meter)</i>
		<i>Electrical Wiring</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>
		<i>Minor Maintenance</i>	<i>ADHL</i>	<i>ADHL</i>
		<i>Major Maintenance</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>
		<i>Cost of Repair Items</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>
4	<i>Genset Backup</i>	<i>Operations</i>	<i>ADHL</i>	<i>ADHL</i>
		<i>Repair & Maintenance</i>	<i>ADHL</i>	<i>ADHL</i>
		<i>Power Consumption Charges</i>	<i>ADHL</i>	<i>Tenant/Unit Owner (as per Meter)</i>
5	<i>Water Supply</i>	<i>Clean Water Supply</i>	<i>ADHL</i>	<i>ADHL</i>
		<i>Operation & Maintenance</i>	<i>ADHL</i>	<i>ADHL</i>
6	<i>HVAC</i>	<i>Provision of Heating Cooling & Ventilation</i>	<i>ADHL</i>	<i>ADHL</i>
		<i>Operating Cost</i>	<i>ADHL</i>	<i>Tenant/Unit Owner (as per Meter)</i>
		<i>Repair & Maintenance of Air Handling Units</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>
		<i>Repair & Maintenance of Chillers</i>	<i>ADHL</i>	<i>ADHL</i>
7	<i>Help Desk</i>		<i>ADHL</i>	<i>ADHL</i>
8	<i>Security</i>	<i>Access & Egress</i>	<i>ADHL</i>	<i>Tenant/Unit</i>

				<i>Owner</i>
		<i>Video Surveillance</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>
<i>9</i>	<i>Minor Maintenance</i>	<i>Services</i>	<i>ADHL</i>	<i>ADHL</i>
		<i>Repair Items Cost</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>
<i>S/No.</i>	<i>Service</i>	<i>Sub Head</i>	<i>Common Areas</i>	<i>Office Units</i>
<i>10</i>	<i>Major Repairs</i>	<i>Services</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>
		<i>Repair Items Cost</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>
<i>11</i>	<i>Janitorial</i>	<i>Sweeping and Mopping</i>	<i>ADHL</i>	<i>ADHL</i>
		<i>Washing of Toilets</i>	<i>ADHL</i>	<i>ADHL</i>
		<i>Cleaning of Doors</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>
		<i>Waste Management</i>	<i>ADHL</i>	<i>ADHL</i>
		<i>Drain Cleaning</i>	<i>ADHL</i>	<i>ADHL</i>
		<i>Dusting / Windows Cleaning</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>
		<i>Provisioning of Hygiene Tissues, Toilet Rolls, Hand Wash (Once a day)</i>	<i>ADHL</i>	<i>ADHL</i>
		<i>Any Other Janitorial service/supply</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>
<i>12</i>	<i>Pest Control</i>	<i>Services/ Supplies</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>
<i>13</i>	<i>Fire Protection</i>	<i>Fire detection & Suppression System</i>	<i>ADHL</i>	<i>ADHL</i>
		<i>ABC Type Fire Extinguishers</i>	<i>ADHL</i>	<i>Tenant/Unit Owner</i>

PARKING RULES

ASKARI Tower Car park Guidelines and Procedures

ASKARI Tower car park hereby issued the following car park guidelines and procedures which will be enforced by our parking personnel for the safety of lives and properties.

1. Parking slots are assigned to specific registered clients. Cars shall park at the bays assigned to them with authorized car sticker. Parking is not allowed in the driveway or in any other area which may obstruct the smooth flow of traffic in and out of the building.
2. Parking tenant/unit owner or his clients, guest, employee or drivers shall observe traffic rules in the parking areas and grounds. The tenant/unit owner is responsible for informing their guest, employee and driver to observe these parking rules and regulation.
3. Only one (1) car per bay is allowed. Double parking is not allowed.
4. All client's vehicles are to be registered with the AT MANAGEMENT and display their car sticker provided for such purposes.
5. No one shall add or permit obstructions, restrictions or hindrances that may affect the common use and ownership unless authorized by the AT MANAGEMENT. No part of these areas should be used as storage facility.
6. The clients shall not cause or permit the prolonged blowing or any horn from any vehicles. No loud speaker or noisy contraption shall be allowed in any part of the car park premises. Clients shall maintain the place in a peaceful and reasonably quiet manner and shall refrain from any noise, boisterous or loud noise or acts that would disturb or unreasonably interfere with the peace and quiet of the other occupants of the building.
7. No motorbike, bicycle, trailers or two-wheeled vehicles are allowed to be parked in the designated car parking bays.
8. Only authorized vehicles with stickers are allowed to enter in the reserved basement areas. Vehicles without an Access Proximity Card (APC) and / or Car Sticker are subject for investigation.
9. Illegal use of Access Card and Car Sticker are subject to vehicle blocking and investigation.

10.1 10 KPH maximum speed and 1.9 vertical height limit clearance are strictly observed.

10. Loitering, littering and practice driving are strictly prohibited in the parking areas.

11. The only cleaning allowed in the parking areas is dusting, wiping and rubbing of cars that can normally be accomplished with rags. Water from whatever source is not allowed to pond in the parking area. The use of the water hose to wash a car and clean- your-car-boys are not allowed inside the building premises.

12. The building owners and parking operator is not responsible for any damage or loss of the vehicle, or any of its accessories or articles left therein. The tenant/unit owner shall be held liable for any damage they may cause to the parking facility or its accessories or to persons or any other property inside the Car park Facility.

13. Smoking, sleeping and waiting inside the vehicle are strictly prohibited. Car engine should be shut off while parking inside the car park area.