

Form 24 <Agreement of Fitting Out Alteration Work>

Name of Company : _____

Office Unit : _____ Floor : _____

The fitting out work of captioned office unit will carry out the following alteration works subject to drawing submission and approval from fire service departments and else relevant Authorities by tenant.

1. Take down existing door but keeping original door frame, the reinstatement cost at RMB \$3500 per unit. (Cost subject to review and change from time to time without notice)
2. Take down existing door and frame, the reinstatement cost at RMB \$5500 per unit. (Cost subject to review and change from time to time without notice)
3. Demonlition of non-structural wall at reinstatement cost at RMB \$350 per sqm. (Cost subject to review and change from time to time without notice)
4. Demonlition of raised floor and supporting framework, the reinstatement cost at RMB \$400 per sqm (Cost subject to review and change from time to time without notice)
5. Demonlition of aluminimun suspended ceiling, the reinstatement cost at RMB \$600 per sqm.
6. The reinstatement cost for other items will subject to quotation and mutual consent between tenant and management company.

Item	Work description	QTY	Unit Rate	Sub-Total
1	Take down existing door (excluding door frame)			
2	Take down existing door (including door frame)			
3	Take down non-structural wall			
4	Demonlition of raised floor and supporting framework			
5	Demonlition of aluminimun suspended ceiling			
6	Others			

Tenant agrees reinstatement of above items and else specified in the lease at soonest expiry of the tenancy, otherwise, Management Company will carry out and complete the reinstatement work at cost of tenant's security deposit hold by Management Company. Any associated deficiency will be charged to tenant's account.

Please refer to the formal notice from management company as if there is any adjustment to the above unit rate.

Tenant's signature and Chop : _____ Management Company's signature : _____

Date : _____ Date : _____