

Form 16 <Fitting Out Deposit Refund Application Form>

Office Unit : _____

Floor No.: _____

Name of Tenant : _____

Tenant's representative : _____ Contact No. : _____

Company Name of Fit-Out Contractor : _____

Fit-Out Contractor's Representative : _____ Contact No. : _____

Deposit Amount Applicable (RMB) : _____ Cheque no. : _____

Comments by Technical Dept. :

Completed

Not Completed

One Set of As-Fitted Drawings, One site of CAD drawings

1. Various testing / pressure test report

2. Fit-out work inspection / self-acceptance report

3. Damage and loss of public facilities

4. Other comments:

Signature by Technical Manager : _____ Date : _____

Comments and Approval by Management Company :

1. No. of <Temp. In/Out work permit> card collected by Fit-Out Contractor _____ (pieces),

No. of card returned _____ (pieces), deductible amount RMB _____

2. No. of irregularities / incompliance by Fit-Out Contractor _____ , penalty deductible amount RMB _____

3. Other:

Total refundable (or receivable) amount RMB : _____

Signature by Tenant Services Manager : _____ Date : _____

Approval and Signature by Finance Dept. : _____ Date : _____

Approval and Signature by General Manager : _____ Date : _____

Attention :

- Application of refund after 3 months of work completion.
- The refund application will be notified within 10 working days.
- This form will be solely used for internal document of management company and it will not be used for external purpose.
- Upon approval by general manager of management company, the financial department will refund the right amount of fitting out deposit to tenant within 15 working days.