

## Form 9 <Fitting Out Fee and Charge Payable>

Name of Company : \_\_\_\_\_ Office Unit. : \_\_\_\_\_

Leased area (m<sup>2</sup>) : \_\_\_\_\_ Floor no : \_\_\_\_\_

Dependent upon the need and requirement of fitting out work in building, Tenant is required to pay a crossed cheque for the following fitting out deposit and relevant fee and charge to the Management Company together with this form.

Item	Description of work	QTY	Unit rate(¥)	Sub-total(¥)
1	<u>Fitting out service fee</u> : calculated as per sqm of office area		¥15.00/m <sup>2</sup>	
2	<u>Fitting out deposit</u> : calculated as per sqm of office area with minimum charge of ¥20,000		¥30.00/m <sup>2</sup>	
3	<u>Construction waste disposal fee</u> : calculated as per sqm of the office area with minimum charge of ¥1,000/mth		¥6.00/m <sup>2</sup> (per month)	
4	Temp. power connection fee per time (single phase)		¥1,000	
5	Temp. power supply tariff		¥1.4/kwh	
6	Temp. water supply tariff for fitting out work		¥4.8/m <sup>3</sup>	
7	<u>Temp. fitting out work identity card</u> : calculated per card		¥10.00/card	
8	<u>Temp. fitting out work identity card deposit</u> : calculated per card		¥50.00/card	
9	<u>Others</u> :			
			Total (¥) :	

Signature of Tenant's representative :

Signature of Management Company's representative :

\_\_\_\_\_

\_\_\_\_\_

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

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

Cheque No. : \_\_\_\_\_

Cheque Amount (RMB) : \_\_\_\_\_