

OSK REALTY SDN BHD (242308-W)
 17th FLOOR, PLAZA OSK,
 JALAN AMPANG, 50450 KUALA LUMPUR.
 TEL : 03-2177 1968 FAX : 03-2177 1963

PLAZA OSK : PERMISSION TO WORK FOR CONTRACTORS/VENDORS

Name of Contractor/Vendor : _____ **Contact No :** _____

Tenant : _____ Contact Person : _____ Contact No : _____

Nature of Work/Service : _____ (attached correspondence letter or email)

Work Period Date : _____ to _____ Time : _____ to _____

Agreement Conditions for :-

- a) The contractor/vendor is to submit a list of names and I/C numbers of persons who will be working in the building.
- b) To submit this work permits form at least two (2) days in advance for management approval.
- c) To agree to abide with all security regulations/instructions. Working passtags to be wear at all times.
- d) To agree and only allowed to use the designated service lift between 9.30am to 11.30am, 2.30pm to 4.30pm and after 6.30pm to carry materials and working equipment. The management reserved the right to cancel or re-schedule the usage from time to time. (If the service lift is busy, please contact security guard for assistance).
- e) Where possible, works should be carried out on Mondays to Fridays from 9.00am to 10.00pm and Saturday 9.00am to 1.00pm only. Such works are allowed on Sundays and Public Holidays and subject to Building Management's written approval.
- f) Dismantling, hacking and removal of debris can only be carried out after 7.00pm till 10.00pm on weekdays and after 2.00pm till 6.00pm on Saturdays.
- g) The contractor is to provide safety barricade on the working area.
- h) All common areas including inside the service lift car must be properly protected and kept clean at all times.
- i) The contractor is solely responsible to ensure that all works comply with the requirement of all relevant authorities. Adequate insurance coverage both their employees and the public and a copy of the insurance cover note to be provided upon request by Building Management.
- j) Prior to the commencement of works, the contractor is required to pay a refundable deposit RM5,000.00 (or any amount in necessary] to the Building Management as security for any damage to the building fixtures and equipment during the period. This deposit is refunded upon satisfactory completion of the work.

We are agreeable to the above conditions.

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Contractor/Vendor Signature & Stamp
Name & Contact No :

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Date

Approved by :
Building Management

Deposit Paid : RM

 Signature & Date

Cheque No/Cash :

** Copy to tenant & Security Dept.