

ONYX RULES & REGULATIONS



North Main Road, Next to Westin Hotel,

Koregaon Park, Pune-411001, India

www.onyxpune.com

ONYX RULES & REGULATIONS



PURPOSE OF ONYX RULES & REGULATIONS: -

The purpose of the Onyx Rules & Regulations is to introduce you to the Building, the management staff and their functions, fit out / alteration procedures and to explain the House Rules and Occupier's responsibilities under the terms of Occupier's / licensee to achieve the successful running of ONYX, Pune.

The terms of Occupier's license and /or and service agreement will govern your occupation of the premises at all times and the rules contained in this Onyx Rules & Regulations are complementary and explanatory to those legal documents and do not substitute or amend any of the terms contained therein.

Our Property Manager would be pleased to show you and your staff around any area of the building you are unfamiliar with in order that you may familiarize yourself with the property and all its facilities.

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INTRODUCTION: -

ONYX is most prestigious commercial office address in Pune and offers well-planned workplaces tailor-made to meet the requirements of the most demanding and discerning clientele. Proximity to other premium businesses, combined with modern aesthetic, makes it most convenient and prestigious place to conduct businesses seamlessly and most efficiently.

ONYX is unmatched and exclusive opportunity for a select and discerning clientele to lease offices, retail and showroom office space. The building offers leasable area from 5,000 sq. ft. upwards with floor plated ranging from 7,000 to 10,000 sq. ft.

Fully fitted out, plug-and-play and warm shell option available.

- Excellent work environment with high ceilings, 3 side unrestricted views, modern and stylish elevation, top-of-the-line infrastructure and amenities
- Large open floor plates with minimal intrusion of columns
- Meticulous attention to detail
- Green, clean and un-congested surroundings
- Ample and reserved parking with professional parking management service
- Building management service for maintenance, housekeeping etc.
- Round-the-clock security with manned personnel, CCTV etc.
- Adequate power availability with 100% backup through diesel
- Generators
- Availability of state-of-the-art telecom and internet connectivity
- Located on a new, well planned and wide concrete main road



ASSOCIATES: -

- | | |
|-------------------------|-----------------------------------------------|
| ➤ DEVELOPER | SWAPNALI BHOSALE CONSTRUCTIONS |
| ➤ ARCHITECT | Chandrashekar Kanetkar |
| ➤ CIVIL CONTRACTOR | Talib & Shamshi Constructions Pvt Ltd, Mumbai |
| ➤ STRUCTURAL CONSULTANT | Y.S. Sane Associates, Pune |
| ➤ LANDCAPE ARCHITEC | Vikas Bhosekar |

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PREMISES AND FACILITIES MANAGER: -

We have a dedicated Property Manager, will be carrying out the management of the building, on behalf of ONYX. The contact details are as follows:

Mobile:	9881074199
Email:	propertymanager@onyxpune.in
Website:	www.onyxpune.com
Management office:	Upper Basement level

Management Representative (MR): -

Located in the management office, the MR will assume overall responsibility for the building and its management systems. He will be available from 09.30 AM to 18.30 PM Monday to Saturday,

The building is additionally served by a team of fully trained engineers as well as full administrative support within the building. The building is staffed and monitored 24 hours 7 days a week by the management & security staff including Sundays and public holidays.

Management Functions: -

The function of the management is to provide and oversee the following services in common areas:

1. Building Operation
2. Security
3. Housekeeping
4. Maintenance and Repair
5. Utilities management
6. Occupant Liaising
7. Building Operation
8. Security
9. Housekeeping
10. Maintenance and Repair
11. Utilities management
12. Liaising with statutory authorities for common utilities.
13. Coordinating Fit Out / Alteration Control
14. General Building Administration
15. Advice and ensuring fulfillment of occupiers' obligations
16. Parking Management

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Please mark all correspondence for the attention of Property Manager: -

Mobile no: 9881074199

Email ID: propertymanager@onyxpune.in

ONYX Escalation Matrix: -

Mr. Ajit Garad – 9822648018 Email:

propertymanager@onyxpune.in

Emergency Numbers: -

Control Room

Police Control room	100 /112
Pune Fire Services	101
Pune Station Fire	020-26059230
Ghorpadi Fire Station	9021479922
Hadapsar Fire	020-26870207, 020-26451707
Mundhawa Police Station	020-26890153

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OCCUPIERS ONYX HOUSE RULES: -

- It is the **Occupants responsibility** to ensure everyone reads and understands these rules and regulations and follow times to time. **Ignorance of the same is not a waiver of liability or responsibility.** Failure to comply with any of these rules may result in your personnel being asked to leave the job site/ penalty/ compensation in monetary terms / kind. The Occupier is ultimately responsible for the conduct.
- **COVID 19 PROTOCOL** Occupant has to strictly follow all rules/guidelines defined by Onyx management & PMC/State/Central Govt. time to time.
- All Occupants Employee must wear & show company Identity card at Main Gate.
- All Occupants Employee must follow security frisking procedures at Main Gate.
- The Building security has rights to frisk any and all and in case any unwanted building
- Material is found in custody of the staff they shall not be permitted in the premises and strict action will be taken against the employee. On entering the building all employee will be required to check in with security at the entrance, sign in and hand over their ID's these should be displayed by each worker at all times when in the building.
- All Occupants Employee Vehicles Parking is at their own risk ONYX Management will not be liable.
- All Occupants Employee must use the building assets judiciously. If any damages happen repairing cost will be recovered with administrative charges from individuals/occupants with administration charges.
- Occupiers Admin must ensure there will be no any stuff like water bottles/stationary box/food containers vendor material etc. kept in building common area.
- Daily needs material shifting allowed only in material Lift. If material lift is under maintenance, no any material allowed through passengers lift.
- Repairs and maintenance activity should discuss on side with Property Manager and intimate in advance through mail.
- Poster/standees strictly not allowed in common area.
- All Occupants will have to place their office (Dry & Wet Waste Separate) / garbage in the designated place provided at Lower basement between 04:00 PM. to 05:00 PM. (In case the garbage is late as the PMC will only collect once a day it needs to be kept inside the occupant's premises.
- Occupants shall not be allowed to any endanger in the buildings, its premises or in any manner whatsoever. If such a situation occurs, Occupants shall immediately take steps to correct and eliminate the hazardous Condition.
- Occupants must ensure all safety and security norms are always followed for their license premises as well as for building premises.
- Its occupant's sole responsibility to upkeep/maintained their license premises safety and security Equipment and other equipment. Obtain necessary permission for the respected Government departments.
- It is not permitted to use the duct/ false ceiling without Onyx Management's permission to lay any type of cables.
- It is imperative that good business/professional conduct to be maintained by all occupants' personnel while they are in the property and that they are in the environment they are working in and the job being done. Respect must be shown to the property Employee at all times. Rude and obscene behavior, including foul and abusive language, will not be tolerated. Offender will be asked to remove themselves from the premises and shall not be

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permitted to return again.

- Occupants are not allowed to place Name Signage / Logo anywhere in the Building without Onyx management's permission in written.
- No tinting / stickers / films / signage / Logo on Building Façade glass internal / external which may affect the building aesthetic will require Onyx Management written permission
- All Occupants' Service staff personnel will enter and exit through the designated entrance and only use service stair or service elevator. Use of building main floor, lobbies, or elevator lobbies is prohibited for service staff.
- Occupants must Ensure & follow all Government statutory and Legal requirement before commencing of any Repairs/renovations work with in the premises.
- All construction/repairs waste and debris shall be removed only on weekends between the hours of 08:00 AM to 06:00PM.
- No any construction waste or debris may be permitted to place in the building area premises.
- It is not permitted to use the duct rooms without Onyx Management's permission to lay any type of cables.
- All approved gas and oxygen canister shall be properly chained and supported to eliminate all potential hazards. At the completion of use, said containers shall be removed from the building immediately.
- Please contact the ONYX Management Office to schedule work on the following building systems: **24 - hours in advance** (Any disruption of services will be scheduled at the Management Office's discretion.)
 - a. Domestic water pipelines.
 - b. Fire alarm or speaker.
 - c. Electrical cabling for the addition of Equipment to any is other than the Occupants subpanels
 - d. Smoke/heat detection system.
 - e. Any work that will take place outside the demised Occupants. space.
 - f. Any tie-ins that may affect other Occupants spaces.

Note: If a utility or building alarm is turned off for Contractor's work, occupants must notify the Management Office upon completion so the system can be turned back on as soon as possible.

- No graffiti or vandalism will be tolerated. Any individual caught in the act shall be immediately removed from the premises and will not be allowed to return. In addition, all repairs will be at the occupant's expense.
- No tobacco / pan / smoking or chewing will be permitted in the building. No radios or other sound producing equipment will be permitted in the building. Any employee/ service staff found spitting / causing any kind of damage to property will attract a penalty of Rs: 500/-and all such damages will need to be compensated by the occupant.
- The occupants shall obtain all the statutory permissions and approvals from Management office with regard to provision of Broadband cables/V-sat, dish antenna or any other communication equipment.
- As per statutory norms at any given point of time the Fire staircase to be free of any material / temporary storage. If found will attract a penalty of Rs: 1000/-
- During the transportation / shifting of materials in case of any part of the property
- getdamages the concern Occupants will have to reimburse the damaged with administrative charges.
- All daily needs material loading and unloading to be carried out only between 8:30 AM to 7:00 PM inside the premises.
- No vehicles of height more than 6.5 feet will be allowed at basements for loading/unloading material.
- No private or services vehicle to be parked on the drive way to ensure smooth traffic flow and avoid any accidents.

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- No permission to stay in the premises of Onyx site overnight, now in near future for the service staff/Contractors.
- Arrangement of drinking water for service staff to be made by occupier/contractor.
- Its occupier's sole responsibility to issue proper and valid work permits to his vendor/ contractor before starting of work in the license premises and review/ reissue time to time as per work situations.
- Place for the storage of project related equipment and personnel belongings. Loading and unloading of equipment at define place in occupant's premises only.
- Service Staff are not permitted to prepare food / cook food at onyx premises since it is fire hazard.
- No smoking, drinking, gambling and other illegal activity during spare time at inside building. Smoking zone allotted at outage only.
- Full co-operation with security to be provided by licensee / its contractors during the day to day operations.
- Occupants Service staff/Employee vehicle drivers strictly not allowed to sleep in building common areas& in parking area.
- In the best interest & safety of all the Occupants going ahead ONYX Management makes Sprinkler System Mandatory for all Occupants at their own cost within the premises. The said premises must be used by owner/licensee for approved and authorized commercial office purpose only except 12th Floor which has approval for restaurant.
- ONYX Management will allow **only to display their company names in a UNIFORM FONT** on the space provided at Pylon by your own cost.
- In case any Occupant Wishes to Display their own LOGO / FONT they will have to get it done on their own cost as per respective company standards and specification on the provided plates only with additional cost to pay monthly to the Onyx management.
- All employees' vehicle parking is at their(owners) risk only.
- Photography and audio/video recording/shooting of Onyx premises without prior intimation and permission from Onyx management is strictly forbidden.
- Onyx Management not allows any other branding in Building Common Area and on façade.
- Pune Traffic Police Department has been decided that there will be no parking zone on both sides of the main road from the Kalyani Nagar bridge signal right up to River View restaurant." We hereby request you / your employees / visitors / clients / vendors etc. to honor the notification. In case any parking done on the main road opposite ONYX it will be completely at vehicle owners' risk and ONYX Management will not be liable.
- AC's are allowed in only the designated place for outdoor units for both offices. AC's will not be allowed to be installed in passages, outside the building etc.
- Also, ONYX Management may debit charges for drain / other cleaning etc. which may be specially required due to your fit outs.
- All the common corridors / passages / loading bays/ carriageways must be kept unobstructed and free from any parking or placing of any materials at all times for mass evacuation.

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Internal Office Events: Permission: -

- To organize, conduct, or host any event, function, gathering, or party within the office premises of the building, it shall be mandatory for the landlord(s), licensee(s), occupant(s), and/or organizer(s), as the case may be, to obtain in advance all requisite permissions, sanctions, approvals, and licenses from the competent Government authorities and statutory departments as required under applicable laws, rules, and regulations.
- Upon securing such permissions and licenses, the concerned landlord(s), licensee(s), occupant(s), and/or organizer(s) shall obtain a prior written No Objection Certificate (NOC) from the Building Management before undertaking or conducting the said event.
- No event shall be permitted or conducted without strict compliance with the aforesaid requirements.
- In the event of any damage, loss, destruction, or deterioration caused to the building premises, common areas, equipment, fixtures, or any property therein during or in connection with such event, the entire cost of repair, restoration, or replacement shall be recovered from and debited to the concerned landlord(s), licensee(s), occupant(s), and/or organizer(s), without prejudice to any other legal rights and remedies available.

Safety & Security Systems: -

- Security checks
- Visitor management
- CCTV monitoring
- Have ample security staff deployed at premises considering safety & security needs.
- Having large entrance area which divided in two different lanes of two wheelers & four wheelers. Where our security staff has frisked the vehicles by using Hand Held Metal Detector. Which enhance to improve our deliverables towards client/ occupants.
- Each & every person comes to the premises needs to be following all security checks set by Onyx. Also, security is liable to check / frisk to any one at any time in case of any suspicious activity observed.
- Photography and audio/video recording/shooting of Onyx premises without prior intimation and permission from Onyx management is strictly forbidden.

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Payment Terms: -

- All invoices raised towards Common Area Maintenance (CAM) charges, DG Charges and Water charges etc. or any other dues shall be payable within 7 (Seven) days from the date of the invoice.
- Failure to make payment within the stipulated time shall be treated as a default and may attract applicable penalties and legal consequences as mentioned below:

Reservation of Rights: -

Without prejudice to all rights and remedies available to Shrikunj Realty under applicable contracts and law, the Company reserves the right to:

- **Levy interest and/or late payment charges @ 18% per annum** on all overdue amounts, as per agreed terms.
- **Initiate recovery proceedings** for outstanding CAM dues, including recovery of legal costs, expenses, and incidental charges.
- **Take further necessary actions** in case of continued default beyond 45 days, including but not limited to appropriate legal remedies.
- **Invoke provisions under the Micro, Small and Medium Enterprises Development Act, 2006 (MSMED Act)**, wherever applicable, in respect of delayed payments to Micro and Small Enterprises (MSEs).

Vehicle check Process: -

- Stop the vehicle at Main Gate for necessary checking.
- Inspect the vehicle visually.
- Check the concern person ID card to ensure the client name.
- Meanwhile ask customer to open the rear bonnet.
- Check the rear bonnet visually.
- Closed the bonnet & allow vehicle towards parking area.

Visitor & Vendor management: -

- Ask to concern from where he is & where to go.
- Ask him to make entry in visitor register.
- Ask him to show his government ID proof, i.e. PAN CARD, DRIVING LICENSE, VOTER ID, ADHAAR CARD, and PASSPORT (FOREIGNER).
- Check the photo ID of shown documents & ensure the same name is written in the register.
- Confirm the all formalities mentioned above & allow him to enter in to the premises.

CCTV monitoring: -

- **CCTV** has been installed at all over the common area i.e. entry, exit, parking area, plantrooms, lift lobby, staircases etc.
- It is having enough back up for storing capacity.
- Considering the safety aspect smoke detectors & water sprinklers system has installed at all over the common area includes basement parking.
- Smoke detectors are connected with the fire alarm system with main Fire and repeater panel with address board panel which help to reach at precise location.
- Wheelchair is made available at property management office for the unwell person from office premises to

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ground floor/parking.

I hereby understand and accept above rules and regulations & always follow the same.

Sign:

Name of the person:

Designation:

Company name:

Date:

Place