



Malaysia Digital Economy Corporation Sdn Bhd (389346-D)

2360 Persiaran APEC, 63000 Cyberjaya, Selangor  
Darul Ehsan, Malaysia

T +603 8315 3000 F +603 8315 3115



## **ANNEXURE B** **HOUSE RULES**

Orbit is an ecosystem of coworking spaces, meeting rooms, halls, labs and event space that serves as a financial technology (“FinTech”) hub in Malaysia as part of building the FinTech ecosystem in Malaysia and connecting with other relevant and important key stakeholders such as industry, startups, scaleups, investors, government agencies, companies, regulators, financial institutions and others. At Orbit, we encourage collaboration and a strong sense of community. To help us sustain our culture, below are the House Rules of Orbit.

### **A. Space**

1. The coworking space of Orbit can be accessed by you within limited areas. We have breakout spaces for meetings and discussions. As our breakout spaces are communal for all, please help us maintain a pleasant working environment for all.
2. As a User, you will be granted a designated working space according to the Type of Space you have selected. Please do not enter unauthorized areas as this ensures other coworkers have access to their needed spaces, and this helps people build respect for one another. We will designate which areas are off limits by either informing you or putting up notices.
3. Restroom facility is considered a shared area for all occupants of Level 3, The Vertical Corporate Tower B, Lobby B. Please keep it clean for the next person to use.
4. Please help us keep these spaces clean and tidy. If you are the last person to leave the Orbit floor, please help us save electricity and turn off all the lights. Saving electricity is a global responsibility.
5. As Orbit is designed as an environment conducive for work, business and networking, pets or animals are not allowed into Orbit.
6. Orbit is not a child friendly area, so please keep a close watch on your child and never leave them unattended.

### **B. Use of Space**

1. Orbit must not be used for any illegal, unlawful, immoral or inappropriate purpose or any activity which is offensive or detrimental to the nature or character of Orbit. We have the sole and absolute discretion to decide on whether your activity is deemed illegal, unlawful, immoral, inappropriate, offensive or detrimental.
2. Orbit is not equipped to handle any activity which requires heavy consumption of electricity. The electricity in Orbit is only for ordinary lighting, powering personal computers, small appliances and devices. We have the sole and absolute discretion to decide on whether your consumption of electricity is reasonable or not.
3. You shall not use Orbit for residential purposes or overnight accommodation.
4. You shall not smoke (including but not limited to cigarettes, cigars, vapes, electronic cigarettes or the likes) not only within Orbit but also in the lift, at the lift lobby, stairways, and restrooms. There are designated smoking zones located outside the building.

### **C. Orbit Property**

1. You shall be provided with the form(s) necessary for the application of access card(s) (“**User Access Card**”) to enter the Vertical Corporate Tower B (“**the Building**”). The application for the User Access Card needs to be done by you with the management of the Building. You shall ensure strict compliance to the term and conditions imposed by the management of the Building in relation to the User Access Card.



Malaysia Digital Economy Corporation Sdn Bhd (389346-D)

2360 Persiaran APEC, 63000 Cyberjaya, Selangor

Darul Ehsan, Malaysia

T +603 8315 3000

F +603 8315 3115



2. You must use Orbit's Property i.e. furniture, furnishings, fixtures and fittings and equipment with care and shall not alter, damage or vandalize any part of it.
3. You shall not install locks or bolts or any device, mechanical or otherwise on any doors windows or any place within Orbit. You shall not make any changes to the existing locks devices or mechanisms thereof.
4. You shall not use any locker to store any weapons, arms or ammunitions or any illegal, unlawful, illicit, immoral, hazardous, noxious, harmful, poisonous, explosives, combustible, inflammable, corrosive or offending materials or items which may cause nuisance to other Users and our decision in determining whether a material or item is illegal, unlawful, illicit, immoral, hazardous, noxious, harmful, poisonous, explosives, combustible, inflammable, corrosive, offensive or a nuisance shall be final and conclusive. We reserve the right to open, if necessary, by force any locker to inspect and/or remove such materials or items and you shall be liable to all direct and incidental cost thereof. We shall not be liable to you for any loss or damage which you may suffer or sustain as a result of such forced removal.

#### **D. Your Property**

1. You shall take care of your own belongings and shall not leave them unattended. You shall also take reasonable care of other User's belongings so as not to cause any loss or damage. We shall not be liable for any loss or damage due to theft, misappropriation, accidents howsoever suffered by you or other Users.
2. You shall adequately insure yourself against any injury to person and any loss or damage to its goods, equipment, device and property held, placed or brought onto the Orbit. Notwithstanding the aforesaid, MDEC shall not be held liable in any manner whatsoever for any injury to person or any loss or damage to your goods, equipment or property howsoever caused.

#### **E. Facilities And Services**

1. Orbit's official business hours is from 9.00 a.m. to 6.00 p.m. from Monday to Friday ("Operating Hours") except for Saturday, Sunday and gazetted public holiday in the State of Wilayah Persekutuan, Kuala Lumpur. Air-conditioning is available throughout Orbit within Operating Hours only. You are to vacate Orbit at the end of the Operating Hours unless you have our prior approval to extend the Operating Hours. We have the right to impose a surcharge at such rate as we may determine to keep Orbit open for your use beyond the Operating Hours at your request.
2. The Facilities and Services are made available to the User based on the Type of Space selected. We have the absolute discretion to add, vary, change, amend, substitute or remove the Facilities and Services or the charges imposed thereon at any time and from time to time.
3. The phone booths are available for your use on first come first serve basis. You shall vacate the phone booths as soon as you have ended your calls. Please be considerate and do not use the phone for unreasonably long period of time so as to deny other Users their right to use.
4. The telephone numbers of Orbit should never be used in any way connected to your business or represented in any manner to be your telephone number.
5. The pantry area is open to Users who are entitled to use for consumption of food and beverages. Dishwashing supplies are provided by Orbit which you may use. Kindly ensure all dishes from the pantry are cleaned and restored to its original place after use.
6. The fridge located at the pantry is free for you to store your food and beverages. Kindly clear out your perishable items from the fridge after one week. You are encouraged to label your food and drinks in the pantry area to prevent other Users from mistaking it as their own. We have the sole and absolute discretion to dispose of any items in the fridge and shall not be liable for any loss suffered in consequence thereof.



Malaysia Digital Economy Corporation Sdn Bhd (389346-D)

2360 Persiaran APEC, 63000 Cyberjaya, Selangor  
Darul Ehsan, Malaysia

T +603 8315 3000 F +603 8315 3115



7. Orbit's premises are kept clean by contract cleaners every weekday except for gazetted public holiday in the State of Wilayah Persekutuan, Kuala Lumpur. You shall not, assign any tasks to the cleaners including but not limited to tasks like dishwashing, heavy lifting, watering of personal plants or cleaning your personal belongings.

**F. Courtesy**

1. You shall conduct yourself in a proper manner at all times and refrain from using offensive or abusive language in Orbit.
2. You shall be properly attired at all times.
3. You shall keep the noise level down to a level so as not to interfere with or annoy any other Users and refrain from any disruptive behaviors for example talking loudly, sleeping on sofas, listening to loud music, singing, disruptive ringtones or displacement of furniture arrangement unless special permission is granted by MDEC during events only.
4. You shall respect the rights, privacy and confidentiality of other Users.
5. You shall keep your working space clean at all times.
6. You shall not behave in an inebriated manner whether under the influence of alcohol, drugs or such intoxicating substance.
7. You shall not use or bring into Orbit any dangerous drugs or narcotics under any circumstances whatsoever.

**G. Network**

1. WiFi Internet service is provided on best effort basis. The internet service provided by us shall be used only for lawful purposes and shall not be used in connection with any criminal or civil activities in violation of state, federal or international laws, rules, regulations, by-laws or other governmental requirements. Such violations shall include but not limited to theft; infringement of copyrights, trademarks, trade secrets, or other types of intellectual property; fraud; forgery; misappropriation of funds, credit cards, or personal information; libel or defamation; threats of any harm or harassment; or any conduct that constitutes a criminal offence or gives rise to civil liability.
2. You shall not undermine the security or integrity of the routers, modems, switch boards, servers, computers, electronic devices or security systems of the Orbit.
3. You shall not use Orbit for any activity which causes heavy traffic of internet usage. Please check with us before arranging for video conferencing.
4. The wireless internet access (WiFi) and the shared internet server are made available for the convenience of the Users only and fair use policy shall apply to all Users at all times.
5. You shall not download from or access to or upload any unauthorized, illegal, unlawful or harmful websites/material.
6. The access to internet service granted by us to you is on a per user access basis. You shall not share out the internet service to others who are not User of Orbit in any manner howsoever.
7. You are strictly prohibited from engaging in any violations of system or network security. Our internet service shall not under any circumstances be used in connection with any attempt to violate or hack the security of a network, service, or other system.
8. You shall be responsible for maintaining the security and malware or virus protection of your systems or devices. We shall not be liable for any loss or damage howsoever suffered by you as a result of internet usage.



Malaysia Digital Economy Corporation Sdn Bhd (389346-D)

2360 Persiaran APEC, 63000 Cyberjaya, Selangor

Darul Ehsan, Malaysia

T +603 8315 3000

F +603 8315 3115



## **H. Guest**

1. You may, subject to our prior approval, invite your guests, invitees and visitors (collectively "Guest") to Orbit. Approved Guest must first register with us by providing such details as we may require including adhering to preventive measures such as COVID-19 Procedures. We may at our absolute discretion, withhold our approval for your Guest to access Orbit without having to assign any reason whatsoever.
2. We shall have the right to impose such restrictions on your Guest such as but not limited to areas which your Guest may have access to or the number of the Guest who may be allowed access into Orbit at any given time as we may decide.
3. For the avoidance of doubt, your Guests are not allowed to access, use or enjoy the Facilities and Services which are subject to payment of fee, charges or rates. If your Guest requires to use any such Facilities and Services, please have your Guest register as a User to Orbit prior to your Guest accessing, using or enjoying the Facilities and Services. If you and/or your Guest fails to do so, we shall have the absolute discretion to deduct all fees and/or charges applicable from your Deposit and/or demand payment from you.
4. Your Guest shall abide, comply and be bound by these House Rules to the extent which is applicable to him. We shall have the right to withdraw our approval in the event that your Guest infringes or threatens to infringe any of the House Rules. Notwithstanding the aforesaid, you shall be solely and wholly liable and responsible for your Guest's action or omission at all times and we may at our absolute discretion, deem such an infringement or threatened infringement by your Guest as a default on your part and it shall be construed as an event of default and we shall be entitled to enforce our rights under Clause 10 of the Terms and Conditions.

## **I. Miscellaneous**

1. You shall promptly notify us of any changes to the personal or business information as stated in the User Agreement Form. If there is a need to change the name of the User's company or any other details, request shall be made in writing supported by the relevant supporting documents and addressed to MDEC.
2. We have the right at our absolute discretion to vary, amend or substitute the above House Rules or add to the above House Rules any new rules and regulations at any time and from time to time and you shall strictly comply with it.
3. Non-compliance with any of the House Rules shall amount to default on your part and be construed as an event of default and we shall be entitled to enforce our rights under Clause 9 of the Terms and Conditions.