



RULES AND REGULATIONS

1 MAY 2023



**WORLD TRADE CENTER®
AMSTERDAM**

**THE PLACE
TO CONNECT**



TABLE OF CONTENT

1.	Introduction	2
2.	General	2
2.1.	Smoking	2
2.2.	Signage	2
2.3.	Promotional material	2
2.4.	Liability and insurance	2
2.5.	Waste and storage	3
2.6.	Pets	3
2.7.	Entrances and access control	3
2.8.	Bicycles	3
3.	Safety	4
3.1.	Emergency routes and emergency exits	4
3.2.	WTC Emergency Plan	4
4.	Renovations	4
4.1.	Changes to the leased space	4
4.2.	Nuisance	5
4.3.	Fire hazards	5
4.4.	Dust and moist	6
4.5.	Telecom and data connections	6
4.6.	Floor load	6
4.7.	Insurance and damage	6
4.8.	Permits and permission	6
5.	Transport and removals	7
5.1.	Transport routes	7
5.2.	Protection and nuisance avoidance	8
5.3.	Planning and coordination	8
5.4.	Liability	8
5.5.	Storage and transport	8
5.6.	Trolleys and front loaders	8
5.7.	Elevator keys	8
6.	PHOTOGRAHY AND FILMING	9
6.1.	Request for photography or filming	9
6.2.	Approval for publication	9
6.3.	Landlord's liability	9
6.4.	Applicant's liability	9
6.5.	Indemnification of landlord	9
6.6.	Privacy and tenant names	9

1. INTRODUCTION

The bylaws in this document apply to, and are an integral part of, the lease agreement between World Trade Center Amsterdam and CBRE DOF Custodian B.V., represented by CBRE B.V.

These terms are in addition to the stipulations included in the lease concerning the use of rented and communal spaces and facilities, as well as the maintenance obligations and other obligations and prohibitions set out in the lease. By signing the lease the tenant declares himself to be aware of the rules set out in this document. The tenant is obliged to refrain from any action that could be detrimental to the state and image of World Trade Center Amsterdam and will undertake not to disturb or hinder in any way the occupants of adjacent spaces and their visitors or visitors to World Trade Center Amsterdam in general.

The leased space is part of a building complex. In order to ensure the proper functioning of the complex, a number of communal facilities and services have been put in place pertaining to the leased space itself and/or the infrastructure. The tenant is obliged to share in the use and costs of these facilities and services. The tenant is obliged to abide by the rules in this document and communicate them to staff and any third parties contracted by him. In the event of a contradiction between the bylaws and the terms of the lease of which it forms part, the lease terms take precedence.

2. GENERAL

2.1. Smoking

World Trade Center Amsterdam is a smoke-free zone. The smoking ban, which includes e-cigarettes, applies to the whole of the complex and includes communal spaces, offices, shops, commercial spaces, storage spaces, bars and restaurants, conference rooms, car parks and the balconies between B and C towers. The smoking ban also applies to the areas around all entrances to the building. An exception to this rule may be a designated smoking area created by the landlord. Tenants who are found in violation of the smoking ban will be fined €300 initially, with fines running up to €2,400 for repeated violations.

2.2. Signage

Signs indicating where the tenant is located are placed at a number of entrances and in the towers on each floor. Tenants are not allowed to put up signs or nameplates etc. unless approved by the landlord. An exception to this rule is the standard glass panel placed on each floor next to the front door to the tenant's premises. This glass panel can be used to display the company name without permission from the landlord.

2.3. Promotional material

The display of names, promotional material and/or brand names visible from the communal spaces or the outside of the building is subject to prior approval from the landlord.

2.4. Liability and insurance

CBRE DOF Custodian B.V. and CBRE B.V. are not liable for any property belonging to tenants, visitors and staff that has been lost, stolen, missing and/or damaged property while in the building. Use of World Trade Center car parks for private cars and motorcycles is at the user's own risk. All facilities belonging to the leased space are taken to belong to the tenant and must be insured as such. The tenant is obliged to take out a CAR insurance (construction all risk) and a liability insurance ahead of any renovation work carried out to the leased space, to the satisfaction of the landlord. Also see section 5.6.

2.5. Waste and storage

Waste has to be stored in the leased space until collected. Tenants are not allowed to store waste in communal spaces such as corridors, escape routes, toilets, lift areas and pantries etc. Tenants are also prohibited from storing goods, packaging, furniture, bicycles or other objects outside the leased space. If such objects are found outside the leased spaces, the landlord will put in a request for their immediate removal. If the tenant does not respond to the request the items will be removed and the tenant billed for the costs incurred.

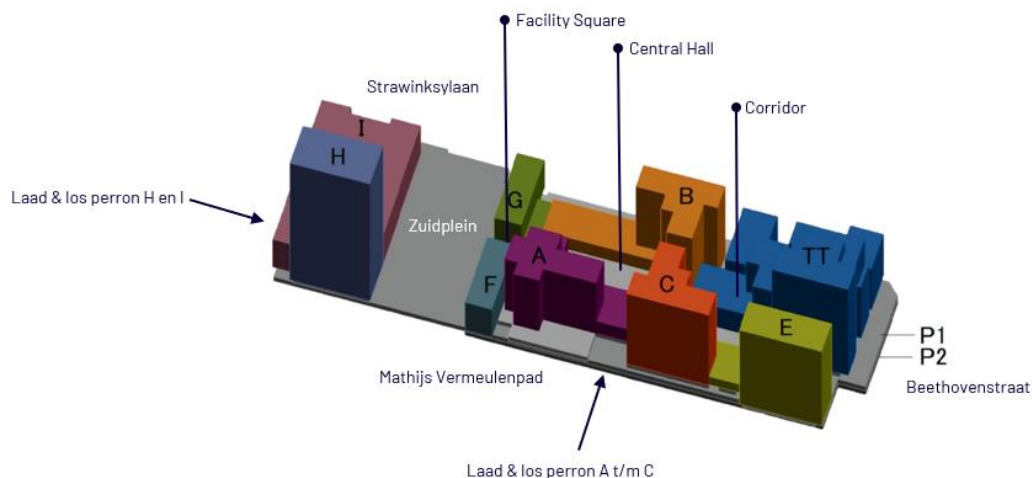
2.6. Pets

Pets are not allowed with the exception of guide dogs and other service animals.

2.7. Entrances and access control

World Trade Center Amsterdam can be accessed via the entrances at Strawinskyalaan, Zuidplein, Mathijs Vermeulenpad and Eduard van Beinumstraat. Except in cases of emergency it is not allowed to enter and/or exit the building via the emergency exits.

The building is freely accessible on Monday to Friday between 06:30 and 20:00. Specifically for the restaurants and bars, the entrance at Zuidplein (side Facility Square) is open until 01:00 at night. All entrances are closed on weekends and public holidays. The entrances to the building are equipped with card readers and intercoms for entrance after closing hours. For security reasons, access cards expire after more than one month of non-use.



2.8. Bicycles

Bicycles must be parked in the designated above ground bicycle racks or in the underground bicycle parks. When using the underground WTC bicycle park the provisions of the WTC bicycle park subscription and the WTC Rules & Regulations are applicable. The use of bicycles inside the building is not allowed.

3. SAFETY

3.1. Emergency routes and emergency exits

The tenant must ensure that access to emergency routes and firefighting facilities remain free of obstacles at any time and that emergency exits are not bolted or blocked.

3.2. WTC Emergency Plan

Collective usage of a building also leads to a collective responsibility for safety concern. For this reason, WTC Amsterdam has established a WTC Emergency Plan, which is based on the collaboration between tenant and lessor. It is expected from every tenant to actively participate in the WTC Emergency Response Organisation, whereby the following principles apply:

Tenant:

Every tenant is responsible for the (fire) safe use of the building and the creation of safe working conditions within the own office space. Therefore, every tenant is responsible for his in-house emergency service plan in accordance with the legal framework and coordinates this with the WTC Emergency Response Organisation. However, as an emergency could also influence surrounded neighbouring companies, is a cooperation between tenants essential. In order to realise this, joint Emergency Response meetings and evacuation drills take place guided by the lessor. The objective is to encourage mutual cooperation, communication and coordination between several parties.

Lessor:

The lessor is responsible for creating and maintaining the general safety of use of the building. This encompasses the management, maintenance and functioning of the safety installations and the facilities that are inextricably linked with the building and are part of the real-estate (e.g. fire alarm system, sprinkler system, evacuation alarm system, emergency lighting, escape route signage, fire hose reels and manual call points) and the duty for the safety in common spaces.

The WTC Emergency Plan can be requested by lessor.

4. RENOVATIONS

4.1. Changes to the leased space

For changes to the leased space the following applies:

- Before changing or renovating technical installations, ceilings, the exterior façades, walls, thermostats, power strips, smoke detectors etc. the tenant has to submit a WTC Work Permit to the Landlord.
- By submitting a WTC Work Permit the tenant declares amongst others that all maintenance staff, contractors and/or suppliers hired by the tenant are aware of the WTC Rules & Regulations.
- Renovation work can only commence after the landlord has approved the WTC Work Permit from the tenant.
- In accordance with the landlord's asbestos control plan tenants in towers A, B or C should take in account the possibility of asbestos in the support brackets of 'Clestra' walls, above ceilings in the corridor and in the emergency staircase. Renovation work done to these locations can only be carried out in consultation with the landlord. The full asbestos control plan may be obtained by the landlord.

- All costs related to changes to, and renovation of, the leased space, including the costs and or taxes levied in accordance with laws, regulations, local practice or otherwise related to the work projected or carried out by the tenant will be paid by the tenant in full.
- Work done to existing infrastructure (building-related installations) such as water pipes, electrical installations, climate control systems, fire detectors etc. can only be done by maintenance companies approved by the landlord. Tenants are free to choose their own maintenance companies for work to installations that are not building-related.
- In accordance with the landlord's legionella control plan it is mandatory for tenants to install check valves if equipment such as dishwashers, coffee machines etc. are connected to the landlord's water supply. It is the tenants responsibility to conduct a yearly test of these check valves by a certified maintenance company. Also legionella filters should be installed by the tenant on equipment which produces aerosols e.g. showers, drench hoses etc. These filters should also be replaced by the tenant in accordance of the guideline from the supplier of these filters. The full landlord's legionella control plan may be obtained by the landlord.
- The installation of window coverings or blinds which are visible from the communal space or from the outside of the building is subject to permission from the landlord
- Maintenance staff, contractors and/or suppliers have to wear recognisable and clean company uniforms
- Building work likely to cause a nuisance to tenants in towers A, B (floor 5 to 17), F, G, H and I is subject to permission to the landlord and can only be carried out on workdays between the hours of 6pm and 8.30am the next day. There is no time limit for weekends.
- The presence of a hotel limits nuisance from building activities in tower B (floor 1 to 4) and C to workdays between the hours of 6pm and 10pm and on Saturdays and Sundays between the hours of 10 am and 10 pm, subject to permission from the landlord.

4.2. Nuisance

With regards to nuisance, the following principles apply:

- Activities that causes nuisance for tenants in the towers A, B (from stage 5 and higher), F, G, I and Tower Ten may only be carried out - and after approval from the lessor - on working days from 6:00 PM to 8:30 AM next day. On Saturday and Sunday, there are no time restriction for these activities.
- Due to the presence of a hotel, activities that causes nuisance in tower B (floors 1 to 4) and tower C exclusively may only be carried out - and after approval from the lessor - on working days from 6:00 PM to 10:00 PM and in the weekend and public holidays from 10:00 AM to 10:00 PM.

4.3. Fire hazards

Disabling a fire alarm system or sprinkler installation has to be regarded as an emergency situation and needs to be limited to as short a period as possible. In the event the following measures apply:

- Activities which carry a fire hazard can only be undertaken after obtaining the permission of the landlord and with prior notification of at least two days
- It is not allowed to disable more than one sprinkler installation at the time
- It is not allowed to disable a fire detection system and/or sprinkler installation for more than one working day
- The contractor needs to have a fire watchman in place to supervise the unprotected area
- The contractor needs to have sufficient firefighting equipment at his disposal within the unprotected area
- Smoking is prohibited.

4.4. Dust and moist

To prevent damages from dust or moist the following procedures are followed:

- In spaces with automatic fire detectors dust may cause a false alarm and tenant will have to request permission from the landlord to temporary disable the fire detection
- Ducts are sealed and protected from possible contamination during construction, or are cleaned prior to installing registers, grills and diffusers
- Carpets, ceiling panels, insulation, upholstery and furnishings and other absorptive materials are stored in a separate designated area protected from moisture damage
- All active areas of work are isolated from other spaces by sealed doorways or windows or through the use of temporary barriers
- Walk-off mats are used at entryways to reduce the transfer of dirt and pollutants
- Saws and other tools use dust guards or collectors to capture generated dust.

4.5. Telecom and data connections

The installation, maintenance and removal of any telecom and data connection situated between the public road and the front door of the leased space can only be undertaken by a maintenance company approved by the landlord. It is up to the tenant to enter into a contract with a telecom provider of his choice.

4.6. Floor load

When installing safes or other heavy objects the tenant must take into account the maximum amount of weight the floor can take. The maximum floor load is included in the technical specifications of the leased space. Costs resulting from damage to the building through the faulty installation of heavy objects will be charged to the tenant. The transportation of safes or other heavy equipment can only take place with the written permission of the landlord.

4.7. Insurance and damage

For insurance and damage the following applies:

- The tenant is required to take out a CAR insurance (construction all risk) and a liability insurance prior to any activities taking place, to the satisfaction of the landlord
- Any present or future damage and consequential damage in the broadest sense of the term caused by work carried out by the tenant and/or caused by a change or changes made by the tenant will be repaired or compensated by the tenant at their expense
- The tenant is required to ensure any work, both technically and aesthetically, meets the standards determined by the landlord. Any costs for work done by the landlord because of a failure to comply will be charged to the tenant

4.8. Permits and permission

With regard to permits and permissions the following applies:

- The landlord is in possession of an environmental permit, a use permit and/or an occupancy permit for the whole of the complex. Any changes to the use permit or occupancy permit must be submitted to the relevant authorities for approval after prior consultation with the landlord. The tenant must provide the landlord with a copy of the approval on receipt of the document
- If the leased space accommodates more than 50 people at the same time, the tenant must apply for a use permit from the relevant authorities. The tenant must provide the landlord with a copy of the permit on receipt of the document
- The tenant is required to obtain information about the application procedures for the necessary permits at the municipal Dienst Bouw en Woningtoezicht, other government agencies and/or utility companies and apply for and obtain these permits before work is started

- In the event that work has been carried out without the necessary permits the tenant will be allowed to apply for permits retrospectively. If the tenant does not comply with the demands of the landlord or government agency within 14 days, the tenant will be required to undo the changes and/or facilities. If necessary the landlord will authorise this work and costs will be charged to the tenant
- In the event that the landlord is required by the authorities to undo work carried out by the tenant or has to take measures as a result of work carried out by the tenant, the costs incurred by the landlord will be charged to the tenant.

5. TRANSPORT AND REMOVALS

5.1. Transport routes

The delivery of large quantities of material on trolleys, such as building material, office supplies or other bulk deliveries must be carried out using the loading and unloading platforms, service lifts and service corridors. Use of the main entrances and general lobby areas for transportation purposes is not allowed. Tenants or their suppliers who want to use a loading and unloading platform have to register with WTC security on arrival. Vehicles can use the platform for a maximum of 15 minutes, at the end of which the vehicle has to be removed or parked in the WTC car park (maximum vehicle height 1.85 metres). WTC Security is not authorised to sign for deliveries on behalf of tenants.

A, B and C towers

The transportation of goods to and from A,B and C towers is carried out using the designated loading and unloading platform situated at Mathijs Vermeulenpad (red arrow) and the service corridors on level 1 (white arrows). See below.

F and G towers

The transportation of goods to and from F and G towers is carried out using the removable casement windows at Mathijs Vermeulenpad or Strawinskylaan. If a crane is used in the public road, the tenant involved will have to apply for an exemption from the local authorities. See below

H and I towers

The transportation of goods to and from H and I towers is carried out using the designated loading and unloading platform situated at Eduard van Beinumstraat (red arrow), the underground service corridors and the service lifts (black arrows).

In order to prevent any nuisance to other tenants, use of the service lifts (with the exception of the H and I towers loading platform) is only permitted on workdays between the hours of:

- 9 am and noon
- 1 pm and 5 pm
- 6 pm and 8 am

There are no restrictions for use of the goods lifts at weekends or holidays.

The use of an alternative transport or removals route is subject to the prior written permission of the landlord.

5.2. Protection and nuisance avoidance

The tenant or his supplier must make sure the nuisance caused to other tenants as a result of the transport of goods or removals is kept to a minimum. The tenant, in consultation with the landlord, will take all necessary or required measures to prevent damage occurring during the transport of goods or removals. The tenant will remove all protective material immediately after the transport or removal has been concluded.

5.3. Planning and coordination

The transport of goods and removals are subject to the written permission of the landlord.

5.4. Liability

In the event the tenant, through negligence or the negligence of his supplier, causes damage to the property of the landlord or another tenant, repair costs and/or consequential damage will be charged to the tenant. This also applies to costs incurred for failing to clean up the service route after use. The landlord is not liable for the loss of, or damage to, the material used by the tenant during the transport process. Neither is the landlord liable for additional transport costs incurred by the tenant as a result of a service lift malfunction.

5.5. Storage and transport

After unloading the goods, the tenant is responsible for the receipt and transport of the goods to the leased space. Leaving the goods unattended in any of the communal spaces will result in a fine of €250 per event.

5.6. Trolleys and front loaders

Trolleys and front loaders have to be fitted with rubber wheels. Pallet trucks can only be used on concrete floors and in service corridors.

5.7. Elevator keys

Tenants must pay a deposit when borrowing elevator keys from WTC Servicepoint and WTC Security

6. PHOTOGRAPHY AND FILMING

6.1. Request for photography or filming

Permission to take images in World Trade Center Amsterdam is required in the following circumstances:

- Images are used for professional use, sales purposes, commercial purposes, publication in media outlets or social media.
- Activities cause a nuisance or result in a dangerous situation for persons and/or property of the Landlord.
- Images or recordings include the entrances and/or security installations.
- The use of a drone is involved.
- WTC logo, the name WTC Amsterdam or the name World Trade Center Amsterdam is used in the images.

An application including a description of the work (both substantive and technical) must be requested at least 3 working days in advance via info@wtcservicepoint.com.

6.2. Approval for publication

An approval to perform a photo or film shoot does not automatically mean an approval for publication of the images. For this, the images must be delivered to the landlord at least 3 working days prior to publication.

6.3. Landlord's liability

The permission to film and/or photograph in or around World Trade Center Amsterdam is made under the express condition that the lessor of World Trade Center Amsterdam is not liable for any damage (in the broadest sense of the word, including death or injury) that the applicant or anyone else accompanying the applicant may suffer.

6.4. Applicant's liability

This permission is also subject to the condition that the applicant is liable for all possible damage to be suffered by the lessor of World Trade Center Amsterdam (in the broadest sense of the word, including death or injury) that is related to the performance of the actions permitted to the applicant (including all related acts).

6.5. Indemnification of landlord

Finally, this permission is subject to the condition that the applicant or someone else accompanying the applicant indemnifies the lessor of World Trade Center Amsterdam against all possible claims from third parties insofar as those claims are related to the performance of the acts permitted to the applicant, including the related acts.

6.6. Privacy and tenant names

To guarantee the privacy of tenants and visitors, it is not allowed to clearly visualize people who are in the building. It is also not permitted to display company names and / or logos of tenants or to name them on film.

World Trade Center Amsterdam

Strawinskylaan 1
1077 XW Amsterdam
Nederland

+31 20 575 9111
management@wtcamsterdam.com

