



External Building Signage Application

April 2012

Please note, these rules may change from time to time. Please email mbp@telkomsa.net for latest revision.

Background

The Millennium Business Park Body Corporate (MBP BC) falls under the auspices of the Century City Property Owners Association (CCPOA). Hence all signage applications for MBP BC must be authorised by both bodies namely the MBP BC and the CCPOA.

Objectives

The objectives of this document are to set out the rules and regulations governing the external building signage at Millennium Business Park (MBP) to ensure compliance and that MBP becomes a landmark within Century City and its surrounds. This will be to the benefit of the Owners through the increased value of their investment as well as the tenants who will benefit from a more prestigious and well known address.

In order to achieve this the Trustees will only consider applications that adhere to the rules as set out in this document.

Procedures for applying for Tenant Signage

Please note the following important points regarding signage applications. All applications must:

1. Be made by the Owner of the section/s. Should an Owner be an investor at the property then the Owner will be held responsible for all aspects relating to the signage and its application. In addition, the Owner is to ensure that his lease agreement with his Tenant adequately deals with all aspects relating to this document. Please note that the MBP BC will hold the Owner responsible for any/all matters relating this application, non-compliance, fines, etc.
2. Be made to the Managing Agent.
3. Be in electronic (PDF) format. The file must not be greater than 5mb and must be printable to a recognised scale on ISO sizes of paper.
4. Only Owners who's levy is in good standing will be considered for signage. The MBP BC reserves the right to remove signage of those members who's levy is not in good standing.
5. A scrutiny and administration fee of R 1 063.76 (no vat) must be paid prior to any application. No applications will be considered until the said payment is received/confirmed. The said monies must be paid over to the MBP BC, Standard Bank,

Milnerton, branch code 026509, account number 073087998. When paying please use your unit number – example 81MBP.

6. Once an application has been approved the Owner will be notified (in writing) by the managing agent and the following costs will need to be finalised. A once off fee of R4560.00 including vat (this figure will be reviewed annually by the board of trustees) will be payable to the MBP BC (same banking details as point 4 above) which will allow the signage to remain in place for the full period of the Occupants tenure at MBP. However, please note that the Owner will also be liable (in addition to the above mentioned cost) for the costs of erecting and removing the signage. Further to this, the MBP BC reserves the right to withdraw any previously approved signage and/or make changes to approved signage should it become necessary for any reason whatsoever. The Owner hereby undertakes to remove or make changes to this signage at their own expense.
7. Total payment R5623.76 (R1063.76 + R4560.00) which excludes installation, removal and any making good.

Rules governing signage at Millennium Business Park

1. The attached Annexure (marked Annexure B) must be completed (in colour) taking note of all borders, margins, letter sizes, etc and must accompany the application.
2. Any application must be signed by the Owner of the relevant section/premises and his Tenant where the Owner is an investor. Where the Owner is an Owner Occupier then only the Owners signature is required.

In addition to the above, please note the following:

- The application will only be forwarded to the CCPOA once it's approved by the MBP BC. Should the application not be acceptable to the MBP BC, it will be returned to the sender with reasons. Please note that all costs will have to be repaid.
- No signage may be erected until it has been approved (in writing) by both the MBP BC and the CCPOA. The Trustees reserve their rights to fine any Owner should an Owner (or his Tenant) erect any signage illegally or refuses to remove their signage in terms of the signage rules. Any costs (including fines from the CCPOA) related to illegally erected signage will be recovered from the Owner.
- Should an owner sell the property, the MBP BC reserves the right to withhold the levy clearance certificate until such a time as the owner has removed any signage and made good any damage to the signage board and/or building. The right to occupy the current Tenant Signage Board is not transferable and the new Owner must apply separately and cannot be guaranteed of an immediate vacancy.
- Tenant Signage will be limited to the Tenant's Trade Name as documented in the lease agreement. The use of a crest, logo or other established insignia is also permitted. Tenants are encouraged to use logos in combination with the business name.

Product, Brand or Trade names will not be allowed, and no telephone numbers, slogans or product branding may be used in the sign, unless approved in writing by the MBP BC.

- Whilst every effort has been made to ensure that all CCPOA requirements are included in this document the Owner must ensure that this application complies in every regard with the CCPOA's signage requirements as set on their website www.centurycity.co.za – click on “a functioning city” go to document downloads and at the bottom of the screen you will find the Century City Signage Guidelines.
- All signage must comply with the City of Cape Town by laws.
- Owners occupying more than 200m2 of continuous floor space within the MBP BC will have the opportunity to apply for external building signage. Should no vacant signage space be available, the applicant will be added to a waiting list and the next vacancy will be allocated on a first come, first served basis. Please note, only Occupants operating from MBP will be allowed to apply/use the external building signage. Any Occupant who is no longer occupies a section/premises at MBP must remove and make good as may be required (at their cost) all their signage. Failure to do this will result in the MBP BC removing all the said signage at the Owner's expense.
- Should a vacant signage space be available, and no owner or tenant occupying 200m2 or more of continuous floor space be in a position to make use of this vacancy, then the Trustees will accept applications from tenants of units smaller than 200m2. Priority will be given to larger units then longstanding tenants. Concessions for tenants with less than 200m2 will be for a period of 12 months at a time.
- The Trustees reserve the right to determine where the applicant's signage may be erected. The factors affecting where the applicant's signage will be erected will be influenced by the applicants request, availability, the applicant's signage appearance (in relation to surrounding signage), etc.

Owners signature

Date

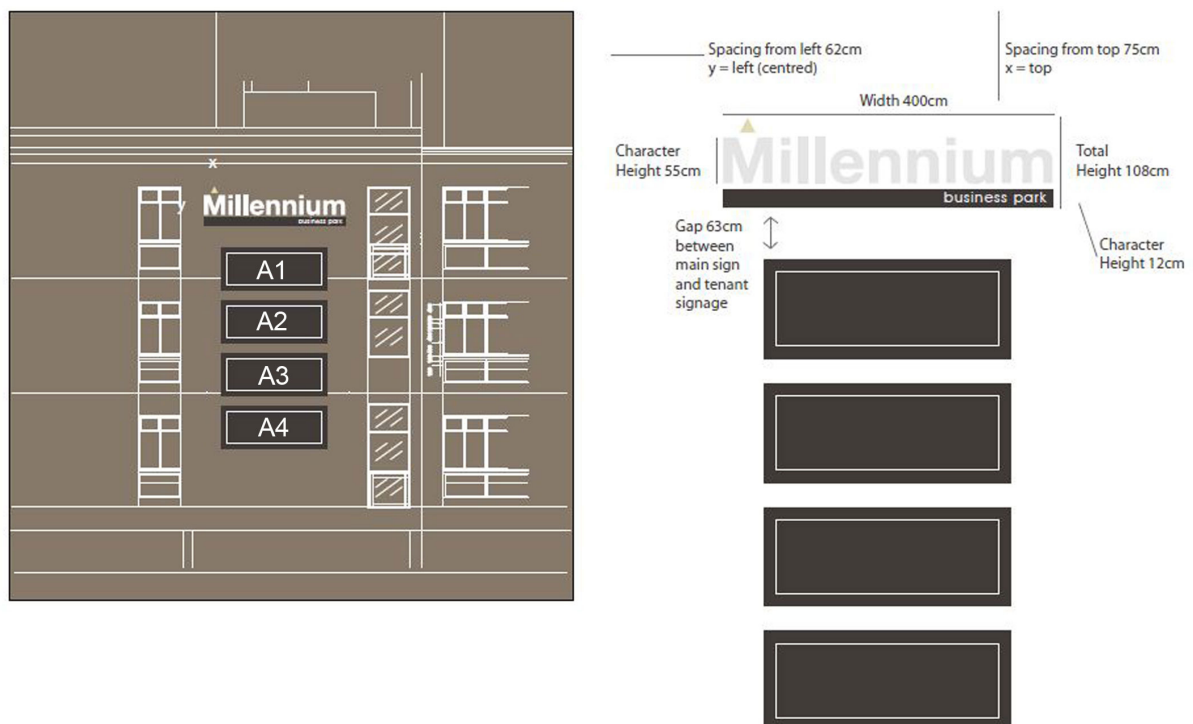
Tenants signature

Date

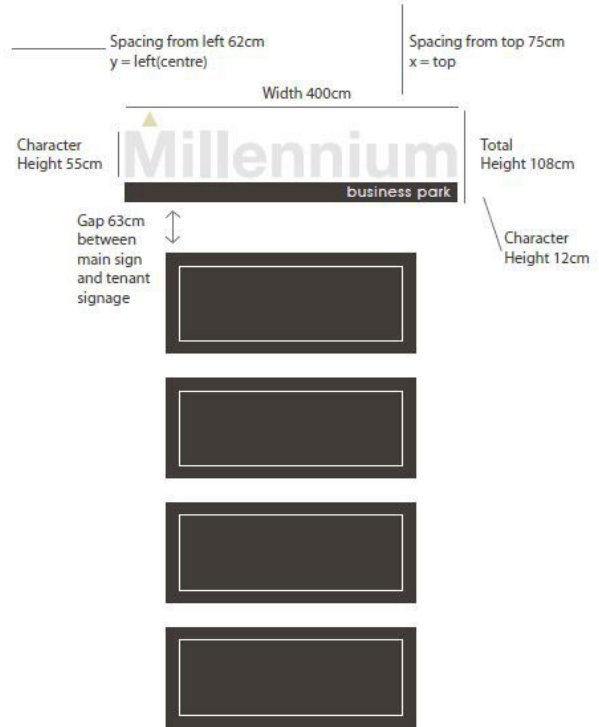
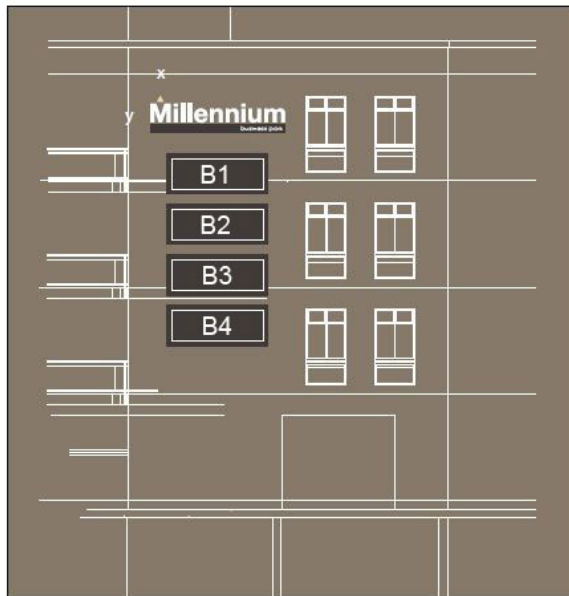
Annexure A



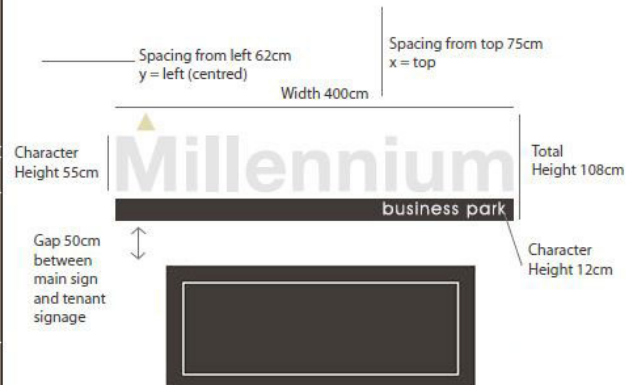
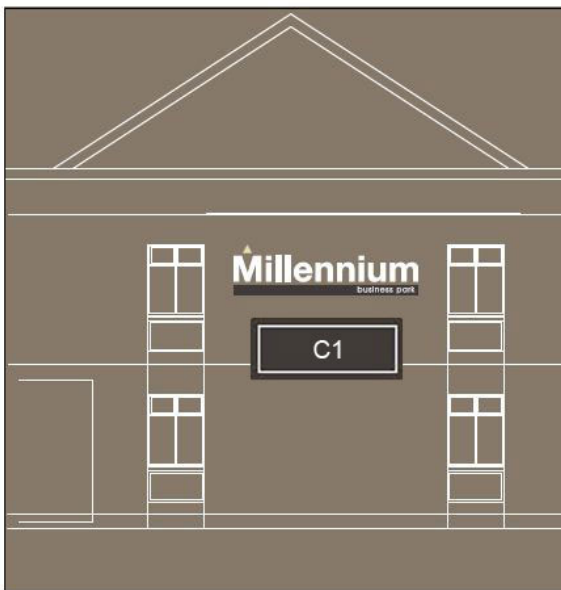
Figure 1 : Top View – Indicating Signage Positions



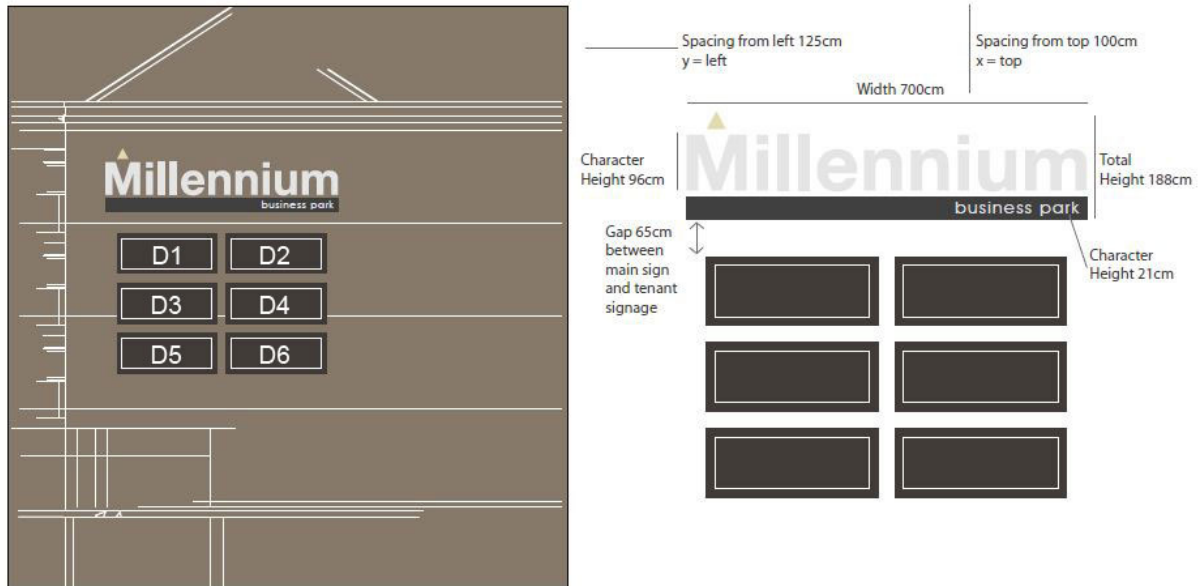
**Figure 2 : Elevation of Position A – Indicating layout
(Block A – from Century Avenue)**



**Figure 3 : Elevation of Position B – Indicating Layout
(Block A – from Shell Garage)**



**Figure 4 : Elevation of Position C – Indicating Layout
(Block D – from Bosmansdam Rd)**



**Figure 5 : Elevation of Position D – Indicating Layout
(Block A – from Bosmansdam Rd)**

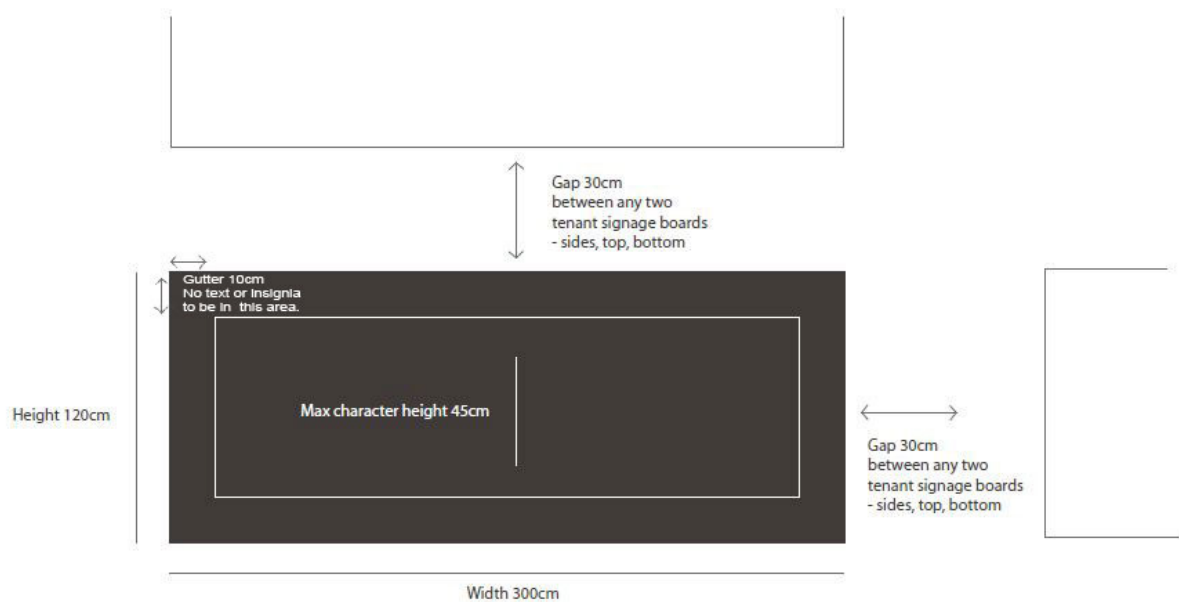


Figure 6 : Tenant Board layout – Indicating Sizes, Dimensions and Layout.

Annexure B - Application for External Signage.

Tenant Details

Full Company name _____

Unit Number _____

Contact Person _____

Tel (W) _____ Tel (C) _____

Email _____

Area currently occupying (m2) _____

Owner Details (if different)

Full Company name _____

Unit Number _____

Contact Person _____

Tel (W) _____ Tel (C) _____

Email _____

☐ I am applying for a specific signage position: (eg A1)

Please indicate chosen position _____

OR

☐ I am applying for the next available position

Please attach to this application:

- a full, signed copy of these signage rules.
- a copy of the logo that you wish to install (.pdf or .jpeg format).
- Proof of payment of the Scrutiny and Installation Fees.

For office use only:

- ☐ Scrutiny fee paid – R 1 063.76
- ☐ Installation fee paid – R4 560.00
- ☐ Member's Levy account in good standing.

Managing Agent