

Installing of Window Tinting Film at Millennium Business Park.

The Trustees are sympathetic to requirements to tint windows as they understand that this reduces the need for continued use of air conditioners (and thus saving electricity) and reducing the glare on computer screens - especially on the North facing windows. For this reason we have set out the following guidelines.

PLEASE NOTE: This is solely a guide to assist you in your application. This does not grant you permission to install the window tinting. A formal application must be made to the Trustees (care of the Building Manager), and only once approval has been granted, should the owner/tenant install the product. Installing the product without permission could lead to a fine and instructions to remove the tinting at your expense.

Although the trustees will consider each application on a case by case basis, the following precedents have been put in place, and should your application confirm to these rules, it is most likely to be approved:

- 1) The film used will be the following:
 - a. Solarfilm Foundation sff – 2 Ply, 1.5mm
 - b. Colour – Charcoal.
 - c. Transmittance 20%, 40% or 60%
- 2) This must be attached to the inside of the windows. In no place will it be attached to the outside of the glass.
- 3) **All windows on the entire floor** (for this elevation) must be covered so as to be uniform whether these are part of one owner's section or multiple owners.
- 4) The trustees reserve the right to instruct the tenant or owner to remove the film should it become tatty or for any other reason at their sole discretion. This will be done at the cost of the owner and the Bodies Corporate will not compensate for any costs or losses.
- 5) This approval does not negate the need to obtain the necessary permission from the Century City Property Owners Association (CCPOA). It is advised that the owner apply for this permission. Any fines received from the CCPOA for not complying with their rules or obtaining permission will be passed on to the owner of the section via the levy, and the owner, by installing this film, accepts responsibility for any such fines.
- 6) This permission is granted to the owner of the section, and not the tenant. The owner is required to acknowledge acceptance of these conditions and take responsibility for them on behalf of their tenant. The Bodies Corporate does not enter into agreements with the tenants if they are not the owner of the section.
- 7) On the sale of the premises, the conditions contained in this approval must either transfer to the new owner, or alternatively, permission will be withdrawn and the film will be removed at the current owner's cost.

This document remains the property of Millennium Business Park. Any personal information contained herein is confidential and may not be used for any purpose other than for the processing of this application. Should you receive this information in error, please destroy it and inform mbp@telkomsa.net.

Millennium Business Park reserves the right to change this document at any time. Should you require the most up to date version, please contact mbp@telkomsa.net or consult the website.

Application to install Window Tinting Film at Millennium Business Park

Should you wish to apply to tint your windows, please fill in the following form:

Company Name _____

Contact Person _____

Telephone Number _____ Email _____

Unit Number _____ Location (eg A-Block, 3rd Floor, North) _____

Please describe the location of the windows you wish to tint _____

Will you be using the exact film specified in this document? Y / N

If NO, please give the specifications and attach a sample of the product.

Will you be tinting all the windows of the entire floor (for this elevation?) Y / N

Signed by a duly authorised representative of owner of the unit

_____ (full name) on the _____ day of _____ of the year _____

Signature.

Once complete, please return this form to mbp@telkomsa.net or
hand deliver it to the Building Supervisor (Ground Floor, A Block).

PLEASE DO NOT INSTALL THE PRODUCT UNTIL YOU HAVE RECEIVED AN APPROVAL FROM THE TRUSTEES.
INSTALLING WITHOUT PERMISSION COULD LEAD TO A FINE AS WELL AS THE INSTRUCTION TO REMOVE.

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