

**ANNEXURE A
 FACILITIES AND SERVICES**

Operating Hours - Mondays to Fridays from 9.00 a.m. to 6.00 p.m.

(except for Saturday, Sunday and gazette public holidays in the state of Wilayah Persekutuan, Kuala Lumpur)
 (surcharge applies for extended hours)

FACILITIES		RATES*	AVAILABILITY
<u>Types of Space</u>	Seating Capacity		All Users (subject to reservation, charges and approval of MDEC)
a) Day Pass (unassigned workstation in an open area for daily rental)	1 pax	Day Pass - RM 35/ per person	
b) Hot Desk (unassigned workstation in an open area for monthly rental)	1 pax	Monthly – RM 399/ per person	
<u>Meeting/ Board Room</u>	Seating Capacity		
Meeting room	10 pax	RM 70/ per hour	
Board room	20 pax	RM 140/ per hour	
Event space	80 pax (maximum)	RM 250/ per hour	
<u>Printing</u> Size & Colour type: A4 (black & white) A4 (colour)		RM0.30 per page RM2.00 per page	All Users (subject to charges)
Scanning		No additional charge	All Users
Private Phone Booths		No additional charge	
High-Speed Internet		No additional charge	
Air-condition Extension (outside Operating Hours)		RM200/ per hour	Event Space User only
Pantry equipped with fridge, cutleries, dishwashing facilities, drinking water and tea & coffee		No additional charge	Monthly User only

SERVICES

- 1) WiFi internet service.
- 2) Air-conditioning is available during Operating Hours.
- 3) Daily cleaning services are provided during Operating Hours. However, User shall not, assign any tasks to the contract cleaners of MDEC including but not limited to tasks like dishwashing, heavy lifting, watering of personal plants or cleaning User's personal belongings.
- 4) CCTV monitoring.
- 5) Face recognition access is provided to all Monthly User.
- 6) Free meeting room usage for Hot Desk User for non-commercial purposes upon request and subject to room availability.

MDEC shall have the right 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 at our absolute discretion.