

SN: **HDC/TLH/20/**

1. Requisition Details

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

Name (Business/Individual)

ID Card No. / Business Registration No.

SME Registration No. GST TIN No.

Address

Mobile No. Email

2. Request for Temporary Facility
 (only one request per form)

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

Please tick the appropriate option

| | | | | |
|---------------------------|---------------|--------------------------|--|--------------------------|
| Temporary Bare Land | 500 SQFT | <input type="checkbox"/> | 1000 SQFT | <input type="checkbox"/> |
| Temporary Container Space | 20 FT | <input type="checkbox"/> | 40 FT | <input type="checkbox"/> |
| Required period in months | No. of Months | <input type="text"/> | minimum period of lease is 1 month, maximum period of lease is 12 months | |

Purpose of lease

3. Declaration

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

I hereby declare that the information provided in this form is true and accurate. Any changes to the information provided in this form will be informed to HDC in writing. Any information required by HDC to update this form will be provided upon request. I/ We hereby agree that HDC have the full rights to reject/cancel the requisition form if I/we fail to provide the accurate information. In addition, I/We agree that I/We have read the terms and conditions in this form, and agree to abide to all the terms and conditions set forth in this form.

I/We also agree that I/we do not have any dues to HDC and/or any cases of non-compliance

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

WW

Name Date Signature/Company Stamp

*All fields must be filled

4. Rent Details

4. اجرت تفصیلات

| | |
|---|--|
| Temporary Bare Land
وقتاً محدوداً زمین | Monthly MVR 15.00 / SQFT
15.00 مہینہ وار / چورس فٹ |
| Temporary Container Space
وقتاً محدوداً کنٹینر جگہ | 20 FT (146 SQFT)
Monthly MVR 3,650/-
For SMEs: Monthly MVR 2,920/-
3,650.00 مہینہ وار /
(2,920.00 مہینہ وار چھوٹے کاروبار کے لیے) |
| | 40 FT (320 SQFT)
Monthly MVR 8,000/-
For SMEs: Monthly MVR 6,400/-
8,000.00 مہینہ وار /
(6,400.00 مہینہ وار چھوٹے کاروبار کے لیے) |

5. Information of the Authorized Representative

5. مقرر کردہ نمائندہ کی معلومات

Authorized Representative:

مقرر کردہ نمائندہ

Full Name

پوری نام

ID Card No.

ایڈ کارڈ نمبر

Mobile No.

موبائل نمبر

Email

ای میل

Witness Information:

شہادت دہندہ کی معلومات

Full Name

پوری نام

ID Card No.

ایڈ کارڈ نمبر

Mobile No.

موبائل نمبر

Email

ای میل

6. Documents to be submitted with this application

6. اس درخواست کے ساتھ پیش کی جانے والی دستاویزیں

- ID Card copy of individual
- Company Registration
- Valid ID card copies of the authorized representative and witness
- If a SME, SME registration certificate

- انفرادی ایڈ کارڈ کی کاپی
- کمپنی رجسٹریشن
- مقرر کردہ نمائندہ اور شہادت دہندہ کی درست ایڈ کارڈ کی کاپیاں
- اگر چھوٹے کاروبار ہو تو اس کی رجسٹریشن سرٹیفکیٹ

7. For HDC use only

7. ایچ ڈی سی کے لیے مخصوص

SN: **HDC/TLH/20/**

Application Received By:

Name

Date

Staff ID

Signature

Remarks

Application Approved By:

Name

Date

Staff ID

Signature

Remarks

8. TEMPORARY LEASE AGREEMENT - TERMS AND CONIDITION

1. Rent

1.1 The Tenant shall pay the 1st rent payment prior to the signing of the Handover Document.

1.2 The Tenant shall pay the rent amount by no later than the 10th (tenth) day of each calendar month.

1.3 If the handover date is not the 1st day of the month, the rent rate shall be calculated on pro-rata basis.

1.4 Unless or otherwise instructed by HDC, the rent shall be paid to the reception of HDC (during working hours).

1.5 The least rate for the temporary bare land / container space

Temporary Bare Land MVR 15.00 Per SQFT/Per Month

Container Space MVR 25.00 Per SQFT/Per Month

For SMEs: 20.00 Per SQFT /Per Month

1.6 If the Tenant fails to pay rent at the end of the 10th (Tenth) day, the Tenant shall pay the rent due with a fixed penalty rate of 1% (One Percentage) per total monthly rent payable, from the 11th (Eleventh) day onwards until the date of payment or until the date of leased temporary bare land/ container being taken over by HDC.

2. Security Deposit

2.1 The Tenant shall pay the security deposit as per the clause 2.1.1 or 2.1.2, prior to the signing of the Handover Document.

2.1.1 If the temporary lease period is for 1 (one) to 2 (two) months' period, the Tenant shall be obliged to pay 1 (one) month's rent amount as security deposit to HDC prior to hand over of the temporary bare land / container space.

2.1.2 If the temporary lease period is for more than two (2) months' period, the Tenant shall pay 2 (two) month's rent amount as security deposit to HDC prior to hand over of the temporary bare land / container space.

2.2 The Security Deposit is to be held by HDC throughout the Term of the lease period as a security against the Tenant's failure to pay the rent, or non-performance of its leasehold obligations laid down in this Terms and Conditions including, but not limited to any breach by the Tenant of its obligations as to the clearing of the temporary leased bare land/container.

2.3 After relevant deductions, if any, the security deposit will be returned to the Tenant (without interest) within 10 (Ten) calendar days of the expiration of the lease period or following permitted termination of the temporary lease pursuant to this Terms and Conditions, and the vacation of the temporary leased bare land/container.

2.4 Where the security deposit is insufficient for any relevant deduction as per the terms of the lease the Tenant agrees to reimburse HDC, upon submission of details of expenses borne by HDC. The Tenant shall, within 14 (Fourteen) calendar days reimburse the amount to HDC. HDC shall reserve the right to commence proceeding in Maldivian Court for failure to reimburse the amount within the time period specified by HDC.

3. Renewal

3.1 The Tenant shall be given the first option to renew or extend the lease period at the end of the term, unless or otherwise:

3.1.1 HDC does not require the temporary bare land / container space for any development purpose.

3.1.2 If the Tenant has a valid reason to utilize the temporary bare land / container space for an additional period.

3.1.3 If the total lease period does not exceed more than 1 year.

3.2 If Tenant wishes to renew or extend the lease period, it shall be exercised as stated below:

3.2.1 If the lease period is less than 3 months, the Tenant shall submit the "Requisition for Renewal of Temporary Lease" form to HDC, one (1) week prior to the expiration of existing lease period.

3.2.2 If the lease period is more than three (3) months, the Tenant shall submit the "Requisition for Renewal of Temporary Lease" form to HDC, one (1) month prior to the expiration of Lease period.

3.3 If the initial lease period is less than 2 months and if the Tenant wishes to extend the total lease period for more than 2 months, the Tenant shall be obliged to pay additional 1 (one) month's rent amount as security deposit.

3.4 After the expiration of the total 1 year temporary lease period (applicable to temporary bare land), HDC shall not renew or extend the lease if there is/ are demand(s) from any other customer to acquire a land plot for temporary lease and/or if HDC does not require the temporary bare land plot for any development. If there is no such demand as aforementioned, it shall be at the

discretion of HDC to extend the lease period for not more than one (1) calendar year.

3.5 After the expiration of 1-year term, HDC shall have right increase rent up to 15% to the initial rent rate. However, below factors shall be considered and applied:

3.5.1 If the new rent rate amended by HDC is lower than the initial rent rate applied during the signing of the hand over document, than the rent rate applied shall be the initial rent rate + 15%.

3.5.2 If the new rent rate amended by HDC is higher than the initial rent rate+15%, than the new rent rate shall be applied to the extended period.

4. Expiration & Termination of Lease Period

4.1 The Tenant shall vacate the temporary bare land / container space at the end of the lease period.

4.2 If the Tenant fails to remove the good and materials from the plot after the expiration of the lease period, Tenant shall be obliged to pay the outstanding rent amount and fine amount (as per "Fine Charges" specified in clause 5 of this Terms and Conditions) prior to removing the goods and materials from the plot allocated for temporary period.

4.3 If Tenant fails to pay the rent amount as per the clause 1 of this Terms and Conditions and/or irregular rent payment for 02 months and/or any breach to this Terms and Conditions, HDC shall terminate the lease agreement without any compensation and prior notice and shall inform the Tenant to vacate the temporary bare land /container space. In such case, the Tenant shall be blacklisted and refrained from leasing temporary bare land /container space. Failure to remove the goods as instructed, the fine charges will be levied as per the Clause 5 of this Terms and Conditions and it shall be at the discretion of HDC to take the possession over the goods and materials stored. In such case, HDC shall not be liable for any compensation or payment in regard to the loss.

4.4 If HDC wishes to terminate the temporary lease agreement, HDC may give a 30 (Thirty) days' Notice to the Tenant to vacate the temporary bare land / container space without any compensation.

4.5 If Tenant wishes to terminate the temporary lease agreement, Tenant may give a 30 (Thirty) days' Notice to HDC and vacate the temporary bare land / container space.

5. Fine charges

5.1 A fine will be levied, if the Tenant fails to remove the goods and materials from the leased plot after the expiration of the lease period. The fine will be calculated at 2% (two percent) per day of the initial amount signed in the agreement and shall be applied for the first 20 days that Tenant fails to remove the goods and materials from the plot. After the 20th day if the Tenant fails to remove the goods and materials, then an increased fine of 5% (five percent) per day of the initial amount signed in the agreement shall apply for each day that the Tenant fails to remove the goods and material from the plot. For the avoidance of doubt, the fine shall be levied in addition to the rent charges for the period.

6. Miscellaneous

6.1 The Tenant is not authorized to conduct any activity other than warehousing and storage on the allocated bare land /container space.

6.2 The Tenant shall not store any flammable liquids, corrosive materials and/ or gas cylinders at the leased space (temporary bare land /container space).

6.3 The Tenant shall not store any unlawful material or substances (whether in direct or indirect contravention of the laws of the Republic of Maldives) on the Property and shall adhere to the rules and regulations enforced by the Government Authorities.

6.4 The Tenant shall not, either intentionally or unintentionally cause any damage to the property or any other neighbouring property or violate any rules and regulations pertained by HDC. Such damage includes, but is not limited, to dumping garbage, pollution, unlawful entry, and waste disposal.

6.5 The loading and unloading processes shall not cause any disturbances or congestions to any third party.

6.6 The Tenant shall not be allowed to make any alteration, changes, replacements, improvements or additions (any of which is an alteration) in and to the temporary bare land / container space at any time, unless approved by HDC.

6.7 Tenant shall not be authorized under any circumstances whatsoever to assign, sublet, charge or part with or share possession or otherwise dispose of the premises.

6.8 This terms and conditions shall be governed by, construed and enforced in accordance with the laws of the Republic of Maldives and any action or proceeding that may arise out of or in connection with terms and conditions shall submit to the Maldivian Courts of Law.

6.9 All prices defined in this Terms and Conditions are subject to change without any prior notice. However, HDC shall not imply the amended prices to the submitted forms.

