

The Protea House Rules & Regulations

1 Building information

Building Name:	Die Protea
Address:	263 Main Rd, Esterville, Paarl, 7646
Google Plus Code:	7X77+54 Paarl
Landlord:	AGS van SA (PAARL) Eiendomstrust, IT 2785/2004
Represented by:	Anton Stephanus Möller
Contact:	Tel: +27 (0) 21 871 1545 Mobile: +27 (0) 82 801 6157 Email: anton@apfin.co.za
Presiding Pastor Contact:	Past. Etienne van Heerden Mobile: +27 (0) 82 929 6904 Email: etienne@agspaarl.co.za

2 Building Rules and Regulations

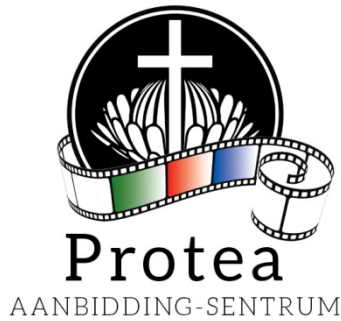
The following Rules and Regulations have been established to provide a safe and well-maintained environment for all tenants. For the purpose of these Rules and Regulations, the term "Tenant" shall include Tenant and Tenant's employees, agents, contractors, licensees, visitors, and invitees. Please note that some of the Rules and Regulations may be specific to your lease so it is necessary to refer to it for direction.

Ons projekteer Christus

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Past. Wilma Visagie
Gemeente Skakelbeampte
082 506 8246
wilma@agspaarl.co.za



2.1 Safety & Security

- 2.1.1 Tenant shall not suffer or permit the obstruction of any Common Areas, including driveways and walkways.
- 2.1.2 No emergency exit may be obstructed.
- 2.1.3 Landlord reserves the right to refuse access to any persons Landlord in good faith judges to be a threat to the safety, reputation, or property of the Building and/or its occupants.
- 2.1.4 Tenant shall not keep animals or birds within the Building, and shall not bring bicycles, motorcycles or other vehicles into portions of the Building that are not designated as authorized for same.
- 2.1.5 Tenant shall return all keys at the termination of its tenancy and shall be responsible for the cost of replacing any keys that are lost.
- 2.1.6 No tenant, employee or invitee shall go upon the roof of the Building except as expressly provided in the Lease.
- 2.1.7 Tenant shall not use any method of heating or air conditioning other than as approved by Landlord or any dedicated system approved by Landlord.
- 2.1.8 The Premises shall not be used for lodging or manufacturing, cooking or food preparation. Notwithstanding the foregoing, Underwriters' Laboratory-approved equipment and microwave ovens may be used in the Premises for heating food and brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with all applicable laws, codes, ordinances, rules and regulations, and does not cause odours which are objectionable to Landlord and other tenants.
- 2.1.9 Tenant shall comply with all safety, fire protection and evacuation regulations established by Landlord or any applicable governmental agency.
- 2.1.10 Tenant assumes all risks from theft or vandalism to the Premises and agrees to keep the Premises locked as may be required.
- 2.1.11 Tenant shall not make any use of the Premises which may be dangerous to person or Building or which shall increase the cost of insurance or require additional insurance coverage.

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- 2.1.12 Bicycles shall not be permitted in the Building other than in locations designated by Landlord.
- 2.1.13 Tenant shall not waste electricity or water and shall cooperate fully with Landlord to assure the most effective operation of the Building's heating and air conditioning, and shall refrain from attempting to adjust any control. Tenant shall keep all doors to the Premises closed. Tenant shall not use personal heater, fans or other appliances in private offices, cubicles, or other work areas as they are a fire/life safety concern and may affect the Building's mechanical systems operations. If Tenant requires climate control at any time after Normal Business Hours, Landlord shall use reasonable efforts to furnish such service upon reasonable notice from the Tenant, and Tenant shall pay Landlord's charges therefore on demand.
- 2.1.14 Tenant shall not change any locks or place additional locks upon any door without prior written consent of Landlord. Unless Tenant installs new doors to the Premises, Landlord shall furnish one (1) set of keys for all relevant doors to the Premises at the commencement of the Term. Tenant shall furnish Landlord with duplicate keys for any new or additional locks on doors installed by Tenant. When the Lease is terminated, Tenant shall deliver all keys to Landlord and will provide to Landlord the means of opening any safes, cabinets or vaults left in the Premises.

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- 2.1.15 Except as otherwise provided in the Lease, Tenant shall not install any signal, communication, alarm or other utility or service system or equipment without the prior written consent of Landlord. If Tenant desires to introduce electrical, signalling, telegraphic, telephonic, protective alarm or other wires, apparatus or devices, Landlord shall direct where and how the same are to be placed, and except as so directed, no installation boring or cutting shall be permitted unless approved by Landlord. Landlord shall have the right to prevent and to cut off the transmission of excessive or dangerous current of electricity or annoyances into or through the Building or the Premises and to require the changing of wiring connections or layout at Tenant's expense, to the extent that Landlord may deem necessary, and further to require compliance with such reasonable rules as Landlord may establish relating thereto, and in the event of non-compliance with the requirements or rules, Landlord shall have the right immediately to cut wiring or to do what it considers necessary to remove the danger, annoyance or electrical interference with apparatus in any part of the Building. All wires installed by Tenant must be clearly tagged at the distributing boards and junction boxes and elsewhere where required by Landlord, with the number of the room to which said wires lead, and the purpose for which the wires respectively are used, together with the name and contact information of the concern, if any, operating same.
- 2.1.16 Landlord may require that all persons who enter or leave the Building identify themselves to watchmen, by registration or otherwise. Landlord, however, shall have no responsibility or liability for any theft, robbery or other crime in the Building. Tenant shall assume full responsibility for protecting the Premises, including keeping all doors to the Premises locked after the close of business.
- 2.1.17 In no event shall Tenant bring into the Building inflammables such as gasoline, kerosene, propane, naphtha and benzene, or explosives or firearms or any other articles of an intrinsically dangerous nature.

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- 2.1.18 Tenant shall not cover, or in any way tamper with smoke detectors, carbon monoxide detectors, pull stations, horn/strobe devices, sprinkler heads or pipes, or fire extinguishers. Tenant shall comply with all safety, fire protection and evacuation procedures and Fire/Life Safety regulations established by Landlord or any governmental agency.
- 2.1.19 Tenant shall cooperate and participate in all reasonable security programs affecting the Building.

2.2 Behavioural & Relational

- 2.2.1 Tenant shall not make or permit any noise or odours that annoy or interfere with other tenants or persons having business within the Building.
- 2.2.2 Tenant shall not make, suffer or permit litter except in appropriate receptacles for that purpose.
- 2.2.3 Profane, obscene or loud language is absolutely prohibited on the Premises. Tenant obligates himself and those under him, not to do or permit to be done anything that will annoy, harass, embarrass, discommode or inconvenience any of the other tenants or occupants in the premises.
- 2.2.4 No alcoholic beverages or any drugs are allowed on the premises!
- 2.2.5 Tenant shall not disturb other tenants or make excessive noises, cause disturbances, create excessive vibrations, odors or noxious fumes or use or operate any electrical or electronic devices or other devices that emit excessive sound waves or are dangerous to other tenants of the Building or that would interfere with the operation of any device or equipment or radio or television broadcasting or reception from or within the Building or elsewhere, and shall not place or install any projections, antennae, aerials or similar devices outside of the Building or the Premises.
- 2.2.6 Tenant shall not use the Premises for manufacturing or selling any alcoholic beverages or for any illegal purposes. No grills are permitted on the property unless approved by Landlord in advance. No candles, incense or other flammables or open flame are permitted in the Building or on the Property grounds.

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2.2.7 Smoking is not prohibited within the Building, including Tenant's premises and within twenty five (25) meters from the main entrance to the Building. Smoking is only permitted in the smoking zones.

2.3 Building & Facilities

2.3.1 Tenant shall not alter any lock or install new or additional locks or bolts without the written consent of the landlord.

2.3.2 Tenant shall be responsible for the inappropriate use of any toilet rooms, plumbing or other utilities. No foreign substances of any kind are to be inserted therein.

2.3.3 Tenant shall not deface the walls, partitions or other surfaces of the Premises or the Building without the written consent of the landlord.

2.3.4 Tenant shall not suffer or permit anything in or around the Premises that causes excessive vibration or floor loading in any part of the Building.

2.3.5 Tenant shall not employ any service or contractor for services or work to be performed in the Building, except as approved by Landlord.

2.3.6 No window coverings, shades or awnings shall be installed or used by Tenant without Landlord's prior written consent, which shall not be unreasonably withheld, conditioned or delayed.

2.3.7 Tenant shall not paint, display, inscribe or affix any sign, picture, advertisement, notice, lettering or direction or install any lights on any part of the outside or inside of the Building, other than the Premises, and then not on any part of the inside of the Premises which can be seen from outside the Premises, except as approved by Landlord in writing.

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- 2.3.8 Tenant shall not obstruct or place objects on or in landscape areas, sidewalks, entrances, passages, courts, balcony, corridors, vestibules, halls, elevators and stairways in and about the Building and Property. Tenant shall not place objects against glass partitions or doors or windows (including interior atrium windows) or adjacent to any open common space which would be unsightly from the Building corridors and atrium or from the exterior of the Building. Tenant shall not sweep or throw debris or objects into corridors, halls, restrooms, loading dock area, stairways or other parts of the public area.
- 2.3.9 Nothing shall be attached to the outside of walls, windows or Building exterior. Tenant shall not use any draperies or other window coverings instead of or in addition to the Building standard window coverings designated and approved by Landlord for exclusive use throughout the Building.
- 2.3.10 No person or contractor, unless approved in advance by Landlord, shall be employed to do janitorial work, interior window washing, cleaning, decorating or similar services in the Premises. With respect to work being performed by a Tenant in its Premise with the approval of Landlord, the Tenant shall refer all contractors, contractors' representatives and installations technicians to the Building Manager for its supervision, approval and control prior to the performance of any work or services. This provision shall apply to all work performed in the Building including installation of telephones, computers, HVAC equipment, electrical devices and attachments. Landlord requires a copy of Tenant's contractors' current insurance certificate listing Landlord and Building Manager, if applicable, as additional insured and at the coverage amounts as reasonably determined by Landlord prior to the performance of any work or services.

2.4 Moving 'In' or 'Out'

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2.4.1 Furniture, significant freight and equipment shall be moved into or out of the Building only with the Landlord's knowledge and consent, and subject to such reasonable limitations, techniques and timing, as may be designated by Landlord. Tenant shall be responsible for any damage to the Building arising from any such activity.

2.5 General

2.5.1 Landlord reserves the right to waive any one of these rules or regulations, and/or as to any particular tenant, and any such waiver shall not constitute a waiver of any other rule or regulation or any subsequent application thereof to such tenant.

2.5.2 Landlord reserves the right to make such other reasonable rules and regulations as it may from time to time deem necessary for the appropriate operation and safety of the Building and its occupants. Landlord shall provide Tenant with copies of any new and/or modified rules or regulations prior to the effective date thereof. Tenant agrees to abide by these and such other rules and regulations.

2.5.3 Tenant shall not allow any birds, fish or any animals, other than service and/or seeing-eye dogs, in the Premises or the Building.

2.5.4 Tenant shall pay to Landlord on demand the costs incurred by Landlord for extra or unusual cleaning required because of the condition of nature of the Premises.

2.5.5 No material shall be placed in the dumpsters or receptacles in the Building unless such material may be disposed of in the ordinary and customary manner of removing and disposing of trash, garbage or recycling and will not result in a violation of any Laws governing such disposal. Tenant shall pay to Landlord on demand any costs incurred by Landlord for fees incurred.

2.5.6 No auction, fire, bankruptcy or selling-out sales shall be conducted on or about the Premises without the prior written consent of Landlord.

2.5.7 Tenant shall cause all of Tenant's agents, contractors, and guests to comply with these Building Rules.

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2.5.8 Landlord reserves the right to rescind, suspend or modify any rules or regulations and to make such other rules and regulations as, in Landlord’s reasonable judgment may from time to time be needed for the safety, protection, care, maintenance, operation and cleanliness of the Building. Notice of any action by Landlord referred to in this section, given to Tenant, shall have the same force and effect as if originally made a part of the foregoing Lease. New rules or regulations will not, however, be unreasonably inconsistent with the proper and rightful enjoyment of the Premises by Tenant under the Lease.

2.5.9 These Building Rules are not intended to give Tenant any rights or claims in the event Landlord does not enforce any of them against any other tenants or if Landlord does not have the right to enforce them against any other tenants and such no enforcement will not constitute a waiver as to Tenant.

2.6 Signatures

SIGNED AT PAARL ON THETH DAY OF

TENANT:

..... he warrants that he is duly authorised thereto

SIGNED AT PAARL ON THETH DAY OF

AS WITNESSES:

1. Per: _____

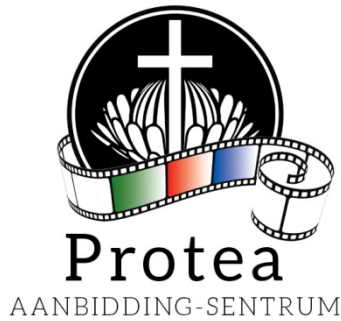
2. Per: _____

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3 Emergency Numbers

3.1 National Emergency Numbers

Flying Squad 10111

Police, Ambulance, Fire 107 (Landline) / 112 (Cell)

Ambulance/Metro Control Room 10177

3.2 Police

Paarl 021 807 4000

Paarl East 021 877 5900

Klapmuts 021 875 8000

3.3 Ambulance Services

All Areas 10177

Private Ambulance 021 872 1970

3.4 Fire Brigade

Paarl Fire Brigade 021 872 2323

3.5 Hospitals

Paarl Provincial Hospital 021 860 2500

Paarl Mediclinic 021 807 8000

Paarl-Med 24 021 872 0565

Paarl Medicross 021 872 3867

3.6 Doctors

Dr DA Greeff 021 872 3843 / 082 655 5665

Dr Johan Slabbert 021 872 3867 All Hours

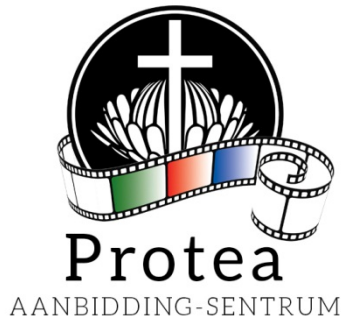
Dr B Moolman 021 872 3188

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3.7 Pharmacy

Roodeberg Pharmacy 021 871 1034

Opening Hours:

Monday – Saturday: 08:00 – 21:30

Sundays: 09:30 – 13:00 & 18:00 – 21:30

3.8 Dentists

Dr Dawid Malan 021 872 2774 All Hours

Dr Piet Schoeman 021 872 6111 / 082 895 6415

3.9 Mountain Search and Rescue

AA Mountain Rescue 021 937 0300

AA Mountain Security 086 110 6417

3.10 Municipal Services

Electricity 021 872 2557

Water 021 807 4715

Dangerous / Fallen Trees 021 807 6301

Escom National Line 086 003 7566

Poison Crisis Centre 021 931 6129

3.11 Other Crisis Lines

Rape Crisis 021 447 9762

Childline 080 005 5555

Crimestop 086 001 0111

3.12 Mechanical Breakdown

AA of SA 083 843 22

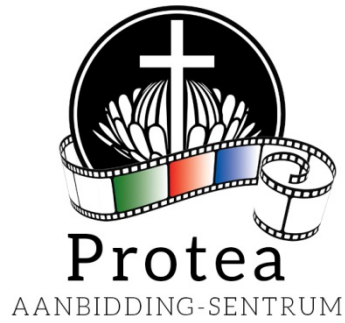
LG Towing 021 872 8099 / 082 804 4026

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3.13 Plumber

Drain Surgeon 021 872 6377

3.14 Locksmith

Marais Locksmiths 083 489 7852 / 021 872 2434

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