



OFFICE RENTAL AGREEMENT

PROVIDER CLIENT

NAME: PO Box 16348, Kinondoni, Dar es
ADDRESS: Salaam, Tanzania.
Sunbird Business Services Tanzania NAME: **SELTECH LIMITED**
Limited Ground Floor Kilwa House, ADDRESS: Ground Floor Kilwa Box 23197, Kinondoni,
369 Toure Drive Road, House, 369 Toure Drive Road, PO Dar es Salaam, Tanzania.

MONTHLY FEES DEPOSIT

\$50+VAT \$50 **START DATE**
May 2022-April 2024

TERMS OF PAYMENT

The Client agrees to pay the Service Provider the following charges: .

Deposit

During the duration of the period that the Client holds an account with the Service Provider, the client agrees to pay the Service Provider a monthly fee of US\$ 50 +VAT which is to be paid by the last day of the month preceding the month in which the charge is incurred.

Monthly Charge

On opening of an account, using office space the Client agrees to pay the Service Provider a deposit of US\$ 50 which will be returned without interest when the client closes his account.

The Client may pay in cash, by cheque in Tshs or local US\$ or may make a telegraphic transfer to the following bank accounts:

TO PAY IN US\$ TO PAY IN TSHS

Account name: Sunbird Office Suite (Tanzania) Limited Account name: Sunbird Office Suite (Tanzania) Limited Account no:
Account no: 0016012375 0016012351 Ohio Street
Branch: Branch: Ohio Street

Swift code: BARCTZT Swift code: BARCTZT
Currency: Currency: Z
US\$
Z

Barclays Bank of Tanzania
Bank address: Bank address: PO Box 5137 Dar es

Salaam

TSHS

Barclays Bank of Tanzania PO Box 5137 Dar es **Salaam** in the presence of:-
Advocate

OR SIGNED by:-

Signed on behalf of: Sunbird Business Services
Tanzania Limited
Centre Manager... Dadaa Godigodi

Signed on behalf of: **SELTECH**

LIMITED Richard Sinamtwa

Signature:..

Director: .

Signature:..

TERMS AND CONDITIONS

The following terms and conditions apply to this Licence:

The Service Provider will provide the Client with the following services:

Included in the Monthly Fee:

- Use of our prestigious business address and Dedicated Desk - Mail collection from our post box and delivered to the given address.

Excluded in the Monthly Fee and charged at published rates:

- Use of the Virtual Office
- Meeting and conference rooms
- Printing and photocopying facilities
- Outgoing faxes
- Use of messenger / courier services

REQUIRED DOCUMENTS

Individuals signing up for the virtual office are required to submit a copy of their PIN, ID or Passport and for companies we require a copy of the Certificate of Incorporation, PIN copy for the company and a PIN and ID copy for the Director.

TERMINATION

Either party may terminate the agreement by giving one month's notice or rent in lieu of notice. The Service Provider reserves the right to accept or reject Client's option to terminate.

RIGHT OF RE-ENTRY

If and whenever during the term the rents or other fees under this licence are outstanding for 14 days after becoming due whether formally demanded or not, the licensor may re-enter the premises at any time and then the term will absolutely cease. All monies payable under this licence as at this date will be due until payment is made to the licensor.

CHANGE OF RATES

The Service Provider may change its monthly charge or the rates for any of its other services (meeting rooms, photocopying, courier etc.) at any time but agrees to give the Client one month's notice of any changes it may intend to make.

THE SCHEDULE

THE OPERATIONAL COVENANTS

Restrictions affecting use of the Premises

1. Not to store in the Premises any petrol or other specifically inflammable explosive or combustible substance.
2. Not to use the Premises for any noxious, noisy or offensive

trade or business nor for any illegal or immoral act or purpose, not to hold any sales by auction on the Premises not to hold in or on the Premises any exhibition public meeting or public entertainment and not to permit any vocal or instrumental music in the Premises so that it can be heard outside the Premises.

3. Not to permit livestock or other animals of any kind to be kept on the Premises.

4. Not to do anything in the Premises which may be or grow to be a nuisance, annoyance, disturbance, inconvenience or damage to the Licensor and other occupants of the Building or to the owners Licensees and occupiers of adjoining and neighbouring properties.

5. Not to overload the lifts electrical installation or Conducting Media in the Premises and/or the Building.

6. Not to do or omit to do anything which may interfere with or which imposes an additional loading on any ventilation, heating, air conditioning or other plant or machinery serving the Premises.

7. Not at any time to place in the Common Parts any goods, mats, trade empties, rubbish or other obstruction.

8. Not to use any portion of the access roads or service area for the parking of vehicles otherwise than during the course of loading and unloading nor to carry out any repairs or maintenance to vehicles on the access road or service area.

9. To observe and perform or cause to be observed and performed the rules and regulations from time to time made by the Lessor for management of the Building.

Sign:..