

# XENTER13

## HOUSE RULES

### 1. INTRODUCTION

#### 1.1. Purpose of the House Rules

The purpose of these House Rules is to determine the internal rules of operation and use of the **Thirteen Xenter Property** situated at 1139 Budapest, Pap Károly Street 4-6. (the "**Property**") owned by **Átrium Park Ingatlanhasznosító és Szolgáltató Kft.** (registered office: 1139 Budapest, Váci út 99-105., Balance Hall 6. floor; company registration number: 01-09-861907; the "**Company**") and the basic rules necessary for the smooth operation and peaceful coexistence of the Tenants in the Property, and to prescribe such requirements regarding the Users' proper use and conservation of the Property and the Leased Premises which are not specified in other laws or contracts, and which contribute to the high quality operation of the Property and help establish and maintain the good business reputation of the Property.

#### 1.2. Term and amendment of the House Rules

1.2.1. These House Rules shall enter into force on 1 November 2024 and as of their entry into force, the previous version of these House Rules shall be repealed. These House Rules shall be valid until withdrawn.

1.2.2. These House Rules shall be applied to the following:

- (i) the entire area of the Property,
- (ii) the office building situated on the Property,
- (iii) the accessories, equipment and furnishings situated on the Property,
- (iv) the underground garage (if any), drive-in, drive-out as well as the parking spaces in the Property and
- (v) the Users.

1.2.3. The Company shall have the right to impose further rules from time to time, in its sole discretion, which are necessary to ensure the safety, convenience and cleanliness of the Property and to maintain normal order, and the Users shall be obliged to observe these rules.

1.2.4. The Company and/or the current landlord of the office building situated on the Property shall be entitled to amend these House Rules unilaterally, without the Users' consent.

#### 1.3. Definitions

- (i) House Rules: shall mean these House Rules;
- (ii) Company: shall have the meaning ascribed to it in Section 1.1 above;
- (iii) Property: shall have the meaning ascribed to it in Section 1.1 above;
- (iv) Landlord: shall mean the Company;
- (v) Tenant: shall mean the legal entity or natural person that has entered into a Lease Agreement with the Landlord regarding the Leased Premises;

- (vi) Leased Premises: shall mean the area situated within the Property, as defined in the Lease Agreement concluded by and between the Landlord and the Tenant;
- (vii) Lease Agreement: shall mean the lease agreement concluded by and between the Landlord and the Tenant regarding the lease of the Leased Premises;
- (viii) User: shall mean the person staying in the Property, the Leased Premises or the Common Areas, permanently or temporarily, under any legal title, hence in particular, among others: the Tenant, the Tenant's subtenants, the Tenant's employees, the Tenant's guests and visitors, the natural persons and/or legal entities having a legal relationship with the Tenant or the Company/Building Manager, as well as any other persons staying on the area of the Property;
- (ix) Common Areas: Those areas of the Property that do not belong to any of the Leased Premises of the Property and serve the common goals of the Users, including the outdoor areas of the Property (main entrance, lobby, corridors, shared elevator lobbies, elevators, staircases, shared restrooms, underground garage, garden, courtyard, gateway, etc.);
- (x) Building Manager: The legal entity commissioned by the Company to operate the Property. Currently CPI Hungary Kft (registered office: 1139 Budapest, Váci út 99-105., Balance Hall 6. floor; company registration number: 01-09-46614) acts as the Building Manager.
- (xi) Security Service: A Security Service commissioned by the Company is operating in and around the Property. The receptionist is also part of the Security Service staff, performing their duties in uniforms equipped with badges. The Company shall be responsible for the Security Service and for the performance of its tasks.
- (xii) Working hours: the period between 8 am and 5 pm on weekdays.

## **2. GENERAL RULES OF USE OF THE PROPERTY**

### **2.1. General Rules of use of the Property**

- 2.1.1. The Users shall be obliged to use the Property in the proper manner and with the proper intent, in accordance with the provisions of these House Rules, and shall not carry out any activities other than those specified in the House Rules and shall not provide unlawful services or carry out activities in violation of the law or any legislation.
- 2.1.2. The Tenant must have all the licenses required for operation of the Leased Premises.
- 2.1.3. The Users undertake that they shall not transport to or store on the area of the Property any flammable, combustible, explosive, toxic, contagious, harmful or fissionable hazardous materials or illegal products.
- 2.1.4. No external (unauthorised) persons may enter the closed (not for common-use) premises and areas, except for the Company and the Building Manager and the employees working there based on their mandate.
- 2.1.5. The Tenant shall be liable for all persons employed by it or employed based on its mandate in the Property, the Leased Premises and the Common Areas, as well as for the external persons performing work in these areas upon its mandate, as well as for its guests and visitors (the Users hosted by it) staying in these areas.
- 2.1.6. In the Property and in the Common Areas belonging to the Property, everyone must refrain from all noisy behaviour and activities that could disturb others, in particular the other Tenants, as well as from disturbance with unpleasant odours, irrespective of the time of the day. Telecommunication devices and other appliances may only be used in a

way that does not disturb the peace of others, in particular that of the other Tenants. If the User violates this obligation, the User shall be liable for the damage caused and must take all necessary measures in order to immediately end such disturbance.

- 2.1.7. Works in the Property entailing loud noise must be notified to the Building Manager, the Company or its representative at least 48 hours in advance of the commencement of the planned works. Such work may only be performed outside Working Hours, after the respective approval has been obtained. This provision shall not apply to the repairs needing immediate intervention or actions aiming to avert a life-threatening situation.
- 2.1.8. Transports, the moving of furniture and other furnishings may only be carried out outside Working Hours, and must be notified to the Building Manager, the Company or its representative at least 48 hours in advance of the commencement of the planned works. Goods may only be transported by hand or by a rubber-wheeled trolley. The Users shall be obliged to provide the name of the transport company, the number of staff persons involved in the transportation and the license plate number(s) of the vehicle(s). The parking space for the vehicles involved in the transportation and moving shall be designated by the Building Manager, the Company or its representative. Larger objects or furniture can only be transported in elevators padded by the User with OSB boards or through the staircase. The User shall be held liable for any damage caused during transportation. The User is not allowed to block or obstruct the sidewalks, the entrance, the footpaths, the elevators, the corridors, the staircases and other Common Areas. Anyone who soils the Common Areas in the course of transportation or placement of any materials must immediately remove such contamination or the party for the benefit of whom the transportation was carried out shall be liable to remove the contamination. If the contamination is not remedied and it can be clearly identified which User caused the contamination, the Company / Building Manager may remedy the contamination at the User's expense.
- 2.1.9. Door-to-door sales are prohibited in the Property and the sale of various products is only allowed with the prior written consent of the Company/Building Manager.
- 2.1.10. Photos or film/video recordings may only be made in the Property with the prior written permission of the Company.
- 2.1.11. The Security Service is not allowed to take over consignments on behalf of others, and hence these shall be forwarded to the mail boxes designated for the Tenants or directly to the Tenant with simultaneous notice to the Tenant. The packages and other consignments ordered by the Tenants are not allowed to be stored in area of the reception – not even temporarily – the User delivering the consignment shall be guided (and if necessary, rebuked) by the member of the Security Service.
- 2.1.12. If the User discovers a foreign, unattended object or a person with strikingly suspicious, unusual behaviour, he or she shall be obliged to notify the Security Service immediately.
- 2.1.13. Propping open the doors of staircases or deactivating self-closing devices on doors is prohibited due to property protection considerations!
- 2.1.14. The Tenants shall not have the right to post any advertisements in the entire area of the Property without the Company's prior written permission.
- 2.1.15. The Tenant's sign on the direction board and the company signs at the entrance of the Leased Premises shall be subject to the Company's permission and the Company shall manufacture these or have these manufactured. The first company sign or label (nameplate) shall be at the Company's expense, whereas each and every further sign or label or modification, replacement, repair thereof, shall be at the Tenant's expense. The prior written consent of the Company shall have to be obtained for all of these

signs, labels, replacements, etc. In the event the Tenant installs, affixes, paints, displays or places in any other manner any boards, advertisements, notices or other similar things on any parts of the Property without the Company's written permission, the Company shall have the right to remove and take away such boards, advertisements or notices, whereas if the concerned board, advertisement or notice is within the Leased Premises, the Tenant shall be obliged to remove them at the Landlord's request, without delay, and the costs of this shall be borne by the Tenant.

- 2.1.16. The costs of any bomb or fire alerts proven to be false and initiated by the Tenant or any persons within the Tenant's control shall be paid by the Tenant.
- 2.1.17. The Tenant or persons within the Tenant's control may not use the Leased Premises for accommodation.
- 2.1.18. Electric vehicles are not allowed to be charged from the 230V electrical sockets!
- 2.1.19. Consumption of alcoholic beverages is forbidden in the Property, except for the permitted individual programmes and hospitality events. If the Security Service or a person acting on behalf of the Company or the Building Manager observes any behaviour violating the above rule, the Security Service or the person acting on behalf of the Company or the Building Manager is entitled to ask the person to stop the consumption of the alcoholic beverage. No one is allowed to stay in the area of the Property in a drunken state, no person under the influence of alcohol shall be allowed to enter the area of the Property, and it shall be the task of the Security Service prevent this, as well as to notify the Tenant (if the concerned person is under the Tenant's control) or the Building Manager thereof.
- 2.1.20. In the event of an accident – besides calling the ambulance – the injured person has to be given first aid, and all the gates and passageways required for the ambulance car have to be opened.

## 2.2. Rules governing the proper operation of the Property

- 2.2.1. A 24-hour surveillance camera system and an electronic access control system are operated by the Company in the Common Areas, the latter being operated by entry cards delivered by the Company to the Tenants and the Users qualifying as guests, regulated pursuant to the Data Processing Notice displayed at the receptions.
- 2.2.2. The technical equipment and devices of the Property are to be used in the proper manner and with the proper intent. The Tenants and other Users are obliged to report any technical defects or other damages to the Building Manager, immediately, depending on the nature of the defect or the damage as soon as reasonably possible, and in case of defects requiring immediate elimination, without delay. The Tenants shall be obliged to ensure access into the Leased Premises for purpose of performance of the repair works. The Tenants and the other Users shall be obliged to closely cooperate with the Building Manager in order to prevent any damages to the Property.
- 2.2.3. Building Manager operates an online defect reporting platform (<https://cpi.apfmhelpdesk.com>) – for which registration is required – through which the Tenant can report any defects related to the Property. Registration can be requested from the Company. The Tenant consents by providing his email address necessary for registration to the Company or its representative that his email address shall be transmitted to the service provider operating the defect reporting platform. In the event of an emergency, the Building Manager (maintenance company) or the Security Service (dispatcher) can also be called.
- 2.2.4. In respect of building engineering equipment and other equipment and devices provided by the Company, the Tenant is obliged to adhere to the user's manuals and

user's instructions provided by the Company and the Building Manager, and to have these observed by the Users as well.

- 2.2.5. If the User causes damage to the Company, the Tenant or any other third party in any part of the Property by negligence or by violating the rules of proper use, the User shall compensate for the damage caused.
  - 2.2.6. The Tenant is obliged to pay special attention to use the building engineering equipment in an energy saving manner in order to ensure that the operating costs of the entire Property can be kept at the appropriate level. When the doors are opened, the heating or cooling must be stopped temporarily.
  - 2.2.7. The Company / Building Manager may charge the Tenant for the costs of repairing or eliminating damages attributable to the Tenant, resulting from improper use of any of the restrooms of the Property.
  - 2.2.8. The Users of the Property shall be obliged to get to know and observe each and every provision of the fire prevention policy (the "**Fire Prevention Policy**") of the Property, prepared by the Company.
  - 2.2.9. The Tenant is obliged to prepare, comply with and enforce a local fire prevention and workplace safety policy/instruction for the Leased Premises used by it, in accordance with the Fire Prevention Policy and fire emergency plan. The scope of the fire prevention and workplace safety policy of the Leased Premises shall be applicable to all Users lawfully staying in the Leased Premises. The Tenant shall be responsible for fire safety, occupational safety and environmental protection tasks in the Leased Premises. The Tenant shall have the exclusive liability to ensure compliance with the workplace safety requirements in the Leased Premises and its areas.
  - 2.2.10. In case of a burglary or attack, the Security Service shall guard the site after the police have been notified, take the protection and security measures, notify the competent heads of the Property and the affected Tenant – as specified in the emergency list provided to the Security Service.
  - 2.2.11. When there is snow, it shall be the task of the Security Service to notify the contractor in charge of de-icing.
  - 2.2.12. If the Tenant intends to establish an Internet or telephone network or other low current cables, the approval of the Company has to be obtained, and the respective cabling has to be carried out in line with the stipulations of the written consent.
  - 2.2.13. Any extra works needed/requested by the Tenants (which are otherwise not required for the purpose of proper operation of the Property) (for example: installation of pictures, boards, carpentry works, etc.) may only be executed after the respective price quote of the Building Manager was accepted by the Tenant.
- 2.3. Delivery of keys, entrance and exit
- 2.3.1. A reception service and Security Service are operated by the Company at the entrance(s) of the office building situated on the Property. The Security Service is obliged to observe the rules and regulations contained in these House Rules and proceed in accordance with the stipulations contained therein. One copy of both the House Rules and the Fire Prevention Policy shall be deposited at the Security Service. The Building Manager has the right to give instructions to the Security Service in matters not regulated under these House Rules.
  - 2.3.2. Without a permanent or temporary access right – agreed by the Company / Building Manager and the Security Service in advance – no-one is allowed to enter the areas of

the Property protected by the electronic access control system, neither on foot nor by any motor-vehicle.

- 2.3.3. Entry cards (keycards) can be requested from the Company for the Tenant's co-workers. The requested cards shall be delivered to the Tenant by the Security Service / Building Manager, based on the Company's written instruction, subject to signing a handover record. The possible loss of or damage to the entry card must be reported to the Security Service and the Company / Building Manager without delay. In order to avoid any possible damages or abuses, the Security Service shall disable the lost cards reported to it. The Tenant shall be obliged to settle accounts regarding the entry cards in conformity with the provisions of the Lease Agreement.
- 2.3.4. Access to the Leased Premises / protected areas shall be carried out via an electronic access control system: Tenant's co-workers shall have their own entry cards provided by the Company, whereas the other Users (and also those employees of Tenant who forgot to bring their own entry card on any given day) shall receive a temporary visitor entry card from the Security Service. The Users who do not have their own magnetic cards shall be obliged to check-in at the Security Service upon their entry into the office building for registration in line with the applicable data processing notice. Upon arrival of a User visiting a particular Tenant, the Security Service shall – according to the Tenant's request – either allow the User onto the given floor or notify the Tenant about the fact of arrival and in turn the temporary User shall be escorted to the given floor by the Tenant himself. It shall be the Tenant's responsibility to keep the list of persons to be notified and their phone numbers up-to-date at all times, and to deliver this list to both the Security Service and the Building Manager.
- 2.3.5. The Tenants holding entry cards shall be entitled to enter the Property on every day of the week, 0-24 hours.
- 2.3.6. The Company may keep the entrance doors of the office building situated on the Property closed every night and also on Saturday afternoons, on Sundays and on official non-working days.
- 2.3.7. It shall be Tenant's duty and liability to allow the Users visiting him to enter the Leased Premises and it shall be the Tenant's own responsibility to decide who is allowed to enter the area used exclusively by the Tenant, through the entrance door of its Leased Premises.
- 2.3.8. If a contractor employed by the Company or a courier service or postal service worker, etc. ordered by the Tenant arrives to the Property, registration by the Security Service shall be obligatory in all cases. The packages / consignments delivered by the courier service are not allowed to be stored at the area of the reception service. It shall be the task of the Security Service to call the courier's attention to this rule.
- 2.3.9. The Users leaving the building on foot can exit the building through the turnstiles, gates or doors by having their card read at the border of area protected by the access control system. The User holding a temporary entry card shall be obliged to return his card to the Security Service upon exit. The costs incurred as a result of failure of this shall be borne by the party hosting the given User.
- 2.3.10. The external contractors (considered as Users) engaged by the Building Manager or the Company to carry out the maintenance or repair works specified in the Lease Agreement may only enter the Leased Premises following prior notice to the Tenant or upon the Tenant's request. The Building Manager can only enter the Leased Premises with persons notified in advance, who are performing works that have been approved by the Tenant (if necessary), and Building Manager shall be responsible for these

persons. The Tenant may grant the Building Manager access rights at his own risk. Emergency situations shall be an exception to the above rule.

- 2.3.11. If Tenant holds an event in the Leased Premises, the list of persons participating at the event and not having a permanent entry card must be submitted – in line with the provisions of the GDPR – to the Company and the Security Service at least 24 hours before the event. The Security Service with the help of the Tenant or the Tenant himself (independently) may allow the persons arriving for the event to enter the protected areas of the Property only after their identification. It shall be the Tenant's task and responsibility to escort the participants within the Property and ensure their entry into the Leased Premises.
  - 2.3.12. The Tenant shall provide for the safety of their premises guarded by their own key, magnetic card or other access control systems, they shall provide for the storage and handling of the keys to their premises beyond Working Hours (including the handling of the keys and cards given to cleaners as well).
  - 2.3.13. If the Tenant provides a written list of the contractors to whom entry into the Leased Premises should be allowed outside Working Hours – when the Leased Premises are closed – then the Tenant must provide a separate key for use by the concerned contractors and deposit such key to the dispatcher / receptionist, giving precise instructions as to who and when can take the keys to the Leased Premises. However, the fact of delivery/return of the keys shall have to be recorded in the security log in writing.
  - 2.3.14. The Tenant may not change the locks either in the Leased Premises or in the doors leading to the Leased Premises without the prior written approval of the Building Manager. If any keys are lost, the costs of this and the change of locks entailed by it shall be borne by the Tenant.
  - 2.3.15. After the end of Working Hours, the last worker to leave the premises shall be obliged to switch off the electric equipment (switch off the lighting, the photocopy machine, the coffee machine, etc.) and close the windows. After the cleaning is completed, the cleaning staff shall be obliged to perform the above tasks as well (they shall also be obliged to turn off the taps in the bathrooms, to fill up the sink siphons with water and to switch off the electric equipment).
- 2.4. Use of the parking areas
- 2.4.1. A parking area belongs to the Property. The parking areas are always protected by barriers / gates. The traffic going through the gates and the card reading at the barrier gates shall be supervised by the Security Service.
  - 2.4.2. Everyone using the parking areas must pay special attention to ensure the safety of others using the parking areas. To avoid accidents, pedestrian traffic is forbidden on the garage ramps in both directions.
  - 2.4.3. The barrier gate and the internal garage gate shall be operated by the Tenants with their own entry cards received from the Company. Others Users can only drive into the parking area with the permission of the Company / Building Manager. In such an event the entrance to the garage shall be opened by the Security Service. The User visiting the Tenant will be directed by the Security Service to one of the parking spaces rented by the Tenant, only upon written notice by the Tenant. The Users engaged or commissioned by the Company or the Building Manager shall be directed to the parking space designated by the Company.
  - 2.4.4. The Users may only use that parking space which has been designated for him/her. It is strictly forbidden to park in any other parking space outside the rented parking spaces,

or to park outside the designated parking space area, or on the common transit roads of the parking lot. The vehicle must not obstruct the proper parking of other vehicle(s). Blocking the entrance to the garage is prohibited. In case of violation of this rule by a User, the Security Service and/or the Building Manager shall request the Tenant hosting the infringing User or – if the User is staying in the Property on behalf of the Company/Building Manager – the Company/Building Manager to leave the parking space immediately and to remove the traffic obstruction immediately, and shall also send a photo evidencing the violation. If the vehicle continues to be parked inappropriately and constitutes a traffic obstruction, the Company/Building Manager shall be entitled to have the vehicle removed from the parking lot at the risk and expense of the vehicle operator.

- 2.4.5. Should the Tenant fail to comply with its obligation as per Section 2.4.4 above, it shall be obliged to pay a penalty in the amount of EUR 50 per infringement to the Company, at the Company's written request.
- 2.4.6. Everyone in the parking lot is required to drive with extreme caution and in compliance with the Highway Code. The speed limit in the parking area is 5 km/h. Everyone using the roads must pay special attention to each other's safety.
- 2.4.7. Parking motorcycles is not allowed in the outdoor areas (beside / in front of the office building situated on the Property) within the lot boundary. Motorcycle parking in the inner areas is allowed in the designated areas.
- 2.4.8. Bicycles must be parked at the dedicated device and at the designated places. No bicycles or other alternative means of transport are allowed to be taken into the Property (except for scooters).
- 2.4.9. LPG vehicles are not allowed to enter the parking area!
- 2.4.10. In case of snow, the motor-vehicles are required to be cleaned prior to their drive-in into the parking area!
- 2.4.11. The User shall immediately notify the Company, the Building Manager of any damage caused to the condition of the parking lot or the parking vehicles.
- 2.4.12. The Company or the Building Manager shall not be liable for any damage to or theft of the vehicles, nor shall they be liable for any physical damage (accidents, injuries) in or near the parking area, except for the liability for damages caused by the Company or the Building Manager wilfully or with gross negligence.
- 2.4.13. Use of the parking spaces for storage purposes is prohibited. The performance of all such repair works shall be prohibited in the parking area which are not connected to the immediate start-up of the vehicle.

## 2.5. Emergencies

- 2.5.1. The following are considered as emergencies, in particular:
  - (i) Fire, irrespective of the size of the damage and of the mode of its extinguishing.
  - (ii) Bomb threat.
  - (iii) Crime or attempted crime by or against those staying in the Property.
  - (iv) Acts of violence or attempted acts of violence against the assets and equipment of the Property, or systemic obstruction of the operation of the assets and equipment.
  - (v) Any malfunction of public utility systems that significantly affects the operation of the Property and the Leased Premises or entails the risk of serious damage.



- (vi) Any event involving or threatening death or serious personal injury (including the prevention of imminent danger to life as well).
  - (vii) Any event related to the epidemic that endangers the Users' health.
- 2.5.2. In case of emergencies, the provisions of the Fire Prevention Code shall have to be followed.
- 2.5.3. Upon discovery of an emergency event, depending on the type of the incident (in accordance with Fire Prevention Policy), the following authorities must be notified:
- (i) Competent Authorities (Phone: 112, Ambulance 104, Police 107, Fire department 105)
  - (ii) Representative of the Company or the Building Manager (in accordance with Section 20 below)

If the Tenant receives a bomb threat (threat of explosion), it shall be obliged to notify the Company's or the Building Manager's agent and the Security Service, who shall ensure that the competent authority is notified, and at the same time order the evacuation of the Property. Evacuation should be carried out in accordance with the Fire Prevention Code, taking into account that the inspection of the Property may take a long time, even hours.

- 2.5.4. In the event of an emergency, the Company's or the Building Manager's representative or the competent authorities may enter the Leased Premises with key or card properly and securely deposited at the Security Service, while at the same time notifying the Tenant if possible.
- 2.5.5. For property protection reasons, the Tenant is required to provide to the Security Service one set of spare keys in an emergency key box / sealed envelope for each premise of the Leased Premises used by them or a set of master keys that allow access to each premise used by them. The Security Service may break the sealed emergency key box / envelope only upon special permission or in the event of an emergency, but shall promptly notify the Tenant, in the order of notification of the emergency list submitted by the Tenant (until the first successful notification is made). The use of the key and its reason shall be recorded in the security log. Thereafter, re-sealing shall be carried out. Each Tenant shall notify the Company or the Building Manager of any change in the person authorised to pick up the keys, including the annual leave, illness or any other absence of the person authorised to pick up the keys or the person to be notified, and any substituting persons during this time.

## 2.6. Smoking

- 2.6.1. Smoking in the Property (including the smoking of any other tobacco products such as e-cigarettes, etc.) is permitted only in the areas designated by the Company or the Building Manager. Smoking is prohibited in the Common Areas – thus in the staircases, the elevator lobby, washrooms, lobbies.
- 2.6.2. Waste bins located in the Common Areas or, in some cases, in public areas bordering the Property (sidewalks, green areas) serve exclusively as storages for waste; smoking is forbidden in areas next to these waste bins.
- 2.6.3. Each Tenant shall inform its employees and guests of the above prohibition and enforce this prohibition also in the areas exclusively used by them.
- 2.6.4. The non-smoking rule shall also apply to all Users providing services in the Property, working for the sake of operation of the Property.

2.6.5. In view of the provisions contained in the amendment of Act XLII of 1999 on the Protection of non-smokers and certain rules concerning the consumption and distribution of tobacco products, which entered into force on 1 January 2012, smoking is prohibited throughout the entire area of the Property (except for the designated smoking areas). Users consuming tobacco products are required to comply with applicable laws, legal regulations and other decrees.

## 2.7. Waste collection

2.7.1. The Landlord provides waste collection in the Property by the subcontractor of Recobin in different categories such as: paper, plastic, glass and municipal waste. The Tenant shall selectively collect the waste and take it to the designated collection point of the Property on a daily basis.

2.7.2. The Tenant shall not dispose of waste in the Common Areas.

2.7.3. Packaging materials (cardboard, styrofoam, foil, etc.) originating from moving, furniture transport, or bulk orders must be removed by the Tenants. The Company will only dispose of waste accumulated in the course of day-to-day work.

2.7.4. It is forbidden to place large objects in the waste bins. Should this occur, the Tenant shall – at the request of the Company / Building Manager – remove any materials placed in violation of the rules. Should the Tenant fail to comply with the notice, the Company / Building Manager may perform the removal at the Tenant's expense.

2.7.5. Each User is required to comply with the selective collection method posted by the Company or the Building Manager.

2.7.6. Disposal of hazardous wastes (e.g. medicine, chemicals, toner, etc.) is only permitted at designated locations, provided that such a place is ensured by the Company.

2.7.7. Disposal of waste originating from the activities of catering units must be carried out by the operator of the concerned catering unit, in accordance with applicable health regulations.

## 2.8. Pets

2.8.1. The Company permits dogs to enter the Property after prior notification to the Company / Building Manager, subject to the following conditions, strict compliance with which is considered a priority.

2.8.2. The Tenant's authorized representative declares to the Company whether it allows its employees to keep dogs within the Leased Premises or not. If the Tenant's authorized representative decides to allow this, the Tenant shall enforce internal policies regarding the keeping of dogs within the office premises. This policy must be delivered to the Company.

2.8.3. Only dogs which are house-trained, well-socialized, capable of following instructions and commands, calm, even-tempered, clean, well-groomed, healthy and vaccinated can enter the Property. The dog must be kept in the Property in such a way so that it does not disturb the peace of those working there, does not cause any material damage and does not endanger physical safety and health. Infectious, sick, injured, neglected animals or animals in heat may not be brought into the Property.

2.8.4. The owner / person bringing the animal into the Property must have the vaccination book of the animal with them at all times.

2.8.5. Animals brought into the Property cannot be left unattended.

- 2.8.6. Only the Tenant's employees may bring dogs into the Property, neither guests nor other Users have the right to do so!
- 2.8.7. No pets other than dogs may be brought into the Property, except for aquarium fish.
- 2.8.8. The number of dogs allowed in the Leased Premises at one time: 300 m2 net leased area / dog.
- 2.8.9. Users are required to comply with the provisions of Act XXVIII of 1998 on the protection and welfare of animals.
- 2.8.10. Dogs are only allowed in the Common Areas during their passage. This rule shall also apply to and include the common courtyard, outdoor areas, sidewalks, etc. belonging to the Property. The use of muzzle and leash is always obligatory! It is the responsibility of the Security Service to draw the dog owner's attention to this.
- 2.8.11. If possible, dogs should be carried in the arm through the Common Areas. A dog kept on a leash is not allowed to pass through the turnstiles and access gates at the reception; separate access should be requested from the Security Service staff (reception) through the side swinging gate. In spite of the entrance of the Tenant through the swinging gate, entrance with the magnetic card is required at the card reader gate. The same rule shall apply when leaving with the dog as well.
- 2.8.12. Approaching and exiting the Leased Premises with dogs should primarily be done through the staircases.
- 2.8.13. It is expressly forbidden to walk the dogs in the Common Areas and on the public areas adjacent to the Property (sidewalks, green areas).
- 2.8.14. Should the dog soil any location on or adjacent to the Property, the person responsible for it shall promptly remove and clean it.
- 2.8.15. The Tenant shall be responsible for any above-average wear and tear of the Leased Premises (dirtier than average walls, carpets, etc.); wear and tear originating from dog-keeping is not part of natural wear and tear.
- 2.8.16. For any damage caused by the dog, the dog owner is primarily and the Tenant (as company) is additionally responsible in every case.
- 2.8.17. In case of aggressive behaviour, the dog must be removed from the Property immediately. The owner/person bringing the dog into the Property has no right to object to such a request by the Security Service, the Company or the Building Manager.
- 2.8.18. If the dog and the owner / person bringing the dog into the Property fail to comply with the rules applicable to them, the dog may be banned from the Property.
- 2.8.19. The Landlord has the right to withdraw its permission granted for dog keeping in the Property at any time.

## 2.9. Cleaning

During the lease period as per the Lease Agreement, the Tenant shall keep the Leased Premises clean and in a good condition (hence in particular: sweeping, mopping, or otherwise cleaning the floor of the Leased premises in an environmentally sound way, keeping the inside of the boundary glass surfaces of the Leased Premises clean, dusting the interior furnishings of the Leased Premises, maintaining the terraces, de-icing), and the Company/the Building Manager and their agents are entitled to enter the Leased Premises at reasonable times agreed with the Tenant in advance in order to check cleanliness. The Tenant shall consult the Building Manager regarding the technology, order and scheduling of the cleaning.

## 2.10. Provisions applicable to Users qualifying as contractors

- 2.10.1. Permission to break up a road surface or to close or narrow the route in any way must be requested in writing from the Building Manager. If the removing of the road surface takes place in a public area, it is the responsibility of the User, classifying as a contractor, to obtain a demolition permit or public area occupancy permit.
- 2.10.2. If work is carried out by a User qualifying as a contractor on the Property on behalf of the Company or the Building Manager, or on the area of the Leased Premises on behalf of the Tenant or the Company or the Building Manager, and the work is carried out on weekends, after Working Hours or during the Tenant's holidays, the assistance of the Security Service may be necessary, and this shall be notified to the User qualifying as a contractor by the Company or the Building Manager. Unless otherwise agreed, the cost of the guarding (security service) shall be borne by the User, qualifying as a contractor, or its principal.
- 2.10.3. The Company / Building Manager shall have the right to refuse to grant the permission required for the work, with reasoning attached. The Company / Building Manager shall not be liable for any disadvantages arising from this.
- 2.10.4. In the event of an accident, the following actions must be taken:
- (i) Notify the Company;
  - (ii) Notify the Building Manager;
  - (iii) if it is necessary to call an ambulance, this must be indicated at the reception of the Property in order to ensure that the paramedics are directed to the place of the call.
- 2.10.5. In the case of work involving a fire hazard, permission may be requested from the Building Manager, subject to the submission of the following documents and data to the Company/Building Manager:
- (i) the name, number, date of issue and expiry date of the qualification, certificate or fire safety certificate;
  - (ii) the time of work.
- 2.10.6. An alarm will sound in the event of an emergency on the Property. In the event of a fire alarm, all activities must be terminated immediately when the alarm is sounded and the Fire Prevention Code must be followed.
- 2.10.7. Any intrusion into a locked room or the loss of any material or equipment must be reported to the reception of the Property, and a record must be made, leaving the place intact and secured.
- 2.10.8. The notification obligations set out in this Section do not exempt the User – qualifying as a contractor – from its notification obligation, by virtue of its status as an employer, as stipulated by orders or its own regulations.
- 2.10.9. The Building Manager, the Company or the person designated by the Building Manager shall be regularly informed of anything operating in deviation from the normal daily life, which may affect performance in the area affected by the works. Any measures ordered by the User, qualifying as a Contractor, for the protection of human health in the area affected by the works shall be known to the Building Manager, the Company or the person designated by the Building Manager.
- 2.11. Regulation of special issues

- 2.11.1. The Landlord has taken out an insurance policy for the Property. The Tenants operating in the Property shall arrange for the insurance of their own assets in the manner specified in the Lease Agreement.
- 2.11.2. The Tenant shall be liable for safekeeping the items, equipment and devices received from and owned by the Company, situated in the Leased Premises and shall have a liability for damages regarding these assets.
- 2.11.3. The Tenants operating under Lease Agreements in the Property are responsible to ensure that those organisations operating in the Leased Premises rented by them that do not have a lease relationship with the Company also comply with and abide by the terms specified in this instruction.
- 2.11.4. The Security Service will promptly notify the police of any crime or offense to be prosecuted ex officio, but each organisation operating in the Property may determine for themselves whether or not to initiate prosecution against any of its employees or former employees for minor criminal matters (theft, wilful damage, etc.).

### **3. SPECIFIC RULES APPLIED IN TERMS OF THE PROPERTY**

#### **3.1. Opening hours of the Property**

- 3.1.1. The entrance door to the office building situated in the Property is kept closed by the Company from 7 pm to 7 am, and during this period access into the office building is ensured by using the door bell and the intercom installed at the entrances, following identification.
- 3.1.2. The entrance and exit to the parking areas of the Property is kept closed by the Company from 7 pm to 7 am on working days and all day on non-working days, and during these periods access into the office building is ensured by using the door bell and the intercom installed at the entrances, following identification.

#### **3.2. Access**

The Property can be accessed on foot from Pap Károly street through the passage. The entrance of the ground floor business premises open onto external areas and can be accessed from Pap Károly Street and the passage. Access to the underground garage by motor-vehicles is ensured from Pap Károly Street.

#### **3.3. Use of the parking areas**

- 3.3.1. The parking area is located on the total of 3 minus levels. No vehicles higher than 2.00 meters are allowed to drive into the ground floor parking area P1, P2, P3.
- 3.3.2. Traffic lights are operated in the underground car park for the safety of Users! On the parking levels, the traffic lights are lit green by default, and only show red light when traffic is expected on the ramps from below or above. The purpose of the device is to prevent vehicles moving in opposite directions from meeting each other on the ramps between levels.
- 3.3.3. Beyond the opening hours of the parking area, that is from 7 pm to 7 am on weekdays and during the weekends and non-working days, the driveway is kept closed by the Company with a security grid, to be opened by the Security Service upon the request of drivers authorised to enter. The Security Service can be contacted through the intercom. Primarily the dispatcher needs to be called, whereas if they are not available, please press the 'Reception' button.

#### **3.4. Transport of materials**

- 3.4.1. Materials can be transported only through the parking area, through the passageway from Pap Károly Street. The Tenant shall be obliged to notify the User hosted by it about this rule. It is forbidden to transport materials through the inner garden area.
- 3.4.2. Documents are allowed to be transported from the tenant's storages through the area of the reception, via the garage elevators, on rubber wheeled small trolleys. Heavier goods are not allowed to be transported from the storages due to the lighting strips installed into the floor, only if the lighting strips are covered by the carrier with an appropriate board (OSB). In the event of any damages, the Security Service shall be obliged to draw up a record.
- 3.5. Bicycle storage  
Bicycles can be parked at the level P1 of the underground garage.
- 3.6. Smoking  
Smoking is strictly prohibited in the terraces and internal courtyards!
- 3.7. Waste collection
- 3.7.1. Selective waste-collection system has been introduced in the Property, in accordance with which, in addition to containers suitable for municipal waste, containers for the collection of paper and plastic waste have been installed in the waste container area on the ground floor of the parking area. In the spirit of environmental awareness, Users are obliged to collect garbage selectively.
- 3.7.2. During clean-up, the cleaning staff will collect the selectively collected waste from the Leased Premises and take it to the waste container on the ground floor – without mixing / merging the bags. There they will put the waste into the dedicated gridded temporary waste storage compartments. The employee of the contractor commissioned by the Company shall perform the waste selection.
- 3.7.3. No garbage, waste, or other unused objects are allowed to be placed in the corridor in front of the waste container premise!
- 3.7.4. A separate storage compartment for used batteries has been installed on the ground floor, near the main entrance.
- 3.8. Human Innovation Program  
The Company organizes Human Innovation Programs / services for the Tenants, which are held mainly in the myhive lobby located on the ground floor. The use of these premises is subject to the rules of the room use policy posted there.
- 3.9. Shower  
There are two showers in the P1 of the Property, available for use by every Tenant. The User must leave the premises clean and empty. The Company/Building Manager shall not be liable for any items left behind and shall treat them as waste.
- 3.10. Contact details
- 3.10.1. Company/Landlord: CPI Hungary Investments Kft. (1139 Budapest, Váci út 99-105., Balance Hall 6. floor, +36-1-225-6600)
- 3.10.2. Building Manager:
- (i) CPI Hungary Kft. (1139 Budapest, Váci út 99-105., Balance Hall 6. floor)
- (ii) Contact person: Hajnal Sarkozi (tel: +36 70 9888 245; e-mail: h.sarkozi@cpipg.com)

Facility Manager:

- (i) CPI FM Kft. (1139 Budapest, Váci út 99-105., Balance Hall 6. floor)
- (ii) Contact person: Zoltan Kiss (tel: +36 20 859 0014; e-mail: z.kiss@cpipg.com)

Security Service: Tálent Védelem Kft., +36 30 729 1597

These House Rules consist of 15 numbered pages.

Budapest, 1 November, 2024