WISMA KTC
APPLICATION FORM FOR OFFICE UNIT RENTAL

Date of Application:

A. PARTICULARS OF APPLICANT / PROPOSED TENANT

1. Name of Applicant / Company / Organisation:

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2. Company / Registration No. (SSM or ROS):

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3. Type of Business :

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4. Registered / Business Address:

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5. Contact Person: 6. Designation:

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7. Telephone / Mobile No.: 8. Email :

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B. DETAILS OF OFFICE UNIT APPLIED FOR

Please ticks your preferred office unit:

Floor	Unit	Approx. Area	Preferred
3rd Floor	Type A	3,732 sq. ft.	☐
3rd Floor	Type B	3,090 sq. ft.	☐
3rd Floor	Type C	3,090 sq. ft.	☐
3rd Floor	Type D	3,090 sq. ft.	☐
3rd Floor	Type E	2,469 sq. ft.	☐
4th Floor	Type A	3,732 sq. ft.	☐
4th Floor	Type B	3,090 sq. ft.	☐
4th Floor	Type C	3,090 sq. ft.	☐
4th Floor	Type D	3,090 sq. ft.	☐
4th Floor	Type E	2,469 sq. ft.	☐
5th Floor	Type A	3,732 sq. ft.	☐
5th Floor	Type B	3,090 sq. ft.	☐
5th Floor	Type C	3,090 sq. ft.	☐

Floor	Unit	Approx. Area	Preferred
5th Floor	Type D	3,090 sq. ft.	☐
5th Floor	Type E	2,469 sq. ft.	☐
6th Floor	Type A	3,732 sq. ft.	☐
6th Floor	Type B	3,090 sq. ft.	☐
6th Floor	Type C	3,090 sq. ft.	☐
6th Floor	Type D	3,090 sq. ft.	☐
6th Floor	Type E	2,469 sq. ft.	☐
7th Floor	Type A	3,732 sq. ft.	☐
7th Floor	Type B	3,090 sq. ft.	☐
7th Floor	Type C	3,090 sq. ft.	☐
7th Floor	Type D	3,090 sq. ft.	☐
7th Floor	Type E	2,469 sq. ft.	☐

C. PROPOSED TENANCY PARTICULARS

1. Proposed Commencement Date:
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2. Preferred Tenancy Period:

☐ 3 years
☐ 6 years
☐ 9 years
☐ Other: ----------

3. Proposed Renewal Option:----------

4. Will the premises be used for any of the following?

☐ Office use
☐ Retail / Commercial use
☐ Training / Education
☐ Consultancy / Professional services
☐ Storage
☐ Other: ----------

D. RENOVATION / FIT-OUT REQUIREMENTS

Please provide details of any proposed renovation or fit-out works:

Remarks: The Applicant acknowledges that any renovation, alteration, partitioning, installation, signage, electrical works, air-conditioning works or other fit-out works shall be subject to the prior written approval of KTC and/or the relevant authorities, where applicable.

E. AIR-CONDITIONING / BUILDING SERVICES

The Applicant acknowledges that the proposed rental arrangement is subject to the terms and conditions determined by KTC, including the provision and installation of air-conditioning and other building services.

Proposed Air-Conditioning Arrangement:

☐ Existing system, subject to inspection

☐ Tenant to install own air-conditioning system

☐ To be discussed / determined by KTC

Other requirements:

F. PARKING / OTHER REQUIREMENTS

Number of parking spaces required:

G. DOCUMENTS TO BE SUBMITTED

The Applicant is required to submit the following documents together with this application, where applicable:

☐ Copy of Company / Business Registration Documents (SSM)

☐ Company Profile

☐ Copy of NRIC

☐ Business License / Relevant Local Authority License

☐ Proposed Renovation / Fit-Out Plan

☐ Other supporting documents requested by KTC

H. DECLARATION BY APPLICANT

I/We hereby declare that the information provided in this Application Form is true, complete and accurate to the best of my/our knowledge.

I/We understand that submission of this Application Form **does not constitute an offer, acceptance, tenancy, lease, licence or binding agreement** between the Applicant and The Association of Kwong Tong Cemetery Management Kuala Lumpur ("KTC").

I/We further acknowledge that the acceptance of this application and the availability of any office unit are subject to KTC's review, approval and the execution of a formal tenancy agreement and/or other relevant documentation.

I/We undertake to provide any additional information or supporting documents reasonably required by KTC for the purpose of assessing this application.
I/We further undertake that the premises shall only be used for the purpose approved by KTC and in compliance with all applicable laws, regulations, by-laws, building rules and requirements of the relevant authorities.

APPLICANT'S PARTICULARS

Name :
Designation :
NRIC :
Signature :
Company Stamp:
Date :