



Guide for Tenants

NABEREZHNAJA TOWER BUSINESS CENTER

Building rules

2023

City Center Investment B.V.
www.ccioffices.ru

БАШНЯ НА НАБЕРЕЖНОЙ
NABEREZHNAJA TOWER





БАШНЯ НА НАБЕРЕЖНОЙ
NABEREZHNNAYA TOWER



Dear Tenants,

Welcome to the Naberezhnaya Tower Business Center!

We would like our cooperation to be mutually advantageous and prosperous, and we hope that you will enjoy being in the Naberezhnaya Tower Business Center and your business will be successful.

Our teams of the Marketing and Operation Departments will be always happy to help you during your lease term.

Sincerely yours,

Müşir Emre Yılmaz

General Representative

City Center Investment B.V.

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Section 1. General information about the Naberezhnaya Tower Business Center

The Naberezhnaya Tower Business Center (the Business Center) is located in section 10 of the Moscow International Business Center – Moscow City – at 10 Presnenskaya Naberezhnaya St., Moscow. The building is in the immediate vicinity of the third ring road and metro stations: Vystavochnaya, Mezhdunarodnaya and Delovoy Tsentr (Business Center) and station MCC “Delovoy Tsentr”.

The Naberezhnaya Tower Business Center is an office building consisting of: 17-floor part (**Block “A”**), 27-floor part (**Block “B”**), and 59-floor (**Block “C”**). The total area of the Business Center is over 222 thousand square meters. The **Block “A”** building (the total area is more than 28 thousand sq.m) was built in 2004. **Block “B”** was erected in 2005; its total area is ~42 thousand sq.m. The construction of **Block “C”** (the rentable area is over 152 thousand sq.m) was completed in 2007.

The Naberezhnaya Tower Business Center is a perfect example of the buildings where classic elegance of offices blends with leading-edge technology. The compliance with the world technical standards and the “smart building” concept make the center attractive to leading Russian and international companies by offering their employees high-end amenities, comfort and security. The retail zone of the Business Center offers a wide range of services for business people: banks, notarial services, travel agencies, restaurants, a photo services, beauty salons, a pharmacy, a tailor shop, stores, etc.

The excellent professional service helps Tenants in their business, making it efficient and enjoyable.

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Section 2. Management services

City Center Investment B.V. (CCI), which is in the “Group of companies “ENKA”, provides management services in the Naberezhnaya Tower Business Center.

The Operation Department provides failure free, technically correct operation of the Building.

The Marketing Department provides commercial and legal services on agreements.

A quality management and environmental management systems have been implemented by company CCI. The relevant information is posted on the Website.

2.1. Tenant Relations Manager

The Tenant Relations Manager is responsible for liaison between the Marketing and Operation Departments and authorized employees of Tenant companies on issues of organization of moving into (out) the Building, approval of repair and construction (finishing) work in rentable area, and also issues of technical maintenance of office premises. The Tenant Relations Manager is to provide the required information, examine of Tenants requests connected with procedure of issuance of magnetic cards for passing through turnstiles of the Building, placement of name of Tenant companies on the information board and post box, approval of time delivery of furniture, equipment and other large-sized cargo and other kind of issues.

To receive prompt fulfillment of the requests, examination of requests, letters and requests should be sent during business hours.

2.2. Reception services

Each block “A”, “B” and “C” has its own reception zone. The reception zones are located in the first-floor lobby. The responsibilities of the receptionists include:

- registration of visitors coming to offices of the Tenants; the names of visitors are verified against the requests completed by Tenants by using the CCI Visitor Control Services system at www.ccioffices.ru;
- receiving and distributing incoming phone calls, providing with help information visitors, Tenants and employees of the Business Center;
- taking messages if the authorized representative of the CCI Management Company is not available.
- distributing incoming mail by mail boxes of the Tenants;

During nonworking hours, registration services are provided by officers of the Security Service.

2.3. Security service

Each block “A”, “B” and “C” has common areas. Officers of the Security Service are responsible for maintenance of safety in common areas and monitoring of compliance with the rules of access control adopted in the territory of Business Center.



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Security Service officers have the right to inspect any goods, baggage and other items brought into the building by using metal detector wands.

 It is **forbidden** to bring explosives, flammable substances, knives and other sharp items, weapon. Security Service officers may deny access to the Business Center to any person who has prohibited items or who refuses to submit his or her belongings/carry-on for inspection.

Security Service officers have the right to check magnetic access cards of employees of Tenant companies (to prevent and suppress unauthorized access of persons to the rentable area of Tenant companies) as well as vehicle passes (to prevent and suppress unauthorized access of cars to the Business Center). If any visitor/employee of the Tenant company violates the rules of access control and internal security policy, the Security Service officer shall inform the Tenant Relations Manager and also has a right to seize the access card if necessary.

The common areas of each block in the Business Center (A, B and C) are equipped with surveillance cameras. Surveillance cameras are also installed along the perimeter of the Business Center. Round-the-clock video-monitoring of common areas and perimeters of the Business Center is performed by Security Service officers. Besides, at some security posts Security Service officers use video and audio-recorders.

Security Service officers are responsible for registration of visitors of Tenants companies at reception desk in lobbies of 1st floor during business days from 18:30 to 08:30, and at weekends and on holidays they provide round-the-clock registration service, allowing access to visitors who are verified against the requests completed by Tenants by using the CCI Visitor Control Services system at www.ccioffices.ru (Section "Tenants Corner" – "Requests for visitor").

2.4. Maintenance

Maintenance, repair and control of the engineering systems in the Naberezhnaya Tower Business Center are provided by the Operation Service of the CCI Company. The Operation Service includes:

- Engineering and Maintenance Department
- Repair and Construction Department

The Engineering and Maintenance Department is responsible for round-the-clock monitoring of the technical systems servicing the buildings. The engineering and maintenance team consists of competent professionals in electrical equipment and installations, plumbing, ventilation and air conditioning, fire-suppression systems, etc. To provide high-quality operation and professional maintenance of the infrastructure systems, the Engineering and Maintenance Department engages reputed companies, which look after elevators, diesel generators and other technical equipment.

The Repair and Construction Department is responsible for routine repair of the buildings of the Business Center, planning, scheduling and performing construction work, for supervision of repair and construction work in the rented premises. The core team of the Repair and Construction Department consists of engineers and blue-collar personnel qualified in various construction jobs (carpenters, painters, bricklayers, etc.).

2.5. Dispatcher service

The Dispatcher Service performs round-the-clock control and monitoring of the engineering systems of the building: ventilation, power supply, heat and refrigeration supply, lighting, water supply, fire alarm, fire-fighting, elevator equipment, escalators and other systems.

The central control room is located in Block "A". Dispatchers keep the watch during 24 hours and 7 days a week.

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When any malfunction in the engineering systems is detected, the dispatcher calls on-duty maintenance personnel and monitors rectification work. In the event of any emergency situation in the Tenants' premises during non-business hours, the on-duty maintenance employee has a right to enter the above premises, together with the Security Service officer, by using the spare key to the office.

2.6. Cleaning service

The Cleaning Service of the Naberezhnaya Tower Business Center is responsible for cleaning common areas, including halls, hallways, elevator lobbies on the floors, stairs, parking facilities and adjacent areas to the building. Taking care of safety of employees and visitors of Tenants, employees of the Cleaning Service install eye-catching signs "Caution Wet Floor" when cleaning floors to prevent accidents.

Cleaning the facades of blocks "A", "B" and "C" in the Naberezhnaya Tower Business Center is arranged twice a year: in spring and autumn. The windows are cleaned by specially engaged teams of professional industrial climbers. Windows on the first floors of each blocks "A", "B", "C" are cleaned when required.

Maintaining clean and tidy on the territory of the Business Center is also provided by arrangement for separate accumulation of municipal solid waste (MSW) through their separate storage on the following categories:

1. Paper / cardboard;
2. Glass / metal / Tetra Pak;
3. Plastic / Polyethylene;
4. Other household waste
5. Cartridges

in places of waste accumulation (sites equipped with containers for accumulating MSW according to the above-mentioned categories), which are equipped pursuant to the requirements of the Russian legislation in the field of envi-

ronmental protection and ensuring sanitary and epidemiological welfare of the population, in order to organize further centralized removal of MSW from the Building by specialized organizations having appropriate licenses.

MSW of each category shall be packed in separate plastic bags of black color, and the mouths of the bags shall be tightened by scotch tape according to the following colors: paper / cardboard – blue; plastic / polyethylene – orange / yellow; glass, metal, Tetra Pak – green; for other wastes the bag shall be tied or tightened by a colorless scotch tape, used cartridges should be packed into the boxes from new cartridges.

Further garbage removal from the territory of the Business Center is carried out by specialized organizations having the appropriate licenses, and engaged by CCI Company.

Please note that arrangement for the removal of construction and bulky waste (furniture, packaging from furniture, large boxes, household appliances, construction materials, etc.) from the Building should be carried out by the Tenants' means through contacting the licensed provider(s) of the relevant services to ensure the collection and removal of the above waste in compliance with the requirements of the legislation of the Russian Federation. The time and location of the container(s) placement shall be pre-agreed with the Tenant Relations Manager.

For avoidance of doubts, provision by CCI Company of specially equipped places (sites) for the accumulation of garbage in order to organize its further removal from the territory of the Business Center is carried out solely for the purpose of ensuring the normal functioning of the Building and maintaining the Common Areas in proper sanitary condition as part of the Landlord's Maintenance Services (as defined in lease agreements), and under no circumstances should be construed as activities on collection, transportation, treatment, disposal, neutralization, placement of waste.

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Section 3. Access control



3.1. Rules for access

The access to the common area of the Naberezhnaya Tower Business Center, to the territory of the leased premises for offices of Tenants' companies, to the retail zone and parking facilities is allowed in accordance with the established in the current Section rules to ensure security in the territory of Business Center.

Representatives of the public authorities (officers of law enforcement authorities, bailiffs) as well as employees of fire-fighting services, the national courier service of the Russian Federation and emergency health service have the right to unimpeded access through turnstiles of the Building, without prior notification, provided their official IDs.

3.1.1. Common area

The access to the common area of the buildings of the Naberezhnaya Tower Business Center is free for employees of the Tenants' companies and for visitors subject to compliance with below mentioned rules. Employees and visitors enter the buildings through:

- the revolving doors in Blocks "A", "B", "C";
- the sliding entrance doors to the retail zone between blocks "A" and "B", "B" and "C";
- the sliding doors along the walkway from the Shopping Center "AFIMALL City".

All the other entrances to the Business Center are intended for special purposes (delivery of goods, service personnel, evacuation, etc.).

For the purpose of security metal detecting archways are located in lobbies in each Block "A", "B", "C", loading areas in each Blocks "A", "B", "C", and entrances to the retail zone between Blocks "A" and "B", "B" and "C". Pass through metal detecting archways is binding. When employees of the Tenants / Visitors of the Business Center pass through metal detecting archways, the Security Service officer inspects the property (hand luggage) which is taken into the Building in the presence of these persons using hand-held metal detectors on the table installed next to the metal detecting archways. In case of incompliance with the above rules, the Building Administration shall have the right to: temporarily restrict the magnetic pass of the employee (s) of the Business Center for passing through the turnstiles of the Building, as well as restrict access to the Building to the persons other than employees of the Business Center.

From 24:00 to 06:00 the entrance doors to Blocks «A», «B», «C», the doors to the retail zone between Blocks «A» and «B», «B» and «C». The doors to the walkway from the Shopping Center "AFIMALL City" and multifunctional complex "IQ Kvartal" are locked **from 01:00 to 05:30**. If Tenants need to enter Blocks "A", "B", "C" during the aforesaid hours, they shall ask the on-duty officer of the Security Service by using the entry phone that is located outside the Block to the right/left of the revolving door.



It is not allowed to drink alcoholic beverages within the territory of the Business Center.

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3.1.2. Leasable space. Rules for access through turnstiles

The access to the leasable area accommodating offices of Tenants' companies is allowed through the turnstiles located in the halls of Blocks "A", "B" and "C". The turnstiles are equipped with card-readers for security purposes. The access through the turnstiles is allowed by using the magnetic cards issued by the Landlord to Tenants and visitors, following the prescribed procedure. The access through the turnstiles is allowed for one person by using his/her magnetic card strictly.

In the standby mode, the wings of the turnstile are closed; the turnstile monitor displays a red cross. Card shall be pressed against the turnstile card-reader. Once it has been successfully identified, the monitor displays a green arrow and the turnstile wings open up for 5 (five) seconds. Passing through the turnstile shall be quick; then the turnstile closes and switches into the standby mode. One shall wait till a person coming in front/towards has passed and the turnstile is closed and the turnstile monitor displays a red cross. The turnstiles in Block "C" are equipped with additional visual display units showing the recommended elevator in accordance with the data on the Tenant's office location.



For the purpose of security the turnstiles of the Naberezhnaya Tower Business Center have the automatically activated "anti-passback" function. The "Anti passback" function is a func-

tional capability of the access system preventing using one card for access of several employees and preventing the repeat entry/exit when the exit/entry records are absent.



It is **forbidden**:

- to give the magnetic cards for the access through the turnstiles to other employees/unknown persons
- to pass through the turnstiles by two or more persons simultaneously
- to keep the turnstiles in the open mode
- to pass through the turnstiles with huge-sized objects (goods and cargoes the size of which exceeds 20x30 cm.)

3.1.3. Underground parking

The access to the underground parking garage of the Naberezhnaya Tower Business Center is available by the garage elevator that is located in the lobby of the 1st floor. The garage elevators are equipped with card-readers. The card of an employee is automatically programmed for the access through the turnstiles and garage elevator in the prescribed manner. The garage elevators have different accesses to the floors of the parking garage:

Block "A" – to the 4th floor

Block "B" – to the 4th floor

Block "C" – to the 5th floor

3.2. Rules for issuance of magnetic cards and access passes

Magnetic cards used by employees of the Tenants' companies to go through the turnstiles are the property of the CCI Management Company. Magnetic cards are issued at no charge, one time.

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Upon the expiration/termination of the lease agreement, all magnetic cards issued to the Tenant shall be returned to the CCI Company. If any card is lost or damaged (has holes or cracks, etc.), the Tenant company shall pay the cost of the magnetic card in the amount of 30 (thirty) USD dollars / 24 (twenty four) Euros / 2 400 (two thousand four hundred) Rubles, depending on the currency of the lease agreement, VAT including at rate specified by the tax legislation at the appropriate time. The bill shall be issued in the currency of the lease agreement and shall be paid in accordance with appropriate lease agreement, unless otherwise agreed by the parties. The bills for lost/damaged cards are issued under the Statement of the Lost/Damaged Magnetic Access Card (**Form No.6**), which shall be signed by Tenant and Landlord. New magnetic cards will not be issued, if there are outstanding bills for lost/damaged cards.

3.2.1. Procedure for issuance and usage of a magnetic card for the Tenant's employees

The office manager of the Tenant's company shall notify the Tenant Relations Manager by email about the representative who will be authorized for information submitted to the Building Administration for issuance of magnetic cards for employees. The authorized person shall fill out **Form No.1** for each employee, sign it and certify it with the corporate seal.

Form No.1 is available at www.ccioffices.ru "Tenants Corner" – "Building Rules" – Forms.


All inscriptions on the magnetic card are made by using the Latin alphabet. Tenants of Block "C" shall specify the priority floor for displaying the elevator number on the turnstile monitors.


Each **Form No.1** shall have an enclosed photograph of the employee to be further displayed on the magnetic access card. The employee's photograph can be color or black-and-white: the distinct full-face image at

the light background, without sunglasses, headwear or other items covering the face. The size of the photograph is 448 x 336 px in the jpg format; the photograph shall be sent by email. The image should include the face and shoulders. The face should occupy 80% of the image area. The file name shall include the full name of the employee – first, the last name, then the first name – both for Russian and foreign employees (e.g. Kolesnikov Sergey, Brown John).

Remember that magnetic access cards are programmed for the access through the turnstiles and garage elevators (in Block B for the stairs to the garage additionally).

The turnaround period for issuance of a magnetic card is up to 4 (four) business days, provided that the forms were properly filled out.

 **Attention!** Each employee shall use only his/her personal access card. It is strictly forbidden to give your access card to another person or to use someone else's magnetic card. It is prohibited to use one magnetic card by several employees for their passing through turnstiles or going through the door equipped with card-readers. If the aforesaid rules are breached, officers of the Security Service have the right to seize the magnetic access card and surrender it to the Tenant Relations Manager. For the security purpose, the Building Administration has the right to block magnetic cards and deny access through the turnstiles to the employees who violated the Building rules, for the period in its discretion.

 **It is forbidden** to make holes in the magnetic card and keep the card together with other magnetic media. We recommend keeping the magnetic card in a plastic bag so that it would be clean and free of damage.

The magnetic cards of the terminated employees of the Tenant Company for any reason shall be returned to the Tenant Relations Manager, together with **Form No.7**.

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The form should be filled out in 2 copies so that both the Landlord and the Tenant could monitor the surrendered cards.

When leaving the building without the magnetic card, the terminated employee of the Tenant Company shall submit the [Form No.8](#) request to the officer of the Security Service.



Attention! The Tenant Relations Manager shall be promptly notified in writing about all the terminated employees of the Tenant Company and did not surrender their magnetic cards as well as about any lost magnetic cards that shall be blocked. The unavailability of the above information is associated with high risk of unauthorized access to the leased area where the offices of Tenants' Companies are located including the office of your Company. In this case, the Tenant is held fully liable for any damage caused by the violation of the above rules. Upon the written request of the building administration, all the magnetic cards are regularly checked for the purpose of control and security.

If any employees of the Tenants' companies come to the building without their magnetic access cards, they shall be registered in accordance with the rules applicable to visitors.

3.2.2. Procedure for issuance of visitor passes

Visitors are allowed access to the office of the Tenant's Company after they are registered at the reception desk on the 1st floor in the lobbies of blocks "A", "B" and "C" with reference to their ID document which are:

- Passport of a citizen of RF
- International passport
- Temporary ID document of a citizen of RF
- Diplomatic passport
- Service passport

- ID document of a serviceman of RF or a military card
- Passport of a foreign citizen
- Residence permit in RF
- Refugee certificate
- Certificate of temporary asylum on the territory of RF
- Driver's license
- Magnetic card of Tenant's company employee (to access the other block or other lift group in block C if needed)

Service passport of FSB, MIA, a prosecutor, an employee of Investigation Committee, a deputy of the State Duma, a member of the Federation Council and etc.

After the registration, each visitor receives a guest pass to go through the turnstiles. Visitors shall register every time they need to go to the office of the Tenant's company.



It is strictly forbidden to give your guest pass to another person.

The Naberezhnaya Tower Business Center has a computer-aided system – CCI Visitor Control Services – by using which the Tenants can issue guest passes through the website www.ccioffices.ru (Tenants Corner – Visitor Registration).

The access to the system is allowed to the authorized Tenant employee who will have the assigned "username" and "password". The confirmation of the request fulfillment is sent automatically by the CCI Visitor Control Services to the email addresses of the authorized and registered Tenant employees.

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When you enter the system, you will see 3 tabs: Requests, Control, Reports. The Requests Tab is intended for selection of the required type of request: for visitors (through the reception) or for using the service elevator (for visitors delivering goods in the service elevator). The Control, Reports Tabs allow access to the fulfilled requests and to choose the required type of control and reporting.

Passes for visitors can be issued within 30 calendar days.

The full name of the visitor shall be entered into the system in the way it is shown in the document that shall be submitted for registration.

 **Attention!** We highly recommend your authorized employees to fill out and issue guest passes for visitors coming into your office only after the information about the visitor is thoroughly verified. Such verification is highly important for preventing access of undesirable people to your office and to offices of other Tenant companies. In event of any detected attempt of unauthorized access of an unidentified person to your office, notify immediately the Tenant Relations Manager and the Security Service. The information about such visitors will be entered into the "list of intruders" in the electronic system of the CCI Visitor Control Services to prevent any issuance of passes to them.

If there are any problems with the Internet and there is no access to the electronic system of requesting guest passes during non-business hours, the request should be filled out in accordance with [Form No.2](#) and should be submitted to the receptionist on the first floor for the security service shift supervisor of the respective building block.

If the visitor came without his identification documents, the authorized representative of the Tenant's company, after this visitor is registered, shall escort him/her from the reception desk on the first floor to the office.

The Tenant shall provide the Tenant Relations Manager with the list of employees authorized to escort guests to the office by using their magnetic card, and shall promptly notify the Tenant Relations Manager about any changes in the list.

When leaving the building, visitors shall surrender their guest passes to the officer of the Security Service. If the guest of the company leaves the building without the magnetic card, the [Form No.8](#) shall be filled out and submitted to the officer of the Security Service at the turnstiles, together with the identification document.

3.2.3. Events attended by 20 and more visitors in the office of the Tenant's company

The office manager of the Tenant's company shall notify the Tenant Relations Manager in writing and in advance about any big events held in the office and attended by 20 (twenty) and more visitors. The required information is as follows:

- name of the event, its date and time;
- list of participants, in the alphabetic order;
- guest badges shall be prepared and their design shall be approved by the Tenant Relations Manager, with indication of the name of event, its date and time, name and surname of the participant;

The Tenant shall designate the employee who will be responsible for handing over corporate badges to guests of the event in the lobby on the first floor. By using these badges, the guests will be able to have unimpeded access through the turnstiles into and out of the building and will not need to be registered at the reception desk on the first floor during the day of the event. Please, remember that the guests shall have their identification documents, as the Security Service shall match them against the list of guests and guest badges.

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3.3. Parking facilities in the business centre

The Naberezhnaya Tower Business Center has parking facilities of two types: an underground garage for the Tenants and a surface parking.



Entrance to the parking ([Section 8. Instructions, applications, territory layout](#))

3.3.1. Underground garage for the Tenants

The underground garage for the Tenants of Buildings "A", "B" and "C" is combined and is located in the basement from the 2nd to the 5th floor. The underground garage has surface stripes; the parking spaces have assigned numbers; the adequate signage is provided for convenience of Tenants.



Entry/exit underground parking ([Section 8. Instructions, applications, territory layout](#))

The access to the underground garage is available through automatic gate bars and entrance gates in the underground garage of Blocks "A" and "B". Only registered cars are permitted to enter the underground garage.

The authorized employee of the Tenant's company shall provide the Tenant Relations Manager with information about the car owners, the cars, required number of parking spaces. Based on this request, the stickers with ID numbers will be prepared and applied to the windshield inside the car by the representative of the building administration upon the prior agreement reached between the Tenant Relations Manager and the authorized representative of the Tenant's company regarding the date and time. If there are vehicles with special type of the windshield (for example, armored glass, etc.), the Tenant Relations Manager shall be notified so that an alternative device could be provided.



The vehicles having ID stickers have a round-the-clock access to the site; the stickers are identified by the installed scanners/antennas and then gate bars open up automatically. When vehicles leave the site, they go through the same procedure – the ID sticker is scanned and the gate bar opens up automatically when the vehicle approaches it.

Entry/exit to/from the garage is through the automatically lifted garage gate; the installed motion sensors respond when a vehicle approaches the gate.

Entry of vehicles with ID stickers to underground parking through the automatic gate bars of Block "B" is available till 16:00. From 16:00 till 06:00 the automatic gate bars operate for exit only. During specified time period entry to underground parking is available through the automatic gate bars of Block "A".

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Attention!

- Removal/displacement of the sticker will result in total damage of the sticker and the vehicle will not be able to access the site.
- When the car/windshield with ID sticker is changed, the request shall be filled out in the electronic system for guest entry permit, which will be issued at the entrance, and the Tenant Relations Manager shall be notified by e-mail about the required issuance of a new sticker with the ID number' the information;
- When the car plate or information about the owners is changed Tenant Relations Manager shall be notified by e-mail to make appropriate changes to the system providing the scan of ID sticker (read the data from the card, if applicable) for automatic lifting of the barrier.

3.3.2. Surface car parking

Surface parking is located at the site of the Business Center and is intended for Tenant Companies and their guest.

- Surface parking for Tenant Companies is intended for the registered cars with ID stickers, see section 3.3.1.



the request filled out by the Tenant's authorized employee in advance at the website www.ccioffices.ru; the entry is controlled by the automatic system of issuance of guest cards and is allowed through the gate bar at the entrance to Block A. The visitor shall stop the vehicle at the special device to receive a non-reusable guest card. The parking system will automatically check the request for this vehicle

by verifying its plate number. If the request is in the system, the device will issue a non-reusable guest card; the screen will display the entry invitation; the gate bar will be automatically raised, and the guest will be able to drive into the site.

The vehicle should stay at the surface parking not more than totally **3 hours a day**.

If the request is filled out for access to the garage, the person, after passing through the entrance gate bar, shall drive up to the garage entry device and insert his/her card all the way in, with the barcode up. After the card is identified, the screen will display the invitation to move along; the gate bar and the garage gate to the underground garage will open automatically.

When leaving the underground garage/the surface parking site, the procedure is repeated.


If there are any access problems, the visitor can call the operator by pressing the intercom button on the post, or can ask the officer of the Security Service for assistance.

Attention!

- Entry of carsharing cars to the business center territory is prohibited despite a pass is created in the electronic system.

3.3.3. Access of special-purpose vehicles

Vehicles of Mosenergo, Health Inspection Services, fire services, ambulance cars, ATS, etc. are permitted to access the site of the Business Center after the representatives of such services have submitted their official IDs.

-  Parking special-purpose vehicles at the entrance to the buildings is forbidden.

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3.3.4. Access of bicycles

The surface parking of the Naberezhnaya Tower Business Center has parking lots for bicycles for the Tenants and NT guests; the parking lots for bicycles are located in the courtyard. No access pass is required for bicycles.

 Bicycles are not allowed to access the underground garage.



Parking lots for bicycles

3.3.5. Rules for using charging stations for electric vehicles



The part of the surface parking area of the Business Center “Naberezhnaya Tower” is equipped with special parking lots with charging stations for charging electric vehicles (hereinafter - for the purposes of this item **3.3.5. of the Building Rules referred to as “Electric Vehicle Parking”**).



The location of the charging stations is indicated by the corresponding information sign

To use the charging station one should:

1. Contact the Building Administration in order to sign the appropriate agreement on the procedure of using charging stations;
2. Prepare the appropriate application ([Form №9](#)) in advance and submit it to the Building Administration through the office manager of the Tenant’s company, after which the Tenant will be given the magnetic card to activate the charging station.
3. Activate and deactivate the electric vehicle charging session respectively using the above-mentioned magnetic card, according to the [Instructions for charging the electric vehicle](#) located on the charging station.

The duration of the parking session for charging the electric vehicle should **not exceed 3 (three) hours**. After completing the charging session one should leave Electric Vehicle Parking.

Upon the expiration/termination of contract on provision of charging permit or earlier on the initiative of Tenant, all magnetic cards to activate the charging station issued to Tenant shall be returned to CCI.

If any card is lost or damaged (has holes or cracks, etc.), Tenant shall pay the cost of each card in the amount of 30 (thirty) USD dollars / 24 (twenty four) Euros, including VAT

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at rate, specified by the tax legislation at the appropriate time. The indicated amounts shall be paid by Tenant to CCI in accordance with contract on provision of charging permit and in accordance with the bill for lost/damaged cards issued by CCI under the Statement of the Lost/Damaged Magnetic Access Card (**Form No.6**), which shall be signed by Tenant and CCI, unless otherwise agreed. New cards to activate the charging station will not be issued, if there are outstanding bills for lost/damaged cards.

Attention!

- On the territory of Electric Vehicle Parking it is prohibited to park vehicles which are not electric vehicles as well as to park electric vehicles for purposes other than carrying out a charging session.
 - It is forbidden to transfer a magnetic card to another person to activate the charging station.
- When using the charging station one should strictly follow the Instruction for the electric vehicle charging. The Building Administration is not responsible for any damage caused to the electric vehicle as a result of violation by the user of the charging station of the Instruction for the electric car charging.

3.4. Procedure for completing requests in the electronic system

3.4.1. Procedure for completing a request for a vehicle

The vehicle can enter the site of the Business Center by a guest access card after the Tenant filled out and issued a request and access card for the vehicle in advance through the website www.ccioffices.ru – Tenants Corner – Car Park Registration.


The system can be entered by the authorized employees who have the assigned “username” and “password”. The confirma-

tion of the request fulfillment is sent to the email addresses of the authorized employees registered in the system.

The page “Reservation system control panel” allows creating a request and checking the issued/removed requests. To create a request for a vehicle press the button “Make a reservation”. On the request page, the following fields shall be completed:

- last name;
- first name;
- parking zone: Underground parking, specify the parking space, Surface guest parking – 3 hours a day, Delivery;
- license plate number (shall be entered exactly as it is shown on the tag);
- car modal;
- date of entry;
- number of requests per day (means the number of times the vehicle drives into the site);
- parking time (will be shown automatically, depending on the selected parking zone);
- cargo description (for delivery).

After the fields are completed, press the button “Make a reservation” to activate the request. The confirmation of the request will be sent to you email address registered in the system.

 **Attention!** For one vehicle shall be created one request only – either at surface or underground parking. Not actual requests shall be deleted in time for avoiding the vehicle being blocked.

To check the issued/removed requests for vehicles the following fields shall be completed:

- license plate number;
- request status (select: active/removed);
- date of request (select the required dates).

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The created requests can be edited and removed, provided that these requests have not been used for vehicle entry. By using the filter you can look through requests issued within a certain period or removed requests, or you can find the request with reference to the license plate number of the car.



Attention! If there is any problem with the Internet access during non-business hours, Tenants shall submit the request executed in a card copy in accordance with [Form No.3](#); the request shall be submitted to the shift supervisor of the Security Service of the building, through the security officer at the reception desk on the 1st floor. The request is effective only for 1 day. Requests made by phone will not be accepted.

3.4.2. Procedure for completing a request for delivery, taking out goods/material valuables

When scheduling handling operations, the Tenant should complete a request for vehicle access and using the service elevator; the request shall be completed in the electronic system through the website www.ccioffices.ru. Tenants Corner – [Car Park Registration](#), [Visitor Registration](#).

During business hours, only small-size goods in small quantities are allowed for unloading/loading (stationery, water, etc.) transported on vehicles not larger than GAZelle commercial vehicles. The access of larger trucks is not allowed during business hours. Unloading/loading of furniture, equipment and other large-size goods or goods in large quantities shall be scheduled for non-business hours: on weekdays before 08:00 or after 19:00, at weekends – at any time, upon the prior approval by the Tenant Relations Manager.

Vehicles for unloading/loading shall be parked in designated areas not to impede the traffic; the goods shall be immediately brought to the service elevator:

- Block "A" – a loading ramp; entrance through the designated gate bar next to the entrance gate bar ([Section 8. Instructions, applications, territory layout](#));
- Block "B" – two loading areas at the surface parking, opposite the entrance to the retail zone of buildings A and B ([Section 8. Instructions, applications, territory layout](#));
- Block "C" – -2nd floor; access from the Block C site under the access bridge, at the three-way intersection turn right and move another 30 m; park the vehicle to the right of column L23 ([Section 8. Instructions, applications, territory layout](#)).

During handling operations, take good care of the CCI Company property – do not damage the service elevator, lobbies of the service elevator, hallways, common areas, etc.



Security Service officers inspect goods brought into the building by using metal detector wands. It is forbidden to bring explosives, flammable substances, knives and other sharp items, weapon.

If the Tenant employees or visitors take any property or material valuables out of the building in the service lift, the officer of the Security Service shall have the request for taking material valuables out of the building ([Form No. 5](#)). The requests shall be signed by the authorized employees of the Tenant's company; the list of such employees shall be submitted to the Tenant Relations Manager by the authorized representative of the Tenant's company.

Moving out furniture and other items in large quantities shall be approved in advance by the Tenant Relations Manager.

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3.4.3. Processing of personal data of employees and visitors of the Business Center

In order to ensure the fulfillment of obligations of CCI Company under contracts entered into with the Tenants and entities providing services in the Building, as well as to ensure access and internal security regime within the territory of BC "Naberezhnaya Tower", CCI Company performs automated and manual processing of personal data of employees and visitors of the Business Center under the instruction of the Tenants and entities providing services in the Building, in accordance with part 3 of Art. 6 of the Federal Law "On Personal Data" dated July 27, 2006 No. 152-FZ.

Pursuant to part 4 of Art. 6 of the Federal Law "On Personal Data" No. 152-FZ dated July 27, 2006 CCI Company is not obliged to obtain the consent of the personal data owner to the processing of his personal data.

Within the scope of instruction for personal data processing specified in this clause 3.4.3 to CCI Company:

The Tenant / entity providing services in the Building shall have the right to:

- Require CCI Company to block, delete, destroy, clarify the transferred personal data of its employees (representatives, employees of subtenants and/or visitors, where applicable), if such actions do not infringe the rights of third parties and the requirements of law.

The Tenant / entity providing services in the Building is obliged to:

- Provide CCI Company with accurate personal data of its employees (representatives, employees of subtenants and/or visitors, where applicable) and inform on all changes within the scope of personal data;

- Ensure the legitimacy of personal data processing, including obtaining the consents of the personal data owners to transfer their personal data to CCI Company;
- Explain to personal data owner the legal consequences of the refusal to provide his personal data, as well as respond to requests from personal data owners, their representatives and authorized bodies concerning the processing of personal data by CCI Company;
- Timely provide CCI Company with information on rectification (update, change) of personal data of employees (representatives / visitors, where applicable), which became known to it, in writing or via secure Internet channels.

In the course of the execution of the instruction for personal data processing specified in this clause 3.4.3, CCI Company shall have the right to:

- Require the Tenant / entity providing services in the Building to timely clarify (update, change) the personal data of employees (representatives / visitors, where applicable) in relation of which magnetic cards / passes and/or ID-stickers /passes to the car are issued;
- Perform such actions as collecting, recording, systematization, accumulating, storing, rectification (updating, changing), extracting, using, transferring (distributing, providing, access), blocking, deleting, destroying personal data of employees (representatives / visitors, where applicable) of Tenant (subtenant, where applicable) / entity providing services in the Building under the instruction of the latter;
- Not to provide to the Tenant / entity providing services in the Building personal data of personal data owners received in the course of processing thereof under instruction.

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CCI Company is obliged to:

- Keep the confidentiality of personal data of employees (representatives / visitors, where applicable) of the Tenant (subtenant, where applicable) / entity providing services in the Building;
- Comply with the principles and rules for the processing of personal data established by the Federal Law "On Personal Data" No.152-FZ dated July 27, 2006;
- Provide information regarding the processing of personal data upon the request of the personal data owner or his representative, executed in accordance with the requirements of part 3 of Art. 14 of the Federal Law "On Personal Data" No. 152-FZ dated July 27, 2006, as well as at the official request of the authorized bodies;
- While processing personal data, take the necessary legal, organizational and technical measures or ensure their adoption to protect the personal data of employees (representatives / visitors, where applicable) of the Tenant (subtenant, where applicable) / entity providing services in the Building from unauthorized or accidental access thereto, destruction, modification, blocking, copying, provision, dissemination of personal data, as well as from other illegal actions in relation to personal data.

To ensure the security of personal data, CCI Company undertakes to perform the following actions:

- Identify security threats to the personal data during their processing in personal data information systems;
- Apply organizational and technical measures to ensure the security of personal data in the course of their processing in personal data information systems necessary to meet the requirements for the protection of per-

sonal data, the execution of which ensures the protection levels of personal data established by the Government of the Russian Federation;

- Apply the information security facilities passed compliance verification procedure in accordance with the established procedure;
- Evaluate effectiveness of measures taken to ensure the security of personal data prior to the commissioning of the personal data information system;
- Keep records of used machine-readable storage media of personal data;
- Detect facts of unauthorized access to personal data and take necessary measures to mitigate damage from unauthorized access and prevent further unauthorized access;
- Restore personal data modified or destroyed due to unauthorized access thereto;
- Establish rules for access to personal data processed in the personal data information system, as well as ensure the registration and accounting of all actions performed with personal data in the personal data information system;
- Exercise control over the measures taken to ensure the security of personal data and protection level of personal data information systems;
- Comply with the requirements of federal laws and other regulatory legal acts, including acts of the federal executive body authorized in security protection, the federal executive body authorized in technical intelligence counteraction and technical information protection, within their powers.

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CCI Company performs processing of personal data in accordance with the Federal Law No. 152-FZ dated July 27, 2006 "On Personal Data" (as amended), the Policy for organizing the processing and ensuring the security of personal data in "City Center Investment B.V.", available at link http://www.ccioffices.ru/terms_cci_01-02-2019.pdf, and other local acts of CCI Company.

3.5. Parking rules, administrative measures

The parking sites are always watched by officers of the Building Security Service, who monitor the compliance with the parking rules, proper parking and overall security. Officers of the Security Service have the right to check the access card for the vehicle of an employee/a guest of the Tenant's company.



Attention! In the event of any violations given below, the building administration reserves the right to restrict the access of the vehicle to the site of the Naberezhnaya Tower Business Center (block/seize the ID sticker/magnetic access park of the owner of the vehicle):

- vehicle entry not through the gate bar indicated in [3.3.1. Underground garage for the Tenants](#) and [3.3.2. Surface car parking](#) above;
- obstruction of the traffic in front of the entrance gate bar to the site of the Business Center and refusal to pull over the vehicle for registration of the access card. If the vehicle owner/driver approached the entrance gate bar, but the request is not completed or is completed improperly, the owner/driver of the vehicle shall clear a space for other vehicles and not impede the traffic;
- giving the ID sticker (magnetic access card if applicable) to other owners of vehicles;
- using the ID sticker (magnetic access card if applicable), if the system that provides ID-sticker's scan (pass's scan, if applicable) for raising the barrier automatically, if the required amendments have not been made (the license plate number shown in the access card is different from

the actual plate number) as a result the Tenant Relations Manager has not been informed about such amendments as indicated in [3.3.1. Underground garage for the Tenants](#);

- parking the vehicle in the underground garage in the space that is not assigned to your company.

On the site of the Business Center it is **forbidden** to:

- Entry to the underground garage of the vehicle with the height more than 1.95 m
- Entry to the underground garage of the vehicle equipped with gas
- Entry of the buses for more than 15 (fifteen) persons

The building administration is not held liable for the valuables left in cars or for any other items (e.g. bicycles) left in the parking space.

If the surface guest parking has no vacant spaces, the building administration reserves the right not to allow access to the visitor's car to the site of the Naberezhnaya Tower Business Center until there is a vacant parking space.

Entry to the site of the Business Center is not allowed to buses accommodating more than 15 people.

At parking facilities of the Naberezhnaya Tower Business Center it is **forbidden** to:

- Exceed the speed limit allowed at the site of the Naberezhnaya Tower Business Center: the surface parking – 20 km/h; the underground parking – 5 km/h
- Unsafe driving practices
- Drive through the gate bar/garage gate if they are not opened completely
- Ignore traffic signs

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- Park cars on lawns, sidewalks, driveway, pedestrian crossings.
- Park cars close to or right in front of central entrances to buildings A, B and C, to the retail zone, near fire hydrants or in the areas different from the requested parking zone.
- Use electrical outlets in the underground garage for charging batteries/plugging in car vacuum cleaners, etc.
- Wash and repair cars at the site of the Business Center.
- Keep combustibles and lubricants, canisters (empty or with gasoline), car tires, etc.
- Smoke
- Ignore orders of the Security Service of the building.

3.5.1. Measures taken when the rules are violated at the surface parking

Administrative sanctions for vehicles for the surface parking with the request on the site www.ccioffices.ru:

- If the vehicle stays at the surface parking for more than **3 (three) hours a day / a pass, and 1 (one) hour a day – for delivery parking, the vehicle will be denied access to the site within the next 2 (two) weeks**, i.e. requests for this vehicle will not be accepted through the electronic system.
- If the vehicle breaks the parking rules for the **second time**, the system will block automatically the access of the vehicle to the site of the Business Center for 1 (one) month.
- If the vehicle breaks the parking rules for the **third time**, the system will block automatically the access of the

vehicle to the site of the Business Center for 3 (three) months.

- **In the event of further violation** of the rules applicable to the guest parking by this vehicle, the access to the site will be prohibited for 3 (three) months for each violation.
- **If the guest access card** is lost for the parking, the vehicle will be automatically entered into the list of offenders, and will be subject to all the administrative sanctions described above.

Administrative sanctions for vehicles with ID sticker/magnetic card:

- The allowed parking time at the surface parking lot for the vehicles whose owners have ID stickers (in some cases – magnetic cards) for the garage parking is not more **than 1 hour a day**.
- If the owner of the vehicle with ID sticker / magnetic card for the garage parking exceeds the time **limit of 1 hour a day**, the following administrative measure is taken: after the first written warning about the violation the access of the vehicle will be **blocked for 2 weeks**.

It means that the vehicle will not be able to enter the site of the Business Center either by the ID sticker / magnetic card or by the electronic request. While the ID-sticker is blocked, the parking space can be used for parking of other cars of the respective Tenant Company (of employees/ representatives of such Tenant Company), if there are electronic requests.

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3.5.2. Measures taken when the rules applicable to the parking in the garage are violated

If your guests need to stay in the Business Center for more than 3 (three) hours, you may allow them to park in your parking spaces reserved for your Company in the underground garage.

You shall complete a request for parking through the website www.ccioffices.ru Tenants Corner – Car Park Registration – Visit type – underground parking, specifying the number of the parking space.

If the vehicle did not move into the garage, though there was the request for its underground parking, and it was parked at the surface parking, the vehicle will be entered into the list of blocked cars and will be subject to the administrative sanctions described above, Section 3.5.1., 3.5.

3.5.3. Administrative measures taken when the rules for using Electric Vehicle Parking are violated

1) For Tenants, visitors using electric vehicles:

- A. If the maximum duration of the parking session for charging the electric vehicle is exceeded (**more than 3 (three) hours**) or the vehicle is placed on the area of Electric Vehicle Parking for purposes other than a charging session, access of such an electric vehicle to the territory of the Business Center will be prohibited for the period **of 2 (two) weeks**.

In case of repeated violation access of the electric vehicle to the territory of the Business Center will be prohibited for the period **of 1 (one) month**.

If the rules for using Electric Vehicle Parking are violated for the third time, access of the electric vehicle to the territory of the Business Center will be prohibited for the period **of 3 (three) months**.

- B. In case the magnetic card is transferred to another person, access of the electric vehicle to the territory of the Business Center will be prohibited for the period **of 1 (one) month**.

2) For Tenants, visitors who do not use electric vehicles:

If the car occupies a lot on Electric Vehicle Parking, access of such car to the territory of the Business Center will be prohibited for the **next 2 (two) weeks** (i.e. it will not be possible to apply for this car through the electronic system).

In case of repeated violation the system automatically blocks access of the car into the territory of the Business Center for the period **of 1 (one) month**.

In case of violation of the rules for using Electric Vehicle Parking for the third time, the system automatically blocks access of the car to the territory of the Business Center for the period **of 3 (three) months**.

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Section 4. Getting premises ready for the company moving into/out of the building, repair and construction (finishing) work

4.1. Moving into the building

Tenants of the Naberezhnaya Tower Business Center can move into their offices in accordance with the terms and conditions of the Lease Agreement and upon approval by the Marketing Department. If the Tenant performs repair and construction (finishing) works, the Tenant can move into the office after the Operation Department signs the act of transfer and acceptance of the premises.

Repair and construction (finishing) works in the leased office can be performed, if CCI Company operating the Business Center or a contracting company of the Tenant is engaged (see [Section 5. Engineering systems of the Business Center](#)).

Keys to the office

Keys to the office are handed over to the Tenant by the Tenant Relations Manager under the Keys Delivery and Acceptance Statement. If the Tenant decides to install a new lock, card readers at the entrance to the office or additional coded locks, the Tenant shall give the Tenant Relations Manager a new set of keys, a magnetic card/the code.

For the purpose of prompt response in case of emergency, the keys and magnetic cards to the Tenant's office are kept in a sealed envelope in the safe box installed in the office of the Security Service of the Business Center. The

authorized employee of the Tenant Company can check the sealed envelope for its undamaged condition upon the prior approval of the Tenant Relations Manager.

The envelope can be opened in the event of:

- Emergency situation (fire, flood, etc.); officers of the Security Service and the maintenance crew may use spare keys to enter the Tenant's premises, provided that they notified the authorized employee of the Tenant (by the phone) about the opening of the envelope. If the officers of the Security Service failed to reach the authorized employee of the company or if the emergency situation occurred during night hours, the Tenant will be notified about the opening of the envelope during the next business day.
- Repair and maintenance work performed during non-business hours and agreed preliminary by and between the Tenant Relations Manager and the Tenant.

Every time the envelope with spare keys is opened, it is recorded in the logbook of the Security Service of the building. The Tenant Relations Manager shall be provided with a list of authorized employees of the Tenant's company (with of indication of full name, cell phone number) to get in touch with them in case of emergency; any changes to the list shall be reported to the Tenant Relations Manager immediately.



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Moving furniture, equipment into the building

When any furniture and equipment shall be moved into the Tenant's office, the authorized employee of the Tenant's company shall notify the Tenant Relations Manager in writing to obtain the approval. Handling of large-size furniture or equipment or handling taking long time shall be scheduled for non-business hours: on weekdays before 08:00 and after 19:00, at weekends – at any time.

The authorized employee of the Tenant's company shall fill out requests for vehicles and visitors using the service elevator through the electronic system at www.ccioffices.ru

Trucks shall be parked in the unloading areas of the respective building A, B or C. Truck shall not block the roadway and impede the traffic.

If the list enumerating vehicles/workers/furniture movers who will move furniture and equipment into the Tenant's office is very long, it shall be prepared in the alphabetic order and submitted to the Tenant Relations Manager in advance, on a business day, before 17:00.

The access of workers and furniture movers is allowed upon submission of the ID documents to the officers of the Security Service at the security post of the service elevator in the respective building – A, B or C.

Access to the service elevators:

Block A – -1st floor; access through the unloading dock, passing through the separate gate bar near the driveway into the site

Block B – -1st floor (lobby); passing through the gate bar across the driveway, entrance to the hall of the retail zone between Block A and B


Block C – -2nd floor; access from Block C under the access bridge, at the three-way intersection turn right, keep moving for 30 m, park the vehicle on the right side near column L23.

Rules for using the service elevator to prevent its breakdown:

- Do NOT overload the elevator, arrange the goods uniformly in the elevator cabin;
- Do NOT through items into the opening between the elevator cabin and floor;
- Do NOT block the elevator doors with items and do NOT hold them with hands;
- Use the open door button inside the elevator.

The Tenant is responsible for moving his furniture by using his own carts with rubber covered wheels.

When moving large-size furniture or equipment or delivery in large quantities, the floor, walls, doors and service elevator shall be protected with cardboard sheets to prevent any damage to CCI Company property both on the first floor and on the occupied floor; only masking tape is allowed.

 **It is forbidden** to use common zones for storage, unpacking and assembling of furniture and office equipment. All the delivered materials/goods shall be moved promptly into the office.

Construction and non-domestic garbage (furniture, packaging materials from furniture and equipment) shall not be stored in the common areas of the Building. Tenants shall contact the licensed supplier (s) of the relevant services to ensure the collection and removal of the above type(s) of waste in compliance with the requirements of the legislation of the

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Russian Federation, having agreed in advance with the Tenant Relations Manager the time and location of the container(s).

Display board of the Tenant Company, mail box and sign of the Tenant's company

The display board with the names of office Tenant companies and mail rooms are located in the halls on the 1st floor of buildings "A", "B" and "C", Tenants of retail area – at the entry to the building from the Shopping Center "AFIMALL City".

To place the name of the Tenant company in the display board and mail box, the Tenant shall send the Tenant Relations Manager a request, specifying the brand name (commercial designation) of the company by using the Latin alphabet.

One line on the display board can include several names of Tenant companies, based on the sequence of their moving into the building and the number of the companies occupying the same floor.

The Tenant can place the sign with the brand name (commercial designation) of his company in the common hallway where the leased office is located; the design of the sign shall be discussed and approved in advance by the Tenant Relations Manager. The sign shall comply with the design and layout requirements that can be obtained from the Tenant Relations Manager upon the Tenant's request.

4.2. Repair and construction (finishing) works

The repair and construction (finishing) works in the leased office can be performed by CCI operating the Naberezhnaya Tower Business Center or by the contracting company of the Tenant. The Tenant can perform the repair and construction (finishing) works only upon the written approval by the Operation Department of the building.

Prior to the beginning of the repair and construction (finishing) works by the contracting company, the Tenant shall submit the following documents to the Operation Department for approval:

- the informative letter informing about the planned construction works;
- the Design Documentation in dwg format shall be presented in one plan, each section shall be highlighted in separate layer and displayed on a separate sheet of the album of drawings;
- certificates of conformity for building materials: fire and hygiene certificates;
- the extract from the register of members of self-regulating organization of the contractor company engaged by the Tenant;
- contractors' All Risks (CAR) Insurance Policy as well as Civil Liability Insurance Policy for the operation of non-residential premises, including repairs (redevelopment) with a minimum coverage of 1 (one million) of US dollars. Both policies shall contain the address of the Building (with indication of the block, floor), including the CCI Company as an additional beneficiary and containing a clause on the waiver of subrogation rights against the Landlord.

The Tenants in retail zone shall approve in advance and install the banner-sticker on the glass facades of their premises.

Prior to the beginning of repair and construction (finishing) works, the Tenant can consult in oral or written form state fire supervision bodies regarding all the plans for alterations in the office matching fire safety requirements and normative fire-fighting documents.

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After the approval is received, the Tenant shall submit the list of workers to the Tenant Relations Manager, specifying the dates and hours of the planned works. The work involving noise exposure shall be performed during non-business hours – on weekdays before 07:00 and after 19:00, or at weekends at any time. The Tenant shall not dismantle and take out existing equipment, material and other material valuables without approval by the Landlord.

While doing hydro isolation testing, fire-fighting testing and etc. the Tenant shall inform the Operation Department specialists being present during the testing.

After the repair and construction (finishing) works are completed, the Tenant needs to inform the Operation Department of the building about commissioning works, also submit As-Built Documents prepared in the dwg format and in a hard copy, covering architecture, mechanics and electrics.

Executive documentation in dwg format shall be presented in one plan, each section shall be highlighted in a separate layer and displayed on a separate sheet of the album of drawings.

If the repair and construction (finishing) works were performed by the contracting company of the Tenant, the Tenant shall submit to the Operation Department of the Building concealed works reports covering architecture, mechanics and electrics, checked and signed by the lessee (Tenant) and the lesser (Landlord).

4.3. Moving of the company out of the building

The Tenant's company can move out of the building **after the approval** by the Marketing Department of the Business Center.

The Tenant shall notify the Tenant Relations Manager and obtain his/her approval of the date of the transfer and acceptance of the premises (the office is deemed as ready for transfer only after all the Tenant's belongings are removed and the premises are cleaned); the Tenant shall inform about the expected date and time of his moving out of the building.

The Tenant **shall**:

- make sure that the property of CCI is left in the good condition it was on the day of the signature of the transfer and acceptance statement;
- dismantle the Tenant company sign in the common hallway by his own effort and without causing damage to the building property;

return:

- all magnetic cards given to the employees of the Tenant Company for passing through turnstiles and for vehicle access
- the keys to the entrance door to the office and to the mail box
- observe the rules that are similar to the rules applicable to furniture, equipment and etc. moving (see Section 4.1. – Moving furniture, equipment into the building)

The keys to the rooms inside the office shall be left in the door locks.

If any magnetic cards or keys are lost or damaged, the Tenant shall pay their replacement cost.



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Section 5. Engineering systems of the Business Center

The engineering systems of the Business Center incorporate an array of sophisticated technical solutions essential for maintaining user-friendly microclimate parameters and satisfying the needs for resources: power supply, lighting, hot and cold water, supply air, automatically monitoring the smooth operation of all systems.

5.1. Heating, ventilation, air conditioning (HVAC)

Microclimate parameters: temperature, humidity, and air exchange rate in the Tenants' premises are supported by HVAC systems (heating, ventilation, air conditioning). The standard ambient temperature in the offices is $+23^{\circ}\text{C} \pm 1^{\circ}\text{C}$ in summer and $+22^{\circ}\text{C} \pm 1^{\circ}\text{C}$ in winter.

Thermostats



Thermostat Type 1



Thermostat Type 2



Thermostat Type 3

Each floor of the Building is divided into 4 (four) zones. The ventilation and air exchange rate control is individual in each zone. The standard operating time of the ventilation systems and cold water supply to fan coils is 08:00 – 19:00 on business days.

To maintain the desired temperature in special-purpose premises (for example, in server rooms), the Tenant should install an additional cooling system upon the approval by the Operation Department of the building.

The system of fan coils helps Tenants to select their preferable temperature in the offices. The description of operation of fan coil thermostats is given on the site www.ccioffices.ru – Tenant's Corner – Building Rules – Forms and Instructions

 [Thermostat instruction \(Type 1\)](#)

 [Thermostat instruction \(Type 2\)](#)

 [Thermostat instruction \(Type 3\)](#)

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5.2. Water supply, drainage

Tenants' offices have uninterrupted hot and cold water supply for the plumbing equipment installed in the office premises (wash-basins, kitchen equipment, toilet units, walk-in showers, etc.). The wastewater is removed through the drainage system.

5.3. Power supply

The Business Center is supplied with electricity under the power supply agreement with Mosenergosbyt, JSC. Electricity is supplied to the Business Center from the City Substation №174 and TPP "Mezhdunarodnaya" via 2 (two) independent cables. The Building power supply system has 100% backup. In the event of failure of one of the municipal power cables (Building transformers), the system is automatically switched over to the alternative cable (Building transformer). In the event of blackout in the city, the Building automatic transfer switch launches diesel generators to provide the emergency technical systems with electricity: emergency lighting, firefighters' elevators, security and fire-fighting systems in the Building for at least 6 hours.

Window heaters, leakage sensors

Electric window heaters in Blocks "B" and "C" prevent glass panes from frosting in winter; they are installed along the windows under the floor, in a special concrete tray. They are activated automatically, operating at low power at the outdoor temperature below 0 °C and at high power at the outdoor temperature below -15 °C. In Block "A", the glass pane frost control is performed by water-operated window heaters operating in the permanent mode in winter.

Leakage sensors detect water leakage in the window space; they are installed in a special concrete tray along the windows, under window heaters. Upon the response of the leak-

age sensor, the signal is transmitted to the control panel of the building dispatcher who calls the maintenance personnel to check the window for leakage and rectify it, if found.

Office lighting

On business days, the light in the Tenant's office is automatically turned on at 8:00 and turned off at 20:00. During other hours (from 20:00 to 08:00), at weekends and on holidays **Tenants of Block "A"**

can turn the light on and off by using a magnetic card. The card shall be inserted and removed from the switch unit wall-mounted in the office at the entrance door.



Tenants in Blocks "B" and "C"

use the switches that are wall-mounted next to the entrance door in their office to turn on and off the light.



We strongly urge all the employees of our Tenants to turn off the light when leaving the office. Do not forget that your Company pays for electricity; therefore, your lighting thriftiness will be able to reduce the electricity bills of your company. The employee who is last out can turn off the light in the entire office by using the light switch.

5.4. Elevators, escalators

JSC KONE Lifts is responsible for maintenance and repair of elevators and escalators.

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Block "A"

Block "A" has 2 (two) escalators and 7 (seven) elevators: 5 (five) passenger, 1 (one) garage, 1 (one) service.

To call passenger elevators to any floor, including the first-floor lobby, press the call button.

To call the garage elevator to the first-floor lobby use your magnetic card. To call the elevator to the underground floors, press the call button.

Ask the Security Officer to call the service elevator to the first-floor; to the other floors – press the call button.

Specifications of the service elevator in Block "A":

Dimensions (mm)	Width	Height	Depth
Cabin	1100	2400	2100
Door opening	1000	2100	–

Carrying capacity max 1,000 kg

Block "B"

Block B is serviced by 10 (ten) elevators: 8 (eight) passenger, 1 (one) garage and 1 (one) service.

The passenger elevator is called to the first-floor lobby with the help of the elevator control system. To call the elevator to the other floors, use the call button.

The detailed manual giving detailed description of elevator control and operation is given on the site www.ccioffices.ru – Tenants Corner – Building Rules.

To call the garage elevator to the first floor, use your magnetic card. To call the elevator to the underground floors press the call button.

Ask the Security Officer of the Building to call the service elevator to the first-floor lobby.

Specifications of the service elevator in Block "B":

Dimensions (mm)	Width	Height	Depth
Cabin	1100	2400	2100
Door opening	1000	2100	–

Carrying capacity max 1,000 kg.

Block "C"

Block "C" has 4 (four) escalators and 26 (twenty six) elevators: 22 (twenty two) passenger, 2 (two) garage and 2 (two) service.

Block "C" is divided into 3 (three) zones:

- low-rise zone: floors 1-25 (one – twenty five)
- mid-rise zone: floors 27-45 (twenty seven – forty five)
- high-rise zone: floors 46-58 (forty five-fifty eight)

The low-rise and mid-rise elevator zones are serviced by 8 (eight) passenger elevators; each elevator can carry up to 21 (twenty one) people.

The high-rise zone is serviced by 6 (six) passenger elevators; each elevator can carry up to 26 (twenty six) people.

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2 (two) service elevators move from the 2nd underground floor to floors 58 and 59.

2 (two) garage elevators (each having a carrying capacity of 1,600 kg) move from the lobby level to floor – 5 to provide access to the floors of the underground parking garage.

Specifications of the service elevator in Block “C”:

Dimensions (mm)	Width	Height	Depth
Cabin	1600	3000	2100
Door opening	1200	2200	–

Carrying capacity max 1,600 kg.

Attention! When Tenants need to bring goods and cargoes into the Building or to take them out, the size of which exceeds 50x40x30 cm, they should use the service elevator (Block “A” – access to the service elevator from the -1st floor, Block “B” – access to the service elevator through the handling aisle on the lobby floor; Block “C” – access to the service elevator from the -2nd floor). Passenger and garage elevators **shall not** be used for handling operations. The service elevator **shall not** substitute passenger elevators, i.e. when Tenants do not use it for bringing goods into the building or taking them out.

5.5. Telecommunications services

Telecommunication services (the Internet, telephony, television, etc.) in the Business Center are furnished by authorized providers, and the Tenant signs an agreement with them. Call the Tenant Relations Manager for the information about the authorized providers servicing the buildings.

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Section 6. Services for Tenants



6.1. Maintenance and repair of engineering systems


City Center Investment B.V. (CCI) is responsible for operation of the Business Center, maintenance and monitoring of all engineering systems in the Building, routine repair and upkeep of the common areas of the Building; it provides services in maintenance of the engineering systems in office premises of the Tenants under separate agreements and offers additional types of services listed in its commercial proposals according to the request created by the Tenant under the Lease Agreement.


The Tenants should submit maintenance requests at the website www.ccioffices.ru "Tenants Corner" – "Work Request".

If there are any problems with the Internet access, and for Tenants in retail area, the request ([Form No. 4](#)) should be sent to the Tenant Relations Manager; based on the request, the maintenance personnel will be sent to the Tenant's office. After the work is completed and accepted, the Tenant shall sign the work request so that it would be recorded in the electronic system as completed.

The Tenants who did not sign a maintenance agreement with CCI, in this case, the Tenants can be provided the services agreed upon by and between the parties; the services of this type will be provided at additional charge, based on commercial proposal and the work request created by the Tenant under the Lease Agreement.

Tenants may engage a licensed contracting company for maintenance of their offices upon approval of the Operation Department of the Building.

 Any work/action that can cause damage to the materials, structural elements, appliances and equipment used in the offices is prohibited. If any damage is caused to the CCI property, the Tenant will have to reimburse the cost of damage in full.

 **Attention!** For finishing/repair of offices, use only materials and equipment recommended by City Center Investment B.V. If any Tenants prefer to use materials not included in the recommended list, CCI shall not be held responsible for procurement of the recommended material in future.

All the works planned for the common areas in the Building and in offices shall be discussed with and approved by the Operation Department of the Business Center prior to their commencement. The work involving noise exposure can be performed on weekdays before 08:00 and after 19:00, or at weekends at any time.

6.2. Additional ventilation and air conditioning

The standard operation time of the ventilation systems and cold water supply to fan coils in Tenants' offices – from 08:00 to 19:00 on weekdays, for Tenants of retail area – according to the Lease Agreement. The ventilation and air conditioning systems can operate during additional hours, at weekends and on holidays, at additional charge. The Tenant Relations Manager can inform you about the rates. If additional ventilation is required, please, submit your request in advance during working hours to the Tenant Relations Manager indicated in the [Section 1. General information about the Naberezhnaya Tower Business Center](#).

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Section 7. Access regime and organization of security

Access regime is established within the territory of the Business Center, which is a set of measures and rules to be followed by employees and visitors of the Business Center, in accordance with the requirements of these Building Rules, fire safety rules, environmental safety, anti-terrorism safety and other local normative acts.

Control over compliance with access and internal security regime ([Section 3. Access control](#)) within the territory of the Business Center is carried out by:

- Building Administration;
- Building Security Service;
- Building Maintenance Service.

The Building Administration reserves the right to monitor compliance with access and internal security regime on the territory of the Business Center by technical means, including video surveillance, video filming at checkpoints, parking and other premises within the Building territory, to impose restrictions on the entry / passage of persons violating the requirements of access and internal security regime, to introduce additional methods of control.

Employees of the Security Service and the Operation Service shall have the right to fix violations of access and internal security regime by execution of acts of violations and transfer them to the Building Administration.

Responsible persons for ensuring the access regime in the premises occupied by the Tenants are their head officers or persons appointed as responsible for ensuring the access regime in the premises on the basis of the relevant order of the head officer.

Responsible persons for ensuring access control in the leased parts of the Building, having separate entrance doors, where no security posts are set up for the passage of persons or vehicles, are the head officers of the Tenants or persons appointed as responsible for providing access control in the premises on the basis of the relevant order of the head officer.

7.1. Fire safety measures in the Business Center

7.1.1. General information about firefighting systems

Fire prevention measures in the buildings of the Business Center are reliably supported through application of spatial layout and structural solutions, non-hazardous building materials, state-of-the art engineering equipment and special fire safety features, including:

- automatic fire-alarm system;
- public address and emergency evacuation management system;



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- planning and technical solutions for prompt evacuation of people and their protection against fire hazards;
- fire and smoke containment integrated solutions (fire curtains, etc.);
- smoke control;
- external water supply, internal system of water mains and automatic fire suppression;
- firefighters' elevators (fire elevators);
- rooftop landing pad for a firefighting helicopter.

The dispatcher service keeps 24-hour watch over the operation and maintenance of the fire suppression systems. Authorized officers of EMERCOM of Russia regularly inspect the Building for fire hazards.

7.1.2. Information about firefighting equipment in the Business Center

7.1.2.1. The automatic fire alarm system (AFA system)

AFA performs the following functions:

- round-the-clock monitoring of the status of the fire detectors installed in all the rooms in blocks "A", "B" and "C";
- initiating fire-fighting scenario when detecting any fire outbreak signs;
- performing control of the firefighting systems, following the fire-suppression scenario.

The following AFA elements are installed in the common areas and in the offices in the buildings of the Business Center:



Manual pull station

In case of fire, **ACTIVATE** the nearest pull station by breaking the glass.

Detectors



Heat detectors are installed in each kitchen and in the underground garage. Heat detectors respond when the ambient temperature or the rate of temperature increase exceeds the preset levels.



Optical (smoke) detectors are installed in all the offices and common areas in the building. The optical (smoke) detectors respond immediately when sensing smoke.



Combined smoke and heat detectors are installed in the electrical rooms.

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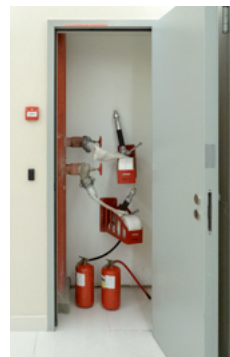
7.1.2.2. Fire water main and self-contained fire-suppression devices (fire extinguishers)

The internal fire water main consists of pipes, pumping groups and water tanks supplying water to the fire sprinkler and drencher systems as well as to the fire hose valves located at every floor of the Business Center.

The fire hose valves are installed in the fire hose cabinets marked as "PK" (in Russian: ПК) that are located at each floor of blocks "A", "B" and "C". The fire hose cabinets also have a fire hose reel with the nozzle and a dry powder extinguisher. The fire hose cabinets in the Tenants' offices and common areas of the Building are sealed by the personnel of the Operation Department.



Fire hose cabinet



Fire hose cabinet (open)



Dry powder extinguisher

To use the fire suppression water system in the fire hose cabinet, you shall:

- unreel the fire hose completely;
- point the nozzle at the base of the flame and hold it firmly;
- open the fire hose valve smoothly (you will need another person to do it).

⚠ Note: Using the fire suppression water system on live electrical equipment is strictly prohibited. In case of fire on live electrical equipment use a dry powder extinguisher. The dry powder extinguisher can be safely used on electrical equipment at voltages up to 1,000 volts.

To use the dry powder extinguisher located in the fire hose cabinet, you shall:

- break the seal and pull out the safety pin;
- point the hose of the extinguisher at the base of the fire;
- press the handle.

Fire sprinkler system. The water pressure in the pipes of the fire sprinkler system shall be monitored to remain at the required level. When the sprinkler heats up to 68°C, its glass bulb bursts, and the water is released, spraying the floor surface within a 3 meter radius.



Sprinkler in the office

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Sprinkler in the garage

⚠ Note: Server rooms of the Tenants shall be equipped with an automatic fire suppression system (generally, with gaseous or dry powder). The installation of such systems shall be approved by the Operation Department in accordance with the established procedure applicable to the equipment planned for installation and operation. The Tenant will be held fully responsible for maintenance of the system and liable for the emergency situations of any type, which may be caused by operation of the system.

Drench sprinklers are installed in the underground garage to produce water curtains at emergency exits and to confine a fire.



Drench sprinklers

7.1.2.3. Smoke and heat exhaust ventilation

The smoke and heat exhaust ventilation in the buildings of the Business Center includes the following devices and fittings:

- smoke exhaust fans (remove smoke from offices and common areas at all levels);
- fire dampers (open air ducts of the blower and smoke exhaust fans and close air ducts of the general ventilation);
- air-pressure blower fans (are used for fire escape stairs, exit enclosures and elevator shafts, providing them with fresh air and preventing fire spread along the escape routes).

7.1.2.4. Public address and emergency evacuation management system

The Public address and emergency evacuation management system is a combination of organizational measures and equipment intended for timely notification of fire breakout, evacuation emergency, fire escape routes and evacuation order.

Lighted exit signs showing the direction to emergency exits and fire escape stairs are installed in offices and hallways at each floor.



Lighted signs

Voice alarm loudspeakers are installed in all the offices and common areas of the Building to announce the urgent evacuation in case of a fire or other emergencies.

Emergency phones are located in Block C in common hallways on floors 7, 10, 13, 14, 19, 20, 21, 25, 27, 29, 37, 38, 46, 47, 48, 49, 50, 51, 52, 57 and intended for direct communication with the Dispatcher Service of the Building.

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To use the emergency phone, you shall:

- pull the door to break the lock;
- take the handset off-hook;
- explain the situation to the dispatcher.



Emergency phones

Fire safety zones for Block "C" are located on floors 27 and 48. These rooms have high fire protection and are intended for temporary protection of handicapped people. The rooms are provided with the dispatcher communication system (the emergency phone) and with first-aid kits.

The Tenants of the office space in Block C shall make sure that all their rooms have personal survival kits, gas-and-smoke protective kits (the quantity of masks shall match the number of the employees, including a 10% reserve).

7.1.3. Operational sequence of the system in case of detected fire outbreak, smoke or smell of burning

If you detected fire outbreak, smoke or smell of burning, notify the dispatcher by calling at: +7 (495) 545-05-28. Give your name and specify the location of the fire. Break the glass of the nearest pull station and press the button.

In case of fire outbreak and smoke, the alarm signal is immediately transmitted from fire detectors to the control panel in the dispatcher room in the Business Center. All the fire suppression systems operate in the automatic mode.

The fire-fighting scenario is activated when fire alarm signals are received from heat or smoke detectors, leakage sensors of the fire sprinkler system or manual pull station, and the fact of fire is confirmed; the fire-fighting scenario implies the sequence of the following actions:

- people are notified of the fire and evacuation order by using the public address system;
- magnetic locks on the doors to emergency exits are unlocked to provide unimpeded access in Blocks "A" and "B", "C" – only on the floor where the fire occurs;
- exit turnstiles are set into the unobstructed passage mode;
- all the elevators move down to the first floor and stop with the open doors;
- escalators come to a stop on the first floor;
- the automatic doors of the main entrance stop revolving and can be revolved only manually;
- glass doors are closed in the elevator lobby in Block "A"; in Block "B" fire curtains are used to create fire compartments;
- the air-pressure system is activated in the elevator shafts and fire escape stairs;
- fire dampers open up and the smoke exhaust system is activated on the floor where the fire outbreak occurred;

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- the general ventilation system is shut down;
- fire windows shall be opened on the fire escape stairs in Blocks "A" and "B";
- garage doors shall be held open;
- fire curtains in the underground garage are pulled down to close garage driveways;
- the system automatically sends a radio signal to the **Fire Service (112)** to notify of the activation of the fire-fighting system.

7.1.4. Organization of evacuation of people

Tenants shall make sure that employees of each office are aware of the Rules of Emergency Evacuation and the Evacuation Maps, which provide guidelines for evacuation and specify the location of emergency exits and fire escape stairs. The employee responsible for fire safety in the Tenant's company shall guide the Tenant employees through the emergency exits to a safe area outdoors and shall make sure that all the employees left the office. Handicapped people shall be escorted by a designated person during the evacuation.

Each building "A", "B" and "C" has 2 (two) fire escape stairs:

- from the upper floors to the first floor that exits outside;
- from the underground floors to the first floor that exits outside.

In the event of fire or other emergency cases when people shall be evacuated from the Building, the public address system is activated in all premises.

When the public address system is activated:

- Don't use the elevators;
- Start evacuation immediately after evacuation emergency is announced;
- Stay outdoor at the maximum possible safe distance from the Building.

If you are in the office:

- Look at the map to find the emergency exit closest to your office.
- Use the closest fire escape stairs to leave the Building. If any fire escape stairs are not accessible for some reason, use the other fire escape stairs. Look at the lighted signs to find the emergency exit.
- Make sure that the door of the emergency exit is not hot before you open it.

If you are in the hallway or elevator lobby:

- When the fire alarm is activated, glass doors will be held closed in the elevator lobby in Block "A". Push the doors to open them, then go to the closest fire escape stairs. In Block "B", the elevator lobbies are cut off with fire curtains. To pull up the curtains for a short time, use the button; then go to the closest fire escape stairs.
- Leave the elevator lobby and common hallways in Block "C" by using the closest fire escape stairs leading to the exit outside.

If you are in the elevator or the lobby:

- The elevator will go down to the first floor, will stop there and the door will remain open.

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- Leave the lobby of the Building through the closest exit outside and stay away from the building at the maximum safe distance.

If you are in the retail zone:

- Leave the retail zone through the closest exit outside and stay away from the building at the maximum safe distance.

If you are in the underground garage:

- Leave your car in the underground garage and use the fire escape stairs closest to you to go outside.
- You cannot use your car, as the driveways are blocked by the fire curtains.

If you are in the car on the ramp:

- Drive your car to leave the ramp as quickly as possible. Do not leave the car on the ramp.

7.1.5. Fire response training

Fire response training is conducted in the Business Center 2 (twice) a year. During such training, Tenant employees learn useful information about the fire-suppression systems and equipment of the Business Center. Besides, Tenant employees are explained what to do in emergency situations, learn about the public address system, are shown the evacuation routes, and gain experience and skills, which can help avoid panic and mistakes in emergency situations. In addition, during fire response training the Operation Department of the Building checks the operation of the fire-suppression systems of the buildings.

During fire drills, after the voice alarm system is activated, all the employees and guests of the Tenants' companies

shall leave the offices through the nearest fire exits to the outside ground level and get together at the designated Assembly Area located in front of the entry to the retail zone of blocks "A" and "B". The employees of the Operation Service and Security Service of the Building meet people leaving the Building at the fire exits and direct them to the assembly location where they will have a class on actions to be taken when hearing a fire alarm and will learn how to use fire-fighting equipment (fire extinguishers). The technical personnel will be available on all the floors and at the main exit to assist and monitor a smooth flow of people.



Assembly point

7.1.6. Fire safety in the Tenant's office

7.1.6.1. The list of fire-safety measures mandatory for all Tenants:

- Availability of standard evacuation plans in rented premises.
- Monitoring the condition of the evacuation routes, accesses to fire hose valves and fire extinguishers.
- Making sure that all their rooms have personal survival kits meeting the specification requirements.
- Making sure that fire-safety signs are in good condition, including signs indicating evacuation routes and fire escape exits.

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- Ensuring the availability of properly working hand electric flashlights at the rate of at least 1 (one) flashlight per each person on duty and personal protective equipment for respiratory and visual organs of a person from hazardous fire factors at the rate of at least 1 (one) personal protective equipment for the respiratory organs and human eyesight from hazardous fire factors per person on duty

If the fire safety rules are violated in the Tenant company's office space through the Tenant's fault, the Tenant is held directly liable to the fire safety authority in accordance with the applicable laws.

7.1.6.2. Responsibilities of the Tenant employee responsible for fire safety


The employee responsible for fire safety in the office of the Tenant shall:

- organize fire safety training courses for the employees, provide introductory and periodic briefings on fire safety measures;
- make sure that the employees scrupulously follow fire prevention rules;
- monitor proper operation of the fire alarm, telephone services, electrical equipment, up keeping of evacuation routes and designated smoking areas. Take prompt measures to rectify any detected discrepancies that may cause fire;
- know the rules and operating procedures applicable to the existing fire-fighting equipment and make sure it is in a serviceable condition;
- in the event of evacuation, direct the company employees through fire exits to a safe location outside the

building and make sure that all the employees left the office and are in the designated assembly area;

- make sure that the office premises have emergency fire-fighting equipment (fire extinguishers), provide their regular inspection and maintenance.

7.1.6.3. General rules of fire safety

 The buildings "A", "B", "C" are **smoke-free**, except for designated and specially equipped areas and outside the building, next to outdoor ashtrays and cigarette bins.

When required, Tenants may furnish a smoking room in their office upon the prior approval by the Operation Department. The smoking room shall be equipped with smoke exhaust ventilation and fire appliances according to the requirements of the legislation of the Russian Federation.

- **It is prohibited** to bring flammable and combustible liquids or materials, explosive and toxic substances in the building without permit.
- **It is not allowed** to open any source of open flame in any area of the building, except for authorized and approved hot works (e.g. welding) requiring fire prevention tools and emergency fire-fighting equipment.
- **It is forbidden** to obstruct aisles, hallways, elevator lobbies, stairway landings, access panels, walkways to adjoin areas, exits to stairwells, access to fire-fighting equipment, tools and accessories, electrical rooms with furniture, equipment, supplies; to block and lock doors of emergency exits and install hard-to-open latches.

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- **It is prohibited** to stock the fire hose cabinets with of inappropriate items. The doors of the cabinets shall be sealed.
- **It is not allowed** to install storerooms and utility rooms in the areas not intended for such purposes.
- **It is strictly prohibited** to do any alterations along the evacuation routs and exits, fixtures and fittings preventing proper operation of the doors of emergency exits are.
- **It is prohibited** to use electrical equipment connected through other than factory-assembled socket outlets, using electric wiring and cords with faulty insulation. The use of any self-made electric appliances and broken socket outlets is forbidden. Faulty electrical equipment shall be immediately disconnected from the power supply source. After business hours all the premises shall be checked by the attending personnel. Domestic electric heaters are permitted only in designated and equipped (with stands made of non-combustible materials) areas.

Fire-fighting and personal protective equipment shall be in working condition and shall be kept in a visible and accessible place. All employees shall know how to use fire-fighting equipment.

All employees of the Tenants' companies shall be regularly briefed on fire safety measures. Fire-safety briefings are conducted by company executives, specialists, engineers and technicians who have special training in the basics of fire safety and are in charge of fire safety compliance. Company employees may attend the above briefings conducted by professional organizations.

The Head of company has a right to designate with administrative order the person responsible for fire safety in the office and have a logbook to keep records on brief-

ings. The copy of the above order shall be submitted to the Operation Department and keep its officers updated about any changes. It is also necessary to send to the Operation Department a copy of the order on the appointment of the responsible person for Civil Defense and Emergency Situations.

7.2. Security service of the Business Center

7.2.1. Technical security systems

The buildings of the Naberezhnaya Tower Business Center have leading-edge security systems: an access control system (ACS), security alarm systems, audible warning and video surveillance systems. Elements of these systems (magnetic door contacts, panic buttons, alarm panels) are installed in Tenants' offices. Besides, if a higher security level is needed, Tenants can install their own access control and video surveillance systems, door-phone (video) intercom, etc. The technical security systems are never left unattended, being monitored by service security officers of the Business Center.

Security alarm system of the office

The doors are monitored with the help of magnetic sensors installed on the entrance and emergency exit doors in all offices. If the door is opened when the office security alarm system is armed, the sensor signal is transmitted to the control panel of the building security service. The Security Officer will find what caused the sensor response, will monitor the entire floor very thoroughly with the help of cameras and, if necessary, will check the office door personally.

Arming/disarming the security alarm system in the office is performed by the Tenant. To arm/disarm the security alarm system, the Tenant shall use the digit code on

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the touchscreen of the keypad. The keypad is mounted on the wall at the main entrance in the Tenant's office. Before closing the office for the night, the last employee out shall arm the security alarm system in the AWAY mode. The first employee in shall disarm the system by entering the digit code. See the User manual in the [Section 8. Instructions, applications, territory layout](#).



The video surveillance system maintains 24/7 monitoring of the outside and inside areas of the building. Cameras are installed in the elevator lobbies, entrance lobbies, elevators, in the underground garage and in the adjacent outdoor area of the Naberezhnaya Tower Business Center. The information from the cameras is transmitted in the real-time mode to the monitors of the security service and is also recorded onto video recorders helping to document video-camera information. Cameras work round-the-clock. Any video recorded information from the surveillance cameras can be disclosed only upon a formal request from the public authorities.

The buildings of the Naberezhnaya Tower Business Center are owned by CCI Company. Therefore, any photography and video recording, both outside and in the common areas of the Building, are permitted only upon the approval of the Building Administration.

7.2.2. Emergency guide

7.2.2.1. Emergency guide

A detailed list of measures in case of the threat of accidents, catastrophes and natural disasters (high alert regime) and in the event of emergency situations (emergency situation regime) in the Business Center (which for the purposes of this Article of the Building Rules is also referred to as the "Site") set forth in the Action Plan of the Site approved by CCI Company. The Action Plan of the Site is developed subject to the requirements of the federal and regional legislation (namely: as of the date of approval of these Building Rules – the Federal Law dated December 21, 1994 N 68-FZ "On protection of the population and territories from natural and man-made emergencies" (as amended) and the Law of the city of Moscow dated November 05, 1997 N 46 "On protection of the population and city territories from natural and man-made emergencies" (as amended)) and includes general information about the Tenants. Evaluation of a possible situation in the event of emergency situations and a list of measures in case of a threat and the occurrence of emergency situations have been developed subject to presence of all Tenants.

In accordance with the Government Decree of Moscow dated February 24, 2009 No. 124-PP (as amended) "On the organization of planning actions for the prevention and elimination of emergency situations" (along with Regulations on developing Emergency Response Plans" (hereinafter – the "Regulations")) Tenant shall have an action plan of organization or instruction (depending on the maximum simultaneous presence of people in leased premises or production areas (section 2.9 of the Regulations), consistent with the Action Plan of the Site.

CCI Company, being the owner of the Site, exercises oversight of the fulfillment by the Tenants of the responsibili-

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ties to protect the population and the territory from emergency situations stipulated by the law in accordance with the requirements of paragraph 2.12.3 of the Regulations established by the Government Decree of Moscow dated February 24, 2009 N 124-PP (as amended) "On the organization of planning actions for the prevention and elimination of emergency situations", inter alia, through implementation of the provisions of these Building Rules (including requests for provision of orders for the appointment of the persons responsible for fire safety in the office, civil defense and emergency situations, fire fighting training, etc.).

7.2.2.2. Briefing for unforeseen and/ or emergency situations

If you found a **suspicious item**:

- Do not touch the item.
- Do not examine it.
- Stay away at the safe distance.
- Call the Security Service of the building to inform about the item and its location at (495) 221-50-73. Please, identify yourself by giving your name and the name of your company. The Security Service and EMERCOM officers will check the item and will announce emergency evacuation, if required.
- All people shall leave the building upon receiving warning alarm from the public address system. The evacuation rules are similar to the rules for the evacuation in case of a fire.

In case of an **accident**:

- Call the ambulance.

- Call the Security Service of the Building at (495) 221-50-73. Give your name, the name of your Tenant company, brief information about the accident and the condition of the injured person.
- Do not take first aid measures, if you do not have the required knowledge and qualification.
- The Security Service of the building will meet the doctors, make sure that they have unimpeded access, and will take the required first aid measures.

If you see any **suspiciously looking people**:

- Call the Security Service of the building at +7 (495) 221-50-73. Give your name and your location; describe the suspiciously looking person and his behavior
- Do not try to communicate with the suspiciously looking person.

If the elevator **breaks down (stops moving)**:

- Call the dispatcher of the Building by using the call button and microphone in the elevator cabin (the operating manual is available in all elevators).
- Give the dispatcher the elevator number, the floor it stopped at, the number of the people in the elevator, brief information about their overall physical health. If required, the dispatcher will call the ambulance.
- Stay calm and wait for the maintenance personnel.
- Do not make any attempts to get out of the elevator cabin!

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In case of **power failure**:

- Call the Building Administration – Manager at (495) 221-50-44 or the dispatcher at (495) 545-05-28. Give the location of the power failure.
- Stay calm.
- Do not try to repair faulty power supply before the arrival of the maintenance personnel.

If you witness a **car accident** at the site of the Business Center:

- Call the traffic police.
- If there are injured people, call the ambulance.
- Call the Security Service of the building at +7 (495) 221-50-73. Give your location details and brief information about the injured.
- The Security Service of the Building will meet the traffic police officers and doctors, make sure that they have unimpeded access, and will take first aid measures.

In the event of any **natural disasters** (earthquake, flood, hurricane):

- Call the EMERCOM Service.
- In the event of earthquake, leave the Building immediately. The evacuation rules are similar to the rules in case of a fire.
- In the event of a hurricane, stay in the building and away from the windows.
- In the event of flood, leave quickly the basement floors of the underground garage and go to the upper floors that are out of danger.
- If there are any injured, call the ambulance.
- Call the Security Service of the Building at +7 (495) 221-50-73. Give your location details and brief information about the injured.
- The Security Service of the Building will meet the EMERCOM officers and doctors, make sure that they have unimpeded access, and will take first aid measures.

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The administration of the Business Center is always willing and ready to give any information about staying at the Business Center.

If you have any questions regarding aspects not covered in this Tenant Book, do not hesitate to call the Tenant Relations Manager at the telephone numbers given in the [Section 9. Contact telephones of Business Center](#).



The Marketing and Operation Department of the Business Center adheres to the policy aimed at continuous growth and improvement; therefore, it reserves the right to make amendments to any section of the Tenant Book. You will be duly notified about any amendments and additions to these rules.

Applications



[Form №1. Application for issuance of magnetic access card](#)



[Form №2. Visitor access without electronic request outside working hours](#)



[Form №3. Car access without electronic request outside working hours](#)



[Form №4. Request for technical service](#)



[Form №5. Taking out material values](#)



[Form №6. Lost/damaged magnetic access card act](#)



[Form №7. Magnetic access card return](#)



[Form №8. Exit without magnetic access card](#)



[Form №9. Application for issuance of the card for electric vehicle charging](#)



[The territory layout of the Naberezhnaya Tower Business Center](#)

Instructions



[Thermostat instruction \(Type 1\)](#)



[Thermostat instruction \(Type 2\)](#)



[Thermostat instruction \(Type 3\)](#)



[Instruction on Lift Destination Operating Panel](#)



[Security keypad instruction](#)



[Charging Station with an RFID Reader Instruction](#)



Section 9. Contact telephones of Business Center

БАШНЯ НА НАБЕРЕЖНОЙ
NABEREZHNNAYA TOWER



Address of the Naberezhnaya Tower Business Center:

10 Presnenskaya Naberezhnaya St., Moscow 123112 Russia

E-mail: reception.marketing@enka.com

Website: www.ccioffices.ru

Marketing Department

Monday–Friday 9:00 – 18:00

+7 (495) 543-94-94

Tenant Relations Manager

Monday–Friday 9:00 – 18:00

Block A: +7 (495) 545-05-32

Block B: +7 (495) 221-50-42

Block C: +7 (495) 221-50-48

Reception administrators

Monday–Friday 8:30 – 18:30

Block A: +7 (495) 545-05-30

Block B: +7 (495) 221-50-40

Block C: +7 (495) 221-50-45/46

Security service 24/7

+7 (495) 221-50-73

Maintenance, dispatchers 24/7

+7 (495) 545-05-28

Municipal emergency services

For mobile phone users

Common emergency telephone number 112

For landline phone users

Fire and rescue service 101

Police 102

Ambulance 103

Gas emergency service 104

Fire-fighting and rescue squad No. 207 for Moscow International Business Center – Moscow City +7 (495) 653-83-07

Police Department of Moscow International Business Center – Moscow City +7 (495) 256-81-92

4th traffic police battalion for the central Administrative District +7 (495) 754-94-68