



Tenant's copy

# TANAH PERMAI HOLDINGS SDN BHD (504729-X)

Our Ref. : TPHSB/MAA/006/2025

**Subject to Contract**

2 January 2025

**Pengarah Wilayah**  
**Perbadanan Produktiviti Malaysia (MPC)**  
Wilayah Sabah  
Suite 1-01, 2<sup>nd</sup> Floor, Menara MAA  
No. 6, Lorong Api-Api 1  
88000 Kota Kinabalu

Dear Sir/Madam,

## LETTER OF OFFER

**Landlord** : Tanah Permai Holdings Sdn Bhd (504729-X)  
**Tenant** : Perbadanan Produktiviti Malaysia (MPC)  
**Demised Premises** : Suite 1-01, 2<sup>nd</sup> Floor, Menara MAA, No. 6  
Lorong Api-Api 1, 88000 Kota Kinabalu  
held under Subsidiary Title No. 010608385  
District of Kota Kinabalu, Sabah

The above refers.

We advise that your existing Tenancy Agreement dated 1 March 2023 in respect of your rental of the above demised premises will expire on 31 March 2025.

We are pleased to offer you to rent the above property subject to the following terms and conditions:

1. Demised Premises : Suite 1-01, 2<sup>nd</sup> Floor, Menara MAA  
No. 6, Lorong Api-Api 1,  
88000 Kota Kinabalu, Sabah
2. Subsidiary Title No. : ST010608385, District of Kota Kinabalu, Sabah
3. Nature of Business : Government agency
4. Net Lettable area : 6,491 sq.ft.
5. Usage of Premises : Office
6. Revised Rental Rate : RM2.40 p.s.f (inclusive of service fee)  
(Current Rental Rate : RM2.30 p.s.f)
7. Revised Monthly Rental : RM15,578.40  
(Current Monthly Rental : RM14,930.00)
8. Mode of Payment : Payable monthly in advance
9. Rental Due Date : 7<sup>th</sup> day of each month, whether formally demanded or not

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10. Air-conditioning : AHU system provided  
Monday to Friday (8:00 am to 5:30 pm)  
Saturday (8:00 am to 1:00 pm)

11. Electricity Consumption : To be borne by Tenant

12. Water Consumption : Inclusive in rental rate (sub meter required for own pantry and charges shall be borne by tenant)

13. Security Deposit : RM29,860.00 (held in our custody), top up amount RM1,296.80

14. Utilities Deposit : RM14,930.00 (held in our custody), top up amount RM648.40

15. Advance Rental : RM15,578.40 equivalent to one (1) month's rental, payable on commencement of the Tenancy

16. Tenancy Commencement : 1 April 2025

17. Tenancy Period : Fixed term of two (2) years, i.e. 1 April 2025 to 31 March 2027

18. Termination Period : The Tenant shall have the right to terminate the tenancy at any time during the Tenancy Period provided always that the rent for the balance of the unutilized period shall be paid by the Tenant to the landlord as agreed liquidated damages.

19. Extension Period : Two (2) years subject to serve at least three (3) months' written notice prior to expiration of the term with a rental to be based on the prevailing market rate or the current rental rate whichever is higher.

20. Business License Laws & Approvals : (a) The Tenant is responsible to apply for and maintain the license, permits, approvals and other consents for the carrying on such business and to provide the Landlord with a copy as evidence; and  
(b) The Tenant shall bear the cost of (a) above.

21. Stamp Duty & Others : The Tenant shall bear the stamp duty, fees and all costs and disbursement(s) incidental to the preparation of the tenancy agreement.

22. Malaysia Taxes & Levies : The Landlord hereby reserves the right to charge the Tenant taxes or levies as may be imposed by the Malaysian Government at any time on the rental sum or sums payable by the Tenant from time to time under the Tenancy Agreement.

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Please indicate your acceptance to the above principal terms and conditions by signing the acceptance below and returning to us the copy of this letter within fourteen (14) days from the date hereof, failing which this offer to rent shall automatically lapse and shall have no further force or effect.

Other terms and conditions of the Tenancy will be set out on the Tenancy Agreement to be executed within one (1) calendar month from the date of your acceptance of this Letter of Offer. In the event you fail to execute the Tenancy Agreement within one (1) calendar month aforesaid, we shall be entitled to deal with the Demised Premises as we shall deem fit.

Thank you.

Yours faithfully,  
for **TANAH PERMAI HOLDINGS SDN BHD**



**EMILY CHONG**  
**PROPERTY MANAGER**

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To: Tanah Permai Holdings Sdn Bhd

**ACCEPTANCE**

We hereby confirm our acceptance of your offer to rent the above demised premises on the general terms and conditions specified in your Letter of Offer dated 2 January 2025.

Authorised Signatory:

Signature : ..... NRIC No. : .....

Name : ..... Date : .....

Company Stamp :