

OPERATING RULES

Novo Plaza Shopping Center

Novodvorská 1800/136

142 00 Prague 4

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SUBJECT

These Operating Rules (hereinafter referred to as the "**Operating Rules**") are attached to the Lease Agreements and Agreements on the Provision of the Right to Use the premises located in the Shopping Centre or on its land, which are known as the "Novo Plaza Shopping Centre" (hereinafter referred to as the "**Shopping Centre**") and are located at Novodvorská 1800/136, 142 00 Prague 4.

These Operating Rules are binding for all tenants and operators of the Premises in the Shopping Centre ("**Operators or Tenants**"), who will also ensure compliance with them by all their employees and other persons with whom they are in a business or other relationship. The Operators are fully responsible for the compliance of these Operating Rules by all such persons.

The provisions of these Operating Rules shall not affect the provisions of the Lease Agreement (or any other agreement authorizing the Operator to use the premises or land of the Shopping Centre) concluded between the Operator and the Lessor (hereinafter referred to as the "**Agreement**").

Introduction

The presented instructions are intended for executives and responsible persons of business units located in the Novo Plaza Shopping Centre or on its land. They include basic information from the terms and conditions. However, these guidelines do not in any way replace the above-mentioned binding documents. In the event of a discrepancy between the text of these instructions and the content of the Lease Agreement or the Security Directive, the Lease Agreement or the Security Directive shall always prevail.

The Management of OC Novo Plaza (hereinafter referred to as the "**Management or Manager**") is entitled to amend or supplement the Operating Rules at its discretion based on the requirements and practical experience gained during the operation of OC Novo Plaza, as well as regarding changes in generally binding legal regulations.

The declaration of any clause of the Operating Rules as invalid or ineffective shall not affect the validity of the Operating Rules as a whole.

Address and telephone connections

Address of the Shopping Centre Management:

Správa obchodního centra Novo Plaza

Novodvorská 1800/136

142 00 Prague 4

Office hours:

Monday–Friday 08:30–12:00 and 13:00–16:00

Contact persons in the Shopping Centre:

Centre Manager	Dana Roidtová Mobile: 770 182 593 Email: dana.roidtova@cbre.com
Technical Manager:	Martin Švancara Mobile: 702 231 026 Email: martin.svancara@cbre.com
Marketing Manager	Vladislav Haffner Mobile: 778 446 932 Email: vladislav.haffner@cbre.com

Assistant:	Monika Spišáková Mobile: 702 245 145 Email: monika.spisakova@cbre.com
Other important emails:	Email: info@novoplaza.cz Email: fakturace@novoplaza.cz Email: obraty@novoplaza.cz
Security Mark 2 Corporation Czech, a.s. (M2C):	Tomáš Vaněk Mobile: 724 684 060 (fire and defect reporting office) Email: vo.novodvorskaplaza@m2c.eu <i>Control room of the Shopping Center (ground floor next to the supply yard)</i>
Maintenance Installation Praha, a.s.:	M2C security connection
Cleaning ATALIAN:	M2C security connection

In the event of an emergency, call the security of M2C, a.s.: 724 684 060.

Correspondence links for tenants

The delivery address for the tenant is always as follows:

Shop "*name on signboard*"
Novo Plaza Shopping Center
Novodvorská 1800/136
142 00 Prague 4

If you have any questions, please contact the Management.

Inform your suppliers and carriers of the exact address to avoid wasting time or goods. Avoid using various abbreviations, e.g.: "unit number XX", which may not be clear for delivery. Always include the name of the business unit along with the address, which is usually known to all responsible persons. The name of the trading company is less reliable for parcel delivery. Incorrectly addressed correspondence will not be processed and will be sent to the return address.

The tenants' mailboxes are located on the ground floor in the entrance corridor to the Management of the Shopping Centre.

Common parts of the shopping center

For the purposes of these Operating Rules, common areas shall mean premises, equipment, wiring, etc., which are not intended for exclusive use by one operator. The Management and maintenance of these common areas is carried out by the Manager.

Under the terms of these Operating Rules, each operator may freely use the common areas in accordance with their purpose so as not to interfere with the rights of other operators.

Use of common parts

a) Spaces intended for the public

Operators must not restrict the movement of pedestrians in areas intended for public movement. Operators are also obliged to follow the regulations and decisions issued by administrative authorities.

b) Storage of items in common areas

Operators, their employees or employees of companies that carry out any activity for them may not in any case place, pack or unpack goods and equipment in common areas without the written permission of the Manager, regardless of whether they are intended for sale or not. It is forbidden to place any waste in the common areas.

The Manager is entitled to have all items disposed of in violation of this provision removed at the expense and risk of the operator concerned, without any prior notice and without the right to compensation.

The Operator is responsible for ensuring that its employees and suppliers comply with the parking and supply rules set by legal regulations or the Manager. The Manager may have any vehicle standing in an area not designated for this purpose towed away (or any vehicle standing in it for a period longer than the time necessary for loading and unloading goods).

c) Signboards

It is prohibited to place any signboards, posters or lighting fixtures in the common areas without the written permission of the Manager.

Permitted signboards or posters must not disturb the overall harmony and aesthetic appearance of the Shopping Centre.

d) Advertising

All sales, collections, promotions, distribution of leaflets or other promotional items, even free of charge, are prohibited in the common areas. An exception to this rule may be granted only on the basis of the prior written consent of the Manager.

e) Responsibility

Each operator is personally responsible for damage caused to/in the common areas and, in general, for any damage that could arise from its actions or the actions of one of its employees as a result of inappropriate use of the common areas or their use contrary to their purpose.

f) Shopping trolleys

Operators authorized to provide their customers with shopping carts will also ensure their collection and maintenance. These operators shall ensure the installation of appropriate equipment for storing trolleys in common areas with the prior consent of the Manager.

Parts intended for the exclusive use of the operator

These are special parts of the Shopping Centre intended for exclusive use by one operator (the "Premises"). They include, in particular, all parts of the distribution system or equipment, located outside the Operator's Premises, which are used exclusively for the operation of the Premises in question.

Each operator is entitled to use all components and accessories of the Premises without restriction, provided that they do not interfere with the rights of other operators and do not act in such a way that they could affect the condition of the building, interfere with its purpose or endanger the safety of the building or its users, and on the condition that it complies with all possible restrictions contained in the Lease Agreement and its annexes.

a) Interior Construction Modifications Space

All works carried out on the Premises may be carried out only in accordance with the Lease Agreement and their implementation may be commenced only after the Manager has approved the plans and documents for their

implementation.

In particular, the operator is obliged to obtain all necessary permits (especially administrative permits) in time. Operators are also obliged to conclude appropriate insurance contracts and ask the relevant supervisory authorities for the necessary interventions when carrying out the work.

The installation of mezzanines is prohibited.

b) Overloading floors

In order to prevent the floors or walls from being disturbed, damaged or cracked, it is forbidden to place, store or hang on them any object whose weight exceeds the load capacity of the floors or walls. The Hypermarket Rules are contained in the Hypermarket Specifications.

Furthermore, it is not permissible to hang or attach any heavy object to the partitions separating the individual Spaces; An exception is load-bearing walls, but under the condition that the weight of the object does not exceed half of the load-bearing capacity of the respective wall.

c) Cleaning and maintenance

The premises must be adapted to their commercial purpose. For this reason, every operator is obliged to maintain their shop and any ancillary premises in good technical and aesthetic condition. Operators of Spaces located separately in common areas are obliged to ensure the cleaning of the immediately surrounding common areas so that their aesthetic level is maintained. Should any of the Spaces accessible to the public or visible to the public, in particular its façade, grilles, roller shutters, decorations and furnishings, be in a condition that would negatively affect the building, the Manager is entitled to have the Space in question repaired or covered after a previous futile request, at the expense of its operator.

Appearance The space must also be kept in excellent condition at all times. The Operators are obliged to comply with the rules set by the Manager regarding the cleaning of the Premises, in particular the schedule of cleaning and removal of garbage and other waste.

Each operator is obliged to maintain its equipment in good working order and to ensure that any repairs are carried out without delay.

These requirements also apply to all built-in and installed equipment used exclusively by the Operator, including equipment located outside the Premises; this applies in particular to all distribution networks supplying the relevant Space. The operator is also obliged to ensure the cleaning of the windows of the shop windows, including the frames (on both sides) and logos, at its own expense, and to arrange for their replacement if necessary.

The Manager has the right to access the common technical elements located in the Premises used by the Operator, while the Operator is responsible for maintaining proper access to them. Otherwise, the operator is not entitled to demand the repair of damaged parts or compensation for damage that occurred during the access or repair of these technical elements (e.g. damage to ceilings, wall coverings, etc.).

d) Legislation

Each operator undertakes to operate its business in accordance with all legal regulations and requirements imposed by the relevant administrative authorities or the police.

In particular, the operator is obliged to pay all costs and local fees set by the municipality, the police and road tolls.

In addition to legal regulations, he is also obliged to comply with professional rules and customs.

e) Shop operation – opening hours

Each operator is obliged to keep its Premises permanently stocked and in operation.

The premises must be open twelve months a year without interruption of operation or their closure due to holidays, from Monday to Sunday (inclusive). On some days, the opening hours of OC Novo Plaza are different from the normal opening hours. Operators are informed by the Management of this change in writing or by another specified form of communication in advance.

The opening hours will be determined by the Manager and must be observed without exception by all operators. For violation of such opening hours, the Manager is entitled to impose a contractual penalty of EUR 7.5/m2/day on the Operator and collect from it.

The time from which employees may enter the Premises in order to prepare them for opening is subject to the consent of the Manager. This does not apply to the employees of the Hypermarket and areas with a separate entrance located outside the shopping mall. During the opening hours of the Shopping Centre, the Premises must be properly lit, heated, ventilated or air-conditioned, depending on the season.

During the opening hours of the Shopping Centre, outside of it, as well as at the request of the Manager, shop windows and signboards visible from the outside must be illuminated, unless otherwise stipulated by applicable legislation.

Bulk discounts, liquidation of stocks or auction sales, even if ordered by the court, are subject to the express permission of the Manager.

The Operator acknowledges that all forms of sales communicated by the Operator to the public with the aim of attracting customers with lower prices than the Operator's usual prices or usual prices are considered detrimental to the reputation of the entire Shopping Centre, unless they are organised in consultation with the Manager or if they do not result from exceptional circumstances. In such cases, they must be expressly approved by the Manager and, if necessary, also by the competent administrative authority in accordance with the applicable legislation.

Each operator shall take all necessary measures to ensure that by conducting its business activities it does not in any way restrict other operators, the proper maintenance of the Shopping Centre, its good appearance and its overall proper operation. The operator is responsible for the damage caused by its activities.

Each operator undertakes to act in a manner compatible with the needs of collective coexistence and to refrain from any physical or other violence against persons or property. Otherwise, he runs the risk of terminating his Lease Agreement.

f) Noise, odor and various harmful influences

Operators shall not install any equipment whose operation would interfere with other users; in particular, it is forbidden to use radios, players, speakers, televisions, etc., which would be audible outside the Premises of the respective operator.

Hazardous, harmful to health, odorous or particularly flammable substances prohibited by law, security service instructions or insurance contracts of the Shopping Centre must not be placed in the Shopping Centre.

It is forbidden to cook outside the designated and equipped areas.

It is forbidden to bring animals to the Shopping Centre, except for animals intended for sale or guard dogs or guide dogs for the blind.

g) Moving in – Eviction

Moving in and moving out after the opening of the Shopping Centre to the public may only take place on days and hours approved by the Manager; The Manager must be informed of such an intention at least 15 days in advance.

h) Advertising

In any correspondence or on any advertising made in the Premises and outside of them, the Operators are obliged to state the name, logo and address of the Shopping Centre.

i) Signboards

Signboards or other advertising boards visible from the shopping gallery or from the outside, their location, dimensions, material, appearance, colours and light intensity, must be approved by the Manager. These must be in accordance with the overall aesthetic appearance of the Shopping Centre.

Signboards must not be audible, nor must they change colors and light intensity.

The placement of notice boards or inscriptions in shop windows is subject to the written permission of the Manager. Any shields, noticeboards or inscriptions placed in violation of these rules must be removed after the first notice by the Manager, otherwise the Manager is entitled to have them removed at the expense and risk of the Operator who violated this rule.

j) Antennas

Installation of antennas outside the Premises is subject to the prior written consent of the Manager.

k) Electricity

Any increase in the agreed electricity consumption by the Operator is subject to the written consent of the Manager

(for technical reasons related to the capacity of electrical distribution and cooling systems; excessive lighting may generate more heat than the cooling system is able to dissipate).

In no case is it recommended to interrupt in the evening the electrical circuit that powers the "independent blocks" of security lighting; Their batteries could be damaged by charging cycles that are too frequent.

l) Anti-theft

The Manager is not responsible for the protection of the Premises and their equipment against theft. Effective protection of the area against intrusion or burglary outside the opening hours of the Shopping Centre is the responsibility of the operator. In particular, it is necessary to prevent the crowbar from entering if the front roller shutter is locked.

The Manager does not keep the keys to individual Premises, nor copies of keys to the Operators' mailboxes. As part of maximum security of the shopping centre, it is desirable for the operator to store the replacement keys of the business unit at the shopping centre security service in a safe in a sealed envelope. The replacement key can only be used in urgent cases and with the consent of the shopping center Manager.

Operators must not prevent security staff from performing their tasks. They are entitled (only if necessary) to enter the Premises, even in the absence of the operator, in order to take all necessary measures to protect the building.

m) Heating – cooling

Individual operators are obliged to maintain the same temperature in the Premises with their own equipment as in the common areas of the Shopping Centre during opening hours.

To this end,

- It is necessary to maintain the air conditioning system, especially to check it. For this purpose, a maintenance contract must be drawn up and concluded with a company with the appropriate qualifications recommended by the Manager,
- air-conditioning filters must be cleaned or replaced at least once every two months,
- any changes to the interior of the Space or any installation that may result in a change in the temperature balance of the Shopping Centre are subject to prior approval by the Manager, who may take steps to maintain the temperature balance at the expense of the Operator,
- it is strictly forbidden to leave the door leading to the outside of the heated or air-conditioned Space open for longer than the time necessary for the necessary air exchange.

n) Insurance

The Operator is obliged to conclude insurance contracts in accordance with the Lease Agreement (and in the case of works also the necessary additional insurance contracts;) and to inform the insurance company which items used by the Operator are located outside its Premises. Insurance contracts must contain a waiver of the right to compensation for damage against all owners and operators, as well as against the Manager.

Opening hours of the Shopping Centre

For customers of the Novo Plaza Shopping Centre, entry is possible through the main entrance from Novodvorská Street and the side entrance from the outdoor car park. Further access to the building is from the car park on level -1PP in the following hours:

Tesco hypermarket:	daily 06:00–22:00
Fitness Victory:	daily 06:00 - 21:45
Shopping gallery:	daily 09:00–21:00
Cafes and restaurants:	daily 09:00–21:00
Marketplace:	09:00–21:00
Covered parking lot on the -1st floor	daily 06:00 a.m. – 10:00 p.m. for arrival daily 06:00–23:00 for departure

	Parking is free
Outdoor unguarded parking	daily nonstop Parking is free

Business Units may extend their opening hours specified in the Contract, but no longer than in accordance with the opening hours of the Shopping Gallery. On the other hand, a reduction in working hours is possible only in exceptional cases, after prior written approval by the Manager.

In the event of non-opening of a business unit due to an extraordinary event, it is necessary to report this fact to the Manager of the centre immediately after it becomes known.

The planned closure must be reported to the Manager of the centre in the form of a written Application at least 24 hours in advance.

Opening hours are binding, unless they have been changed in writing or by modification of the Operating Rules.

Each Operator is obliged to keep its Premises permanently stocked and in operation.

The premises must be open twelve months a year without interruption of operation or closure due to holidays, from Monday to Sunday (inclusive). On some days, the opening hours of OC Novo Plaza are different from the normal opening hours. Operators are informed by the Management of this change in writing or by another specified form of communication in advance.

The opening hours will be determined by the Manager and must be observed without exception by all operators.

For violation of such opening hours, the Manager is entitled to impose a contractual penalty of EUR 7.5/m2/day on the Operator and collect from it.

The time from which employees may enter the Premises in order to prepare them for opening is subject to the consent of the Manager. This does not apply to employees of the Hypermarket and Premises with a separate entrance located outside the shopping gallery. During the opening hours of the Shopping Centre, the Premises must be properly lit, heated, ventilated or air-conditioned, depending on the season.

During the opening hours of the Shopping Centre, outside of it, as well as at the request of the Manager, shop windows and signboards visible from the outside must be illuminated, unless otherwise stipulated by applicable legislation.

Bulk discounts, liquidation of stocks or auction sales, even if ordered by the court, are subject to the express permission of the Manager.

Supply

The facilities of the Novo Plaza Shopping Centre consist of an access road from Novodvorská Street to the supply yards (separate for TESCO in the northern part and separate for commercial units in the western part of the building), courtyards and adjacent waste management areas. The following facilities are used exclusively for the supply of goods and the removal of goods from the rental premises. For the purpose of supplying restaurants and commercial units on the 2nd floor, it is possible to use freight elevators (V4, V5, V6, V7) from the parking lot on the -1st floor.

The supply yard operating hours for indoor and outdoor rental units are as follows:

Supply vehicles over 3.5t	Mon–Fri: 06:00–09:00 are: 07:00–09:00 Sun: Closed
Supply vehicles up to 3.5t	Mon–Fri: 06:00–22:00 are: 07:00–20:00 Sun: Closed

The exception is restaurants and cafes, which can use the small supply ramp at the back of the building next to the TESCO hypermarket from Mon to Sun: 07:00 to 22:00, and from there use the V6 and V7 freight elevators.

Vehicles with a height not exceeding 1.90 m and up to 3.5 tons of total weight can use the reserved space in the underground car park (-1st floor), from where they can supply the V4 or V5 freight elevator.

Parking of passenger vehicles is not allowed in the entire area of the facilities, with the exception of vehicles that have a written permission from the Management and park in places reserved for this purpose.

The Operator is obliged to ensure that it and its suppliers stay in the facilities of the Shopping Centre for the shortest possible time so that other tenants are not restricted in their supply.

The facilities of the Shopping Centre must not be used as a parking lot or warehouse.

All areas in the building are non-smoking.

Supply of goods to indoor units:

- Supply of goods to units is carried out through supply corridors. The use of the passage for this purpose is possible only outside the opening hours of the centre, i.e. until 09:00 and after 21:00.
- Units that do not have access to the supply corridors carry out supplies through the passage exclusively outside the opening hours of the centre.
- During normal opening hours, it is not allowed to transport any goods through the main entrances for customers.
- The tenant or its supplier must take care to minimize disruption to the operation of the center. The height of the loaded trolley must not exceed 160 cm. Shops that have access to the back corridors carry out supplies exclusively in this way.
- Supply corridors may not be used in any case for the storage and storage of goods, even for a short time.

Supply of goods to outdoor marketplace units:

- Supply of goods to outdoor units is carried out through the main arrivals in accordance with local road traffic regulations, outside the opening hours of the Shopping Centre, i.e. until 9:00 a.m. and after 9:00 p.m.
- The operator does not provide the seller with a parking space.
- Packing of goods and entry by supply truck into the market during the opening hours of the Shopping Centre are possible only after prior written approval by the Market Manager.
- If the Market Manager is notified by the authorities of the Municipal Police or the authorities of the Police of the Czech Republic about a violation of the entry ban or unauthorized parking in the pedestrian zone, the Manager may terminate the activity of this seller.
- All supply trucks must leave the market area no later than 10 minutes before the opening of the Shopping Center and the Marketplace.
- The Operator is responsible for ensuring that its employees and suppliers comply with the parking and supply rules set by legal regulations or the Manager.
- The Manager may have any vehicle parked in an area that is not intended for such a purpose towed, as well as a vehicle that stays in the parking area for a longer period than is necessary for the loading and unloading of goods.

Handling equipment:

- Operators must use their own handling equipment (trucks, etc.) when supplying the Shopping Centre, its tenants, suppliers, customers and other natural or legal persons moving around the Shopping Centre.
- Under no circumstances is it allowed to use TESCO hypermarket shopping trolleys. Furthermore, it is not allowed to use such handling equipment that could damage the surface of floors, walls, doors, windows or other equipment of the Shopping Centre or its tenants.
- Handling equipment must be equipped with wheels whose surface is provided with rubber and side protection. In the event that the use of handling equipment damages the equipment of the Shopping Centre, its tenants or customers, the Operator shall cover all costs related to the repair or replacement of the damaged item.
- In the event of non-compliance with the Forklift Regulations, the security service is entitled to prevent supply access.
- The permissible floor load is set at **400 kg/m²**.
- The maximum size of the trolley must not exceed the size of the Euro-pallet.
- There are 4 freight lifts for vertical transport of goods (V4, V5 – with a load capacity of 1,600 kg and dimensions of 200x150x210 cm and V6, V7 lifts with a load capacity of 630 kg and dimensions of 150x100x210 cm).

- If the load capacity of the lift is exceeded and overloaded, the Manager will demand payment related to the repair of the lift.
- It is forbidden to use passenger elevators to supply the units.

Each Operator is obliged to inform its suppliers and employees of these facts and to supervise compliance with this regulation.

Detailed information on the operating conditions of the Shopping Centre is contained in a separate appendix "Safety Directive for Tenants".

Access to the Shopping Center

Access of tenants and their employees to the common areas of the Shopping Centre is possible daily from 07:00 to 23:00. The bars and doors separating the rental premises from the Shopping Centre must be opened no later than 09:00 a.m. The Shopping Centre premises must be vacated by 11:00 p.m.

Access of the Operators and their employees to the rental premises outside the above-mentioned period is possible only on the basis of the prior written consent of the Management. For this purpose, the Operator is obliged to submit a written Application to the Management's office no later than 4:00 p.m. on the last working day before the planned entry outside the opening hours. When entering the rental premises outside the opening hours of the Shopping Centre, the Operator and its employees must submit this approved Application.

In the event of triggering an alarm in the rental unit outside of opening hours, the Operator is immediately contacted by the security service staff. For this reason, it is essential that the security service has up-to-date telephone numbers for the responsible person where they can reach them in such a situation.

In the event of an alarm, the operator can contact the control room of the Shopping Centre (ground floor next to the supply yard) on tel.: **724 684 060**. In such a case, the intervention and presence of the security service will be invoiced to the Operator in question.

Waste management

It is forbidden to place any waste in common areas outside the areas reserved for this purpose.

The Operators are obliged to collect and dispose of all waste originating from the Premises operated by them (including packaging) in the areas reserved for this purpose and in accordance with the conditions set by the Manager.

The Lessee, its employees or employees of companies that perform any activity for them are obliged to keep the rented premises clean and tidy at all times, in particular they must not store any garbage (cartons, boxes, etc.) in the rented premises or in places intended for customers. Furthermore, the tenant must not store any goods, packaging, waste, etc. in the common areas and in the areas around the Shopping Centre building.

Appearance The space must also be kept in excellent condition at all times. The Operators are obliged to comply with the rules set by the Manager regarding the cleaning of the Premises, in particular the schedule of cleaning and removal of garbage and other waste.

All waste must be sorted by the tenant and placed in appropriate containers (cardboard compactor, paper, glass, plastic, ordinary municipal waste), which are located in the underground -1st floor and are accessible from the parking lot and elevators (V4, V5, V6, V7). Bulky waste must be reduced by the tenant in volume.

Chemical, specific or unusual waste (pallets, crates, crates, paints, etc.) must be disposed of by individual operators outside the Shopping Centre.

Tenants of restaurant facilities are obliged to separate burnt and waste oils and dispose of them in accordance with the law at their own risk and risk. To store organic waste (uneaten food, bones, fruit, etc.), containers in the cold room in the waste warehouse must be used.

Furthermore, tenants are required to clean filters and connected hoods at least once a week.

The tenant is obliged to take the waste out through the back corridors, if he has access to them; If it does not have

this access, it takes the waste out through the passage, but only outside the opening hours of the center. It is forbidden to use waste bins located in the passages for waste from rental units. In the event of a breach of any of the above points, the Manager shall demand the payment of all costs incurred in connection with the breach.

Security Service

Security Service means the security of the Shopping Centre provided by the Manager.

The security service provided by the Manager provides security of the building 24 hours a day and 7 days a week in the common areas of the Shopping Centre and in the surrounding area (outdoor car park, rear supply yard, land in front of the entrance to the shopping centre – main entrance, side entrances, marketplace), but not in the rented premises.

The security service may carry out interventions in the leased premises and adjacent premises (land, marketplace) during opening hours only with the consent of the Manager according to the concluded contract and the Lessee or his employee; outside of opening hours, the security service will carry out the necessary interventions even without the consent of the tenant, in accordance with the terms of the Lease Agreement.

The security service can assist the Tenant on request in resolving problematic situations with customers (theft, use of violence, etc.).

The tenant bears full responsibility for securing the leased premises used by the tenant against theft of money, goods and other things. The landlord and the Security Service of the center do not bear any responsibility for any loss or theft of goods from the rented premises.

The security service is obliged to check the identity of persons entering or staying in the Shopping Centre outside of opening hours. The security service will not allow the tenant or his employee to enter the Shopping Centre outside of opening hours without prior written permission from the Manager.

Among other things, the security service also checks compliance with the opening hours of rental units and stalls at the market.

Fire protection

Compliance with fire protection obligations must be ensured in all areas of the Novo Plaza Shopping Centre and in the adjacent premises owned by the owner of the building (i.e. outdoor parking lot, rear supply yard, land in front of the entrance to the Shopping Centre – main entrance, side entrances, marketplace). The statutory body of the owner of the Shopping Centre – Novo Plaza s.r.o. – is responsible for fulfilling the obligations in the field of fire protection in the Shopping Centre. The fulfilment of obligations for which professional competence in the Fire Brigade is prescribed for the Management of the Shopping Centre is ensured by Veva Plus on the basis of a contract, through a professionally qualified person pursuant to Section 11 of the Fire Brigade Act (Act No. 133/1985 Coll.).

The statutory bodies are responsible for the fulfilment of obligations in the field of fire protection in rental units, stalls and marketplaces in the case of legal entities and these persons or their responsible representative in the case of entrepreneurial entities. The fulfilment of obligations for which professional competence is prescribed in the fire department, in rental units, stalls and at the marketplace is ensured by the tenants themselves.

The Manager, as the entity responsible for fire protection in the Shopping Centre and in the adjacent premises (stalls, marketplaces), is entitled to enter the leased premises and places for the purpose of checking compliance with fire regulations by the Lessee.

The Lessee is obliged to acquaint its employees with the conditions of fire protection set out in the legal regulations of the Czech Republic and valid in the Shopping Centre.

Fire safety directives will be posted by the tenant in the background of the rental unit in a visible place.

In each unit, the tenant is obliged to place manual fire extinguishers according to the approved project documentation, at the stands and at the marketplace with regard to the equipment of the given stand.

Each rental unit inside the Shopping Centre is equipped with self-extinguishing equipment (sprinklers).

According to ČSN, stored goods in rental units inside the Shopping Centre may be placed at a maximum height of 60 cm below the sprinkler layer.

In the event of carrying out any activities that could be risky from the point of view of Fire Protection, the Lessee

is obliged to inform the Security Service and the Management in advance so that appropriate measures can be taken.

Tenants and their suppliers are prohibited from:

- block (even for a short time) the escape routes of the building;
- block the area of the supply yard and its entrance and exit. If they have to ensure that the load is unloaded or loaded here, the presence of the driver is necessary so that he can leave the area immediately at the request of the Security Service.

The fire alarm for the Shopping Centre is located in the control room of the Security Service. The main supply yard is the boarding area for the IRS (Integrated Rescue System).

Each tenant will designate its representatives who will participate in all security programs organized by the Management. Fire and evacuation drills will be carried out as required by relevant legislation and standards. The Management of the shopping center expects to hold one such exercise per year.

The procedure in the event of a fire is regulated by the **Fire Alarm Directives**. This document must be placed in a visible location in each business unit.

The OC Novo Plaza building is equipped with a system of sprinklers, smoke detectors and electronic fire alarms. The organization and management of the evacuation of people in OC Novo Plaza is based on evacuation plans, which show escape routes for all floors.

All persons present in OC Novo Plaza are obliged to take all necessary measures to rescue endangered persons at the moment of detecting a fire, to start extinguishing the fire, and if possible, to prevent its spread, to declare a fire alarm and report the fire to the security authorities.

Smoking or handling open flames is strictly prohibited in all areas of OC Novo Plaza.

Work in business units, kiosks and other places for the sale of goods/services (marketplace)

Before commencing all work in the Rental Unit, the prior written consent of the Centre Manager is necessary. The lessee also picks up a folder of documents containing technical and organizational conditions, instructions, Permit Applications, etc.

For the purpose of modifying, changing or rebuilding the store, the Lessee shall prepare a project which shall be submitted to the Manager for assessment at least three weeks before the contemplated commencement of works. Changes, modifications to the signboard or logo of the store, as well as its façade, even if only to a small extent, must be documented in advance by a graphic design in color and approved in writing by the Manager.

Work on the façade or shop window, for which it is necessary to use a ladder in the passage, may be carried out exclusively from 9:00 p.m. to 9:00 a.m., subject to prior written permission from the Manager.

Regular maintenance work (e.g. filter replacement, cleaning, etc.) must be announced in advance in writing.

Tenants can carry out work at night with the prior written consent of the Manager – see access to the centre outside opening hours.

During reconstruction works in stores, the Lessee is obliged to arrange for the removal of all waste by himself. The waste disposal container may be placed in the supply yard for the time strictly necessary. Before commencing reconstruction works, the Lessee is obliged to contact the technical department of the centre and provide full information about the intended reconstruction. All reconstructions are subject to approval by the Manager.

Maintenance

The Management manages all activities related to the operation and technical maintenance of the OC Novo Plaza building. The related costs are part of the Service Fee agreed in the lease agreements.

Each tenant and user is obliged to maintain the rented premises in good condition. The costs of all repairs within individual business units caused by normal use are borne by the respective tenants

In particular, each tenant is obliged to provide the necessary maintenance and inspections of electrical, gas and other equipment, including elevators and escalators, which he has installed in his unit, at his own expense. All necessary revision tests must be carried out according to Czech and European standards (EN). The Management is entitled to inspect these maintenance works and the lessee is obliged to hand over a copy of the relevant documentation to the Management in connection with the maintenance.

Events in the arcades and galleries of the centre

Any business activities are possible only on the premises and places specified in the Lease Agreement. Outside of these premises, all commercial activities, sales, distribution, animations, events or display of decorations and advertising banners are prohibited.

Exceptionally, similar events may be allowed on special occasions, such as the grand opening of the store, on the basis of a prior written permission from the Manager. The Lessee submits the Application no later than 7 calendar days before the considered date.

Marketing

The Management manages and controls marketing activities in the common areas of OC Novo Plaza. In addition, the Management monitors all advertising activities of tenants in the centre.

The Management is entitled to inform visitors via local radio about the campaigns taking place in OC Novo Plaza. Tenants and users have the opportunity to subscribe to and use the local radio to promote their products through the marketing department of OC Novo Plaza by mutual agreement for an appropriate fee. The same applies to the OC Novo Plaza website. Changes to the website are decided by the Management.

Parking

Unguarded parking lots are located underground on level -1 of the first floor, and outdoor parking lots at the west entrance and are available to visitors free of charge.

Behaviour in car parks is determined by a separate Car Park Operating Rules

Opening hours:

Underground parking lot on the -1st floor	daily 06:00 a.m. – 10:00 p.m. for arrival daily 06:00–23:00 for departure
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	Parking is free
Outdoor unguarded parking	daily nonstop Parking is free

Marketplace

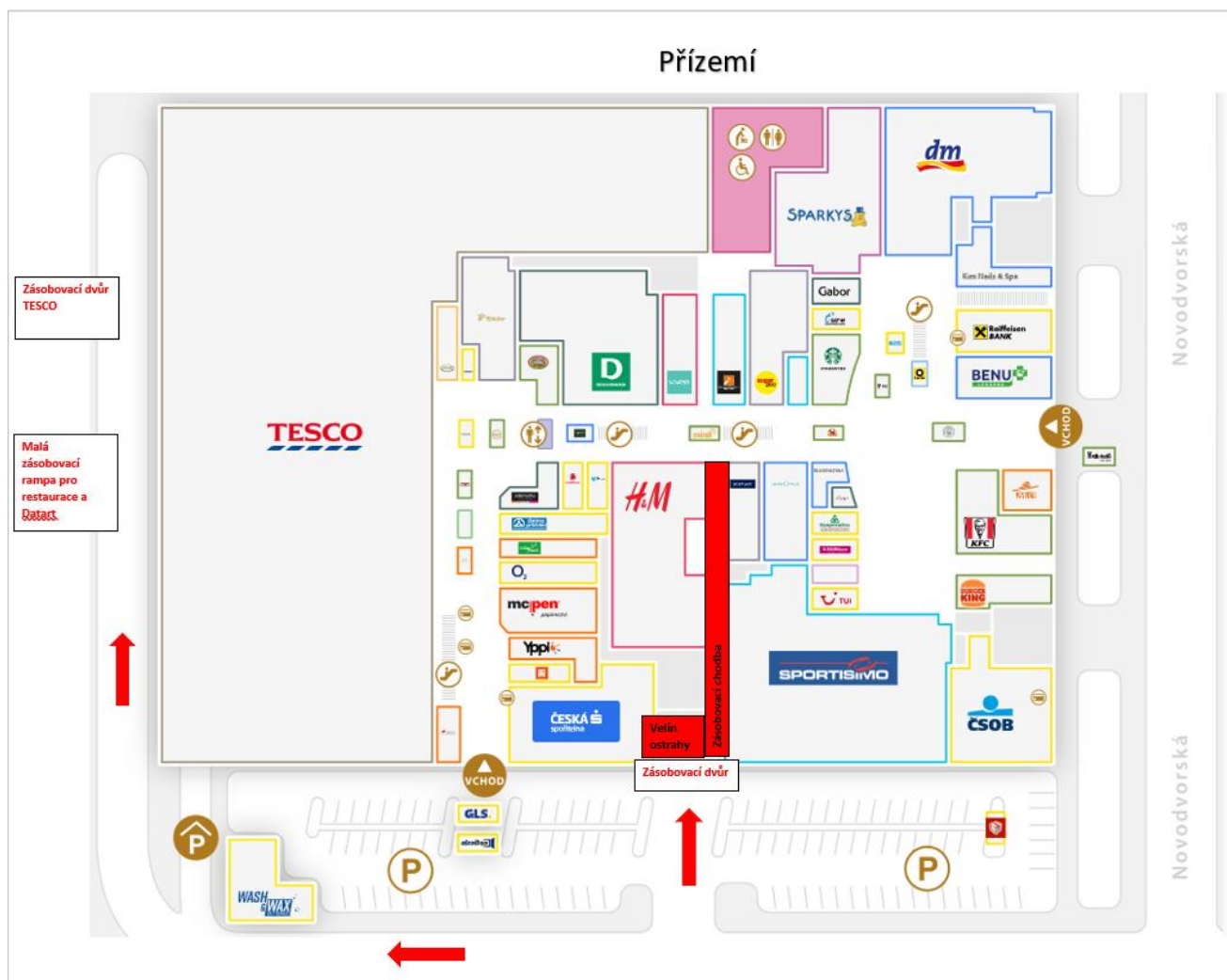
On the specified parts of the land of the Novo Plaza Shopping Centre, parc. nos. 2690/19 and 2690/2, it is possible to sell goods or offer services at places intended for the sale of refreshments, beverages (including alcoholic beverages except spirits) and for Easter, Christmas and farmers' markets (hereinafter referred to as the "**Market**"). Tenants of outdoor units are obliged to familiarize themselves with Regulation No. 21/2021 Sb..Coll. of the Capital City of Prague, which issues the Market Rules (hereinafter referred to as the "**Market Rules**"). The operators of individual Points of Sale and their visitors are entitled to use all common areas and equipment of the Shopping Centre, while they must comply with the Operating Rules of the Building.

Failure to comply with the provisions of the Operating Rules

In the event of non-compliance with these Operating Rules, the Manager will proceed according to the following three-stage system:

1. NOTICE – without a contractual penalty, with a deadline for redress set by the Manager.
2. NOTICE – contractual penalty in the amount of CZK 5,000 excluding VAT with a new deadline for remediation.
3. NOTICE – a contractual penalty in the amount of CZK 10,000 excluding VAT and a contractual penalty of CZK 1,000 excluding VAT for each day from the date of remediation specified in the second notice.

Graphic attachment



UNDERGROUND PARKING – WASTE ROOM

