

Rules and Regulations for Car Parking in Capital Business Park

For the safety and security of all residents gathering at Capital Business Park, the Management has issued the following rules and regulations:

1. Maximum speed limit within the parking area should not exceed 20 km/h and the maximum height allowable is 1.9 meters.
2. All internal traffic rules and regulations must be strictly obeyed by vehicle owners within all parking levels.
3. Vehicles must be parked in their designated areas and have their approved parking badge visible on the windshield. Vehicles are not permitted to conduct short or long stays within the open areas or in any way obstruct the traffic circulation.
4. Vehicle owners are required to register with the Management to obtain the authorized parking badge or APC entry card.
5. No person shall obstruct, restrict or add obstacles of any kind in the free flow passageways of the parking area that may hinder day-to-day activities and additionally the parking areas cannot be used for storage purposes of any kind.
6. Vehicles and their instructors are required to preserve the calm and peace throughout the parking areas and refrain from excessive honking, increased motor sounds inclusive and any inconvenient activities that cause disturbance.
7. Non-licensed vehicles are prohibited to enter the premises, inclusive of motorcycles (two wheeled vehicles), bicycles and all types of loading/off-loading trucks. Exception will be granted to these vehicles with the authorized approval/permit from the Management.
8. Only authorized vehicles that have the approval/permit from the Management are allowed to enter basement level 2.
9. Security inspections will be carried out regularly on all vehicles parking badges and/or APC cards.
10. Only approved parking badge and APC cardholders may use their designated areas. In the occurrence of non-approved use of the card/badge, such as providing it to a non-tenant/non-authorized person and/or party, the authorized parking badge or the APC card will be revoked from its holder and the parking allocation will be cancelled from use until further notice.
11. All cars must maintain cleanliness and ensure the absence of mud, dirt and any oil or gasoline leakage, prior to entering the parking areas.

12. It is prohibited for **administrative car holders** to stay after the official working hours that end at 20:00 pm, unless an authorized approval/permit has been issued by the Management clearly stating so.
13. It is prohibited for **commercial car holders** to stay after the official working hours that end at 1:00 am, unless an authorized approval/permit has been issued by the Management clearly stating so.
14. Cars will not be allowed to enter the parking area after the official hours that end at 1:00 am, unless an authorized approval/permit has been issued by the Management clearly stating so.
15. Vehicles will be towed away and delivered to the nearest municipality Traffic Control Station if the parking exceeds the official time of the working hours or do not have the authorized consent from the Management. Any expense incurred will be at the owner's liability.
16. Vehicle owners are prohibited to service or perform any kind of car maintenance within the parking areas and within the premises of Capital Business Park. -Please contact the Management or Security to assist and carry out the proper protocols.
17. Maintaining order, cleanliness and civil etiquette is the mandatory duty of all vehicle owners/visitors and loitering for lengthily times without an apparent purpose is suspect to security protocol.
18. Parking areas cannot be used as a driving training/educational ground.
19. Dusters and wiping cloths are permitted for maintaining image and cleanliness of vehicles. Cleaning equipment, water usage and liquids are prohibited within the parking areas and on the premises of Capital Business Park.
20. Sleeping/napping or waiting in idle within the vehicle is not permitted and the vehicle engine should be switched off once you are at the designated parking slot.
21. Make sure to secure and lock your vehicle and its windows and not leave any unattended valuables visible or accessible.
22. Disclaimer: The Management and the owner company will not be held liable for any damage or loss of valuables.
23. Violation of the Rules and Regulations as defined here will face financial reparations towards the violator as described within the list of parking violation fines and at the recommendation of the Management. In the case of repeated violations, the fine will be doubled and ulterior action will be investigated and considered.

24. In the case of vehicle breakdown, security personnel must be contacted, where the proper protocols will be carried out.
25. In the case of vehicles staying overnight due to breakdown/malfunction, a mandatory security inspection will be carried out on the vehicle and license and the vehicle owner must sign the release form stating that the vehicle will be removed within 24 hours. The Management is not responsible for any loss or damages incurred.
26. Cars are not allowed to be covered inside the parking areas or within Capital Business Park premises.
27. Children should not be left in the car unattended or without parental guidance.
28. Make sure to lock your car properly and that the hand brakes are firmly applied.
29. Smoking is strictly prohibited within the parking area.