**DATED**

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lease

relating to

72a Princess Avenue HU5 3JQ

between

**DBA HR Solutions Limited**

and

Abram Pension Plan SASS

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**LR1. Date of lease**

[DATE]

**LR2. Title number(s)**

**LR2.1 Landlord's title number(s)**

HS70578

**LR2.2 Other title numbers**

None

**LR3. Parties to this lease**

**Landlord**

**DBA HR** Solutions Limited incorporated and registered in England and Wales with company number 06364874 whose registered office is at 60 Ash Grove Beverley Road, Hull, England, HU5 1LU

**Tenant**

Abram Pension Plan SSAS

Address

**Other parties**

None

**LR4. Property**

In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.

See the definition of "Property" in Clause 1.1 and Schedule 1 of this lease.

The Property is let without the benefit of any existing easements or other rights which are appurtenant to the whole or any part of the Building

**LR5. Prescribed statements etc.**

**LR5.1 Statements prescribed under rules 179 (dispositions in favour of a charity), 180 (dispositions by a charity) or 196 (leases under the Leasehold Reform, Housing and Urban Development Act 1993) of the Land Registration Rules 2003.**

None.

**LR5.2 This lease is made under, or by reference to, provisions of:**

None.

**LR6. Term for which the Property is leased**

The term specified in the definition of "Contractual Term" in Clause 1.1 of this lease.

**LR7. Premium**

None.

**LR8. Prohibitions or restrictions on disposing of this lease**

This lease contains a provision that prohibits or restricts dispositions.

**LR9. Rights of acquisition etc.**

**LR9.1 Tenant's contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land**

None.

**LR9.2 Tenant's covenant to (or offer to) surrender this lease**

None.

**LR9.3 Landlord's contractual rights to acquire this lease**

None.

**LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property**

None.

**LR11. Easements**

**LR11.1 Easements granted by this lease for the benefit of the Property**

The easements set out in paragraph 1 of Schedule 2 to this lease are granted by this lease for the benefit of the Property.

**LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property**

The easements set out in paragraph 1 of Schedule 3 to this lease are granted or reserved over the Property for the benefit of other property.

**LR12. Estate rentcharge burdening the Property**

None.

**LR13. Application for standard form of restriction**

[The Parties to this lease apply to enter the following standard form of restriction [against the title of the Property] [against title number [NUMBER]]

OR

[None].

**LR14. Declaration of trust where there is more than one person comprising the Tenant**

[OMIT ALL INAPPLICABLE STATEMENTS]

[The Tenant is more than one person. They are to hold the Property on trust for themselves as joint tenants.]

[The Tenant is more than one person. They are to hold the Property on trust for themselves as tenants in common in equal shares.]

[The Tenant is more than one person. They are to hold the Property on trust [COMPLETE AS NECESSARY].]

This lease is dated [DATE] 2024

PARTIES

1. **DBA HR** Solutions Limited incorporated and registered in England and Wales with company number 06364874 whose registered office is at 60 Ash Grove Beverley Road, Hull, England, HU5 1LU (Landlord)
2. **Abram Pension Plan SSAS** whose registered office is at [REGISTERED OFFICE ADDRESS] (Tenant)

BACKGROUND

1. The Landlord is the freehold owner of the Building.
2. The Property forms part of the Building.
3. The Landlord has agreed to grant a lease of the Property to the Tenant on the terms set out in this lease.

AGREED TERMS

1. Interpretation

The following definitions and rules of interpretation apply in this lease.

* 1. Definitions:

1. Annual Rent: a peppercorn if demanded
2. Authorised Person: any:
   1. undertenant or person deriving title under the Tenant;
   2. workers, contractors or agents of the Tenant or of any person referred to in paragraph (a) of this definition; or
   3. person at the Property or the Building with the actual or implied authority of the Tenant or any person referred to in paragraph (a) or paragraph (b) of this definition.
3. Building: is the land and buildings known as 72 Princess Avenue HU5 3JQ registered under title number HS70578 and shown edged red on the Building Plan.
4. Building Damage: damage to or destruction of the Building (excluding the Excluded Insurance Items) that makes the Property wholly or partially unfit for occupation and use or inaccessible.
5. Building Plan: the plan annexed to this lease at ANNEX B and marked "Building Plan".
6. CDM Regulations: the Construction (Design and Management) Regulations 2015 (SI 2015/51).
7. Common Parts: subject to, the parts of the Building (excluding the Lettable Units and the Management Areas) that are provided from time to time by the Landlord for common use by the tenants and occupiers of the Building and their employees, agents, licensees and visitors.
8. Contractual Term: a term of 999 years from and including the date of this lease.
9. Default Interest Rate: [4]% per annum above the Interest Rate.
10. Energy Assessor: an individual who is a member of an accreditation scheme approved by the Secretary of State in accordance with regulation 22 of the EPC Regulations.
11. Energy Performance Certificate: a certificate as defined in regulation 2(1) of the EPC Regulations.
12. EPC Regulations: Energy Performance of Buildings (England and Wales) Regulations 2012 (SI 2012/3118).
13. Estimated Service Charge: subject to a cap of £950 per annum to be reviewed on the fifth anniversary of the Contractual Term to be a sum assessed by the Landlord or its agents as being a fair and reasonable estimate of the Service Charge for a Service Charge Year.
14. Excluded Insurance Items: any:
    1. glass in the shopfronts of the Lettable Units; and
    2. tenant's fixtures that are installed by or for the tenant, any undertenant or occupier of any Lettable Unit and that form part of the Building.
15. Expert: an independent surveyor:
    1. who is a Member or Fellow of the Royal Institution of Chartered Surveyors;
    2. with [at least ten years' post-qualification experience including] relevant experience in the subject matter of the dispute; and
    3. appointed in accordance with paragraph 2 of Part 5 of Schedule 5.

**Excluded Service Costs**: the costs set out in Part 3 of Schedule 1.

**Expert**: an independent surveyor:

* + who is a Member or Fellow of the Royal Institution of Chartered Surveyors;
  + with [at least 10 years' post-qualification experience including] relevant experience in the subject matter of the dispute; and
  + appointed in accordance with clause 3.

**Final Service Charge Year**: the Service Charge Year during which the Termination Date occurs.

1. Group Company: a company within the same group of companies as the Tenant within the meaning of section 42(1) of the LTA 1954.
2. Insolvency Event: subject to clause 1.15, any one or more of the following:
   1. the taking of any step in connection with any voluntary arrangement or any other compromise or arrangement for the benefit of any creditors of the Tenant or any guarantor;
   2. the making of an application for an administration order or the making of an administration order in relation to the Tenant or any guarantor;
   3. the giving of any notice of intention to appoint an administrator, or the filing at court of the prescribed documents in connection with the appointment of an administrator, or the appointment of an administrator, in any case in relation to the Tenant or any guarantor;
   4. the appointment of a receiver or manager or an administrative receiver in relation to any property or income of the Tenant or any guarantor;
   5. the commencement of a voluntary winding-up in respect of the Tenant or any guarantor, except a winding-up for the purpose of amalgamation or reconstruction of a solvent company in respect of which a statutory declaration of solvency has been filed with the Registrar of Companies;
   6. the making of a petition for a winding-up order or a winding-up order in respect of the Tenant or any guarantor;
   7. the striking-off of the Tenant or any guarantor from the Register of Companies or the making of an application for the Tenant or any guarantor to be struck-off;
   8. the Tenant or any guarantor otherwise ceasing to exist (but excluding where the Tenant or any guarantor dies);
   9. the making of an application for a bankruptcy order, the presentation of a petition for a bankruptcy order or the making of a bankruptcy order against the Tenant or any guarantor.
3. Insurance Rent: the aggregate in each year of:
   1. a fair proportion of the gross cost of any premiums that the Landlord expends (before any discount or commission is allowed or paid to the Landlord) and any fees and other expenses that the Landlord reasonably incurs in insuring the Building (excluding the Excluded Insurance Items) against the Insured Risks for the Reinstatement Cost in accordance with this lease;
   2. a fair proportion of the gross cost of the premium that the Landlord expends in effecting public liability insurance in relation to the Retained Parts in accordance with this lease (before any discount or commission is allowed or paid to the Landlord); and
   3. any IPT and any VAT (except to the extent that the Landlord obtains credit for such VAT as input tax or otherwise recovers it) payable on any sum set out in paragraphs (a) to (c) of this definition.
4. Insured Risks: (except to the extent any of the following are not insured against at the date of the relevant damage or destruction because of an exclusion imposed by the insurers or insurance for such risks was not available in the London insurance market on reasonable terms acceptable to the Landlord at the time the insurance policy was entered into) fire, explosion, lightning, earthquake, tempest, storm, flood, bursting and overflowing of water tanks, apparatus or pipes, damage to underground water, oil or gas pipes or electricity wires or cables, impact by aircraft and aerial devices and articles dropped from them, impact by vehicles, [terrorism,] subsidence, ground slip, heave, riot, civil commotion, strikes, labour or political disturbances, malicious damage, and any other risks against which the Landlord decides to insure against from time to time and Insured Risk means any one of the Insured Risks.
5. Interest Rate: the base rate from time to time of Barclays Bank Plc or, if that base rate stops being used or published, a comparable commercial rate specified by the Landlord (acting reasonably).
6. IPT: InsurancePremiumTax chargeable under the Finance Act 1994 or any similar replacement or additional tax.
7. Landlord's Neighbouring Property: the leasehold property known as 72b Princess Avenue HU5 3QJ
8. Lettable Unit: any part of the Building which from time to time is, or is intended to be, let or occupied.
9. LPA 1925: Law of Property Act 1925.
10. LTA 1927: Landlord and Tenant Act 1927.
11. LTA 1954: Landlord and Tenant Act 1954.
12. LTCA 1995: Landlord and Tenant (Covenants) Act 1995.
13. Permitted Use: use as a retail shop within Use Class E(a) of the Town and Country Planning (Use Classes) Order 1987 (as it applied in England at the date this lease was granted) or such other use to which the Landlord has given consent [(such consent not to be unreasonably withheld)
14. Property: the property described in Schedule 1.
15. Property Plan: the plan annexed to this lease at ANNEX A and marked "Property Plan".
16. Rates and Taxes: all present and future rates, taxes and other impositions and outgoings payable in respect of the Property, its use and any works carried out there (or a fair proportion of the total cost of those rates, taxes, impositions and outgoings if any are payable in respect of the Property together with any other property) but excluding any taxes:
    1. payable by the Landlord in connection with any dealing with or disposition of the reversion to this lease; or
    2. (except VAT) payable by the Landlord by reason of the receipt of any of the Rents due under this lease.
17. Recommendation Report: a report as defined in regulation 4 of the EPC Regulations.
18. Reinstatement Cost: the full cost of reinstatement of the Building (excluding the Excluded Insurance Items) taking into account inflation of building costs and including any costs of demolition, site clearance, site protection, shoring up, professionals' and statutory fees and incidental expenses and any other work to the Building that may be required by law and any VAT on all such costs, fees and expenses.
19. Rents: the rents set out in clause 2.2.
20. Reservations: the rights excepted and reserved in paragraph 1 of Schedule 3.
21. Retained Parts: all parts of the Building including (but not limited to) all of:
    1. the structural parts of the Building; and
    2. the Service Media;
22. but excluding the Lettable Units.
23. Rights: the rights granted in paragraph 1 of Schedule 2.
24. Services: are:
    1. repairing, maintaining and decorating the Retained Parts.
25. but excluding any of the services listed above that are provided by reason of damage to or destruction of the Retained Parts by an Insured Risk.
26. Service Charge: a fair proportion of the reasonable and] proper costs incurred from time to time by the Landlord in providing the Services including the total of the reasonable and properly incurred costs, fees and disbursements of any managing agent or person employed by the Landlord, or by the managing agents, or otherwise retained by the Landlord to act on the Landlord's behalf (or, where no such person is employed or retained, the Landlord itself) in relation to the carrying out and provision of the Services, and the administration of the Service Charge.
27. Service Media: all media for the supply or removal of Utilities and all structures, machinery and equipment ancillary to those media.
28. Services: the services set out in Part 1 of Schedule 1.
29. Service Charge Account: any account set up and maintained by the Landlord or its agents into which the service charge payments by the occupiers of the Building are paid.
30. Service Charge Statement: a statement that sets out the Service Costs and Service Charge for a Service Charge Year and is certified by or on behalf of the Landlord.
31. Service Charge Year: subject to paragraph 10.2(a) of Part 4 of Schedule 1, the annual accounting period ending on [DATE] in each year or such alternative annual accounting period as the Landlord may from time to time stipulate and notify to the Tenant in accordance with paragraph 10.1 of Part 4 of Schedule 1.
32. Service Costs: the costs set out in Part 2 of Schedule 1.
33. Service Costs Budget: a budget that sets out the estimated Service Costs for a Service Charge Year.
34. Service Media: all media for the supply or removal of Utilities and all structures, machinery and equipment ancillary to those media.
35. Signs: signs, fascia, awnings, placards, boards, posters and advertisements.
36. Term: the Contractual Term and any statutory continuation of this lease.
37. Termination Date: the date on which this lease determines (however it determines).
38. Transaction: is:
    1. any dealing with this lease or the devolution or transmission of or parting with possession of any interest in it;
    2. the creation of any underlease or other interest out of this lease or out of any interest or underlease derived from it and any dealing, devolution or transmission of or parting with possession of any such interest or underlease; or
    3. the making of any other arrangement for the occupation of the Property.
39. Utilities: electricity, gas, water, sewage, air-conditioning, heating, energy, telecommunications, data and all other services and utilities.
40. Utility Costs: all costs in connection with the supply or removal of Utilities to or from the Property (or a fair proportion of the total cost if any of those costs are payable in respect of the Property together with any other property).
41. VAT: value added tax [or any equivalent tax] chargeable in the UK.
    1. A reference to this lease, except a reference to the date of this lease or to the grant of this lease, is a reference to this deed and any deed, licence, consent, approval or other instrument supplemental or collateral to it.
    2. The Schedules form part of this lease and shall have effect as if set out in full in the body of this lease. Any reference to this lease includes the Schedules.
    3. Unless the context otherwise requires, references to clauses, Schedules and Annexes are to the clauses, Schedules and Annexes of this lease and references to paragraphs are to paragraphs of the relevant Schedule.
    4. Clause, Schedule and paragraph headings shall not affect the interpretation of this lease.
    5. A reference to:
       1. the Landlord includes a reference to the person entitled to the immediate reversion to this lease;
       2. the Tenant includes a reference to its successors in title and assigns; and
       3. a guarantor is a reference to any guarantor of the tenant covenants of this lease including a guarantor who has entered into an authorised guarantee agreement.
    6. In relation to any payment, a reference to a fair proportion is to a fair proportion of the total amount payable, determined conclusively (except as to questions of law) by the Landlord.
    7. A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
    8. Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
    9. The expressions authorised guarantee agreement, landlord covenant and tenant covenant each has the meaning given to it by the LTCA 1995.
    10. Any obligation on the Tenant not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
    11. References to:
        1. the consent of the Landlord are to the consent of the Landlord given in accordance with clause 51.1;
        2. the approval of the Landlord are to the approval of the Landlord given in accordance with clause 51.3; and
        3. any consent or approval required from the Landlord shall be construed as also including a requirement to obtain the consent or approval of any mortgagee of the Landlord where such consent or approval is required under the terms of the mortgage. Except that nothing in this lease shall be construed as imposing on any mortgagee any obligation (or indicating that such an obligation is imposed on any mortgagee by the terms of the mortgage) not unreasonably to refuse any such consent.
    12. Unless the context otherwise requires, references to the Building, the Landlord's Neighbouring Property, a Lettable Unit, the Property and the Retained Parts are to the whole and any part of them or it.
    13. Unless the context otherwise requires, any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
    14. For the purposes of the definition of Insolvency Event:
        1. where any of the paragraphs in that definition apply in relation to:
           1. a partnership or limited partnership (as defined in the Partnership Act 1890 and the Limited Partnerships Act 1907 respectively), that paragraph shall apply subject to the modifications referred to in the Insolvent Partnerships Order 1994 (SI 1994/2421) (as amended); and
           2. a limited liability partnership (as defined in the Limited Liability Partnerships Act 2000), that paragraph shall apply subject to the modifications referred to in the Limited Liability Partnerships Regulations 2001 (SI 2001/1090) (as amended); and
        2. Insolvency Event includes any analogous proceedings or events that may be taken pursuant to the legislation of another jurisdiction in relation to a tenant or guarantor incorporated or domiciled in such relevant jurisdiction.
    15. A reference to writing or written includes email but not fax
    16. Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
    17. A working day is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England **OR** Wales.
    18. Unless expressly provided otherwise in this lease, a reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time.
    19. Unless expressly provided otherwise in this lease, a reference to legislation or a legislative provision shall include all subordinate legislation made from time to time under that legislation or legislative provision.
    20. If any provision or part-provision of this lease is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this lease.
42. Grant
    1. The Landlord lets the Property to the Tenant:
       1. for the Contractual Term;
       2. with full title guarantee;
       3. together with the Rights;
       4. excepting and reserving the Reservations; and
       5. subject to the Third Party Rights.
    2. The grant in clause 2.1 is made with the Tenant paying as rent to the Landlord:
       1. the Annual Rent;
       2. the Insurance Rent;
       3. the Service Charge;
       4. all interest payable under this lease; [and]
       5. [all other sums payable under this lease; and]
       6. all VAT chargeable on the other rents set out in this clause 2.2.
43. Tenant covenants

The Tenant covenants with the Landlord to observe and perform the tenant covenants of this lease during the Term or (if earlier) until the Tenant is released from the tenant covenants of this lease by virtue of the LTCA 1995.

1. Payment of Annual Rent

The Tenant must pay the Annual Rent on demanded if demanded by [Payment of Service Charge

The Tenant must pay to the Landlord on demand the Service Charge.

1. Payment method

The Tenant must pay the Annual Rent and all other sums payable under this lease by:

* + 1. electronic means from an account held in the name of the Tenant to the account notified from time to time to the Tenant by the Landlord; or
    2. any other method that the Landlord reasonably requires from time to time and notifies to the Tenant.

1. No set-off

The Tenant must pay the Annual Rent and all other sums payable under this lease in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

1. Interest
   1. If any of the Annual Rent or any other sum payable by the Tenant under this lease has not been paid its due date (whether it has been formally demanded or not), the Tenant must pay to the Landlord interest on that amount at the Default Interest Rate (both before and after any judgment). Such interest shall accrue on that amount on a daily basis for the period beginning on and including its due date to and including the date of payment.
   2. If the Landlord does not demand or accept any of the Annual Rent or any other sum due from, or tendered by, the Tenant under this lease because the Landlord reasonably believes that the Tenant is in breach of any of the tenant covenants of this lease, then, when that amount is accepted by the Landlord, the Tenant must pay to the Landlord interest on that amount at the Interest Rate. Such interest shall accrue on that amount on a daily basis for the period beginning on and including its due date to and including the date it is accepted by the Landlord.
2. Rates and Taxes
   1. The Tenant must pay all Rates and Taxes.
   2. The Tenant must not make any proposal to alter the rateable value of the Property (or that value as it appears on any draft rating list) without the approval of the Landlord.
   3. [If, after the Termination Date, the Landlord loses rating relief (or any similar relief or exemption) because it has been allowed to the Tenant, the Tenant must pay the Landlord an amount equal to the relief or exemption that the Landlord has lost.]
3. Utilities
   1. The Tenant must pay all Utility Costs.
   2. The Tenant must comply with all laws and with any recommendations of the relevant suppliers relating to the supply and removal of Utilities to or from the Property.
4. Common items

Except to the extent that such costs are included within the Service Charge, the Tenant must pay to the Landlord on demand a fair proportion of all costs payable by the Landlord for the maintenance, repair, lighting, cleaning and renewal of all Service Media, structures and other items not on or in the Building but used or capable of being used by the Building in common with other land.

1. Costs

The Tenant must pay on demand and on a full indemnity basis the costs and expenses of the Landlord including any solicitors' or other professionals' costs and expenses (whether incurred before or after the Termination Date) in connection with, or in contemplation of, any of the following:

* + 1. the enforcement of the tenant covenants of this lease;
    2. serving any notice or taking any proceedings in connection with this lease under section 146 or 147 of the LPA 1925 (notwithstanding that forfeiture is avoided otherwise than by relief granted by the court);
    3. serving any notice in connection with this lease under section 17 of the LTCA 1995;
    4. the preparation and service of a schedule of dilapidations in connection with this lease [provided that that schedule is served on or before the date which is [six] months from and including the Termination Date]; or
    5. any consent or approval applied for under this lease, whether or not it is granted (unless the consent or approval is unreasonably withheld by the Landlord.

1. Prohibition of dealings

Except as expressly permitted by clause 14 [, **OR** and] [clause 15] [, **OR** and] [clause 16] [and] [clause 17], the Tenant must not:

* + 1. assign, underlet, charge, part with or share possession or occupation of the whole or part of either this lease or the Property; [or]
    2. [assign, part with or share any of the benefits or burdens of this lease, or in any interest derived from it, whether by a virtual assignment or other similar arrangement; or]
    3. hold the lease on trust for any person (except pending registration of a dealing permitted by this lease at HM Land Registry or by reason only of joint legal ownership).

1. Assignments
   1. The Tenant may assign the whole of this lease with the consent of the Landlord (such consent not to be unreasonably withheld).
   2. The Landlord and the Tenant agree that, for the purposes of section 19(1A) of the LTA 1927, the Landlord may give its consent to an assignment subject to all or any of the following conditions:
      1. a condition that the assignor enters into an authorised guarantee agreement in favour of the Landlord which:
         1. is in respect of all the tenant covenants of this lease;
         2. is in respect of the period beginning with the date the assignee becomes bound by those covenants and ending on the date when the assignee is released from those covenants by virtue of section 5 of the LTCA 1995;
         3. imposes principal debtor liability on the assignor;
         4. requires (in the event of a disclaimer of this lease) the assignor to enter into a new tenancy for a term equal to the unexpired residue of the Contractual Term; and
         5. is otherwise in a form reasonably required by the Landlord;
      2. a condition that any guarantor of the assignor (other than a guarantor under an authorised guarantee agreement) enters into a guarantee in favour of the Landlord in a form reasonably required by the Landlord guaranteeing that the assignor will comply with the terms of the authorised guarantee agreement; [or]
      3. a condition that a person of standing acceptable to the Landlord (acting reasonably) enters into a guarantee and indemnity of the tenant covenants of this lease in such form as the Landlord may reasonably require[. **OR** ; or]
      4. [a condition that the assignee enters into a rent deposit deed with the Landlord in a form reasonably required by the Landlord and for an initial deposit of [six] months' Annual Rent (as at the date of assignment) plus a sum equivalent to VAT on that Annual Rent.]
   3. The Landlord and the Tenant agree that, for the purposes of section 19(1A) of the LTA 1927, the Landlord may refuse its consent to an assignment if any of the following circumstances exist:
      1. the Annual Rent or any other sum due under this lease [(where that other sum is not the subject of a genuine dispute with the Landlord)] is outstanding;
      2. there is a material breach of covenant by the Tenant that has not been remedied; or
      3. in the Landlord's reasonable opinion the assignee is not of sufficient financial standing to enable it to comply with the Tenant's covenants and conditions contained in this lease.
   4. Nothing in this clause shall prevent the Landlord from giving consent subject to any other reasonable condition nor from refusing consent to an assignment in any other circumstance where it is reasonable to do so.
2. [Underletting
   1. The Tenant may underlet the whole of the Property in accordance with this clause 15 and with the consent of the Landlord (such consent not to be unreasonably withheld).
   2. The Tenant must not underlet the whole of the Property:
      1. together with any property, or any right over property, that is not included within this lease;
      2. at a fine or premium or reverse premium;
      3. allowing any rent-free period to the undertenant that exceeds the period that is then usual in the open market for such a letting;
      4. unless the underlease has first been validly excluded from the provisions of the LTA 1954 (where it is a lease that might otherwise acquire security of tenure under Part II of the LTA 1954);
      5. for a term that will expire by effluxion of time later than [three] days before the Contractual Term expires by effluxion of time;
      6. unless the undertenant has first entered into a direct covenant in favour of the Landlord to observe and perform the tenant covenants in the underlease and any document that is collateral or supplemental to it; and
      7. unless [(if reasonably required by the Landlord)] a person of standing acceptable to the Landlord (acting reasonably) enters into a guarantee and indemnity of the tenant covenants of the underlease in favour of the Landlord in such form as the Landlord may reasonably require.
   3. Any underletting by the Tenant must include:
      1. an agreement between the Tenant and the undertenant that the provisions of sections 24 to 28 of the LTA 1954 are excluded from applying to the tenancy created by the underlease (where the underlease was required to be contracted out under clause 15.2(d));
      2. the reservation of a rent which is not less than the open market rental value of the Property at the date on which the Landlord grants consent to the underletting and which is payable at the same times as the Annual Rent under this lease (but this shall not prevent an underlease providing for a rent-free period of a length permitted by clause 15.2(c));
      3. [[provisions for the review of rent at the same dates and on the same basis as the review of the Annual Rent in this lease [unless the term of the underlease is five years or less] **OR** provisions for the review of rent every [five years] from the date of the commencement of the underlease term];]
      4. a covenant by the undertenant not to:
         1. [(except on the same terms as this lease (but made applicable to the undertenant and the underlease))] assign or charge the whole or any part of the underlease;
         2. [(except on the same terms as this lease (but made applicable to the undertenant and the underlease))] part with, share possession or share occupation of the whole or any part of the underlet property;
         3. underlet the whole or part only of the underlet property;
         4. [assign, part with or share any of the benefits or burdens of the underlease, or any interest derived from it, whether by a virtual assignment or other similar arrangement;]
         5. hold the underlease on trust for any person (except pending registration of a dealing permitted by the underlease at HM Land Registry or by reason only of joint legal ownership); and
         6. (if the underlease permits the undertenant to assign the underlease) assign the underlease without first procuring a direct covenant in favour of the Landlord to observe and perform the covenants in the underlease and any document that is collateral or supplemental to it;
      5. a covenant by the undertenant to comply with the terms of this lease except the covenant to pay the Annual Rent; and
      6. provisions requiring the consent or approval of the Landlord to be obtained in respect of any matter for which the consent or approval of the Landlord is required under this lease.
   4. Any underletting by the Tenant must otherwise be:
      1. by deed;
      2. consistent with and include tenant covenants no less onerous than those in this lease excluding the covenant in this lease to pay the Annual Rent; and
      3. in a form approved by the Landlord (such approval not to be unreasonably withheld).
   5. In relation to any underlease granted by the Tenant, the Tenant must:
      1. not vary the terms of the underlease nor accept a surrender of the underlease without the consent of the Landlord (such consent not to be unreasonably withheld);
      2. enforce the tenant covenants in the underlease and not waive any of them nor allow any reduction in the rent payable under the underlease; and
      3. ensure that in relation to any rent review the revised rent is not agreed without the approval of the Landlord (such approval not to be unreasonably withheld).
3. Sharing Occupation
   1. The Tenant may share occupation of the Property with a Group Company for as long as that company remains a Group Company and provided that no relationship of landlord and tenant is established by that arrangement.
   2. [[In addition to the right to share occupation of the Property pursuant to clause 16.1, the **OR** The] Tenant may share occupation of the Property with one other perso] if, and for so long as, the following conditions are satisfied:
      1. the identity of the other occupier and the terms of the arrangement are first approved by the Landlord;
      2. the other occupier occupies part of the Property to trade from it for the purposes of a trade that is separate from that of the Tenant;
      3. the other occupier uses the relevant part of the Property only for the Permitted Use [or such other use for which the Landlord has first granted its consent];
      4. the other occupier [occupies no more than [PERCENTAGE]% of the internal floor area of the Property **OR** does not trade from the area shown [coloured **OR** edged **OR** hatched] [COLOUR] on the Property Plan];
      5. the Tenant remains in occupation of the remainder of the Property and the Property retains the appearance of one retail unit in single occupation at all times;
      6. the arrangement is by way of licence, is personal to the parties and does not create any relationship of landlord and tenant; and
      7. the arrangement is consistent with the terms of this lease and is documented in writing.
4. Notification and registration of dealings
   1. Within [one month] of any Transaction, the Tenant must:
      1. give the Landlord notice of the Transaction;
      2. deliver ] of any document effecting or evidencing the Transaction to the Landlord (including of any notice served under, or any declaration or statutory declaration made in accordance with, section 38A of the LTA 1954 as part of such Transaction); and
      3. pay the Landlord a registration fee of £5] (plus VAT).
   2. In respect of every Transaction that is registrable at HM Land Registry, the Tenant must:
      1. apply to register a Transaction promptly following completion of that Transaction;
      2. respond promptly and properly to any requisitions raised by HM Land Registry in connection with an application to register a Transaction; and
      3. send the Landlord official copies of its title (and where applicable of the undertenant's title) within one month of completion of the registration.

For the purpose of clause 18.2, any obligation on the Tenant to do something includes an obligation to procure that the thing is done.

* 1. If requested by the Landlord, the Tenant must promptly supply the Landlord with full details of the occupiers of the Property and the terms on which they occupy it.

1. Repair
   1. The Tenant must:
      1. subject to clause 19.2, keep the Property in good [and substantial] repair and condition;
      2. [ensure that any Service Media forming part of the Property is kept in good working order;]
      3. keep the Property clean, tidy and clear of rubbish; and
      4. replace as soon as possible with glass of similar appearance and of similar or better quality any glass forming part of the Property that becomes cracked or broken.
   2. The Tenant shall not be liable to repair the Property (excluding any Excluded Insurance Items forming part of the Property) to the extent that any disrepair has been caused by an Insured Risk unless and to the extent that:
      1. the policy of insurance of the Property has been vitiated or any insurance proceeds withheld in consequence of any act or omission of the Tenant or any Authorised Person (except where the Tenant has paid an amount equal to any insurance money that the insurers refuse to pay in accordance with paragraph 3.2(f) of Schedule 6); or
      2. the insurance cover in relation to that disrepair is limited as referred to in paragraph 1.3 of Schedule 6.
2. Decoration

The Tenant must:

* + 1. decorate the Property as often as is reasonably necessary and also in the last three months before the Termination Date;
    2. carry out all decoration (including all appropriate preparatory work) in a good and proper manner using good quality materials that are appropriate to the Property and the Permitted Use; and
    3. carry out the decoration required in the last three months before the Termination Date to the reasonable satisfaction of the Landlord and using materials, designs and colours approved by the Landlord (acting reasonably).

1. Alterations
   1. Except as permitted by this clause 21, the Tenant must not make any:
      1. alteration or addition to the Property; or
      2. opening in any boundary of the Property.
   2. Any alterations permitted by this clause are subject to clause 21.7.
   3. The Tenant may make internal non-structural alterations to the Property with the consent of the Landlord (such consent not to be unreasonably withheld or delayed).
   4. The Tenant may:
      1. make any alterations to the shopfront of the Property; or
      2. attach a shop fascia to the Property;

with the consent of the Landlord (such consent not to be unreasonably withheld or delayed).

* 1. The Tenant may carry out minor alterations that consist of making minor perforations in any boundary of the Property or in the structural elements of the Building that are at the Property provided that:
     1. those alterations are reasonably required in connection with any works permitted under this clause 21;
     2. those alterations do not adversely impact on the structural integrity of the Building; and
     3. the Tenant obtains the consent of the Landlord (such consent not to be unreasonably withheld or delayed).
  2. With the consent of the Landlord (such consent not to be unreasonably withheld or delayed), the Tenant may:
     1. install any Service Media at the Property; or
     2. alter the route of any Service Media at the Property.
  3. The Tenant must not carry out any alteration to the Property which would [, or may reasonably be expected to,] have an adverse effect on the asset rating in any Energy Performance Certificate for the Property or the Building.

1. Signs
   1. The Tenant must not:
      1. except as permitted by clause 22.2, display any Signs inside the Property that are visible from outside the Property; or
      2. except as permitted by clause 21.4(b), attach any Signs to the exterior of the Property.
   2. The Tenant may display such trade posters and advertisements at the Property of a design, size and number and in positions that are appropriate to the nature and location of the Property and to the Permitted Use [provided that the Tenant may only display trade posters and advertisements advertising a sale by the Tenant:
      1. during sale periods not exceeding [NUMBER] weeks in total in any calendar year; and
      2. that do not obscure more than [PERCENTAGE]% of the total area of the glass in the shopfront of the Property].
   3. The Tenant must allow the Landlord to fix to and keep at the Property:
      1. during the [NUMBER] month period before the Termination Date, any re-letting board as the Landlord reasonably requires [except where there is a genuine prospect of the Tenant renewing this lease and the Tenant is genuinely and actively pursuing that renewal]; and
      2. at any time during the Term, any sale board as the Landlord reasonably requires.
2. Window displays and window cleaning

The Tenant must:

* + 1. keep the shopfront of the Property and any windows at the Property (whether or not those windows form part of the Property) appropriately lit and dressed during the hours that the Property is open for trade; and
    2. as often as reasonably necessary, clean the internal and external surfaces of the glass in the shopfront of the Property and any windows and other glass at the Property (whether or not such windows and other glass form part of the Property)

1. Returning the Property to the Landlord
   1. The Tenant must return the Property to the Landlord on the Termination Date with vacant possession and in the repair and condition required by this lease.
   2. Subject to clause 24.3, the Tenant must by the Termination Date:
      1. remove:
         1. any tenant's fixtures from the Property;
         2. any alterations to the Property undertaken by or for any tenant, undertenant or occupier during or in anticipation of this lease; and
         3. any Signs erected by the Tenant at the Building; and
      2. make good any damage caused to the Building by the removal of those items and alterations.
   3. If the Landlord gives notice to the Tenant no later than [two] months before the Termination Date specifying which of the tenant's fixtures, alterations and other matters set out in clause 24.2(a)(i)andclause 24.2(a)(ii) shall not be removed pursuant to clause 24.2, the Tenant must not remove the specified tenant's fixtures, alterations or other matters pursuant to that clause.
   4. On or before the Termination Date, the Tenant must remove from the Property all chattels belonging to or used by it.
   5. The Tenant:
      1. irrevocably appoints the Landlord to be the Tenant's agent to store or dispose of any chattels or items fixed to the Building by the Tenant and left by the Tenant for more than ten working days after the Termination Date; and
      2. must indemnify the Landlord in respect of any claim made by a third party in relation to that storage or disposal.

The Landlord shall not be liable to the Tenant by reason of that storage or disposal.

1. Use
   1. The Tenant must not use the Property for any purpose other than the Permitted Use.
   2. [The Tenant must keep the Property open for trading during the Trading Hours. Except that the Tenant shall not be required to be open for trading in any period during which:
      1. the Tenant (or any authorised undertenant or occupier) is carrying out any alterations to the Property that are permitted or required by this lease;
      2. the Tenant has vacated the Property in anticipation of an authorised assignment of this lease or underletting;
      3. it is not possible to occupy or access the Property following damage to or destruction of the Building by an Insured Risk; or
      4. occupation or trading would result in a breach of any other provision of this lease.]
   3. The Tenant must not:
      1. use the Property for any illegal purposes nor for any purpose or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the Landlord, the other tenants or occupiers of the Building or any property that neighbours the Building;
      2. use the Property as a betting shop or an amusement arcade or otherwise for the purposes of gaming or gambling;
      3. hold any auction at the Property;
      4. allow any noise, music, flashing lights, fumes or smells to emanate from the Property so as to cause a nuisance or annoyance to any other tenants or occupiers of the Building or any property that neighbours the Building;
      5. overload any part of the Building nor overload or block any Service Media at or serving the Property;
      6. allow to pass into the Service Media at or serving the Property any noxious or deleterious effluent or other substance which may damage the Service Media, the Property or any other neighbouring property;
      7. store, sell or display any offensive, dangerous, illegal, explosive or highly flammable items at the Property;
      8. place or keep any items on any external part of the Property (whether or not such items are for sale);
      9. (except as permitted by the Rights and clause 21.6) interfere with any Service Media at the Building;
      10. keep any pets or any other animal, bird, fish, reptile or insect at the Property (except guide dogs or other animals used as aids provided they are not kept at the Property overnight or left unattended); or
      11. allow any person to sleep at or reside on the Property.
2. Regulations

The Tenant must observe all [reasonable and proper] regulations made by the Landlord from time to time in accordance with the principles of good estate management and notified to the Tenant relating to the use of the Building[, the Landlord's Neighbouring Property] and any other neighbouring or adjoining property [provided that:

* + 1. such regulations do not materially interfere with the Tenant's use of the Property for the Permitted Use and the Tenant's exercise of the Rights; and
    2. if there is any conflict between such regulations and the terms of this lease, the terms of this lease shall prevail].

1. Exercise of the Rights
   1. The Tenant must exercise the Rights:
      1. only in connection with the Tenant's use of the Property for the Permitted Use;
      2. in accordance with any regulations made by the Landlord under clause 26; and
      3. in compliance with all laws relating to the Tenant's use of the Building [, the Landlord's Neighbouring Property] and any other neighbouring or adjoining property pursuant to the Rights.
   2. In exercising any right of entry on to any of the Retained Parts or any Lettable Unit pursuant to paragraph 1.4 of Schedule 2, the Tenant must:
      1. except in case of emergency, give reasonable notice of its intention to exercise that right to the Landlord and any occupiers of the relevant Lettable Unit;
      2. where reasonably required by the Landlord or the occupier of the relevant Lettable Unit, exercise that right only if accompanied by a representative of the Landlord, the tenant or the occupier of the relevant Lettable Unit;
      3. cause as little damage as possible to the Retained Parts and any other Lettable Unit and to any property belonging to or used by the Landlord or the tenants or occupiers of any other Lettable Unit;
      4. cause as little inconvenience as reasonably possible to the Landlord and the tenants and occupiers of the other Lettable Units; and
      5. promptly make good any damage caused by reason of the Tenant exercising that right.
2. Allow entry
   1. Subject to clause 28.2, the Tenant must allow all those entitled to exercise any right to enter the Property to enter the Property:
      1. except in the case of an emergency (when no notice shall be required), after having given reasonable notice (which need not be in writing) to the Tenant;
      2. at any reasonable time (whether or not during usual business hours); and
      3. with their workers, contractors, agents and professional advisers.
   2. The Tenant must allow any person authorised by the terms of a Third Party Right to enter the Property in accordance with that Third Party Right.
3. Keyholders and emergency contact details

The Tenant must provide to the Landlord in writing the names, addresses[, email addresses] and telephone numbers of at least [two] people who each:

* + 1. hold a full set of keys for the Property;
    2. hold all the access codes for the Tenant's security systems (if any) at the Property; and
    3. may be contacted in case of emergency at any time outside the Tenant's usual business hours.

1. Compliance with laws
   1. The Tenant must comply with all laws relating to:
      1. the Property and the occupation and use of the Property by the Tenant;
      2. the use or operation of all Service Media and any other machinery and equipment at or serving the Property whether or not used or operated;
      3. any works carried out at the Property; and
      4. all materials kept at or disposed of from the Property.
   2. Within [five] working days of receipt of any notice or other communication affecting the Property or Building (and whether or not served pursuant to any law) the Tenant must:
      1. send a copy of the relevant document to the Landlord; and
      2. to the extent that it relates to the Property take all steps necessary to comply with the notice or other communication and take any other action in connection with it as the Landlord may require.
   3. The Tenant must not:
      1. apply for any planning permission for the Property without the Landlord's consent (such consent not to be unreasonably withheld where the application relates to works or a change of use permitted or required under this lease); or
      2. implement any planning permission for the Property without the Landlord's consent (such consent not to be unreasonably withheld).
   4. Unless the Landlord otherwise notifies the Tenant, before the Termination Date the Tenant must carry out and complete any works stipulated to be carried out to the Property (whether before or after the Termination Date) as a condition of any planning permission for the Property that is implemented before the Termination Date by the Tenant, any undertenant or any other occupier of the Property.
   5. The Tenant must:
      1. comply with its obligations under the CDM Regulations;
      2. maintain the health and safety file for the Property in accordance with the CDM Regulations;
      3. give that health and safety file to the Landlord at the Termination Date;
      4. procure, and give to the Landlord at the Termination Date, irrevocable, non-exclusive, non-terminable, royalty-free licence(s) for the Landlord to copy and make full use of that health and safety file for any purpose relating to the Building. Those licence(s) must carry the right to grant sub-licences and be transferable to third parties without the consent of the grantor; and
      5. supply all information to the Landlord that the Landlord reasonably requires from time to time to comply with the Landlord's obligations under the CDM Regulations.
   6. As soon as the Tenant becomes aware of any defect in the Property, the Tenant must give the Landlord notice of it.
   7. The Tenant must indemnify the Landlord against any liability under the Defective Premises Act 1972 in relation to the Property by reason of any failure of the Tenant to comply with any of the tenant covenants in this lease.
   8. The Tenant must keep:
      1. the Property equipped with all fire prevention, detection and fighting machinery and equipment and fire alarms which are required under all relevant laws or required by the insurers of the Property [or recommended by them] or reasonably required by the Landlord; and
      2. that machinery, equipment and alarms properly maintained and available for inspection.
2. Energy Performance Certificates
   1. The Tenant must:
      1. co-operate with the Landlord so far as is reasonably necessary to allow the Landlord to obtain an Energy Performance Certificate and Recommendation Report for the Property or the Building [including providing the Landlord with copies of any plans or other information held by the Tenant that would assist in obtaining an Energy Performance Certificate and Recommendation Report]; and
      2. allow such access to any Energy Assessor appointed by the Landlord as is reasonably necessary to inspect the Property for the purposes of preparing an Energy Performance Certificate and Recommendation Report for the Property or the Building.
   2. The Tenant must not commission an Energy Performance Certificate for the Property unless required to do so by the EPC Regulations.
   3. Where the Tenant is required by the EPC Regulations to commission an Energy Performance Certificate for the Property, the Tenant must at the request of the Landlord either:
      1. commission an Energy Performance Certificate from an Energy Assessor approved by the Landlord; or
      2. pay the costs of the Landlord of commissioning an Energy Performance Certificate for the Property.
   4. The Tenant must deliver to the Landlord a copy of any Energy Performance Certificate and Recommendation Report for the Property that is obtained or commissioned by the Tenant or any other occupier of the Property.
3. Third Party Rights
   1. The Tenant must:
      1. comply with the obligations on the Landlord relating to the Third Party Rights to the extent that those obligations relate to the Property; and
      2. not do anything that may interfere with any Third Party Right.
   2. The Rights are granted subject to the Third Party Rights to the extent that the Third Party Rights affect the parts of the Building over which the Rights are granted.
4. [Registration of this lease
   1. The Tenant must:
      1. apply to register this lease at HM Land Registry promptly [and in any event within [one month]] following the grant of this lease;
      2. ensure that any requisitions raised by HM Land Registry in connection with its application to register this lease at HM Land Registry are responded to promptly and properly; and
      3. send the Landlord official copies of its title within [one month] of completion of the registration.
   2. [The Tenant must not:
      1. apply to HM Land Registry to designate this lease as an exempt information document for the purposes of the Land Registration Rules 2003;
      2. object to an application by the Landlord to HM Land Registry to designate this lease as such an exempt information document; or
      3. apply for an official copy of any exempt information document version of this lease.]]
5. [Closure of registered title and] [Removal OR removal] of entries in relation to this lease and easements granted by this lease
   1. The Tenant must make an application to HM Land Registry to [close the registered title of this lease and] remove from the Landlord’s title any entries relating to this lease and any easements granted by this lease promptly [(and in any event within [one month])] following the Termination Date.
   2. The Tenant must:
      1. ensure that any requisitions raised by HM Land Registry in connection with its application to HM Land Registry pursuant to clause 34.1 are responded to promptly and properly; and
      2. keep the Landlord informed of the progress and completion of that application.
6. Encroachments and preservation of rights
   1. The Tenant must not permit any encroachment over the Property or permit any easements or other rights to be acquired over the Property.
   2. If any encroachment over the Property is made or attempted or any action is taken by which an easement or other right may be acquired over the Property, the Tenant must:
      1. immediately inform the Landlord and give the Landlord notice of that encroachment or action; and
      2. at the request and cost of the Landlord, adopt such measures as may be reasonably required or deemed proper for preventing any such encroachment or the acquisition of any such easement or other right.
   3. The Tenant must preserve all rights of light and other easements enjoyed by the Property.
   4. The Tenant must not prejudice the acquisition of any right of light or other easement for the benefit of the Property by obstructing any window or opening or giving any acknowledgement that the right is enjoyed with the consent of any third party or by any other act or default of the Tenant.
   5. If any person takes or threatens to take any action to obstruct or interfere with any easement or other right enjoyed by the Property or any such easement in the course of acquisition, the Tenant must:
      1. immediately inform the Landlord and give the Landlord notice of that action; and
      2. at the request and cost of the Landlord, adopt such measures as may be reasonably required or deemed proper for preventing or securing the removal of the obstruction or the interference.
7. [Replacement guarantor
   1. Subject to clause 36.2, if:
      1. an Insolvency Event occurs in relation to a guarantor; or
      2. any guarantor (being an individual) dies or becomes incapable of managing their affairs;

the Tenant must, if the Landlord so requests, procure that a person of standing acceptable to the Landlord (acting reasonably), within [NUMBER] working days of that request enters into a replacement or additional guarantee and indemnity of the tenant covenants of this lease in the same form as that entered into by that guarantor.

* 1. clause 36.1 shall not apply in the case of a person who is a guarantor by reason of having entered into an authorised guarantee agreement.]

1. Indemnity

The Tenant must keep the Landlord indemnified against all liabilities, expenses, costs (including, but not limited to, any solicitors' or other professionals' costs and expenses), claims, damages and losses (including, but not limited to, any diminution in the value of the Landlord's interest in the Building and loss of amenity of the Building) suffered or incurred by the Landlord arising out of or in connection with:

* + 1. any breach of any tenant covenants in this lease;
    2. any use or occupation of the Property or the carrying out of any works permitted or required to be carried out under this lease; or
    3. any act or omission of the Tenant or any Authorised Person.

1. Landlord covenants

The Landlord covenants with the Tenant to observe and perform the landlord covenants of this lease during the Term.

1. Quiet enjoyment

The Landlord covenants with the Tenant that the Tenant shall have quiet enjoyment of the Property without any interruption by the Landlord or any person claiming under the Landlord except as otherwise permitted by this lease.

1. Obligation to provide Services
   1. Subject to clause 40.2, the Landlord must use reasonable endeavours to provide the Services.
   2. The Landlord shall not be:
      1. [obliged to replace or renew any part of the Building or any item or system within the Building unless it is beyond economic repair; or]]
      2. liable for any interruption in, or disruption to, the provision of any of the Services for any reason that is outside the reasonable control of the Landlord.
2. Exercise of right of entry

In exercising any right of entry on to the Property pursuant to paragraph 1.2 of Schedule 3, the Landlord must:

* + 1. except in case of emergency, give reasonable notice of its intention to exercise that right to the Tenant;
    2. where reasonably required by the Tenant, exercise that right only if accompanied by a representative of the Tenant;
    3. cause as little damage as possible to the Property and to any property belonging to or used by the Tenant;
    4. cause as little inconvenience as reasonably possible to the Tenant; and
    5. promptly make good any physical damage caused to the Property by reason of the Landlord exercising that right.

1. Scaffolding

In relation to any scaffolding erected pursuant to paragraph 1.5 of Schedule 3, the Landlord must:

* + 1. ensure that the scaffolding causes the least amount of obstruction to the entrance to the Property as is reasonably practicable;
    2. [(except in case of emergency) not erect [or retain] the scaffolding during the month[s] of [MONTH] [and [MONTH]] in each year of the Term;]
    3. remove the scaffolding as soon as reasonably practicable;
    4. following removal of the scaffolding, make good any damage to the exterior of the Property caused by the scaffolding; and
    5. allow the Tenant to display on the exterior of the scaffolding one sign of a size and design and in a location approved by the Landlord (such approval not to be unreasonably withheld or delayed).

1. Re-entry and forfeiture
   1. The Landlord may re-enter the Property (or any part of the Property in the name of the whole) at any time after any of the following occurs:
      1. the whole or any part of the Rents is unpaid 21 days after becoming payable (whether it has been formally demanded or not);
      2. any breach of any condition of, or tenant covenant in, this lease; or
      3. an Insolvency Event.
   2. If the Landlord re-enters the Property (or any part of the Property in the name of the whole) pursuant to this clause, this lease shall immediately end but without prejudice to any right or remedy of the Landlord in respect of any breach of covenant by the Tenant or any guarantor.
2. Section 62 of the LPA 1925, implied rights and existing appurtenant rights
   1. The grant of this lease does not create by implication any easements or other rights for the benefit of the Property or the Tenant and the operation of section 62 of the LPA 1925 is excluded.
   2. The Property is let without the benefit of any existing easements or other rights which are appurtenant to the whole or any part of the Building [except those set out in paragraph 2 of Schedule 2].

Nothing in this lease shall impose or be deemed to impose any restriction on the use by the Landlord of the Building (excluding the Property)[, the Landlord's Neighbouring Property] or any other neighbouring or adjoining property.

1. Limitation of liability

The Landlord shall not be liable to the Tenant for any failure of the Landlord to perform any landlord covenant in this lease unless the Landlord knows it has failed to perform the covenant (or reasonably should know this) and has not remedied that failure within a reasonable time.

1. Breach of repair and maintenance obligation
   1. The Landlord may enter the Property to inspect its condition and state of repair and give the Tenant a notice of any breach of any of the tenant covenants in this lease relating to the condition or repair of the Property.
   2. Following the service of a notice pursuant to clause 49.1, the Landlord may enter the Property and carry out the required works if the Tenant:
      1. has not begun any works required to remedy any breach specified in that notice within two months of the notice or, if works are required as a matter of emergency, immediately; or
      2. is not carrying out the required works with all due speed.
   3. The costs incurred by the Landlord in carrying out any works pursuant to clause 49.2 (and any professional fees and any VAT in respect of those costs) shall be a debt due from the Tenant to the Landlord and payable on demand.
   4. Any action taken by the Landlord pursuant to this clause 49 shall be without prejudice to the Landlord's other rights (including those under clause 43).
2. Notices
   1. Except where this lease specifically states that a notice need not be in writing, any notice given under or in connection with this lease shall be in writing and given:
      1. by hand:
         1. if the party is a company incorporated in the United Kingdom, at that party's registered office address;
         2. if the party is a company not incorporated in the United Kingdom, at that party's principal place of business in the United Kingdom; or
         3. in any other case, at that party's last known place of abode or business in the United Kingdom; [or]
      2. by pre-paid first-class post or other next working day delivery service:
         1. if the party is a company incorporated in the United Kingdom, at that party's registered office address;
         2. if the party is a company not incorporated in the United Kingdom, at that party's principal place of business in the United Kingdom; or
         3. in any other case, at that party's last known place of abode or business in the United Kingdom.
   2. If a notice complies with the criteria in clause 50.1, whether or not this lease requires that notice to be in writing, it shall be deemed to have been received if:
      1. delivered by hand, at the time the notice is left at the proper address; [or]
      2. sent by pre-paid first-class post or other next working day delivery service, on the [second] working day after posting[. **OR** ; or]
      3. [sent by fax, at [9.00 am] on the next working day after transmission.]
   3. This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.
3. Consents and approvals
   1. Where the consent of the Landlord is required under this lease, a consent shall only be valid if it is given by deed unless:
      1. it is given in writing and signed by the Landlord or a person duly authorised on its behalf; and
      2. it expressly states that the Landlord waives the requirement for a deed in that particular case.
   2. If a waiver is given pursuant to clause 51.1, it shall not affect the requirement for a deed for any other consent.
   3. Where the approval of the Landlord is required under this lease, an approval shall only be valid if it is in writing and signed by or on behalf of the Landlord unless:
      1. the approval is being given in a case of emergency; or
      2. this lease expressly states that the approval need not be in writing.
   4. If the Landlord gives a consent or approval under this lease, the giving of that consent or approval shall not:
      1. imply that any consent or approval required from a third party has been obtained; or
      2. obviate the need to obtain any consent or approval from a third party.
   5. Where the Tenant requires the consent or approval of any mortgagee to any act or omission under this lease, then (subject to clause 1.12) at the cost of the Tenant the Landlord must use [all] reasonable endeavours to obtain that consent or approval.
   6. Where:
      1. the consent of a mortgagee is required under this lease, a consent shall only be valid if it would be valid as a consent given under the terms of the mortgage; or
      2. the approval of a mortgagee is required under this lease, an approval shall only be valid if it would be valid as an approval given under the terms of the mortgage.
4. VAT
   1. All sums payable by either party under or in connection with this lease are exclusive of any VAT that may be chargeable.
   2. A party to this lease must pay VAT in respect of all taxable supplies made to that party in connection with this lease on the due date for making any payment or, if earlier, the date on which that supply is made for VAT purposes.
   3. Every obligation on either party, under or in connection with this lease, to pay any sum by way of a refund or indemnity, includes an obligation to pay an amount equal to any VAT incurred on that sum by the receiving party (except to the extent that the receiving party obtains credit for such VAT).
   4. [The Tenant warrants that it does not intend or expect that the Property will become exempt land (within paragraph 12 of Schedule 10 to the Value Added Tax Act 1994) and that the purposes for which the Property are or are to be used will not affect the application or effect of any option to tax made by the Landlord in respect of the Property.]
5. Joint and several liability

Where a party comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of that party arising under this lease. The party to whom those obligations and liabilities are owed may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons without affecting the liability of any other of them.

1. Entire agreement
   1. This lease [and the documents annexed to it] constitute[s] the whole agreement between the parties and supersede[s] all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between them relating to its subject matter.
   2. Each party acknowledges that in entering into this lease [and any documents annexed to it] it does not rely on[, and shall have no remedies in respect of,] any representation or warranty (whether made innocently or negligently).
   3. Nothing in this lease constitutes or shall constitute a representation or warranty that the Property may lawfully be used for any purpose allowed by this lease.
   4. [Nothing in this clause shall limit or exclude any liability for fraud.]
2. Contracts (Rights of Third Parties) Act 1999

This lease does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this lease.

1. Governing Law

This lease and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

1. Jurisdiction

[Subject to paragraph 2 of Part 5 of Schedule 5, each **OR** Each] party irrevocably agrees that the courts of England and Wales shall have [exclusive **OR** non-exclusive] jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this lease or its subject matter or formation.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

1. Property
2. The premises known as [UNIT NUMBER OR ADDRESS] situated on the ground floor of the Building and shown edged red on the Property Plan:
   1. Including:
      1. the shopfront, shopfront glass[, canopy] and fascia of those premises;
      2. the whole of any non-structural walls and columns wholly within those premises;
      3. one-half severed vertically of any interior non-structural walls and columns separating those premises from any adjoining Lettable Unit;
      4. the interior plaster and other interior surface finishes on the:
         1. exterior non-structural walls and columns bounding those premises;
         2. interior non-structural walls and columns separating those premises from any adjoining Retained Parts; and
         3. structural walls and columns within or bounding those premises;
      5. the interior plaster and other interior surface finishes on the ceilings within those premises;
      6. the floor screed and other interior surface finishes on the floors within those premises;
      7. the doors, door frames and fittings within all the walls within and bounding those premises;
      8. the windows, window frames and fittings within all the walls within and bounding those premises (except the exterior walls);
      9. all Service Media and any other media, plant, machinery and equipment within and exclusively serving those premises;
      10. all landlord's fixtures and fittings within those premises; and
      11. all additions and improvements to those premises.
   2. Excluding:
      1. subject to paragraph 1.1(d), paragraph 1.1(g) and paragraph 1.1(h) of this Schedule, the whole of the:
         1. exterior non-structural walls and columns bounding those premises;
         2. interior non-structural walls and columns separating those premises from any adjoining Retained Parts; and
         3. structural walls and columns within or bounding those premises;
      2. the windows, window frames and fittings within the exterior walls bounding those premises;
      3. subject to paragraph 1.1(e) and paragraph 1.1(f) of this Schedule, the floors and ceilings within those premises;
      4. all Service Media and any other media, plant, machinery and equipment within but not exclusively serving those premises; and
      5. all structural parts of the Building (except any set out in paragraph 1.1 of this Schedule).
3. Rights
4. In common with the Landlord and any other person authorised by the Landlord, the Landlord grants to the Tenant the following easements (for the benefit of the Property) and the following other rights:
   1. The right to support and protection for the Property from the other parts of the Building to the extent that those parts of the Building provide support and protection to the Property at the date of this lease.
   2. The right to use and to connect into any Service Media at the Building that belong to the Landlord and serve (but do not form part of) the Property which are in existence at the date of this lease or are installed or constructed during the Term. Provided that the Landlord may, at its discretion and at any time, re-route or replace any Service Media at the Building pursuant to paragraph 1.3(c) of Schedule 3 and this right shall then apply in relation to the Service Media as re-routed or replaced.
   3. Subject to the Tenant complying with clause 27.2, the right to enter the Retained Parts or any other Lettable Unit so far as is reasonably necessary to carry out any works to the Property required or permitted by this lease.
5. Reservations
6. Subject to paragraph 2 and paragraph 3 of this Schedule, the Landlord excepts and reserves from this lease the following easements (for the benefit of the Building (excluding the Property) [and the Landlord's Neighbouring Property]) and the following other rights:
   1. Rights of light, air, support and protection to the extent those rights are capable of being enjoyed at any time during the Term.
   2. Subject to the Landlord complying with clause 41, the right to enter the Property:
      1. to repair, maintain, install, construct, re-route or replace any Service Media or structure relating to any of the Reservations;
      2. to carry out any works to any other part of the Building; and
      3. for any other purpose mentioned in or connected with:
         1. this lease;
         2. the Reservations; or
         3. the Landlord's interest in the Building or [the Landlord's Neighbouring Property, or any neighbouring or adjoining property in which the Landlord acquires an interest during the Term.
   3. The right to:
      1. use and connect into Service Media at, but not forming part of, the Property which are in existence at the date of this lease or which are installed or constructed during the Term;
      2. install and construct Service Media at the Property to serve any other part of the Building, or the Landlord's Neighbouring Property] or any neighbouring or adjoining property in which the Landlord acquires an interest during the Term]; and
      3. re-route and replace any Service Media referred to in this paragraph.
   4. At any time during the Term, the full and free right to build, rebuild, alter or develop the Building, or the Landlord's Neighbouring Property or any neighbouring or adjoining property in which the Landlord acquires an interest during the Term as the Landlord may think fit.
   5. Subject to the Landlord complying with clause 42, the right to erect scaffolding at the Property and attach it to any part of the Property in connection with any of the Reservations.
7. The Reservations:
   1. Are excepted and reserved notwithstanding that the exercise of any of the Reservations or the works carried out pursuant to them result in a reduction in the flow of light or air to the Property or loss of amenity for the Property provided that they do not materially adversely affect the use and enjoyment of the Property for the Permitted Use.
   2. May be exercised by:
      1. the Landlord;
      2. anyone else who is or becomes entitled to exercise them; and
      3. anyone authorised by the Landlord.
   3. Are excepted and reserved to the extent possible for the benefit of any neighbouring or adjoining property in which the Landlord acquires an interest during the Term.
8. No party exercising any of the Reservations, nor its workers, contractors, agents and professional advisers, shall be liable to the Tenant or to any undertenant or other occupier of or person at the Property for any loss, damage, injury, nuisance or inconvenience arising by reason of its exercising any of the Reservations except for:
   1. Physical damage to the Property.
   2. Any loss, damage, injury, nuisance or inconvenience in relation to which the law prevents the Landlord from excluding liability.
9. Third Party Rights

All easements and other rights, covenants and restrictions affecting the Building and any land over which the Rights are granted [including those [set out or referred to in the register entries of HS70578 as at the date of this lease.

1. Insurance
2. Landlord's obligation to insure
   1. Subject to paragraph 1.2 and paragraph 1.3 of this Schedule, the Landlord must insure (and keep insured):
      1. the Building on normal market terms against loss or damage by the Insured Risks for the Reinstatement Cost;
      2. against public liability of the Landlord in relation to the Retained Parts in such amount and on such terms as the Landlord shall reasonably consider appropriate; and
      3. loss of Annual Rent from the Property for [three] years.
   2. The Landlord shall not be obliged to insure:
      1. the Excluded Insurance Items or repair any damage to or destruction of the Excluded Insurance Items. References to the Property and the Building in this Schedule 6 shall exclude the Excluded Insurance Items;
      2. any alterations to the Property that form part of the Property unless:
         1. those alterations are permitted or required under this lease;
         2. those alterations have been completed in accordance with this lease and (where applicable) in accordance with the terms of any consent or approval given under this lease; and
         3. the Tenant has notified the Landlord of the amount for which those alterations should be insured and provided evidence of that amount that is satisfactory to the Landlord (acting reasonably); or
      3. the Building when the insurance is vitiated by any act or omission of the Tenant or any Authorised Person.
   3. The Landlord's obligation to insure is subject to any limitations, excesses and conditions that may be imposed by the insurers.
3. Landlord to provide insurance details
   1. In relation to any insurance effected by the Landlord under this Schedule 6, the Landlord must:
      1. at the request of the Tenant [(such request not to be made more frequently than once a year)] supply the Tenant with:
         1. full details of the insurance policy;
         2. evidence of payment of the current year's premiums; and
         3. details of any commission paid to the Landlord by the Landlord's insurer;
      2. procure that the Tenant is informed of any change in the scope, level or terms of cover [as soon as reasonably practicable within five working days of] the Landlord or its agents becoming aware of the change. ; and
      3. use reasonable endeavours to procure that the Landlord's insurer:
         1. waives its rights of subrogation against the Tenant and any lawful undertenants or occupiers of the Property;
         2. includes in the insurance policy a non-invalidation provision in respect of any act or default of the Tenant; and
         3. permits the interest of the Tenant to be noted on the policy of insurance either specifically or by way of a general noting of tenants' interests under the conditions of the insurance policy.
4. Tenant's obligations
   1. The Tenant must pay to the Landlord on demand:
      1. the Insurance Rent;
      2. a fair proportion of any amount that is deducted or disallowed by the insurers pursuant to any excess provision in the insurance policy; and
      3. a fair proportion of any costs that the Landlord incurs in obtaining a valuation of the Building for insurance purposes [provided that the Tenant shall not be obliged to contribute towards the costs of any such valuations carried out more frequently than once every [two] years].
   2. The Tenant must:
      1. immediately inform the Landlord if any matter occurs in relation to the Tenant or the Property that any insurer or underwriter may treat as material in deciding whether or on what terms to insure or to continue to insure the Building and must also give the Landlord notice of that matter;
      2. not do or omit to do anything as a result of which:
         1. any insurance policy for the Building may become void or voidable or otherwise prejudiced;
         2. the payment of any policy money may be withheld; or
         3. any increased or additional insurance premium may become payable (unless the Tenant has previously notified the Landlord and has paid any increased or additional premium (including any IPT due on that amount));
      3. comply at all times with the requirements and recommendations of the insurers relating to the Property and the use by the Tenant of any other part of the Building [where written details of those requirements or recommendations have first been given to the Tenant];
      4. give the Landlord immediate notice of the occurrence of:
         1. any damage or loss relating to the Property arising from an Insured Risk; or
         2. any other event that might affect any insurance policy relating to the Property;
      5. except for the Excluded Insurance Items forming part of the Property, not effect any buildings insurance of the Property but, if the Tenant becomes entitled to the benefit of any buildings insurance proceeds in respect of the Property, pay those proceeds or cause them to be paid to the Landlord;
      6. pay the Landlord an amount equal to any insurance money that the insurers of the Building refuse to pay in relation to the Building by reason of any act or omission of the Tenant or any Authorised Person; and
      7. insure (and keep insured) against public liability of the Tenant in relation to the Property in such amount as the Landlord shall reasonably consider appropriate and, at the request of the Landlord, supply the Landlord with:
         1. full details of that insurance policy; and
         2. evidence of payment of the current year's premiums.
5. Rent suspension
   1. Subject to paragraph 4.2 [and paragraph 4.3] of this Schedule, if any Building Damage by an Insured Risk occurs, payment of the Annual Rent (or a fair proportion of it according to the nature and extent of that Building Damage) shall be suspended until the earlier of:
      1. the date on which the Building has been reinstated so as to make the Property fit for occupation and use and accessible; and
      2. the date which is [three] years from and including the date on which that Building Damage occurred.
   2. The Annual Rent shall not be suspended under paragraph 4.1 of this Schedule if the Building Damage is caused by an Insured Risk and:
      1. the policy of insurance in relation to the Building has been vitiated in whole or in part as a result of any act or omission of the Tenant or any Authorised Person; and
      2. the Tenant has not complied with paragraph 3.2(f) of this Schedule.
   3. [If payment of the Annual Rent would be suspended under paragraph 4.1 of this Schedule but the rent suspension period would have commenced before the Rent Commencement Date, the following shall apply:
      1. the "Original Rent Commencement Date" shall be the date specified in the definition of Rent Commencement Date in clause 1.1;
      2. the "Suspension Period" shall be the period for which the Annual Rent would have been suspended under paragraph 4.1 of this Schedule had the Annual Rent been payable from the date on which this lease was granted;
      3. the "Rent Resumption Date" shall be the day after the last day of the Suspension Period;
      4. X shall be:
         1. the number of days from and including the date on which the Suspension Period commences to and including the earlier of the last day of the Suspension Period and the day before the Original Rent Commencement Date; or
         2. if only a proportion of the Annual Rent due would have been suspended during the Suspension Period, an equivalent proportion of the number of days calculated under paragraph 4.3(d)(i) of this Schedule (rounding up to the nearest whole day);
      5. if the Rent Resumption Date is on or before the Original Rent Commencement Date, then the Rent Commencement Date shall instead be the day which is X days after the Original Rent Commencement Date; and
      6. if the Rent Resumption Date is after the Original Rent Commencement Date, then the Rent Commencement Date shall instead be the day which is X days after the Rent Resumption Date.
6. Landlord's obligation to reinstate following damage or destruction by an Insured Risk
   1. Following any damage to or destruction of the Building by an Insured Risk, the Landlord must:
      1. use reasonable endeavours to obtain all necessary planning and other consents to enable the Landlord to reinstate the relevant parts of the Building; and
      2. reinstate the relevant parts of the Building except that the Landlord shall not be obliged to:
         1. reinstate unless all necessary planning and other consents are obtained;
         2. reinstate unless the Tenant has paid the sums due under paragraph 3.1(b) and paragraph 3.2(f) of this Schedule;
         3. provide accommodation or facilities identical in layout or design so long as accommodation reasonably equivalent to that previously at the Property and its access, services and amenities is provided; or
         4. reinstate after a notice to terminate has been served pursuant to this Schedule 6.
   2. If the Landlord is obliged to reinstate the relevant parts of the Building pursuant to paragraph 5.1(b) of this Schedule, the Landlord must:
      1. use all insurance money received (other than for loss of rent) and all sums received under paragraph 3.1(b) and paragraph 3.2(f) of this Schedule for the purposes of that reinstatement; and
      2. make up any shortfall out of its own funds.
7. Termination if reinstatement impossible or impractical following Building Damage by an Insured Risk
   1. Following Building Damage by an Insured Risk, if the Landlord (acting reasonably) considers that it is impossible or impractical to reinstate the relevant parts of the Building, the Landlord may terminate this lease by giving notice to the Tenant within [six months] from and including the date on which that Building Damage occurred.]
8. Termination if reinstatement not complete by expiry of rent suspension
   1. If Building Damage by an Insured Risk occurs and the relevant parts of the Building have not been reinstated so as to make the Property fit for occupation and use and accessible by the date which is [three] years after the date on which that Building Damage occurred, either party may at any time thereafter terminate this lease by giving notice to the other provided that:
      1. such notice is served before the relevant parts of the Building have been reinstated so as to make the Property fit for occupation and use and accessible; and
      2. where the Tenant serves the notice, the failure to reinstate so that the Property is fit for occupation and use is not caused by a breach of the Tenant's obligations under clause 19 or this Schedule 6.
9. Consequences of termination
   1. If either party gives a notice to terminate this lease in accordance with this Schedule 6:
      1. this lease shall terminate with immediate effect from the date of the notice;
      2. none of the parties shall have any further rights or obligations under this lease except for the rights of any party in respect of any earlier breach of this lease; and
      3. any proceeds of the insurance for the Building shall belong to the Landlord.
10. Landlord not obliged to reinstate other Lettable Units
    1. Nothing in this Schedule 6 shall oblige the Landlord to reinstate any Lettable Unit (except the Property).
11. Service Charge
12. Services
13. *Subject to paragraph 11.10 of Part 4 of this Schedule, the Service Costs are the total of:*
    1. All of the reasonable and properly incurred costs of:
       1. providing the Services;
       2. providing the Services in respect of any of the Retained Parts as the Landlord may in its reasonable discretion consider appropriate for the purposes of good estate management;
       3. the supply and removal of Utilities to and from the Retained Parts;
       4. reading any meters at the Building;
       5. complying with the recommendations and requirements of the insurers of the Building (insofar as those recommendations and requirements relate to the Retained Parts);
       6. complying with all laws relating to the Retained Parts, their use and any works carried out to them, relating to the use of all Service Media, machinery and equipment at or serving the Retained Parts and relating to any materials kept at or disposed of from the Retained Parts;
       7. complying with the Third Party Rights insofar as they relate to the Retained Parts;
       8. taking any steps (including proceedings) that the Landlord considers necessary to prevent or remove any encroachment over the Retained Parts or to prevent the acquisition of any right over the Retained Parts (or Building as a whole) or to remove any obstruction to the flow of light or air to the Retained Parts (or the Building as a whole); and
       9. borrowing to fund major expenditure on any Service which is infrequent or of an unusual nature.
    2. The total of the reasonable and properly incurred costs, fees and disbursements of:
       1. any managing agent or person employed by the Landlord, or by the managing agents, or otherwise retained by the Landlord to act on the Landlord's behalf (or, where no such person is employed or retained, the Landlord itself) in relation to the carrying out and provision of the Services, calculation of the Service Costs and the administration of the Service Charge (excluding Site Management Staff) [provided that the aggregate of such fees shall not exceed the Management Fee Cap];
       2. the accountants employed by the Landlord in relation to the preparation, auditing, certification and review of the Service Charge accounts; and
       3. a procurement specialist who is employed or retained to achieve greater value for money and cost effectiveness in relation to the Service Costs.
    3. Subject to paragraph 11.11 of Part 4 of this Schedule, all of the reasonable and properly incurred costs in relation to the Site Management Staff as follows:
       1. salaries (and all appropriate benefits);
       2. employers' costs (including, but not limited to, national insurance contributions and tax, costs of compliance with statutory requirements, pension, welfare and insurance contributions) and any associated administrative costs;
       3. training;
       4. uniforms; and
       5. all equipment and supplies needed for the proper performance of their duties.
    4. All rates, taxes and impositions payable in respect of the Retained Parts, their use and any works carried out on them (other than any taxes payable by the Landlord in connection with any dealing with or disposition of its reversionary interest in the Building).
    5. The reasonable and proper administrative cost of complying with any of the Landlord’s obligations contained in Part 4 of this Schedule (except as specified in paragraph 11.17 of Part 4 of this Schedule).
    6. All costs incurred or contributed by the Landlord in respect of the [construction,] repair, maintenance or renewal of any road, pathway or other accessway which serves, but does not form part of, the Building.
    7. Subject to a fair and reasonable credit (or contribution) being made to the Service Charge Account or Service Charge by the Landlord, any fair and reasonable costs incurred in maintaining or allocating any of the Services for the benefit of any facilities at the Building.
    8. Any VAT payable in respect of any of the items mentioned above except to the extent that the Landlord obtains credit for such VAT.
14. Excluded Service Costs
15. The Excluded Service Costs are any costs which relate to or arise from:
    1. Matters between the Landlord and an occupier in the Building including (but not limited to) costs relating to or arising from:
       1. enforcement of covenants to pay rent and other monies payable under the occupier's lease or licence;
       2. the letting or licensing of any Lettable Unit;
       3. any consents required under the relevant lease or licence, including but not limited to consents to assign, underlet, alterations, change use and extended hours of use;
       4. the provision of any Service to any Lettable Unit beyond the Building Services Hours or beyond the usual times during which the Services are provided; and
       5. rent reviews.
    2. Negligence of the Landlord or of any person referred to in paragraph 1.2 of Part 2 of this Schedule.
    3. Any Lettable Unit which is not let or occupied.
    4. Any shortfall in the costs of providing any of the Services to a Lettable Unit for which the Landlord has agreed a special concession.
    5. The maintenance or operation of or the provision of any service or support to:
       1. any premises within the Building used by the Landlord solely for its own purposes (except where such use is wholly or partly in connection with the management of the Building itself, in which case the whole or a fair and reasonable part, as the case may be, of such costs shall be a Service Cost); and
       2. any cost centre within the Building that generates income for the Landlord (except where such income is (at least in part) credited to the Service Charge Account, in which case the whole or a fair and reasonable proportion of such costs shall be a Service Cost).
    6. The initial provision of any items that are reasonably to be considered part of the original design and construction of the fabric, plant or equipment of the Building [or any accessway serving the Building] together with the initial setting up that is reasonably to be considered part of the original development of the Building.
    7. Any future redevelopment of the Building.
    8. The replacement of any item of the fabric, plant, equipment or materials necessary for the operation of the Building, except where analysis of the reasonable options and alternatives determines that:
       1. replacement is appropriate because the fabric, plant, equipment or materials are beyond economic repair at reasonable cost or beyond efficient or economic operation;
       2. the cost of replacement is relatively low when compared to the greater cost anticipated if replacement is postponed materially; or
       3. replacement is required by statute or the insurers of the Building.
    9. The improvement of any item (where the cost exceeds the costs of normal maintenance, repair or replacement) except where the expenditure can be justified following the analysis of reasonable options and alternatives and having regard to a cost benefit analysis over the term of the leases in the Building.
    10. Any Services provided by reason of damage to or destruction of the Retained Parts by an Insured Risk [or an Uninsured Risk].
    11. Any costs incurred in relation to any dealing with the Landlord's interest in the Building.
    12. Any asset management services provided to the Landlord by its managing agent.
16. Service Charge administration and obligations
17. **Provision of Services**
    1. Subject to the other provisions of this paragraph 1, and paragraph 11.4 of Part 4 of this Schedule, the Landlord:
       1. must provide the Services [set out in paragraph 1.1 to [paragraph 1.12
    2. The Landlord shall not be liable for any interruption in, or disruption to, the provision of any of the Services for any reason that is outside the reasonable control of the Landlord [provided that the Landlord must use reasonable endeavours to restore the provision of the relevant Service as soon as reasonably practicable].
18. **Tenant's obligation to pay the Service Charge**
    1. Subject to paragraph 3 of this Part of this Schedule, the Tenant must pay to the Landlord the Service Charge for each Service Charge Year by way of:
       1. on account payments of the Estimated Service Charge in accordance with paragraph 5 of this Part of this Schedule;
       2. any payment payable under paragraph 6 of this Part of this Schedule; and
       3. any payment payable under paragraph 9.1(a) of this Part of this Schedule.
19. **Apportionments in Current Service Charge Year and Final Service Charge Year**
    1. For the Current Service Charge Year:
       1. the Tenant shall only be obliged to pay to the Landlord apportioned amounts of the Estimated Service Charge and Service Charge for that Service Charge Year; and
       2. those apportioned amounts shall be calculated on a daily basis for the period from and including [the date of this lease **OR** [DATE]] to and including the last day of the Current Service Charge Year.
    2. For the Final Service Charge Year:
       1. the Tenant shall only be obliged to pay to the Landlord an apportioned amount of the Service Charge for that Service Charge Year; and
       2. that apportioned amount shall be calculated on a daily basis for the period from and including the first day of the Final Service Charge Year to and including the Termination Date.
20. **Estimated Service Charge calculation**
    1. At least one month before the start of each Service Charge Year, the Landlord must prepare and send to the Tenant:
       1. a Service Costs Budget for that Service Charge Year (in such form to enable the Tenant to compare it with the previous Service Charge Statement) [including details of the Management Fee Cap], together with appropriate explanatory commentary;
       2. a statement of the Estimated Service Charge for that Service Charge Year; and
       3. an apportionment matrix that shows the basis of calculation and the apportionment of Service Costs across the Building.
    2. The Landlord shall, so far as reasonably practicable, endeavour to ensure that the form and content of the information provided pursuant to paragraph 4.1 of this Part of this Schedule reflects the principles contained in the RICS Standard.
21. **Tenant's obligation to pay the Estimated Service Charge**
    1. Subject to paragraph 5.2 of this Part of this Schedule, the Tenant must pay to the Landlord:
       1. for the Current Service Charge Year, the apportioned amount of the Estimated Service Charge calculated in accordance with paragraph 3.1 of this Part of this Schedule by equal instalments in advance on the date of this lease and each of the subsequent Rent Payment Dates during the Current Service Charge Year; and
       2. for each subsequent Service Charge Year, the Estimated Service Charge for that Service Charge Year by equal instalments in advance on each of the Rent Payment Dates during that Service Charge Year.
    2. Following receipt by the Tenant of a revised statement of the Estimated Service Charge pursuant to paragraph 10.2(c) of this Part of this Schedule, then, for the Service Charge Year to which that revised statement relates:
       1. the amount specified in that revised statement for the purposes of paragraph 10.2(c)(i) of this Part of this Schedule shall apply in substitution for the Estimated Service Charge previously payable by the Tenant for that Service Charge Year; and
       2. the Tenant must pay to the Landlord the amount specified in that revised statement for the purposes of paragraph 10.2(c)(ii) of this Part of this Schedule by equal instalments in advance on each of the remaining Rent Payment Dates during that Service Charge Year.
22. **Unexpected Service Costs**
    1. If the Landlord is required to incur or incurs any Service Cost that was not anticipated when determining the Estimated Service Charge for any Service Charge Year, the Tenant must pay to the Landlord on demand any sum that the Landlord reasonably requires from the Tenant in respect of that Service Cost.
    2. Any sums paid by the Tenant pursuant to this paragraph 6 shall be treated as Estimated Service Charge paid by the Tenant for the purposes of paragraph 9.1 of this Part of this Schedule.
23. **Service Charge Statement**
    1. As soon as reasonably practicable and in any event no later than four months after the end of each Service Charge Year, the Landlord must prepare and send to the Tenant:
       1. a Service Charge Statement for that Service Charge Year (in such form to enable the Tenant to compare it with the previous Service Charge Statement) together with appropriate explanatory commentary; and
       2. an apportionment matrix that shows the basis of calculation and the apportionment of Service Costs across the Building.
    2. The Landlord must, so far as reasonably practicable, endeavour to ensure that the form and content of the information provided pursuant to paragraph 7.1 of this Part of this Schedule reflects the principles contained in the RICS Standard.
    3. If any Service Cost is omitted from the calculation of the Service Charge in any Service Charge Year, the Landlord may include it in the Service Costs Budget and Service Charge Statement in [any **OR** the] following Service Charge Year.
    4. The person giving the certificate in the Service Charge Statement shall be appropriately qualified, competent and non-partisan, and shall have experience in dealing with service charges. The Service Charge Statement shall state the name and role of the person giving such certificate.
    5. Subject to paragraph 7.3 and paragraph 13 of this Part of this Schedule and except in the case of manifest error, the Service Charge Statement shall be conclusive as to all matters of fact to which it refers.
24. **Tenant's inspection and audit**
    1. Within the period of four months from and including the Tenant's receipt of a Service Charge Statement, the Tenant may:
       1. inspect all relevant paperwork and any supporting documentation relating to that Service Charge Statement by appointment with the Landlord or its agents; and
       2. raise enquiries in respect of the Service Charge Statement and the Landlord must respond promptly and efficiently to any reasonable enquiries of the Tenant.
    2. On request by the Tenant and at the Tenant's cost, the Landlord must agree to an independent audit of the Service Costs.
25. **Balancing payments of Service Charge**
    1. If the Service Charge (or, where applicable, the apportioned amount of the Service Charge calculated in accordance with paragraph 3 of this Part of this Schedule) payable by the Tenant for a Service Charge Year is:
       1. more than the Estimated Service Charge paid by the Tenant during that Service Charge Year, the Tenant must pay the difference to the Landlord within [ten] working days of demand; or
       2. less than the Estimated Service Charge paid by the Tenant during that Service Charge Year, the Landlord must [credit the difference against the Tenant's next instalment of Estimated Service Charge (and, where the difference exceeds the next instalment, the Landlord must credit the balance of the difference against each succeeding instalment until it is fully credited). Except that, for the Final Service Charge Year, the Landlord must] repay the difference to the Tenant within one month of the date on which the Service Charge Statement for that Service Charge Year is certified.
    2. The provisions in this paragraph 9 shall continue to apply notwithstanding the occurrence of the Termination Date but only in respect of the Tenant's obligation to pay the Service Charge for the period up to and including the Termination Date.
26. **Alternative annual accounting period**
    1. The Landlord may from time to time stipulate and notify to the Tenant an alternative annual accounting period as the Service Charge Year.
    2. If the Landlord stipulates and notifies to the Tenant an alternative annual accounting period in accordance with paragraph 10.1 of this Part of this Schedule, the Landlord must:
       1. at the same time notify the Tenant of its decision to change the end date of the Service Charge Year current at the date of that notification to either increase or decrease the length of that Service Charge Year to a period that is more or less than an annual period to accommodate that alternative annual accounting period;
       2. act reasonably in the interests of good estate management when deciding whether to increase or decrease the length of the Service Charge Year pursuant to paragraph 10.2(a) of this Part of this Schedule; and
       3. as soon as reasonably practicable after notifying the Tenant of its decision pursuant to paragraph 10.2(a) of this Part of this Schedule, prepare and send to the Tenant a revised Service Costs Budget and a revised statement of the Estimated Service Charge for that Service Charge Year which includes:
          1. a statement of the amount of Estimated Service Charge payable by the Tenant for that Service Charge Year;
          2. a statement of the amount of that revised Estimated Service Charge payable by the Tenant for the remainder of that Service Charge Year taking into account any payments of Estimated Service Charge already made by the Tenant during that Service Charge Year; and
          3. explanations of how the amounts in paragraph 10.2(c)(i) and paragraph 10.2(c)(ii) of this Part of this Schedule have been calculated.
27. **Landlord's general rights and obligations**
    1. In performing its obligations in this Schedule, the Landlord must have regard to the aims, core principles and best practice recommended in the RICS Standard except where there are sound reasons not to do so and the Landlord can justify and explain those reasons.
    2. The Landlord must apportion the Service Costs between the Lettable Units and the Property on a fair and reasonable basis, using a recognised method and consistent basis reflecting the availability to, benefit from and use of the Services by the occupiers of the Building.
    3. The Landlord must provide the Services on a value for money and cost effective basis. The Tenant acknowledges that this may not necessarily mean doing so at the lowest price.
    4. The Landlord must ensure that the range, standard and cost of the Services are relevant to the Building (including its location, size, use and character) and the occupiers of the Lettable Units.
    5. The Landlord must review regularly the range, standard and cost of the Services to ensure that they:
       1. remain relevant; and
       2. still represent value for money (either by benchmarking the cost against the market cost or by requiring submission of competitive quotations or tenders as appropriate).
    6. The Landlord must ensure that the Service Charge Account is a discrete or virtual bank account in accordance with the RICS Standard.
    7. The Landlord must ensure that the Management Fee is transparent and is not linked to a percentage of expenditure on the Services.
    8. The Landlord must credit to the Service Charge Account:
       1. all payments of Service Charge; and
       2. any interest paid on any instalment of Service Charge which is paid late.
    9. The Landlord must ensure that the interest earned on the Service Charge Account (or a fair and reasonable proportion of such interest, if the account relates to other properties in addition to the Building) is credited to the Service Charge Account (after deduction of bank charges, tax and any other appropriate amounts).
    10. The Landlord must not include any of the Excluded Service Costs within the Service Costs and no sums payable by the Tenant under this Schedule shall include any Excluded Service Costs.
    11. Where the Site Management Staff provide Services to the Building and to other properties, the Landlord must include in the Service Costs only a reasonable proportion of the costs set out in paragraph 1.3 of Part 2 of this Schedule.
    12. The Landlord must credit the Service Charge Account with any Service Charge apportioned to any unlet Lettable Units.
    13. [Where barrows and kiosks situate from time to time within the Common Parts (not being Lettable Units) derive a benefit from the Services, the Landlord must set off or credit the Service Costs with an amount which reflects a notional fair and reasonable charge for the benefit so derived, but the income otherwise derived from them shall belong to the Landlord.]
    14. If requested by the Tenant, the Landlord must provide the Tenant with evidence to justify the cost of replacement pursuant to any of paragraph 1.8(a) to paragraph 1.8(c) (inclusive) of Part 3 of this Schedule.
    15. Where the Landlord believes that the expenditure is justified pursuant to paragraph 1.9 of Part 3 of this Schedule, the Landlord must provide the Tenant with evidence to support and explain any decision before the expenditure is incurred.
    16. The Landlord must use reasonable endeavours to notify the Tenant promptly in advance (and within the relevant Service Charge Year) of any likely material or significant variation to the Service Costs set out in a Service Costs Budget of which the Landlord becomes aware, together with an explanation of how this variation may be mitigated (if appropriate).
    17. At the Tenant's request, the Landlord must give the Tenant access free of charge to inspect any report where the cost of obtaining this information is included in the Service Costs, and the tender documents for any tender. If the Tenant requires copies, the Landlord is entitled to charge a reasonable sum for the cost of copying and posting such documents and the time spent arranging this.
    18. Where the Landlord is required to comply with any obligation contained in this clause such obligation shall, where relevant, include, in the alternative, an obligation on the Landlord to ensure that its managing agent complies with that obligation.
28. **Tenant's general obligations**
    1. The Tenant must:
       1. co-operate fully with the Landlord and its managing agent in order that the Landlord and the managing agent may administer the Service Charge in accordance with the provisions of this clause; and
       2. disclose to the Landlord details of the brief (and fee basis) for any consultant appointed by the Tenant to assist in resolving any service charge disputes.
29. **Disputes**
    1. Any dispute between the Landlord and the Tenant that arises in connection with the provisions of this Schedule shall, in the absence of agreement, be referred for determination by an Expert under [clause 3].
30. Insurance
31. Landlord to provide insurance details
    1. The insurance of the Building shall be maintained with reputable insurers, on fair and reasonable terms that represent value for money.
    2. In relation to any insurance effected by the Landlord under this Schedule, the Landlord shall:
       1. at the request of the Tenant supply the Tenant with:
          1. full details of the insurance policy;
          2. evidence of payment of the current year's premiums; and
          3. details of any commission paid to the Landlord by the Landlord's insurer;
       2. use all reasonable endeavours to procure that the Landlord's insurer:
          1. waives its rights of subrogation against the Tenant and any lawful sub-tenants or occupiers of the Property;
          2. includes in the insurance policy a non-invalidation provision in respect of any act or default of the Tenant; and
          3. permits the interest of the Tenant to be noted on the policy of insurance either specifically or by way of a general noting of tenants' interests under the conditions of the insurance policy.

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| Executed as deed by DBA HR Solutions Limited  acting by Derek Abram a director, in the presence of:  ……………………  [SIGNATURE OF WITNESS]  [NAME, ADDRESS [AND OCCUPATION] OF WITNESS] |  | ……………….  [SIGNATURE OF DIRECTOR]  Director |
| Signed as a deed by [NAME OF **Tenant**] in the presence of:  …………………….  [SIGNATURE OF WITNESS]  [NAME, ADDRESS [AND OCCUPATION] OF WITNESS] |  | ……………….  [SIGNATURE OF **Tenant**] |
|  | | |
|  | | |
| Executed as deed by Abram Pension Plan SASS  acting by [NAME OF DIRECTOR] a director, in the presence of:  ……………………  [SIGNATURE OF WITNESS]  [NAME, ADDRESS [AND OCCUPATION] OF WITNESS] |  | ……………….  [SIGNATURE OF DIRECTOR]  Director |

1. The Services are:
   1. Cleaning, maintaining, decorating and repairing the Retained Parts [and remedying any inherent defect in the Retained Parts] and cleaning the windows and other glass forming part of the Lettable Units provided that the Landlord's obligation in respect of cleaning the windows and other glass at the Lettable Units is limited to cleaning the external surfaces only of such windows and other glass.
   2. Lighting the Common Parts [and the Lettable Units] and cleaning, maintaining, repairing and replacing lighting machinery and equipment on the Common Parts [and the Lettable Units].
   3. Providing heating to the internal areas of the Common Parts [and the Lettable Units] during such periods of the year as the Landlord reasonably considers appropriate, and cleaning, maintaining, repairing and replacing the heating machinery and equipment serving those areas.
   4. [Providing air conditioning for the internal areas of the Common Parts [and the Lettable Units] and cleaning, maintaining, repairing and replacing air-conditioning equipment serving those areas.]
   5. [Supplying hot and cold water to the Lettable Units.]
   6. Storing, compacting, recycling and disposing of refuse from the Building and cleaning, maintaining, repairing and replacing refuse bins on the Common Parts.
   7. Cleaning, maintaining, repairing and replacing signage for the Common Parts.
   8. Cleaning, maintaining, repairing, operating and replacing security machinery and equipment (including closed circuit-television) on the Common Parts.
   9. Cleaning, maintaining, repairing, operating and replacing fire prevention, detection and fighting machinery and equipment and fire alarms on the Common Parts.
   10. Keeping the lifts on the Common Parts in reasonable working order and cleaning, maintaining, repairing and replacing the lifts and lift machinery and equipment.
   11. [Keeping the escalators on the Common Parts in reasonable working order and cleaning, maintaining, repairing and replacing the escalators and escalator machinery and equipment.]
   12. Providing, maintaining, repairing, replacing and operating wireless, phone, data transmission and other telecommunications systems and equipment in or on the Common Parts.
   13. Cleaning, maintaining, repairing and replacing any signs or noticeboards in or on the Common Parts showing the names and logos of the tenants and other occupiers at the Building.
   14. Maintaining the landscaped, ornamental, decorative and grassed areas and items in the Common Parts.
   15. Cleaning, maintaining, repairing and replacing the floor coverings on the internal areas of the Common Parts.
   16. Cleaning, maintaining, repairing and replacing the furniture and fittings on the Common Parts.
   17. Cleaning, maintaining, repairing and replacing the furniture, fittings and equipment in the lavatories, washrooms kitchens and utility areas on the Common Parts and providing hot and cold water, soap, paper, towels and other supplies for them.
   18. Providing [security][,] [reception][,] [cleaning and maintenance] staff for the Common Parts.
   19. Prosts
2. *Subject to paragraph 11.10 of Part 4 of this Schedule, the Service Costs are the total of:*
   1. All of the reasonable and properly incurred costs of:
      1. providing the Services;
      2. providing the Services in respect of any of the Retained Parts as the Landlord may in its reasonable discretion consider appropriate for the purposes of good estate management;
      3. the supply and removal of Utilities to and from the Retained Parts;
      4. reading any meters at the Building;
      5. complying with the recommendations and requirements of the insurers of the Building (insofar as those recommendations and requirements relate to the Retained Parts);
      6. complying with all laws relating to the Retained Parts, their use and any works carried out to them, relating to the use of all Service Media, machinery and equipment at or serving the Retained Parts and relating to any materials kept at or disposed of from the Retained Parts;
      7. complying with the Third Party Rights insofar as they relate to the Retained Parts;
      8. taking any steps (including proceedings) that the Landlord considers necessary to prevent or remove any encroachment over the Retained Parts or to prevent the acquisition of any right over the Retained Parts (or Building as a whole) or to remove any obstruction to the flow of light or air to the Retained Parts (or the Building as a whole); and
      9. borrowing to fund major expenditure on any Service which is infrequent or of an unusual nature.
   2. The total of the reasonable and properly incurred costs, fees and disbursements of:
      1. any managing agent or person employed by the Landlord, or by the managing agents, or otherwise retained by the Landlord to act on the Landlord's behalf (or, where no such person is employed or retained, the Landlord itself) in relation to the carrying out and provision of the Services, calculation of the Service Costs and the administration of the Service Charge (excluding Site Management Staff) [provided that the aggregate of such fees shall not exceed the Management Fee Cap];
      2. the accountants employed by the Landlord in relation to the preparation, auditing, certification and review of the Service Charge accounts; and
      3. a procurement specialist who is employed or retained to achieve greater value for money and cost effectiveness in relation to the Service Costs.
   3. Subject to paragraph 11.11 of Part 4 of this Schedule, all of the reasonable and properly incurred costs in relation to the Site Management Staff as follows:
      1. salaries (and all appropriate benefits);
      2. employers' costs (including, but not limited to, national insurance contributions and tax, costs of compliance with statutory requirements, pension, welfare and insurance contributions) and any associated administrative costs;
      3. training;
      4. uniforms; and
      5. all equipment and supplies needed for the proper performance of their duties.
   4. All rates, taxes and impositions payable in respect of the Retained Parts, their use and any works carried out on them (other than any taxes payable by the Landlord in connection with any dealing with or disposition of its reversionary interest in the Building).
   5. The reasonable and proper administrative cost of complying with any of the Landlord’s obligations contained in Part 4 of this Schedule (except as specified in paragraph 11.17 of Part 4 of this Schedule).
   6. All costs incurred or contributed by the Landlord in respect of the [construction,] repair, maintenance or renewal of any road, pathway or other accessway which serves, but does not form part of, the Building.
   7. Subject to a fair and reasonable credit (or contribution) being made to the Service Charge Account or Service Charge by the Landlord, any fair and reasonable costs incurred in maintaining or allocating any of the Services for the benefit of any facilities at the Building.
   8. Any VAT payable in respect of any of the items mentioned above except to the extent that the Landlord obtains credit for such VAT.
3. Excluded Service Costs
4. The Excluded Service Costs are any costs which relate to or arise from:
   1. Matters between the Landlord and an occupier in the Building including (but not limited to) costs relating to or arising from:
      1. enforcement of covenants to pay rent and other monies payable under the occupier's lease or licence;
      2. the letting or licensing of any Lettable Unit;
      3. any consents required under the relevant lease or licence, including but not limited to consents to assign, underlet, alterations, change use and extended hours of use;
      4. the provision of any Service to any Lettable Unit beyond the Building Services Hours or beyond the usual times during which the Services are provided; and
      5. rent reviews.
   2. Negligence of the Landlord or of any person referred to in paragraph 1.2 of Part 2 of this Schedule.
   3. Any Lettable Unit which is not let or occupied.
   4. Any shortfall in the costs of providing any of the Services to a Lettable Unit for which the Landlord has agreed a special concession.
   5. The maintenance or operation of or the provision of any service or support to:
      1. any premises within the Building used by the Landlord solely for its own purposes (except where such use is wholly or partly in connection with the management of the Building itself, in which case the whole or a fair and reasonable part, as the case may be, of such costs shall be a Service Cost); and
      2. any cost centre within the Building that generates income for the Landlord (except where such income is (at least in part) credited to the Service Charge Account, in which case the whole or a fair and reasonable proportion of such costs shall be a Service Cost).
   6. The initial provision of any items that are reasonably to be considered part of the original design and construction of the fabric, plant or equipment of the Building [or any accessway serving the Building] together with the initial setting up that is reasonably to be considered part of the original development of the Building.
   7. Any future redevelopment of the Building.
   8. The replacement of any item of the fabric, plant, equipment or materials necessary for the operation of the Building, except where analysis of the reasonable options and alternatives determines that:
      1. replacement is appropriate because the fabric, plant, equipment or materials are beyond economic repair at reasonable cost or beyond efficient or economic operation;
      2. the cost of replacement is relatively low when compared to the greater cost anticipated if replacement is postponed materially; or
      3. replacement is required by statute or the insurers of the Building.
   9. The improvement of any item (where the cost exceeds the costs of normal maintenance, repair or replacement) except where the expenditure can be justified following the analysis of reasonable options and alternatives and having regard to a cost benefit analysis over the term of the leases in the Building.
   10. Any Services provided by reason of damage to or destruction of the Retained Parts by an Insured Risk [or an Uninsured Risk].
   11. Any costs incurred in relation to any dealing with the Landlord's interest in the Building.
   12. Any asset management services provided to the Landlord by its managing agent.
5. Service Charge administration and obligations
6. **Provision of Services**
   1. Subject to the other provisions of this paragraph 1, and paragraph 11.4 of Part 4 of this Schedule, the Landlord:
      1. must provide the Services [set out in paragraph 1.1 to [paragraph 1.12
   2. The Landlord shall not be liable for any interruption in, or disruption to, the provision of any of the Services for any reason that is outside the reasonable control of the Landlord [provided that the Landlord must use reasonable endeavours to restore the provision of the relevant Service as soon as reasonably practicable].
7. **Tenant's obligation to pay the Service Charge**
   1. Subject to paragraph 3 of this Part of this Schedule, the Tenant must pay to the Landlord the Service Charge for each Service Charge Year by way of:
      1. on account payments of the Estimated Service Charge in accordance with paragraph 5 of this Part of this Schedule;
      2. any payment payable under paragraph 6 of this Part of this Schedule; and
      3. any payment payable under paragraph 9.1(a) of this Part of this Schedule.
8. **Apportionments in Current Service Charge Year and Final Service Charge Year**
   1. For the Current Service Charge Year:
      1. the Tenant shall only be obliged to pay to the Landlord apportioned amounts of the Estimated Service Charge and Service Charge for that Service Charge Year; and
      2. those apportioned amounts shall be calculated on a daily basis for the period from and including [the date of this lease **OR** [DATE]] to and including the last day of the Current Service Charge Year.
   2. For the Final Service Charge Year:
      1. the Tenant shall only be obliged to pay to the Landlord an apportioned amount of the Service Charge for that Service Charge Year; and
      2. that apportioned amount shall be calculated on a daily basis for the period from and including the first day of the Final Service Charge Year to and including the Termination Date.
9. **Estimated Service Charge calculation**
   1. At least one month before the start of each Service Charge Year, the Landlord must prepare and send to the Tenant:
      1. a Service Costs Budget for that Service Charge Year (in such form to enable the Tenant to compare it with the previous Service Charge Statement) [including details of the Management Fee Cap], together with appropriate explanatory commentary;
      2. a statement of the Estimated Service Charge for that Service Charge Year; and
      3. an apportionment matrix that shows the basis of calculation and the apportionment of Service Costs across the Building.
   2. The Landlord shall, so far as reasonably practicable, endeavour to ensure that the form and content of the information provided pursuant to paragraph 4.1 of this Part of this Schedule reflects the principles contained in the RICS Standard.
10. **Tenant's obligation to pay the Estimated Service Charge**
    1. Subject to paragraph 5.2 of this Part of this Schedule, the Tenant must pay to the Landlord:
       1. for the Current Service Charge Year, the apportioned amount of the Estimated Service Charge calculated in accordance with paragraph 3.1 of this Part of this Schedule by equal instalments in advance on the date of this lease and each of the subsequent Rent Payment Dates during the Current Service Charge Year; and
       2. for each subsequent Service Charge Year, the Estimated Service Charge for that Service Charge Year by equal instalments in advance on each of the Rent Payment Dates during that Service Charge Year.
    2. Following receipt by the Tenant of a revised statement of the Estimated Service Charge pursuant to paragraph 10.2(c) of this Part of this Schedule, then, for the Service Charge Year to which that revised statement relates:
       1. the amount specified in that revised statement for the purposes of paragraph 10.2(c)(i) of this Part of this Schedule shall apply in substitution for the Estimated Service Charge previously payable by the Tenant for that Service Charge Year; and
       2. the Tenant must pay to the Landlord the amount specified in that revised statement for the purposes of paragraph 10.2(c)(ii) of this Part of this Schedule by equal instalments in advance on each of the remaining Rent Payment Dates during that Service Charge Year.
11. **Unexpected Service Costs**
    1. If the Landlord is required to incur or incurs any Service Cost that was not anticipated when determining the Estimated Service Charge for any Service Charge Year, the Tenant must pay to the Landlord on demand any sum that the Landlord reasonably requires from the Tenant in respect of that Service Cost.
    2. Any sums paid by the Tenant pursuant to this paragraph 6 shall be treated as Estimated Service Charge paid by the Tenant for the purposes of paragraph 9.1 of this Part of this Schedule.
12. **Service Charge Statement**
    1. As soon as reasonably practicable and in any event no later than four months after the end of each Service Charge Year, the Landlord must prepare and send to the Tenant:
       1. a Service Charge Statement for that Service Charge Year (in such form to enable the Tenant to compare it with the previous Service Charge Statement) together with appropriate explanatory commentary; and
       2. an apportionment matrix that shows the basis of calculation and the apportionment of Service Costs across the Building.
    2. The Landlord must, so far as reasonably practicable, endeavour to ensure that the form and content of the information provided pursuant to paragraph 7.1 of this Part of this Schedule reflects the principles contained in the RICS Standard.
    3. If any Service Cost is omitted from the calculation of the Service Charge in any Service Charge Year, the Landlord may include it in the Service Costs Budget and Service Charge Statement in [any **OR** the] following Service Charge Year.
    4. The person giving the certificate in the Service Charge Statement shall be appropriately qualified, competent and non-partisan, and shall have experience in dealing with service charges. The Service Charge Statement shall state the name and role of the person giving such certificate.
    5. Subject to paragraph 7.3 and paragraph 13 of this Part of this Schedule and except in the case of manifest error, the Service Charge Statement shall be conclusive as to all matters of fact to which it refers.
13. **Tenant's inspection and audit**
    1. Within the period of four months from and including the Tenant's receipt of a Service Charge Statement, the Tenant may:
       1. inspect all relevant paperwork and any supporting documentation relating to that Service Charge Statement by appointment with the Landlord or its agents; and
       2. raise enquiries in respect of the Service Charge Statement and the Landlord must respond promptly and efficiently to any reasonable enquiries of the Tenant.
    2. On request by the Tenant and at the Tenant's cost, the Landlord must agree to an independent audit of the Service Costs.
14. **Balancing payments of Service Charge**
    1. If the Service Charge (or, where applicable, the apportioned amount of the Service Charge calculated in accordance with paragraph 3 of this Part of this Schedule) payable by the Tenant for a Service Charge Year is:
       1. more than the Estimated Service Charge paid by the Tenant during that Service Charge Year, the Tenant must pay the difference to the Landlord within [ten] working days of demand; or
       2. less than the Estimated Service Charge paid by the Tenant during that Service Charge Year, the Landlord must [credit the difference against the Tenant's next instalment of Estimated Service Charge (and, where the difference exceeds the next instalment, the Landlord must credit the balance of the difference against each succeeding instalment until it is fully credited). Except that, for the Final Service Charge Year, the Landlord must] repay the difference to the Tenant within one month of the date on which the Service Charge Statement for that Service Charge Year is certified.
    2. The provisions in this paragraph 9 shall continue to apply notwithstanding the occurrence of the Termination Date but only in respect of the Tenant's obligation to pay the Service Charge for the period up to and including the Termination Date.
15. **Alternative annual accounting period**
    1. The Landlord may from time to time stipulate and notify to the Tenant an alternative annual accounting period as the Service Charge Year.
    2. If the Landlord stipulates and notifies to the Tenant an alternative annual accounting period in accordance with paragraph 10.1 of this Part of this Schedule, the Landlord must:
       1. at the same time notify the Tenant of its decision to change the end date of the Service Charge Year current at the date of that notification to either increase or decrease the length of that Service Charge Year to a period that is more or less than an annual period to accommodate that alternative annual accounting period;
       2. act reasonably in the interests of good estate management when deciding whether to increase or decrease the length of the Service Charge Year pursuant to paragraph 10.2(a) of this Part of this Schedule; and
       3. as soon as reasonably practicable after notifying the Tenant of its decision pursuant to paragraph 10.2(a) of this Part of this Schedule, prepare and send to the Tenant a revised Service Costs Budget and a revised statement of the Estimated Service Charge for that Service Charge Year which includes:
          1. a statement of the amount of Estimated Service Charge payable by the Tenant for that Service Charge Year;
          2. a statement of the amount of that revised Estimated Service Charge payable by the Tenant for the remainder of that Service Charge Year taking into account any payments of Estimated Service Charge already made by the Tenant during that Service Charge Year; and
          3. explanations of how the amounts in paragraph 10.2(c)(i) and paragraph 10.2(c)(ii) of this Part of this Schedule have been calculated.
16. **Landlord's general rights and obligations**
    1. In performing its obligations in this Schedule, the Landlord must have regard to the aims, core principles and best practice recommended in the RICS Standard except where there are sound reasons not to do so and the Landlord can justify and explain those reasons.
    2. The Landlord must apportion the Service Costs between the Lettable Units and the Property on a fair and reasonable basis, using a recognised method and consistent basis reflecting the availability to, benefit from and use of the Services by the occupiers of the Building.
    3. The Landlord must provide the Services on a value for money and cost effective basis. The Tenant acknowledges that this may not necessarily mean doing so at the lowest price.
    4. The Landlord must ensure that the range, standard and cost of the Services are relevant to the Building (including its location, size, use and character) and the occupiers of the Lettable Units.
    5. The Landlord must review regularly the range, standard and cost of the Services to ensure that they:
       1. remain relevant; and
       2. still represent value for money (either by benchmarking the cost against the market cost or by requiring submission of competitive quotations or tenders as appropriate).
    6. The Landlord must ensure that the Service Charge Account is a discrete or virtual bank account in accordance with the RICS Standard.
    7. The Landlord must ensure that the Management Fee is transparent and is not linked to a percentage of expenditure on the Services.
    8. The Landlord must credit to the Service Charge Account:
       1. all payments of Service Charge; and
       2. any interest paid on any instalment of Service Charge which is paid late.
    9. The Landlord must ensure that the interest earned on the Service Charge Account (or a fair and reasonable proportion of such interest, if the account relates to other properties in addition to the Building) is credited to the Service Charge Account (after deduction of bank charges, tax and any other appropriate amounts).
    10. The Landlord must not include any of the Excluded Service Costs within the Service Costs and no sums payable by the Tenant under this Schedule shall include any Excluded Service Costs.
    11. Where the Site Management Staff provide Services to the Building and to other properties, the Landlord must include in the Service Costs only a reasonable proportion of the costs set out in paragraph 1.3 of Part 2 of this Schedule.
    12. The Landlord must credit the Service Charge Account with any Service Charge apportioned to any unlet Lettable Units.
    13. [Where barrows and kiosks situate from time to time within the Common Parts (not being Lettable Units) derive a benefit from the Services, the Landlord must set off or credit the Service Costs with an amount which reflects a notional fair and reasonable charge for the benefit so derived, but the income otherwise derived from them shall belong to the Landlord.]
    14. If requested by the Tenant, the Landlord must provide the Tenant with evidence to justify the cost of replacement pursuant to any of paragraph 1.8(a) to paragraph 1.8(c) (inclusive) of Part 3 of this Schedule.
    15. Where the Landlord believes that the expenditure is justified pursuant to paragraph 1.9 of Part 3 of this Schedule, the Landlord must provide the Tenant with evidence to support and explain any decision before the expenditure is incurred.
    16. The Landlord must use reasonable endeavours to notify the Tenant promptly in advance (and within the relevant Service Charge Year) of any likely material or significant variation to the Service Costs set out in a Service Costs Budget of which the Landlord becomes aware, together with an explanation of how this variation may be mitigated (if appropriate).
    17. At the Tenant's request, the Landlord must give the Tenant access free of charge to inspect any report where the cost of obtaining this information is included in the Service Costs, and the tender documents for any tender. If the Tenant requires copies, the Landlord is entitled to charge a reasonable sum for the cost of copying and posting such documents and the time spent arranging this.
    18. Where the Landlord is required to comply with any obligation contained in this clause such obligation shall, where relevant, include, in the alternative, an obligation on the Landlord to ensure that its managing agent complies with that obligation.
17. **Tenant's general obligations**
    1. The Tenant must:
       1. co-operate fully with the Landlord and its managing agent in order that the Landlord and the managing agent may administer the Service Charge in accordance with the provisions of this clause; and
       2. disclose to the Landlord details of the brief (and fee basis) for any consultant appointed by the Tenant to assist in resolving any service charge disputes.
18. **Disputes**
    1. Any dispute between the Landlord and the Tenant that arises in connection with the provisions of this Schedule shall, in the absence of agreement, be referred for determination by an Expert under [clause 3].
19. Insurance
20. Landlord to provide insurance details
    1. The insurance of the Building shall be maintained with reputable insurers, on fair and reasonable terms that represent value for money.
    2. In relation to any insurance effected by the Landlord under this Schedule, the Landlord shall:
       1. at the request of the Tenant supply the Tenant with:
          1. full details of the insurance policy;
          2. evidence of payment of the current year's premiums; and
          3. details of any commission paid to the Landlord by the Landlord's insurer;
       2. use all reasonable endeavours to procure that the Landlord's insurer:
          1. waives its rights of subrogation against the Tenant and any lawful sub-tenants or occupiers of the Property;
          2. includes in the insurance policy a non-invalidation provision in respect of any act or default of the Tenant; and
          3. permits the interest of the Tenant to be noted on the policy of insurance either specifically or by way of a general noting of tenants' interests under the conditions of the insurance policy.

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| Executed as deed by DBA HR Solutions Limited  acting by Derek Abram a director, in the presence of:  ……………………  [SIGNATURE OF WITNESS]  [NAME, ADDRESS [AND OCCUPATION] OF WITNESS] |  | ……………….  [SIGNATURE OF DIRECTOR]  Director |
| Signed as a deed by [NAME OF **Tenant**] in the presence of:  …………………….  [SIGNATURE OF WITNESS]  [NAME, ADDRESS [AND OCCUPATION] OF WITNESS] |  | ……………….  [SIGNATURE OF **Tenant**] |
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| Executed as deed by Abram Pension Plan SASS  acting by [NAME OF DIRECTOR] a director, in the presence of:  ……………………  [SIGNATURE OF WITNESS]  [NAME, ADDRESS [AND OCCUPATION] OF WITNESS] |  | ……………….  [SIGNATURE OF DIRECTOR]  Director |

1. Property Plan
2. Building Plan
3. The Services are:
   1. Cleaning, maintaining, decorating and repairing the Retained Parts [and remedying any inherent defect in the Retained Parts] and cleaning the windows and other glass forming part of the Lettable Units provided that the Landlord's obligation in respect of cleaning the windows and other glass at the Lettable Units is limited to cleaning the external surfaces only of such windows and other glass.
   2. Lighting the Common Parts [and the Lettable Units] and cleaning, maintaining, repairing and replacing lighting machinery and equipment on the Common Parts [and the Lettable Units].
   3. Providing heating to the internal areas of the Common Parts [and the Lettable Units] during such periods of the year as the Landlord reasonably considers appropriate, and cleaning, maintaining, repairing and replacing the heating machinery and equipment serving those areas.
   4. [Providing air conditioning for the internal areas of the Common Parts [and the Lettable Units] and cleaning, maintaining, repairing and replacing air-conditioning equipment serving those areas.]
   5. [Supplying hot and cold water to the Lettable Units.]
   6. Storing, compacting, recycling and disposing of refuse from the Building and cleaning, maintaining, repairing and replacing refuse bins on the Common Parts.
   7. Cleaning, maintaining, repairing and replacing signage for the Common Parts.
   8. Cleaning, maintaining, repairing, operating and replacing security machinery and equipment (including closed circuit-television) on the Common Parts.
   9. Cleaning, maintaining, repairing, operating and replacing fire prevention, detection and fighting machinery and equipment and fire alarms on the Common Parts.
   10. Keeping the lifts on the Common Parts in reasonable working order and cleaning, maintaining, repairing and replacing the lifts and lift machinery and equipment.
   11. [Keeping the escalators on the Common Parts in reasonable working order and cleaning, maintaining, repairing and replacing the escalators and escalator machinery and equipment.]
   12. Providing, maintaining, repairing, replacing and operating wireless, phone, data transmission and other telecommunications systems and equipment in or on the Common Parts.
   13. Cleaning, maintaining, repairing and replacing any signs or noticeboards in or on the Common Parts showing the names and logos of the tenants and other occupiers at the Building.
   14. Maintaining the landscaped, ornamental, decorative and grassed areas and items in the Common Parts.
   15. Cleaning, maintaining, repairing and replacing the floor coverings on the internal areas of the Common Parts.
   16. Cleaning, maintaining, repairing and replacing the furniture and fittings on the Common Parts.
   17. Cleaning, maintaining, repairing and replacing the furniture, fittings and equipment in the lavatories, washrooms kitchens and utility areas on the Common Parts and providing hot and cold water, soap, paper, towels and other supplies for them.
   18. Providing [security][,] [reception][,] [cleaning and maintenance] staff for the Common Parts.
   19. Providing, maintaining, repairing, replacing and operating any loudspeakers, music and/or public-address systems at the Building.
   20. [Controlling and regulating vehicular traffic using [the Car Park][,] [Service Areas][,] [Service Road] [and] any roadways or accessways forming part of the Building.]
   21. [Gritting and clearing snow from [the Car Park][,] [Service Areas][,] [Service Road] [and] any roadways or accessways forming part of the Building.]
   22. Controlling pests and vermin in or on the Common Parts.
   23. Providing and maintaining any seasonal display, decoration or attraction on the Common Parts.
   24. Effecting the following insurances in such amount and on such terms as the Landlord (acting reasonably) shall consider appropriate:
       1. engineering insurances in respect of any plant and machinery at the Common Parts [and the Lettable Units]; and
       2. employer's liability insurance against all liability of the Landlord to third parties arising out of or in connection with any matter involving or relating to the Building.
   25. [[ANY OTHER SPECIFIC SERVICES REQUIRED].]
   26. Any other service, amenity or facility that the Landlord may in its reasonable discretion (acting in accordance with the principles of good estate management) provide for the benefit of the tenants and occupiers of the Building.
4. Service Costs
5. Subject to paragraph 11.10 of Part 4 of this Schedule, the Service Costs are the total of:
   1. All of the reasonable and properly incurred costs of:
      1. providing the Services;
      2. providing the Services in respect of any of the Retained Parts as the Landlord may in its reasonable discretion consider appropriate for the purposes of good estate management;
      3. the supply and removal of Utilities to and from the Retained Parts;
      4. reading any meters at the Building;
      5. complying with the recommendations and requirements of the insurers of the Building (insofar as those recommendations and requirements relate to the Retained Parts);
      6. complying with all laws relating to the Retained Parts, their use and any works carried out to them, relating to the use of all Service Media, machinery and equipment at or serving the Retained Parts and relating to any materials kept at or disposed of from the Retained Parts;
      7. complying with the Third Party Rights insofar as they relate to the Retained Parts;
      8. taking any steps (including proceedings) that the Landlord considers necessary to prevent or remove any encroachment over the Retained Parts or to prevent the acquisition of any right over the Retained Parts (or Building as a whole) or to remove any obstruction to the flow of light or air to the Retained Parts (or the Building as a whole); and
      9. borrowing to fund major expenditure on any Service which is infrequent or of an unusual nature.
   2. The total of the reasonable and properly incurred costs, fees and disbursements of:
      1. any managing agent or person employed by the Landlord, or by the managing agents, or otherwise retained by the Landlord to act on the Landlord's behalf (or, where no such person is employed or retained, the Landlord itself) in relation to the carrying out and provision of the Services, calculation of the Service Costs and the administration of the Service Charge (excluding Site Management Staff) [provided that the aggregate of such fees shall not exceed the Management Fee Cap];
      2. the accountants employed by the Landlord in relation to the preparation, auditing, certification and review of the Service Charge accounts; and
      3. a procurement specialist who is employed or retained to achieve greater value for money and cost effectiveness in relation to the Service Costs.
   3. Subject to paragraph 11.11 of Part 4 of this Schedule, all of the reasonable and properly incurred costs in relation to the Site Management Staff as follows:
      1. salaries (and all appropriate benefits);
      2. employers' costs (including, but not limited to, national insurance contributions and tax, costs of compliance with statutory requirements, pension, welfare and insurance contributions) and any associated administrative costs;
      3. training;
      4. uniforms; and
      5. all equipment and supplies needed for the proper performance of their duties.
   4. All rates, taxes and impositions payable in respect of the Retained Parts, their use and any works carried out on them (other than any taxes payable by the Landlord in connection with any dealing with or disposition of its reversionary interest in the Building).
   5. The reasonable and proper administrative cost of complying with any of the Landlord’s obligations contained in Part 4 of this Schedule (except as specified in paragraph 11.17 of Part 4 of this Schedule).
   6. All costs incurred or contributed by the Landlord in respect of the [construction,] repair, maintenance or renewal of any road, pathway or other accessway which serves, but does not form part of, the Building.
   7. Subject to a fair and reasonable credit (or contribution) being made to the Service Charge Account or Service Charge by the Landlord, any fair and reasonable costs incurred in maintaining or allocating any of the Services for the benefit of any facilities at the Building.
   8. Any VAT payable in respect of any of the items mentioned above except to the extent that the Landlord obtains credit for such VAT.
6. Excluded Service Costs
7. The Excluded Service Costs are any costs which relate to or arise from:
   1. Matters between the Landlord and an occupier in the Building including (but not limited to) costs relating to or arising from:
      1. enforcement of covenants to pay rent and other monies payable under the occupier's lease or licence;
      2. the letting or licensing of any Lettable Unit;
      3. any consents required under the relevant lease or licence, including but not limited to consents to assign, underlet, alterations, change use and extended hours of use;
      4. the provision of any Service to any Lettable Unit beyond the Building Services Hours or beyond the usual times during which the Services are provided; and
      5. rent reviews.
   2. Negligence of the Landlord or of any person referred to in paragraph 1.2 of Part 2 of this Schedule.
   3. Any Lettable Unit which is not let or occupied.
   4. Any shortfall in the costs of providing any of the Services to a Lettable Unit for which the Landlord has agreed a special concession.
   5. The maintenance or operation of or the provision of any service or support to:
      1. any premises within the Building used by the Landlord solely for its own purposes (except where such use is wholly or partly in connection with the management of the Building itself, in which case the whole or a fair and reasonable part, as the case may be, of such costs shall be a Service Cost); and
      2. any cost centre within the Building that generates income for the Landlord (except where such income is (at least in part) credited to the Service Charge Account, in which case the whole or a fair and reasonable proportion of such costs shall be a Service Cost).
   6. The initial provision of any items that are reasonably to be considered part of the original design and construction of the fabric, plant or equipment of the Building [or any accessway serving the Building] together with the initial setting up that is reasonably to be considered part of the original development of the Building.
   7. Any future redevelopment of the Building.
   8. The replacement of any item of the fabric, plant, equipment or materials necessary for the operation of the Building, except where analysis of the reasonable options and alternatives determines that:
      1. replacement is appropriate because the fabric, plant, equipment or materials are beyond economic repair at reasonable cost or beyond efficient or economic operation;
      2. the cost of replacement is relatively low when compared to the greater cost anticipated if replacement is postponed materially; or
      3. replacement is required by statute or the insurers of the Building.
   9. The improvement of any item (where the cost exceeds the costs of normal maintenance, repair or replacement) except where the expenditure can be justified following the analysis of reasonable options and alternatives and having regard to a cost benefit analysis over the term of the leases in the Building.
   10. Any Services provided by reason of damage to or destruction of the Retained Parts by an Insured Risk [or an Uninsured Risk].
   11. Any costs incurred in relation to any dealing with the Landlord's interest in the Building.
   12. Any asset management services provided to the Landlord by its managing agent.
8. Service Charge administration and obligations
9. **Provision of Services**
   1. Subject to the other provisions of this paragraph 1, and paragraph 11.4 of Part 4 of this Schedule, the Landlord:
      1. must provide the Services [set out in paragraph 1.1 to [paragraph 1.12
   2. The Landlord shall not be liable for any interruption in, or disruption to, the provision of any of the Services for any reason that is outside the reasonable control of the Landlord [provided that the Landlord must use reasonable endeavours to restore the provision of the relevant Service as soon as reasonably practicable].
10. **Tenant's obligation to pay the Service Charge**
    1. Subject to paragraph 3 of this Part of this Schedule, the Tenant must pay to the Landlord the Service Charge for each Service Charge Year by way of:
       1. on account payments of the Estimated Service Charge in accordance with paragraph 5 of this Part of this Schedule;
       2. any payment payable under paragraph 6 of this Part of this Schedule; and
       3. any payment payable under paragraph 9.1(a) of this Part of this Schedule.
11. **Apportionments in Current Service Charge Year and Final Service Charge Year**
    1. For the Current Service Charge Year:
       1. the Tenant shall only be obliged to pay to the Landlord apportioned amounts of the Estimated Service Charge and Service Charge for that Service Charge Year; and
       2. those apportioned amounts shall be calculated on a daily basis for the period from and including [the date of this lease **OR** [DATE]] to and including the last day of the Current Service Charge Year.
    2. For the Final Service Charge Year:
       1. the Tenant shall only be obliged to pay to the Landlord an apportioned amount of the Service Charge for that Service Charge Year; and
       2. that apportioned amount shall be calculated on a daily basis for the period from and including the first day of the Final Service Charge Year to and including the Termination Date.
12. **Estimated Service Charge calculation**
    1. At least one month before the start of each Service Charge Year, the Landlord must prepare and send to the Tenant:
       1. a Service Costs Budget for that Service Charge Year (in such form to enable the Tenant to compare it with the previous Service Charge Statement) [including details of the Management Fee Cap], together with appropriate explanatory commentary;
       2. a statement of the Estimated Service Charge for that Service Charge Year; and
       3. an apportionment matrix that shows the basis of calculation and the apportionment of Service Costs across the Building.
    2. The Landlord shall, so far as reasonably practicable, endeavour to ensure that the form and content of the information provided pursuant to paragraph 4.1 of this Part of this Schedule reflects the principles contained in the RICS Standard.
13. **Tenant's obligation to pay the Estimated Service Charge**
    1. Subject to paragraph 5.2 of this Part of this Schedule, the Tenant must pay to the Landlord:
       1. for the Current Service Charge Year, the apportioned amount of the Estimated Service Charge calculated in accordance with paragraph 3.1 of this Part of this Schedule by equal instalments in advance on the date of this lease and each of the subsequent Rent Payment Dates during the Current Service Charge Year; and
       2. for each subsequent Service Charge Year, the Estimated Service Charge for that Service Charge Year by equal instalments in advance on each of the Rent Payment Dates during that Service Charge Year.
    2. Following receipt by the Tenant of a revised statement of the Estimated Service Charge pursuant to paragraph 10.2(c) of this Part of this Schedule, then, for the Service Charge Year to which that revised statement relates:
       1. the amount specified in that revised statement for the purposes of paragraph 10.2(c)(i) of this Part of this Schedule shall apply in substitution for the Estimated Service Charge previously payable by the Tenant for that Service Charge Year; and
       2. the Tenant must pay to the Landlord the amount specified in that revised statement for the purposes of paragraph 10.2(c)(ii) of this Part of this Schedule by equal instalments in advance on each of the remaining Rent Payment Dates during that Service Charge Year.
14. **Unexpected Service Costs**
    1. If the Landlord is required to incur or incurs any Service Cost that was not anticipated when determining the Estimated Service Charge for any Service Charge Year, the Tenant must pay to the Landlord on demand any sum that the Landlord reasonably requires from the Tenant in respect of that Service Cost.
    2. Any sums paid by the Tenant pursuant to this paragraph 6 shall be treated as Estimated Service Charge paid by the Tenant for the purposes of paragraph 9.1 of this Part of this Schedule.
15. **Service Charge Statement**
    1. As soon as reasonably practicable and in any event no later than four months after the end of each Service Charge Year, the Landlord must prepare and send to the Tenant:
       1. a Service Charge Statement for that Service Charge Year (in such form to enable the Tenant to compare it with the previous Service Charge Statement) together with appropriate explanatory commentary; and
       2. an apportionment matrix that shows the basis of calculation and the apportionment of Service Costs across the Building.
    2. The Landlord must, so far as reasonably practicable, endeavour to ensure that the form and content of the information provided pursuant to paragraph 7.1 of this Part of this Schedule reflects the principles contained in the RICS Standard.
    3. If any Service Cost is omitted from the calculation of the Service Charge in any Service Charge Year, the Landlord may include it in the Service Costs Budget and Service Charge Statement in [any **OR** the] following Service Charge Year.
    4. The person giving the certificate in the Service Charge Statement shall be appropriately qualified, competent and non-partisan, and shall have experience in dealing with service charges. The Service Charge Statement shall state the name and role of the person giving such certificate.
    5. Subject to paragraph 7.3 and paragraph 13 of this Part of this Schedule and except in the case of manifest error, the Service Charge Statement shall be conclusive as to all matters of fact to which it refers.
16. **Tenant's inspection and audit**
    1. Within the period of four months from and including the Tenant's receipt of a Service Charge Statement, the Tenant may:
       1. inspect all relevant paperwork and any supporting documentation relating to that Service Charge Statement by appointment with the Landlord or its agents; and
       2. raise enquiries in respect of the Service Charge Statement and the Landlord must respond promptly and efficiently to any reasonable enquiries of the Tenant.
    2. On request by the Tenant and at the Tenant's cost, the Landlord must agree to an independent audit of the Service Costs.
17. **Balancing payments of Service Charge**
    1. If the Service Charge (or, where applicable, the apportioned amount of the Service Charge calculated in accordance with paragraph 3 of this Part of this Schedule) payable by the Tenant for a Service Charge Year is:
       1. more than the Estimated Service Charge paid by the Tenant during that Service Charge Year, the Tenant must pay the difference to the Landlord within [ten] working days of demand; or
       2. less than the Estimated Service Charge paid by the Tenant during that Service Charge Year, the Landlord must [credit the difference against the Tenant's next instalment of Estimated Service Charge (and, where the difference exceeds the next instalment, the Landlord must credit the balance of the difference against each succeeding instalment until it is fully credited). Except that, for the Final Service Charge Year, the Landlord must] repay the difference to the Tenant within one month of the date on which the Service Charge Statement for that Service Charge Year is certified.
    2. The provisions in this paragraph 9 shall continue to apply notwithstanding the occurrence of the Termination Date but only in respect of the Tenant's obligation to pay the Service Charge for the period up to and including the Termination Date.
18. **Alternative annual accounting period**
    1. The Landlord may from time to time stipulate and notify to the Tenant an alternative annual accounting period as the Service Charge Year.
    2. If the Landlord stipulates and notifies to the Tenant an alternative annual accounting period in accordance with paragraph 10.1 of this Part of this Schedule, the Landlord must:
       1. at the same time notify the Tenant of its decision to change the end date of the Service Charge Year current at the date of that notification to either increase or decrease the length of that Service Charge Year to a period that is more or less than an annual period to accommodate that alternative annual accounting period;
       2. act reasonably in the interests of good estate management when deciding whether to increase or decrease the length of the Service Charge Year pursuant to paragraph 10.2(a) of this Part of this Schedule; and
       3. as soon as reasonably practicable after notifying the Tenant of its decision pursuant to paragraph 10.2(a) of this Part of this Schedule, prepare and send to the Tenant a revised Service Costs Budget and a revised statement of the Estimated Service Charge for that Service Charge Year which includes:
          1. a statement of the amount of Estimated Service Charge payable by the Tenant for that Service Charge Year;
          2. a statement of the amount of that revised Estimated Service Charge payable by the Tenant for the remainder of that Service Charge Year taking into account any payments of Estimated Service Charge already made by the Tenant during that Service Charge Year; and
          3. explanations of how the amounts in paragraph 10.2(c)(i) and paragraph 10.2(c)(ii) of this Part of this Schedule have been calculated.
19. **Landlord's general rights and obligations**
    1. In performing its obligations in this Schedule, the Landlord must have regard to the aims, core principles and best practice recommended in the RICS Standard except where there are sound reasons not to do so and the Landlord can justify and explain those reasons.
    2. The Landlord must apportion the Service Costs between the Lettable Units and the Property on a fair and reasonable basis, using a recognised method and consistent basis reflecting the availability to, benefit from and use of the Services by the occupiers of the Building.
    3. The Landlord must provide the Services on a value for money and cost effective basis. The Tenant acknowledges that this may not necessarily mean doing so at the lowest price.
    4. The Landlord must ensure that the range, standard and cost of the Services are relevant to the Building (including its location, size, use and character) and the occupiers of the Lettable Units.
    5. The Landlord must review regularly the range, standard and cost of the Services to ensure that they:
       1. remain relevant; and
       2. still represent value for money (either by benchmarking the cost against the market cost or by requiring submission of competitive quotations or tenders as appropriate).
    6. The Landlord must ensure that the Service Charge Account is a discrete or virtual bank account in accordance with the RICS Standard.
    7. The Landlord must ensure that the Management Fee is transparent and is not linked to a percentage of expenditure on the Services.
    8. The Landlord must credit to the Service Charge Account:
       1. all payments of Service Charge; and
       2. any interest paid on any instalment of Service Charge which is paid late.
    9. The Landlord must ensure that the interest earned on the Service Charge Account (or a fair and reasonable proportion of such interest, if the account relates to other properties in addition to the Building) is credited to the Service Charge Account (after deduction of bank charges, tax and any other appropriate amounts).
    10. The Landlord must not include any of the Excluded Service Costs within the Service Costs and no sums payable by the Tenant under this Schedule shall include any Excluded Service Costs.
    11. Where the Site Management Staff provide Services to the Building and to other properties, the Landlord must include in the Service Costs only a reasonable proportion of the costs set out in paragraph 1.3 of Part 2 of this Schedule.
    12. The Landlord must credit the Service Charge Account with any Service Charge apportioned to any unlet Lettable Units.
    13. [Where barrows and kiosks situate from time to time within the Common Parts (not being Lettable Units) derive a benefit from the Services, the Landlord must set off or credit the Service Costs with an amount which reflects a notional fair and reasonable charge for the benefit so derived, but the income otherwise derived from them shall belong to the Landlord.]
    14. If requested by the Tenant, the Landlord must provide the Tenant with evidence to justify the cost of replacement pursuant to any of paragraph 1.8(a) to paragraph 1.8(c) (inclusive) of Part 3 of this Schedule.
    15. Where the Landlord believes that the expenditure is justified pursuant to paragraph 1.9 of Part 3 of this Schedule, the Landlord must provide the Tenant with evidence to support and explain any decision before the expenditure is incurred.
    16. The Landlord must use reasonable endeavours to notify the Tenant promptly in advance (and within the relevant Service Charge Year) of any likely material or significant variation to the Service Costs set out in a Service Costs Budget of which the Landlord becomes aware, together with an explanation of how this variation may be mitigated (if appropriate).
    17. At the Tenant's request, the Landlord must give the Tenant access free of charge to inspect any report where the cost of obtaining this information is included in the Service Costs, and the tender documents for any tender. If the Tenant requires copies, the Landlord is entitled to charge a reasonable sum for the cost of copying and posting such documents and the time spent arranging this.
    18. Where the Landlord is required to comply with any obligation contained in this clause such obligation shall, where relevant, include, in the alternative, an obligation on the Landlord to ensure that its managing agent complies with that obligation.
20. **Tenant's general obligations**
    1. The Tenant must:
       1. co-operate fully with the Landlord and its managing agent in order that the Landlord and the managing agent may administer the Service Charge in accordance with the provisions of this clause; and
       2. disclose to the Landlord details of the brief (and fee basis) for any consultant appointed by the Tenant to assist in resolving any service charge disputes.
21. **Disputes**
    1. Any dispute between the Landlord and the Tenant that arises in connection with the provisions of this Schedule shall, in the absence of agreement, be referred for determination by an Expert under [clause 3].
22. Insurance
23. Landlord to provide insurance details
    1. The insurance of the Building shall be maintained with reputable insurers, on fair and reasonable terms that represent value for money.
    2. In relation to any insurance effected by the Landlord under this Schedule, the Landlord shall:
       1. at the request of the Tenant supply the Tenant with:
          1. full details of the insurance policy;
          2. evidence of payment of the current year's premiums; and
          3. details of any commission paid to the Landlord by the Landlord's insurer;
       2. use all reasonable endeavours to procure that the Landlord's insurer:
          1. waives its rights of subrogation against the Tenant and any lawful sub-tenants or occupiers of the Property;
          2. includes in the insurance policy a non-invalidation provision in respect of any act or default of the Tenant; and
          3. permits the interest of the Tenant to be noted on the policy of insurance either specifically or by way of a general noting of tenants' interests under the conditions of the insurance policy.

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| Executed as deed by DBA HR Solutions Limited  acting by Derek Abram a director, in the presence of:  ……………………  [SIGNATURE OF WITNESS]  [NAME, ADDRESS [AND OCCUPATION] OF WITNESS] |  | ……………….  [SIGNATURE OF DIRECTOR]  Director |
| Signed as a deed by [NAME OF **Tenant**] in the presence of:  …………………….  [SIGNATURE OF WITNESS]  [NAME, ADDRESS [AND OCCUPATION] OF WITNESS] |  | ……………….  [SIGNATURE OF **Tenant**] |
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|  | | |
| Executed as deed by Abram Pension Plan SASS  acting by [NAME OF DIRECTOR] a director, in the presence of:  ……………………  [SIGNATURE OF WITNESS]  [NAME, ADDRESS [AND OCCUPATION] OF WITNESS] |  | ……………….  [SIGNATURE OF DIRECTOR]  Director |

1. Property Plan
2. Building Plan