

Rental Agreement

Proof of Business Operating Premises

(Agreement No.: PD-RA-2023-118)

This Rental Agreement Summary is entered into on this **1st day of November 2023**, by and between the Landlord and the Tenant (Business) listed below, concerning the lease of the premises described herein.

PART I: PARTIES TO THE AGREEMENT

Role	Name / Entity	Address & Contact Details
Landlord	Damansara Office Suites Management	Plaza Damansara, Jalan Damansara, 50490 Kuala Lumpur
		Contact: 03-7723 5588 Email: management@plazadamansara.my
Tenant (Business)	MYGig Online Enterprise	Business Reg No.: 2021-0501123
Tenant (Representative)	Daniel Yong	IC / NRIC: 880411-12-5521

PART II: PREMISES AND LEASE DETAILS

Item	Description
Business Address Rented	3rd Floor, Plaza Damansara, Jalan Damansara, Kuala Lumpur
Premises Type	Small office / storage unit

Unit Size	240 sq ft
Purpose of Use	Inventory storage, order fulfilment & business operations
Rental Period Start Date	01 November 2023
Rental Period End Date	31 October 2025
Rental Term	24 months (renewable upon mutual agreement)

PART III: RENTAL AND DEPOSIT DETAILS

Item	Amount / Frequency	Details
Monthly Rental Amount	RM 1,200.00	Malaysian Ringgit: One Thousand Two Hundred Only
Payment Frequency	Monthly	Payment Method: Bank Transfer (due on the 1st of each month)
Security Deposit	RM 2,400.00	Equal to 2 months' rental
Utilities Deposit	RM 200.00	Equal to 1 month's utilities
Total Deposit Paid	RM 2,600.00	Acknowledged upon signing.

PART IV: UTILITIES, SERVICES AND RESPONSIBILITIES

Utilities & Services Included (Provided by Landlord)	Tenant Responsibilities
* Basic electricity usage	* Maintain cleanliness and order of the unit
* Water supply	* No hazardous materials or prohibited goods permitted
* Mail handling service	* Adhere strictly to all building rules and access hours
* Shared loading/receiving area	* Prompt payment of the Monthly Rental Amount

LANDLORD RESPONSIBILITIES: Provide safe, accessible operational space; Maintain building facilities; Ensure security coverage for the premises.

CONFIRMATION OF ACTIVE TENANCY

This document serves to confirm that **MYGig Online Enterprise** (Reg No. 2021-0501123) currently occupies the business premises located at **3rd Floor, Plaza Damansara, Jalan Damansara, Kuala Lumpur** for inventory storage and daily business operations, thereby supporting the legitimacy of the business address.