



Terms of Use  
for Mekar FinTech Innovation Centre, Level 1, iCentre Building  
Anggerek Desa Technology Park

1. GENERAL

- 1.1. The following Terms of Use are the rules for the use of co-working facilities at Mekar FinTech Innovation Centre ["Premise"].
- 1.2. BDCB reserves the right to amend and update the Terms of Use from time to time at its sole discretion.
- 1.3. By entering or using the facilities in the Premise, Guests and Organisers confirm that they understand and agree to comply with these Terms of Use.
- 1.4. Guests and Organisers are solely responsible for ensuring their compliance with any applicable rules or guidelines set by iCentre while they are on the Premise.
- 1.5. BDCB reserves the right to deny entry or remove any Guests and Organisers who violates these Terms of Use.

2. DEFINITIONS

- 2.1. "Guest" refers to an individual representing a company or institution using the co-working facilities and services at the Premise.
- 2.2. "Organiser" refers to a company or institution hosting and organising an event at the Premise.
- 2.3. "Premise" refers to the Mekar FinTech Innovation Centre.

3. BOOKINGS

- 3.1. All bookings for event space should be made at least five (5) working days in advance.
- 3.2. All bookings for the meeting room should be made at least three (3) working days in advance.



- 3.3. All bookings for discussion pods or co-working areas should be made at least two (2) working days in advance.
- 3.4. Organisers are required to share the purpose of events/meetings/visits to BDCB.
- 3.5. Last minute bookings will be subject to availability of facilities.
- 3.6. BDCB does not guarantee that the Premise will always be available. BDCB may restrict any bookings or the availability of all or any part of the Premise for any reason.

#### 4. BOOKING CONFIRMATION & CANCELLATION

- 4.1. All confirmed bookings will be communicated by BDCB to the Guest/Organiser.
- 4.2. Any event cancellations should be communicated at least three (3) working days before the event date to BDCB.
- 4.3. BDCB reserves the right to modify or cancel any bookings at any given time. BDCB will endeavour in notifying the Guest/Organiser of the modification or cancellation at least one (1) working day in advance.

#### 5. UTILISATION OF SPACE

- 5.1. The number of persons using each facility should not exceed the maximum capacity for such facility as indicated below:

Facilities	Quota
Individual Co-working Desk	6
Discussion Pods (2)	4 per discussion pod
Event Space	30
Meeting Room	8

- 5.2. Common shared facilities in the area are as [APPENDIX 1](#).
- 5.3. Decoration materials and displays cannot be posted or attached to the walls, floors or other parts of the space, without prior consent from BDCB.
- 5.4. The Organiser of an event to be held at the Premise shall be responsible for all damages, breakages, and clearing of all materials and displays, if permission to hold the event at the



Premise was granted. Installation of decoration material may occur only one (1) working day prior to the event and should be removed immediately after the event.

- 5.5. The Organiser of an event must leave the room in the condition in which the room was found. The Organiser should ensure all furniture and equipment are placed to the original arrangement before leaving the space.
- 5.6. The Organiser shall be liable for the replacement or repair of any fixtures, furniture, or equipment damaged during the event.
- 5.7. Refreshments for meetings/events is not a service provided by the Premise. The Organiser is responsible for procuring refreshments and separate tables/chairs for dining and catering purposes, where necessary.
- 5.8. The Organiser is responsible for bringing their own cutleries for use in the Premise. The Organiser may utilise the common facilities such as the water dispenser and microwave.
- 5.9. All consumption of food, with the exception of beverages, must be confined to the designated dining area or outside the **Premise's entrance**.
- 5.10. No animals, personal vehicles, domestic/household activities or gambling of any kind is allowed in the Premise.
- 5.11. The Organiser is responsible for ensuring that all persons who access the Premise as its guests are aware of these Terms of Use and any other applicable rules or terms, and that they comply with it.
- 5.12. Guests and Organisers shall only use the Premise solely for business purposes.
- 5.13. Guests and Organisers utilising the Premise should not leave personal belongings unattended. BDCB will not be responsible for any loss or damage of personal belongings. Unattended personal belongings may be removed and disposed of by on-duty BDCB officers and Guests and Organisers waive any claims or demands regarding such personal belongings or the handling of such personal belongings.
- 5.14. Guests and Organisers enter the Premise at their own risk. BDCB shall not be liable for any injuries, losses, or damages that occur while on the Premise.



### Utilisation of Co-Working Facilities (Hot Desk and Discussion Pods)

- 5.15. The co-working facilities should not be treated as a permanent office space.
- 5.16. Guests should not use the co-working facilities for commercial display, product display, storage, lodging, or for immoral or illegal purposes.
- 5.17. Guests are required to vacate the co-working facilities along with all personal belongings prior or at the end of every business day.

## 6. PROHIBITED ITEMS

- 6.1. In accordance with the laws of Brunei Darussalam, alcoholic beverages are not allowed to be served in public places including within the area of the Premises.
- 6.2. The Tobacco Order, 2005 prohibits smoking within six (6) meters from the building.
- 6.3. No open flame devices including candles are to be used within the Premises except for catering purposes.

## 7. MISCELLANEOUS

- 7.1. Guests and Organisers are deemed as independent contractors, and no agency, partnership, or joint venture relationship is intended or created through these Terms of Use.
- 7.2. Guests and Organisers may not copy or use for any purpose the name "Mekar Fintech Innovation Centre", "BDCB", or any of BDCB's copyrights, trademarks, patents, logos, designs, marketing material, other identifiers or other intellectual property including any modifications or similar versions of the same, or any photographs or illustrations of any **portion of the Premise, for any purpose without BDCB's prior consent.**
- 7.3. These Terms of Use shall be governed by and construed in accordance with the laws of Brunei Darussalam.