



# SKYWARD

## Business Centre

Skyward Business Centre is owned by the Skyward Group of Companies. The Skyward Group has been established since 1987.

It is centrally located in the heart of Labuan Town, and within walking distance to banks, restaurants, hotels, supermarkets, and other amenities

Our offices suites come with the following facilities

- a) Furnished offices with furniture, free Wifi and other optional office facilities.
- b) 24 hours monitoring by CCTV
- c) Meeting Rooms – 2 types
- d) Pantry and Kitchen facilities
- e) Regular cleaning and upkeep

If you are looking for office rental space with breathing room, please contact us at :

### SKYWARD GROUP

Brumby House, 1<sup>st</sup> Floor, Lot U0209  
Jalan Bahasa  
87000 Labuan F.T., Malaysia

Phone: +6 087 506 929

Email: [emily.ngok@skyward-group.net](mailto:emily.ngok@skyward-group.net)

Web: [www.skyward-group.net](http://www.skyward-group.net)

### LOCATION AND BUILDING



# SKYWARD Business Centre

## TYPE OF OFFICES

Cubicle Arrangement



Furnished Office

(1) Office with 1 workstation



(2) Office with 2 workstations



## FACILITIES

Lobby/Reception



Open Discussion Area



Meeting Room



Pantry





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<b>PHYSICAL LOCAL OFFICE PREMISE</b>	
Monthly Rental	
- Virtual Office Address	RM 150
- Office Cubicle	RM 300
- Office Suite (with one workstation)	RM 900 to RM1,200
- Office Suite (with two workstations)	RM 1,300 to RM1,800
(Management is receptive to any request on providing options to the above)	
Deposits	
- Rental Deposit	RM Equivalent to two-months rental
- Utility Deposit <sup>(5)</sup>	RM 1,000 per suite
- Re-instatement Deposit <sup>(6)</sup>	RM 1,000 per suite
- Telecommunication Deposit	RM 300 per line
- Access Card Deposit	RM 30 per card
Terms	2 years + 2 years (optional)
<b>OPTIONAL SERVICES AVAILABLE</b>	
<b>Dedicated Telephone / Fax <sup>(7)</sup> Line</b>	
- Set up dedicated MLS line – once off	RM 250 per application
- Monthly phone line rental	RM 28.00 per line
- Monthly call divert function charges	RM 12.00 per line
- Monthly telephone / fax usage	On cost basis
<b>OTHER SERVICES AND FACILITIES AVAILABLE</b>	
<b>General Faxes</b>	
- Incoming per page	RM 0.50
- Outgoing per page	
• Local (Labuan only)	RM 0.50
• STD (Within Malaysia, Singapore & Brunei)	RM 1.50
• IDD (Other countries)	RM 5.00
<b>Photocopying &amp; Scanning (A4 size)</b>	
- Photocopying / printing per page	
• Black & white	RM 0.30
• Colour print	RM 1.00
- Scanning per page	RM 0.30
<b>Postal &amp; Courier</b>	Subject to location
<b>Renting of Meeting Room</b>	
- Small meeting room fit for 4 persons	RM 15 per hour
- Boardroom (fit for 8 persons)	RM 50 per block of 2 hours (min.)
<b>Overtime – usage of facilities / utilities (minimum 2 hours)</b>	
- After standard operating hours (Mon to Sat: 8am to 7pm)	RM 20 per hour
- Sunday	RM 30 per entry
- Public Holidays	RM 40 per entry
<b>Others</b>	Upon request
- Typing	
- Mail forwarding	
<b>DISBURSEMENTS</b>	
Out-of-pocket expenses and other recoverable expenses incurred on behalf of clients will be included in our invoice.	

\* These are indicative pricing, and it may vary due to the situation at that time.

### NOTES:

#### (1) Virtual Office Address

The virtual office address allocated within our service office at Skyward Business Centre. The rental includes:-

- Signage of tenant's name and its dedicated unit number
- This rental does not include office work space but comes with a dedicated space for telephone and fax machine placement.

#### (2) Office Cubicle

The rental of office cubicle includes:-

- A workstation with chair
- Signage of tenant's name and its dedicated unit number
- Tenant only assigned with visitor pass for each time visit

#### (3) Office Suite (with one workstation)

It is a dedicated office suite which is approximately 85 – 130 sq ft and is equipped with

- 1 working desk and 1 chair
- 1 low cabinet
- 1 data point and 1 telephone point (application and installation will be at tenant's expense)
- free wireless broadband for the whole business centre
- 1 split unit / cassette type air-conditioning
- 1 main entrance security pass/ card

#### (4) Office Suite (with two workstations)

It is a dedicated office suite which is approximately 120 – 190 sq ft and is equipped with

- 2 working desks and 2 chairs
- 2 low cabinets
- 2 data points and 2 telephone points (application and installation will be at tenant's expense)
- free wireless broadband for the whole business centre
- 1 split unit / cassette type air-conditioning
- 2 main entrance security passes / cards

#### (5) Utility Deposit

The rental for Office Suite are excluding of monthly electricity usage. Electricity usage is at tenant's cost. Utility deposit is collected from tenant.

#### (6) Re-instatement Deposit

This Deposit will be utilised by the Landlord, if the Tenant fails to reinstate any part of the said Office Suite to its original condition, save for normal wear and tear, when the Tenancy expires and the Tenant vacates the said Office suite.

#### (7) Dedicated Telephone / Fax Line

We will allocate a MLS line to each client. There will be no separate TM Bill as the master bill will go to Skyward Properties Sdn Bhd. We will then bill our client for the monthly phone line rental together with the line monthly. A setup fee will be applied.

Telecommunication deposit is applicable for requesting telephone / fax line. Usage will be borne by the tenants.

Standard telephone unit is provided for each line requested. However, tenant needs to get own fax machine.

#### (8) Annual Servicing of Air Conditions and Quarterly Pest Control Services provided by the Landlord.