

SOP for STRATA MANAGEMENT for Phase 1 – Phase 4 of National Recovery Plan
As updated on 8.9.2021

	Phase 1	Phase 2	Phase 3	Phase 4
<p>1. General Health Protocols</p>	<ul style="list-style-type: none"> • Make available hand sanitizer at the entrance and ensure usage before entry. • Application of MySejahtera is mandatory in a development area with wide internet connection. The use of registration book for workers and visitors is only allowed in a development area with no internet connection or other reasonable reasons (senior citizens, not having a smart phone etc) • It is mandatory for the management, workers and visitors to check in MySejahtera or record by giving legible handwriting the name and contact number (if there is no internet connection) before entry into the strata scheme. • Anyone who has a temperature above 37.5 degree Celsius or above is not 	<ul style="list-style-type: none"> • Make available hand sanitizer at the entrance and ensure usage before entry. • Application of MySejahtera is mandatory in a development area with wide internet connection. The use of registration book for workers and visitors is only allowed in a development area with no internet connection or other reasonable reasons (senior citizens, not having a smart phone etc) • It is mandatory for the management, workers and visitors to check in MySejahtera or record by giving legible handwriting the name and contact number (if there is no internet connection) before entry into the strata scheme. • Anyone who has a temperature above 37.5 degree Celsius or above is not 	<ul style="list-style-type: none"> • Make available hand sanitizer at the entrance and ensure usage before entry. • Application of MySejahtera is mandatory in a development area with wide internet connection. The use of registration book for workers and visitors is only allowed in a development area with no internet connection or other reasonable reasons (senior citizens, not having a smart phone etc) • It is mandatory for the management, workers and visitors to check in MySejahtera or record by giving legible handwriting the name and contact number (if there is no internet connection) before entry into the strata scheme. • Anyone who has a temperature above 37.5 degree Celsius or above is not 	<ul style="list-style-type: none"> • Make available hand sanitizer at the entrance and ensure usage before entry. • Application of MySejahtera is mandatory in a development area or by giving legible handwriting the name and contact number (if there is no internet connection) before entry into the strata scheme. • Anyone who has a temperature above 37.5 degree Celsius or above is not allowed to enter into the strata scheme. • Management is to ensure that only visitors and workers with “Low Risk” status and “Casual contact Low Risk” in MySejahtera be allowed to enter into a strata scheme • Management is to ensure the entrance and exit of a strata scheme be of a physical distance of at least 1 meter apart. • Management is to limit the

		<p>allowed to enter into the strata scheme.</p> <ul style="list-style-type: none"> • Management is to ensure that only visitors and workers with “Low Risk” status and “Casual contact Low Risk” in MySejahtera be allowed to enter into a strata scheme • Management is to ensure the entrance and exit of a strata scheme be of a physical distance of at least 1 meter apart. • Management is to limit the number of workers and visitors in a strata scheme to ensure physical social distancing of 1 meter at any one time; • It is mandatory for workers, suppliers and visitors to put on a face mask following guidelines of KKM in the strata scheme. • To ensure good ventilation system in premises adhering to the guidelines of ventilation and indoor air quality issued by the Occupational Safety and Health Department. • It is mandatory to put on face mask especially when being 	<p>allowed to enter into the strata scheme.</p> <ul style="list-style-type: none"> • Management is to ensure that only visitors and workers with “Low Risk” status and “Casual contact Low Risk” in MySejahtera be allowed to enter into a strata scheme • Management is to ensure the entrance and exit of a strata scheme be of a physical distance of at least 1 meter apart. • Management is to limit the number of workers and visitors in a strata scheme to ensure physical social distancing of 1 meter at any one time; • It is mandatory for workers, suppliers and visitors to put on a face mask following guidelines of KKM in the strata scheme. • To ensure good ventilation system in premises adhering to the guidelines of ventilation and indoor air quality issued by the Occupational Safety and Health Department. • It is mandatory to put on face mask especially when being 	<p>allowed to enter into the strata scheme.</p> <ul style="list-style-type: none"> • Management is to ensure that only visitors and workers with “Low Risk” status and “Casual contact Low Risk” in MySejahtera be allowed to enter into a strata scheme • Management is to ensure the entrance and exit of a strata scheme be of a physical distance of at least 1 meter apart. • Management is to limit the number of workers and visitors in a strata scheme to ensure physical social distancing of 1 meter at any one time; • It is mandatory for workers, suppliers and visitors to put on a face mask following guidelines of KKM in the strata scheme. • To ensure good ventilation system in premises adhering to the guidelines of ventilation and indoor air quality issued by the Occupational Safety and Health Department. • It is mandatory to put on face mask especially when being 	<p>number of workers and visitors in a strata scheme to ensure physical social distancing of 1 meter at any one time;</p> <ul style="list-style-type: none"> • It is mandatory for workers, suppliers and visitors to put on a face mask following guidelines of KKM in the strata scheme. • To ensure good ventilation system in premises adhering to the guidelines of ventilation and indoor air quality issued by the Occupational Safety and Health Department. • It is mandatory to put on face mask especially when being present in the common property except for when one is carrying out activities below: <ul style="list-style-type: none"> (a) Sport and recreation; and (b) Eating and drinking in public area
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		<p>present in the common property except for when one is carrying out activities below:</p> <p>(a) Sport and recreation; and (b) Eating and drinking in public area</p>	<p>present in the common property except for when one is carrying out activities below:</p> <p>(a) Sport and recreation; and (b) Eating and drinking in public area</p>	<p>present in the common property except for when one is carrying out activities below:</p> <p>(a) Sport and recreation; and (b) Eating and drinking in public area</p>	
2.	Operations of Management Office	<ul style="list-style-type: none"> • Management office operating for essential services is required to adhere to only 60% of the workforce capacity. Management office is allowed to open to the public through appointment. Online transaction is encouraged. • All property management office is to obtain approval to operate through CIMS MITI under the category of Local Government Cluster; • The workforce capacity for management and maintenance staff of a strata scheme is capped at a maximum of 60% subject to the latest directives of MKN. • Operations of essential services which involve security and cleaning services are allowed to operate at the maximum capacity based on 	<ul style="list-style-type: none"> • Management office operating for essential services is required to adhere to only 80% of the workforce capacity. Management office is allowed to open to the public through appointment. Online transaction is encouraged. • All property management office is to obtain approval to operate through CIMS MITI under the category of Local Government Cluster; • The workforce capacity for management and maintenance staff of a strata scheme is capped at a maximum of 80% subject to the latest directives of MKN. • Operations of essential services which involve security and cleaning services are allowed to operate at the maximum capacity based on 	<ul style="list-style-type: none"> • Management office operated by the management is allowed to operate at the optimum rate in a suitable service method (online transaction is encouraged). Office can be opened to the public • All property management office is to obtain approval to operate through CIMS MITI under the category of Local Government Cluster; • The workforce capacity for management and maintenance staff of a strata scheme is capped at a maximum of 80% subject to the latest directives of MKN. • Operations of essential services which involve security and cleaning services are allowed to operate at the maximum capacity based on the SOP of Industry of Control of Private Safety issued by the 	<ul style="list-style-type: none"> • Management office operated by the management is allowed to operate at the optimum rate in a suitable service method (online transaction is encouraged). Office can be opened to the public • The workforce capacity for management and maintenance staff of a strata scheme is capped at a maximum of 100% subject to the latest directives of MKN. • Operations of essential services which involve security and cleaning services are allowed to operate at the maximum capacity based on the SOP of Industry of Control of Private Safety issued by the Ministry of Home Affairs (KDN) or subject to the stamped contract.

		the SOP of Industry of Control of Private Safety issued by the Ministry of Home Affairs (KDN) or subject to the stamped contract.	the SOP of Industry of Control of Private Safety issued by the Ministry of Home Affairs (KDN) or subject to the stamped contract.	Ministry of Home Affairs (KDN) or subject to the stamped contract.	
3.	Management of Repair and maintenance	<ul style="list-style-type: none"> All repair and maintenance works are ALLOWED; Maintenance works are subject to any latest SOP of Phase 1 issued by MKN and SOP of Construction Sector issued by Ministry of Works. 	<ul style="list-style-type: none"> All repair and maintenance works are ALLOWED; Maintenance works are subject to any latest SOP of Phase 2 issued by MKN and SOP of Construction Sector issued by Ministry of Works. 	<ul style="list-style-type: none"> All repair and maintenance works are ALLOWED; Maintenance works are subject to any latest SOP of Phase 3 issued by MKN and SOP of Construction Sector issued by Ministry of Works. 	<ul style="list-style-type: none"> All repair and maintenance works are ALLOWED; Maintenance works are subject to any latest SOP of Phase 4 issued by MKN and SOP of Construction Sector issued by Ministry of Works.
4.	Renovation matters	<ul style="list-style-type: none"> All renovation works within a strata scheme is ALLOWED and subject to the latest SOP of Phase 1 issued by MKN and SOP of Construction Sector provided by Ministry of Works (KKR). 	<ul style="list-style-type: none"> All renovation works within a strata scheme is ALLOWED and subject to the latest SOP of Phase 2 issued by MKN and SOP of Construction Sector provided by Ministry of Works (KKR). 	<ul style="list-style-type: none"> All renovation works within a strata scheme is ALLOWED and subject to the latest SOP of Phase 3 issued by MKN and SOP of Construction Sector provided by Ministry of Works (KKR). 	<ul style="list-style-type: none"> All renovation works within a strata scheme is ALLOWED and subject to the latest SOP of Phase 4 issued by MKN and SOP of Construction Sector provided by Ministry of Works (KKR).
5.	Moving in moving out matters	<ul style="list-style-type: none"> Moving in and moving out within a strata scheme is ALLOWED. An individual who wishes to move (in/out) is required to obtain permission to travel from the police (PDRM) for himself and the movers together with the moving 	<ul style="list-style-type: none"> Moving in and moving out within a strata scheme is ALLOWED. An individual who wishes to move (in/out) is required to obtain permission to travel from the police (PDRM) for himself and the movers together with the moving 	<ul style="list-style-type: none"> Moving in and moving out within a strata scheme is ALLOWED. An individual who wishes to move (in/out) is required to obtain permission to travel from the police (PDRM) for himself and the movers together with the moving 	<ul style="list-style-type: none"> Moving in and moving out within a strata scheme is ALLOWED.

		<p>personnel involved; and</p> <ul style="list-style-type: none"> Applicant to move in/out a strata scheme is to notify the date and time of moving together with providing details of the movers to the management. 	<p>personnel involved; and</p> <ul style="list-style-type: none"> Applicant to move in/out a strata scheme is to notify the date and time of moving together with providing details of the movers to the management. 	<p>personnel involved; and</p> <ul style="list-style-type: none"> Applicant to move in/out a strata scheme is to notify the date and time of moving together with providing details of the movers to the management. 	
6.	Post/ Courier / Delivery Riders matters	<ul style="list-style-type: none"> Delivery of post/orders/goods are allowed to the designated area determined by the JMB / MC / Property Manager like to the area, specific address and other locations; Must adopt contactless delivery to reduce the risk of infection; Must adhere to the visitors' management procedures. 	<ul style="list-style-type: none"> Delivery of post/orders/goods are allowed to the designated area determined by the JMB / MC / Property Manager like to the area, specific address and other locations; Must adopt contactless delivery to reduce the risk of infection; Must adhere to the visitors' management procedures. 	<ul style="list-style-type: none"> Delivery of post/orders/goods are allowed to the designated area determined by the JMB / MC / Property Manager like to the area, specific address and other locations; Must adopt contactless delivery to reduce the risk of infection; Must adhere to the visitors' management procedures. 	<ul style="list-style-type: none"> Delivery of post/orders/goods are allowed to the designated area determined by the JMB / MC / Property Manager like to the area, specific address and other locations; Must adopt contactless delivery to reduce the risk of infection; Must adhere to the visitors' management procedures.
7.	Management of visitors	<ul style="list-style-type: none"> All visitors are NOT ALLOWED to enter into the strata scheme except for those who are required to attend to matters below: <p>(a) caretaker to an occupant who requires medical monitoring or specific care;</p> <p>(b) emergency which requires medical intervention and emergency assistance;</p>	<ul style="list-style-type: none"> All visitors are NOT ALLOWED to enter into the strata scheme except for those who are required to attend to matters below: <p>(a) caretaker to an occupant who requires medical monitoring or specific care;</p> <p>(b) emergency which requires medical intervention and emergency assistance;</p>	<ul style="list-style-type: none"> All visitors are NOT ALLOWED to enter into the strata scheme except for those who are required to attend to matters below: <p>(a) caretaker to an occupant who requires medical monitoring or specific care;</p> <p>(b) emergency which requires medical intervention and emergency assistance;</p>	<ul style="list-style-type: none"> All visitors are ALLOWED to enter into the strata scheme. Movement of visitors is limited to the area concerned. Visitors who were granted access are required to adhere to the general health protocols at the security post or any other areas as determined (by the management) and further required to provide information to the management for purposes of contact tracing;

		<p>(c) death occurred in a unit; and (d) providing basic necessity to an occupant affected by the Covid-19 pandemic subject to obtaining approval from the management</p> <ul style="list-style-type: none"> any contractors / sub-contractors / vendors / workers / service providers / customers / companies / bodies / individuals who have dealings with the management or parcel owners are ALLOWED. Visitors who were granted access are required to adhere to the general health protocols at the security post or any other areas as determined (by the management) and further required to provide information to the management for purposes of contact tracing; movement of the visitor is limited to the extent to those permissible areas. 	<p>(c) death occurred in a unit; and (d) providing basic necessity to an occupant affected by the Covid-19 pandemic subject to obtaining approval from the management</p> <ul style="list-style-type: none"> any contractors / sub-contractors / vendors / workers / service providers / customers / companies / bodies / individuals who have dealings with the management or parcel owners are ALLOWED. Visitors who were granted access are required to adhere to the general health protocols at the security post or any other areas as determined (by the management) and further required to provide information to the management for purposes of contact tracing; movement of the visitor is limited to the extent to those permissible areas. 	<p>(c) death occurred in a unit; and (d) providing basic necessity to an occupant affected by the Covid-19 pandemic subject to obtaining approval from the management</p> <ul style="list-style-type: none"> any contractors / sub-contractors / vendors / workers / service providers / customers / companies / bodies / individuals who have dealings with the management or parcel owners are ALLOWED. Visitors who were granted access are required to adhere to the general health protocols at the security post or any other areas as determined (by the management) and further required to provide information to the management for purposes of contact tracing; movement of the visitor is limited to the extent to those permissible areas. 	<ul style="list-style-type: none"> movement of the visitor is limited to the extent to those permissible areas.
8.	Management of Service Providers	<ul style="list-style-type: none"> maintenance, installation and repair services are ALLOWED. Property viewing is 	<ul style="list-style-type: none"> maintenance, installation and repair services are ALLOWED. Property viewing is 	<ul style="list-style-type: none"> maintenance, installation and repair services are ALLOWED. Property viewing is 	<ul style="list-style-type: none"> All service providers are ALLOWED to enter into a strata scheme. Movement of the service

		<p>ALLOWED confined to registered estate agent by appointment subject to the management. The management is entitled to fix the time for property viewing.</p>	<p>ALLOWED confined to registered estate agent by appointment subject to the management. The management is entitled to fix the time for property viewing.</p>	<p>ALLOWED confined to registered estate agent by appointment subject to the management. The management is entitled to fix the time for property viewing.</p>	<p>providers into a strata scheme is limited to the designated location.</p>
9.	<p>Management of Contractors</p>	<ul style="list-style-type: none"> All contractors / vendors / workers are ALLOWED to enter into a strata scheme to undertake maintenance repair works. Movement of the contractors / vendors / workers are limited to the areas or parcels involved All contractors / vendors / employees are required to provide details to the management for purposes of contact tracing before entering into the strata scheme. Contractors / Vendors / workers who are Malaysian national must furnish his ID whereas contractors / vendors / workers who are not Malaysian nationals must furnish their passports or valid work permits with their latest telephone numbers. Contractors / Vendors / workers are required to adhere to the SOP for Construction 	<ul style="list-style-type: none"> All contractors / vendors / workers are ALLOWED to enter into a strata scheme to undertake maintenance repair works. Movement of the contractors / vendors / workers are limited to the areas or parcels involved All contractors / vendors / employees are required to provide details to the management for purposes of contact tracing before entering into the strata scheme. Contractors / Vendors / workers who are Malaysian national must furnish his ID whereas contractors / vendors / workers who are not Malaysian nationals must furnish their passports or valid work permits with their latest telephone numbers. Contractors / Vendors / workers are required to adhere to the SOP for Construction 	<ul style="list-style-type: none"> All contractors / vendors / workers are ALLOWED to enter into a strata scheme to undertake maintenance repair works. Movement of the contractors / vendors / workers are limited to the areas or parcels involved All contractors / vendors / employees are required to provide details to the management for purposes of contact tracing before entering into the strata scheme. Contractors / Vendors / workers who are Malaysian national must furnish his ID whereas contractors / vendors / workers who are not Malaysian nationals must furnish their passports or valid work permits with their latest telephone numbers. Contractors / Vendors / workers are required to adhere to the SOP for Construction 	<ul style="list-style-type: none"> All contractors / vendors / workers are ALLOWED to enter into a strata scheme to undertake maintenance repair works. Movement of the contractors / vendors / workers is limited to the areas or parcels involved. All contractors / vendors / employees are required to provide details to the management for purposes of contact tracing before entering into the strata scheme. Contractors / Vendors / workers who are Malaysian national must furnish his ID whereas contractors / vendors / workers who are not Malaysian nationals must furnish their passports or valid work permits with their latest telephone numbers. Contractors / Vendors / workers are required to adhere to the SOP for Construction Sector issued by Ministry of Works.

		<p>Sector issued by Ministry of Works.</p> <ul style="list-style-type: none"> All contractors / vendors / employees are to adhere to the general health protocols at the security post or other designated areas. All contractors / vendors / employees are required to carry out its services according to the schedule fixed by the management. 	<p>Sector issued by Ministry of Works.</p> <ul style="list-style-type: none"> All contractors / vendors / employees are to adhere to the general health protocols at the security post or other designated areas. All contractors / vendors / employees are required to carry out its services according to the schedule fixed by the management. 	<p>Sector issued by Ministry of Works.</p> <ul style="list-style-type: none"> All contractors / vendors / employees are to adhere to the general health protocols at the security post or other designated areas. All contractors / vendors / employees are required to carry out its services according to the schedule fixed by the management. 	<ul style="list-style-type: none"> All contractors / vendors / employees are to adhere to the general health protocols at the security post or other designated areas. All contractors / vendors / employees are required to carry out its services according to the schedule fixed by the management.
10.	Management of Occupants	<ul style="list-style-type: none"> Occupants are allowed to move within the strata scheme whilst ensuring social distancing of at least 1 meter and subject to any further directives of MKN; All form of religious, sports and recreation and other activities will be subject to the general SOP of Phase 1 issued by MKN and Ministry of Health; All form of public/official and social events are NOT ALLOWED; All form of face-to-face seminars / workshops / conventions / exhibitions are NOT ALLOWED. 	<ul style="list-style-type: none"> Occupants are allowed to move within the strata scheme whilst ensuring social distancing of at least 1 meter and subject to any further directives of MKN; All form of religious, sports and recreation and other activities will be subject to the general SOP of Phase 2 issued by MKN and Ministry of Health; All form of public/official and social events are NOT ALLOWED; All form of face-to-face seminars / workshops / conventions / exhibitions are NOT ALLOWED. 	<ul style="list-style-type: none"> Occupants are allowed to move within the strata scheme whilst ensuring social distancing of at least 1 meter and subject to any further directives of MKN; All form of religious, sports and recreation and other activities will be subject to the general SOP of Phase 3 issued by MKN and Ministry of Health; All form of public/official and social events are NOT ALLOWED; All form of face-to-face seminars / workshops / conventions / exhibitions are NOT ALLOWED. 	<ul style="list-style-type: none"> Occupants are allowed to move within the strata scheme whilst ensuring social distancing of at least 1 meter and subject to any further directives of MKN; All form of religious, sports and recreation and other activities will be subject to the general SOP of Phase 4 issued by MKN and Ministry of Health; All form of public/official and social events are ALLOWED with 50% capacity of the venue whilst adhering to physical distance; All form of face-to-face seminars / workshops / conventions / exhibitions are ALLOWED with 50% capacity of the venue whilst

					adhering to physical distance.
11.	Management of Common Property	<ul style="list-style-type: none"> All usage of sports and recreational facilities are ALLOWED subject to the SOP of Sports and Recreation Sector under the Ministry of Youth and Sports and Ministry of Health. Sport and recreation activities are ALLOWED subject to the SOP of Phase 1 and SOP of SOP of Sports and Recreation Sector under the Ministry of Youth and Sports and Ministry of Health. Operations of common property other than sports and recreation facilities are ALLOWED subject to the SOP of Phase 1 issued by MKN. 	<ul style="list-style-type: none"> All usage of sports and recreational facilities are ALLOWED subject to the SOP of Sports and Recreation Sector under the Ministry of Youth and Sports and Ministry of Health. Sport and recreation activities are ALLOWED subject to the SOP of Phase 2 and SOP of SOP of Sports and Recreation Sector under the Ministry of Youth and Sports and Ministry of Health. Operations of common property other than sports and recreation facilities are ALLOWED subject to the SOP of Phase 2 issued by MKN. 	<ul style="list-style-type: none"> All usage of sports and recreational facilities are ALLOWED subject to the SOP of Sports and Recreation Sector under the Ministry of Youth and Sports and Ministry of Health. Sport and recreation activities are ALLOWED subject to the SOP of Phase 3 and SOP of SOP of Sports and Recreation Sector under the Ministry of Youth and Sports and Ministry of Health. Operations of common property other than sports and recreation facilities are ALLOWED subject to the SOP of Phase 3 issued by MKN. 	<ul style="list-style-type: none"> All usage of sports and recreational facilities are ALLOWED subject to the SOP of Sports and Recreation Sector under the Ministry of Youth and Sports and Ministry of Health. Sport and recreation activities are ALLOWED subject to the SOP of Phase 4 and SOP of SOP of Sports and Recreation Sector under the Ministry of Youth and Sports and Ministry of Health. Operations of common property other than sports and recreation facilities are ALLOWED subject to the SOP of Phase 4 issued by MKN.
12.	Meetings of Committee Members	<ul style="list-style-type: none"> Face to face meeting is NOT ALLOWED but meeting through virtual platform is allowed. 	<ul style="list-style-type: none"> Face to face meeting is NOT ALLOWED but meeting through virtual platform is allowed. 	<ul style="list-style-type: none"> Face to face meeting is ALLOWED without having any outside representative capping it to a 50% capacity adhering to physical distance. Meeting through an online platform is encouraged 	<ul style="list-style-type: none"> Face to face meeting is ALLOWED so is meeting through an online platform.

13.	Annual General Meeting / Extraordinary general Meeting	<ul style="list-style-type: none"> • Face to Face AGM / EGM is NOT ALLOWED but online meeting through virtual platform is allowed. • Must adhere to the procedures set out by MKN 	<ul style="list-style-type: none"> • Face to Face AGM / EGM is NOT ALLOWED but online meeting through virtual platform is allowed. • Must adhere to the procedures set out by MKN 	<ul style="list-style-type: none"> • Face to Face AGM / EGM is ALLOWED without having any outside representative capping it to a 50% capacity adhering to physical distance. • Online meeting through virtual platform is still allowed. • Must adhere to the procedures set out by MKN 	<ul style="list-style-type: none"> • Face to Face AGM / EGM is ALLOWED so is online meeting. • Must adhere to the procedures set out by MKN
(a)	Online general meetings (before the meeting)	<ul style="list-style-type: none"> • A Management Body which intends to convene a virtual AGM/EGM online must issue the statutory notice of meeting and copy the Commissioner of Buildings (“COB”). • Notice of the meeting shall be issued accordingly (pursuant to Section 144 SMA 2013) whether personally, registered post (to the last known address) or by attaching the notice at a prominent part of the last known address) TOGETHER with an email to all parcel owners / proprietors. • Notice issued must set out the means by which the meeting can be electronically accessed, venue, type of virtual meeting 	<ul style="list-style-type: none"> • A Management Body which intends to convene a virtual AGM/EGM online must issue the statutory notice of meeting and copy the Commissioner of Buildings (“COB”). • Notice of the meeting shall be issued accordingly (pursuant to Section 144 SMA 2013) whether personally, registered post (to the last known address) or by attaching the notice at a prominent part of the last known address) TOGETHER with an email to all parcel owners / proprietors. • Notice issued must set out the means by which the meeting can be electronically accessed, venue, type of virtual meeting 	<ul style="list-style-type: none"> • A Management Body which intends to convene a virtual AGM/EGM online must issue the statutory notice of meeting and copy the Commissioner of Buildings (“COB”). • Notice of the meeting shall be issued accordingly (pursuant to Section 144 SMA 2013) whether personally, registered post (to the last known address) or by attaching the notice at a prominent part of the last known address) TOGETHER with an email to all parcel owners / proprietors. • Notice issued must set out the means by which the meeting can be electronically accessed, venue, type of virtual meeting 	<ul style="list-style-type: none"> • A Management Body which intends to convene a virtual AGM/EGM online must issue the statutory notice of meeting and copy the Commissioner of Buildings (“COB”). • Notice of the meeting shall be issued accordingly (pursuant to Section 144 SMA 2013) whether personally, registered post (to the last known address) or by attaching the notice at a prominent part of the last known address) TOGETHER with an email to all parcel owners / proprietors. • Notice issued must set out the means by which the meeting can be electronically accessed, venue, type of virtual meeting platform,

		<p>platform, how a person (entitled to vote) may vote at the meeting by electronic means, method in lodging a proxy form and how the virtual meeting will take place;</p> <ul style="list-style-type: none"> • Documents and attachments (as required by law) accompanying the notice of meeting must be served on the proprietors 14 or 21 days before the general meeting (according to the proposed resolutions) whether by way of manually, email, QR Code or other suitable online methods; • The list of names of persons entitled to vote must be displayed on the notice board and via the website / social media (if any) at least 48 hours before the general meeting; • The management body is advised to upload the AGM/EGM notice to the website/social media, (if have any); • Participants must adhere to the General Health Protocols when conducting a virtual 	<p>platform, how a person (entitled to vote) may vote at the meeting by electronic means, method in lodging a proxy form and how the virtual meeting will take place;</p> <ul style="list-style-type: none"> • Documents and attachments (as required by law) accompanying the notice of meeting must be served on the proprietors 14 or 21 days before the general meeting (according to the proposed resolutions) whether by way of manually, email, QR Code or other suitable online methods; • The list of names of persons entitled to vote must be displayed on the notice board and via the website / social media (if any) at least 48 hours before the general meeting; • The management body is advised to upload the AGM/EGM notice to the website/social media, (if have any); • Participants must adhere to the General Health Protocols when conducting a virtual 	<p>platform, how a person (entitled to vote) may vote at the meeting by electronic means, method in lodging a proxy form and how the virtual meeting will take place;</p> <ul style="list-style-type: none"> • Documents and attachments (as required by law) accompanying the notice of meeting must be served on the proprietors 14 or 21 days before the general meeting (according to the proposed resolutions) whether by way of manually, email, QR Code or other suitable online methods; • The list of names of persons entitled to vote must be displayed on the notice board and via the website / social media (if any) at least 48 hours before the general meeting; • The management body is advised to upload the AGM/EGM notice to the website/social media, (if have any); • Participants must adhere to the General Health Protocols when conducting a virtual 	<p>how a person (entitled to vote) may vote at the meeting by electronic means, method in lodging a proxy form and how the virtual meeting will take place;</p> <ul style="list-style-type: none"> • Documents and attachments (as required by law) accompanying the notice of meeting must be served on the proprietors 14 or 21 days before the general meeting (according to the proposed resolutions) whether by way of manually, email, QR Code or other suitable online methods; • The list of names of persons entitled to vote must be displayed on the notice board and via the website / social media (if any) at least 48 hours before the general meeting; • The management body is advised to upload the AGM/EGM notice to the website/social media, (if have any); • Participants must adhere to the General Health Protocols when conducting a virtual meeting; • The proxy form and instrument appointing proxy must be deposited by the Proprietor to the management not less than 48 hours before the general meeting,
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		<p>meeting;</p> <ul style="list-style-type: none"> • The proxy form and instrument appointing proxy must be deposited by the Proprietor to the management not less than 48 hours before the general meeting, whether manually or online; • The management body can set a series of logins or passwords or IDs to distinguish proprietors from proxies and observers; • The management body must ensure internet connection is in good condition with the minimum speed required to conduct a virtual meeting effectively. 	<p>meeting;</p> <ul style="list-style-type: none"> • The proxy form and instrument appointing proxy must be deposited by the Proprietor to the management not less than 48 hours before the general meeting, whether manually or online; • The management body can set a series of logins or passwords or IDs to distinguish proprietors from proxies and observers; • The management body must ensure internet connection is in good condition with the minimum speed required to conduct a virtual meeting effectively. 	<p>meeting;</p> <ul style="list-style-type: none"> • The proxy form and instrument appointing proxy must be deposited by the Proprietor to the management not less than 48 hours before the general meeting, whether manually or online; • The management body can set a series of logins or passwords or IDs to distinguish proprietors, from proxies and observers; • The management body must ensure internet connection is in good condition with the minimum speed required to conduct a virtual meeting effectively. 	<p>whether manually or online;</p> <ul style="list-style-type: none"> • The management body can set a series of logins or passwords or IDs to distinguish proprietors from proxies and observers; • The management body must ensure internet connection is in good condition with the minimum speed required to conduct a virtual meeting effectively.
(b)	Online general meetings (during the meeting)	<ul style="list-style-type: none"> • The management body must ensure that the virtual meeting platform used is functional. The platform must be able to carry out the following functions ie to accept nomination of candidates, private motions, count the votes accurately, announce voting results and record the proceedings at the general meeting. • The platform to be adopted 	<ul style="list-style-type: none"> • The management body must ensure that the virtual meeting platform used is functional. The platform must be able to carry out the following functions ie to accept nomination of candidates, private motions, count the votes accurately, announce voting results and record the proceedings at the general meeting. • The platform to be adopted 	<ul style="list-style-type: none"> • The management body must ensure that the virtual meeting platform used is functional. The platform must be able to carry out the following functions ie to accept nomination of candidates, private motions, count the votes accurately, announce voting results and record the proceedings at the general meeting. • The platform to be adopted 	<ul style="list-style-type: none"> • The management body must ensure that the virtual meeting platform used is functional. The platform must be able to carry out the following functions ie to accept nomination of candidates, private motions, count the votes accurately, announce voting results and record the proceedings at the general meeting. • The platform to be adopted must

		<p>must also be able to take into account the different voting methods , whether through hand or by poll and also capable of tallying of votes corresponding to the share units assigned to each parcel;</p> <ul style="list-style-type: none"> • Registration for an online meeting is open 2 hours before the meeting. If the quorum is not achieved, registration shall continue for a further 30 minute. Any eligible and registered proprietors during this period shall constitute quorum of the meeting. • The chairman of the meeting is elected from among the eligible proprietors and shall preside over such meeting until its conclusion. If the appointed chairman fails or refuses to conduct the meeting until the conclusion, a new chairman shall be appointed from among the eligible proprietors; • Votes and results must be displayed live on the meeting screen to be viewed by all; • The organizing committee of the virtual meeting must be 	<p>must also be able to take into account the different voting methods , whether through hand or by poll and also capable of tallying of votes corresponding to the share units assigned to each parcel;</p> <ul style="list-style-type: none"> • Registration for an online meeting is open 2 hours before the meeting. If the quorum is not achieved, registration shall continue for a further 30 minute. Any eligible and registered proprietors during this period shall constitute quorum of the meeting. • The chairman of the meeting is elected from among the eligible proprietors and shall preside over such meeting until its conclusion. If the appointed chairman fails or refuses to conduct the meeting until the conclusion, a new chairman shall be appointed from among the eligible proprietors; • Votes and results must be displayed live on the meeting screen to be viewed by all; • The organizing committee of the virtual meeting must be present at the location where 	<p>must also be able to take into account the different voting methods , whether through hand or by poll and also capable of tallying of votes corresponding to the share units assigned to each parcel;</p> <ul style="list-style-type: none"> • Registration for an online meeting is open 2 hours before the meeting. If the quorum is not achieved, registration shall continue for a further 30 minute. Any eligible and registered proprietors during this period shall constitute quorum of the meeting. • The chairman of the meeting is elected from among the eligible proprietors and shall preside over such meeting until its conclusion. If the appointed chairman fails or refuses to conduct the meeting until the conclusion, a new chairman shall be appointed from among the eligible proprietors; • Votes and results must be displayed live on the meeting screen to be viewed by all; • The organizing committee of the virtual meeting must be present at the location where 	<p>also be able to take into account the different voting methods , whether through hand or by poll and also capable of tallying of votes corresponding to the share units assigned to each parcel;</p> <ul style="list-style-type: none"> • Registration for an online meeting is open 2 hours before the meeting. If the quorum is not achieved, registration shall continue for a further 30 minute. Any eligible and registered proprietors during this period shall constitute quorum of the meeting. • The chairman of the meeting is elected from among the eligible proprietors and shall preside over such meeting until its conclusion. If the appointed chairman fails or refuses to conduct the meeting until the conclusion, a new chairman shall be appointed from among the eligible proprietors; • Votes and results must be displayed live on the meeting screen to be viewed by all; • The organizing committee of the virtual meeting must be present at the location where the meeting is to be convened.
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(c)	Online general meetings (after the meeting)	<ul style="list-style-type: none"> The management body must prepare the minutes of the general meeting within the stipulated period. The minutes provided shall be displayed on the notice board and announced to the proprietors. The management body must, within 28 days from the date of the general meeting, submit documents to the COB which include:- <ol style="list-style-type: none"> A copy of the notice of meeting; A copy of the minutes of the meeting; A copy of the attendance record of the proprietors, proxy or representative; and Other documents required by the COB. The COB may direct that an AGM / EGM be re-convened in the event of flaws found in the platform, during the proceedings of the general meeting or any other reasonable grounds raised in a written complaint by a proprietor. 	<ul style="list-style-type: none"> The management body must prepare the minutes of the general meeting within the stipulated period. The minutes provided shall be displayed on the notice board and announced to the proprietors. The management body must, within 28 days from the date of the general meeting, submit documents to the COB which include:- <ol style="list-style-type: none"> A copy of the notice of meeting; A copy of the minutes of the meeting; A copy of the attendance record of the proprietors, proxy or representative; and Other documents required by the COB. The COB may direct that an AGM / EGM be re-convened in the event of flaws found in the platform, during the proceedings of the general meeting or any other reasonable grounds raised in a written complaint by a proprietor. 	<ul style="list-style-type: none"> The management body must prepare the minutes of the general meeting within the stipulated period. The minutes provided shall be displayed on the notice board and announced to the proprietors. The management body must, within 28 days from the date of the general meeting, submit documents to the COB which include:- <ol style="list-style-type: none"> A copy of the notice of meeting; A copy of the minutes of the meeting; A copy of the attendance record of the proprietors, proxy or representative; and Other documents required by the COB. The COB may direct that an AGM / EGM be re-convened in the event of flaws found in the platform, during the proceedings of the general meeting or any other reasonable grounds raised in a written complaint by a proprietor. 	<ul style="list-style-type: none"> The management body must prepare the minutes of the general meeting within the stipulated period. The minutes provided shall be displayed on the notice board and announced to the proprietors. The management body must, within 28 days from the date of the general meeting, submit documents to the COB which include:- <ol style="list-style-type: none"> A copy of the notice of meeting; A copy of the minutes of the meeting; A copy of the attendance record of the proprietors, proxy or representative; and Other documents required by the COB. The COB may direct that an AGM / EGM be re-convened in the event of flaws found in the platform, during the proceedings of the general meeting or any other reasonable grounds raised in a written complaint by a proprietor.

<p>14.</p>	<p>Business activities, Dine-in and customers' management</p>	<ul style="list-style-type: none"> - Operations of business premises within a strata scheme is ALLOWED subject to the SOP of Phase 1 issued by MKN - Dine-in at a restaurant or café is ALLOWED to customers with completed vaccination subject to the SOP of Phase 1 issued by MKN and relevant SOP issued by KPDNHEP - All customers are ALLOWED to enter into the business premises of the strata scheme subject to the SOP of Phase 1 issued by MKN and relevant SOP issued by KPDNHEP 	<ul style="list-style-type: none"> - Operations of business premises within a strata scheme is ALLOWED subject to the SOP of Phase 1 issued by MKN - Dine-in at a restaurant or café is ALLOWED to customers with completed vaccination subject to the SOP of Phase 2 issued by MKN and relevant SOP issued by KPDNHEP - All customers are ALLOWED to enter into the business premises of the strata scheme subject to the SOP of Phase 2 issued by MKN and relevant SOP issued by KPDNHEP 	<ul style="list-style-type: none"> - Operations of business premises within a strata scheme is ALLOWED subject to the SOP of Phase 3 issued by MKN - Dine-in at a restaurant or café is ALLOWED to customers with completed vaccination subject to the SOP of Phase 3 issued by MKN and relevant SOP issued by KPDNHEP - All customers are ALLOWED to enter into the business premises of the strata scheme subject to the SOP of Phase 3 issued by MKN and relevant SOP issued by KPDNHEP 	<ul style="list-style-type: none"> - Operations of business premises within a strata scheme is ALLOWED subject to the SOP of Phase 4 issued by MKN; - Dine-in at a restaurant or café is ALLOWED to customers with completed vaccination subject to the SOP of Phase 4 issued by MKN and relevant SOP issued by KPDNHEP - All customers are ALLOWED to enter into the business premises of the strata scheme subject to the SOP of Phase 4 issued by MKN and relevant SOP issued by KPDNHEP
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