



ADDENDUM OF TENDER ADVERTISEMENT

		Tender Adve	Addendum			
No	Tender No	Tender Descriptior	Lot No	Size (sqm)	Lot No	Size (sqm)
1	MAHB-MASB/T/09/2019	Food & Beverage Outlet - Fast Food	i) Lot No L1L06, Level 1, Public Concourse (Landside), Kuching International Airport	395.00	i) Lot No L1L03, L1L04, L1L05 & L1L06, Level 1, Public Concourse (Landside), Kuching International Airport	Same as advertisement
2	MAHB-MASB/T/09/2019	Food & Beverage Outlet - Fast Food	ii) Lot No GFL06, Ground Floor, Public Concourse (Landside), Sibu Airport		ii) Lot No GFL05 , Ground Floor, 395.00 Public Concourse (Landside), Sibu Airport	
3	MAHB-MASB/T/11/2019	Food & Beverage Outlet - Coffee Based	iii) Lot No GL03, Ground Level, Public Concourse (Landside) Miri Airport	78.50	iii) Lot No GL14 , Ground Level, Public Concourse (Landside) Miri Airport	Same as advertisement
4	MAHB-MASB/T/15/2019	Retail Outlet - Convenience and/or News Book	i) Lot No GL03 & GL04, Ground Floor, Public Concourse (Landside), Bintulu Airport		i) Lot No GL03, GL04 & GL05, Ground Floor, Public Concourse (Landside), Bintulu Airport	143.74
5	MAHB-MASB/T/18/2019	Retail Outlet - Core Product	ii) Lot No L1A13, L2A14, L2A15 & L2A16, Level 2, Domestic Departure (Airside), Kuching International Airport	178.00	Same as advertisement	216.00

















SIGNING OF OPERATING AGREEMENT WITH THE **GOVERNMENT OF MALAYSIA**



BURSA

(now Main Market of Bursa Malaysia)

LISTED ON KLSE MAIN BOARD

50% MINISTRY OF FINANCE INC. STAKE TRANSFERRED TO KHAZANAH NASIONAL





KL International Airport LAUNCHING OF SAMA-SAMA HOTEL





OPENING OF klia2



FULL ACQUISITION OF ISTANBUL SABIHA **GOKCEN INTERNATIONAL** AIRPORT IN TURKEY



1999

MALAYSIA AIRPORTS



GRADUATION FROM GLC TRANSFORMATION PROGRAMME





KLIA AEROPOLIS SELECTED AS INITIAL PHASE OF DIGITAL FREE TRADE ZONE (DFTZ)

- Conversion of LCCT to KL Air Cargo Terminal 1 (KACT1)
- Ground breaking of KLIA Aeropolis DFTZ Park

2016

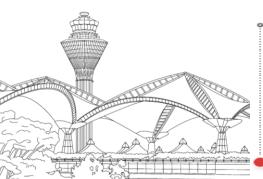
RtS2020

- LAUNCH OF RUNWAY TO SUCCESS 2020
- LAUNCH OF KLIA AEROPOLIS
- GROUND BREAKING OF MITSUI OUTLET PARK KLIA SEPANG PHASE 2





OPENING OF MITSUI **OUTLET PARK KLIA** SEPANG







International record for Malaysia Airports is well recognised









WORLD CLASS AIRPORT OPERATOR

Globally recognized for operational and financial excellence

2014 World's 2nd Best Airports (40 – 50mppa) - KUL



2014 Ranked 3rd in top 10 airports worldwide -KUL



2015 Best Local Currency Sukuk and Best Corporate Hybrid Sukuk - RM1.0bil Perpetual Subordinated Sukuk



2015 Innovation in Islamic Finance – RM1.0bil



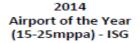
2013 **Best Small Airport** (Asia Pacific) - LGK



2010 Airport Investment Company of the Year (above 15 mppa)



Perpetual Subordinated Sukuk





2009 Eagle Award for Best Airport -KUL



2015 Inclusion in FTSE4Good Bursa Malaysia Environmental, Social & Governance (ESG) Index



2014 Large Airport of the Year, Asia Pacific -KUL



2006-2008 World's Best Airport (15–25 mmpa) - KUL



2013 Top 10 PPPs (Europe, Central Asia, Middle East & North Africa) - ISG







WHAT WE ACHIEVED IN 2017



2nd Largest Airport Operator for Passenger Movements

112 million passengers across 40 airports



Europe's Fastest Growing Airport for 5 Years Running

19.6% growth in 2015, carrying 28.3 million passengers



Among Top Performing GLCs for Total Shareholder Returns

Cumulative returns of more than 500% throughout the GLC Transformation Program



One of the Biggest Premium Retail Outlet Parks in ASEAN

Opening of MOP KLIA is a key catalyst in the KLIA Aeropolis development with 140 shops over 25,000sqm





Globally Recognised for Operational & Financial Excellence

Malaysia Airports continues to be widely acknowledged for its capabilities

AIRPORT AT A GLANCE

Here's a quick overview of the opportunities, just waiting to be tapped into.

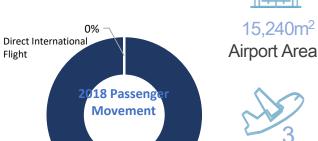


LET'S START FLY TO THE



MALAYSIA







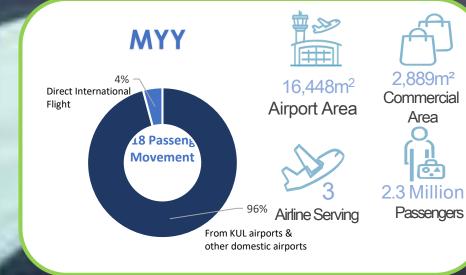
2,451m²



Airline Serving

Commercial Area

Passengers



BTU





9,851m²

Airport Area



Airline Servina

From KUL airports & other domestic airports

100%

domestic airports

rom KUL airports & other



1.416m² Commercial

Area



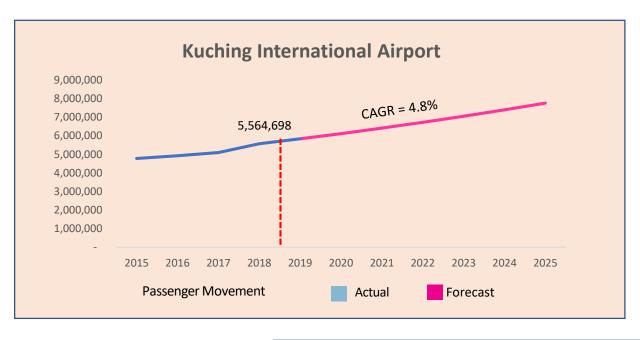
Passengers

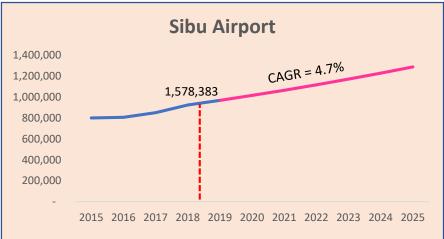


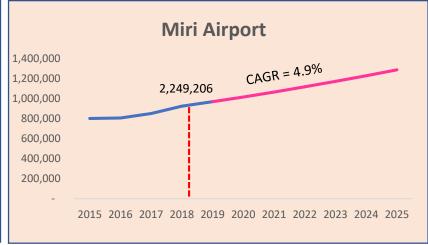
POISED FOR CONTINUOUS GROWTH

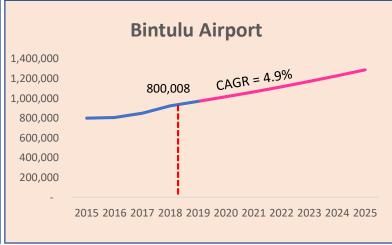


There are more opportunities for your business to grow and give great returns with the expected increase in traffic











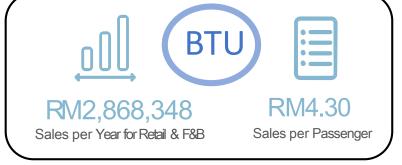




COMMERCIAL TRACK RECORD





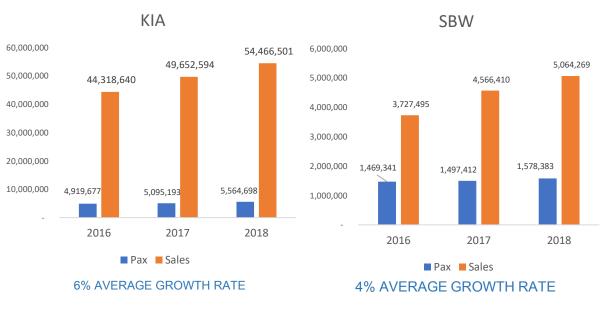






TOP DESTINATIONS

Airport	Domestic	International
КІА	Kuala Lumpur,Tawau, Sandakan, Miri, Lahad Datu	Singapore, Pontianak, Hong Kong
SBW	Kuala Lumpur, Kuching, Johor, Miri, Kota Kinabalu	
MYY	Kuala Lumpur, Kuching, Johor, Bintulu, Kota Kinabalu	Singapore
BTU	Kuala Lumpur, Kuching, Kota Kinabalu, Miri, Sibu	











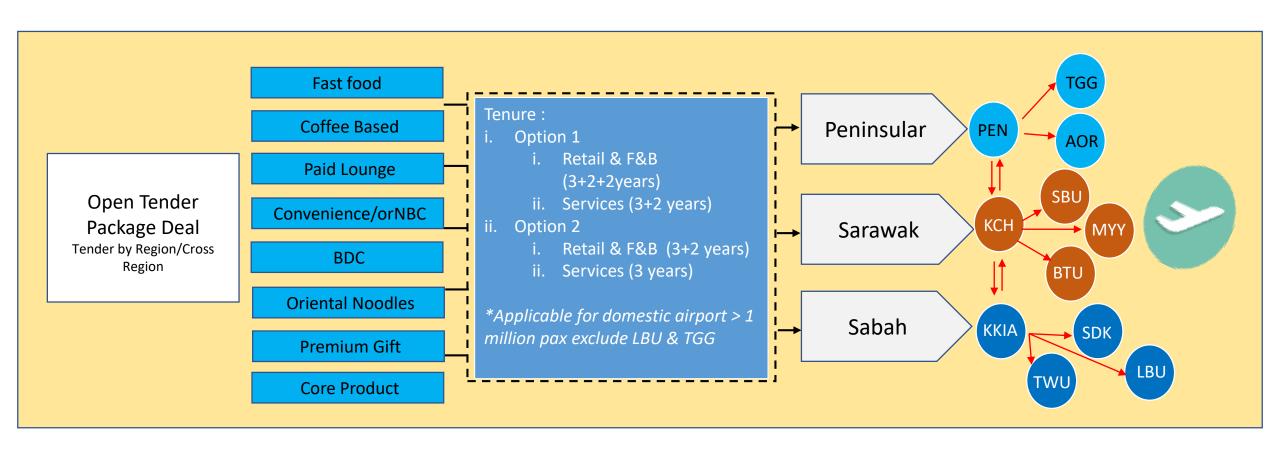
IMPORTANT NOTICE !!!

The Tenderer has inspected *(Site Visit)* and satisfied itself as to the physical condition of the Demised Premises and accepts that the said Demised Premises shall be rented on an "As Is, Where Is" basis. Any upgrades to be made to the outlet from its original conditions shall be borne by the Successful Tenderer.

*Tenanted "As Is, Where Is" outlet shall be made good to its original condition of core & shell concept.

* "Core & shell" concept is based on the original ceiling & cement rendered flooring.

Package Deal Approach





OPTION 1: PACKAGE DEAL

- Retail & F&B (3+2+2 years)
- Services (3+2 years)

OPTION 2: INDIVIDUAL

- Retail & F&B (3+2 years)
- Services (3 years)



Package Deal Matrix

Category	HOST Airport	Airport to be Package	Tenure	Tender Timeline	Business Commencement
BDC	PEN KKIA KCH	KBR SDK/LBU/TWU SBW/MYY	3 +2 Years	Q1 19	Q3 – Q4 19
Fast Food	KLIA KKIA KCH	TGG SDK/LBU/TWU SBU/MYY	3 Years / 3 +2+ 2 Years	Q1 19	Q3 – Q4 19
Coffee Based	KLIA KKIA KCH	PEN/TGG SDK/TWU SBW/MYY	3 + 2 + 2 Years	Q1 19	Q3 – Q4 19
Convenience and/or NBC	KLIA KKIA KCH	PEN/TGG SDK/TWU/LBU SBW/MYY	3 + 2 + 2 Years	Q1 19	Q3 – Q4 19
Oriental Noodles	KLIA	KKIA/LBU/TWU	3 + 2 + 2 Years	Q1 19	Q3 – Q4 19
Premium Gift	KLIA	PEN/KKIA/KCH/LGK	3 + 2 + 2 Years	Q1 19	Q3 – Q4 19
Core Product (L&T)	KKIA	KCH/LBU	3 + 2 + 2 Years	Q1 19	Q3 – Q4 19

Legend:

Nationwide

Peninsular Only

Sabah Only

Sarawak Only



Packaged Deal Approach

- Packaged deal is an opportunity to ensure key categories are represented at airports in a unified manner and streamlined with minimum required retail standard.
- To raise retail profile evolving major product category that act as a game changer to the overall commercial environment of the airport.
- Applicable for the following product category:
 - Fast food
 - ii. Coffee Based
 - iii. Convenience Store and/or News Books and Convenience (NBC)
 - iv. Bureau De Change (BDC)
 - v. Paid Lounge
 - vi. Oriental Noodles
 - vii. Premium Gift
 - viii. Core Product (L&T: KKIA & LBU)
- Package deal exercise shall be host by the international airport namely KL International Airport, Penang International Airport, Kota Kinabalu International
 Airport, Kuching International Airport and Langkawi International Airport.

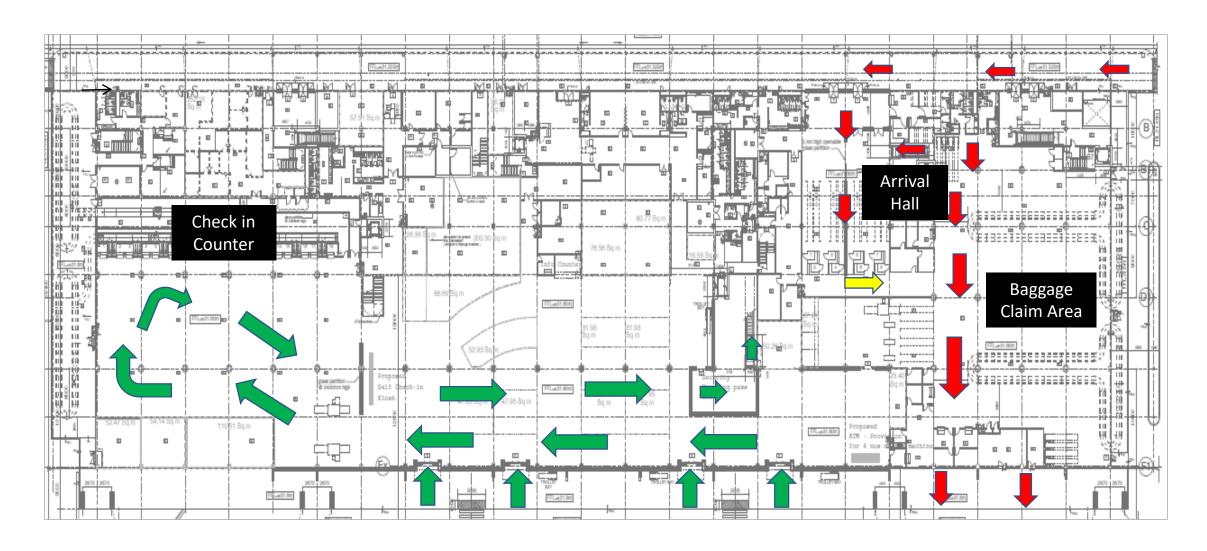




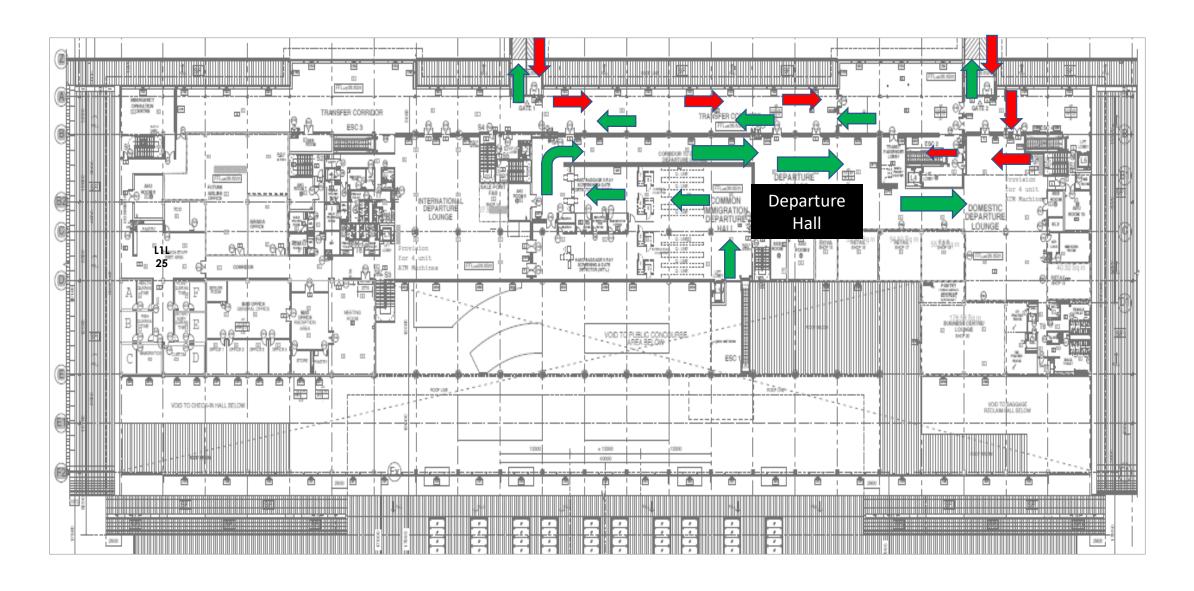
SIBU AIRPORT PASSENGER FLOW



Sibu Airport



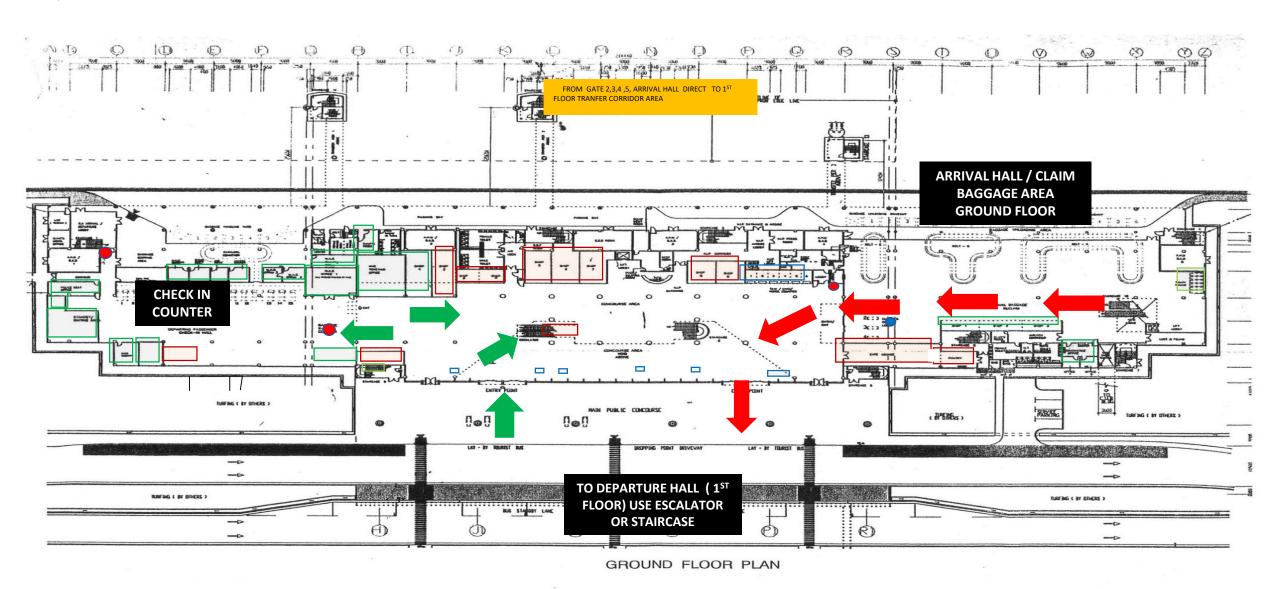






MIRI AIRPORT PASSENGER FLOW

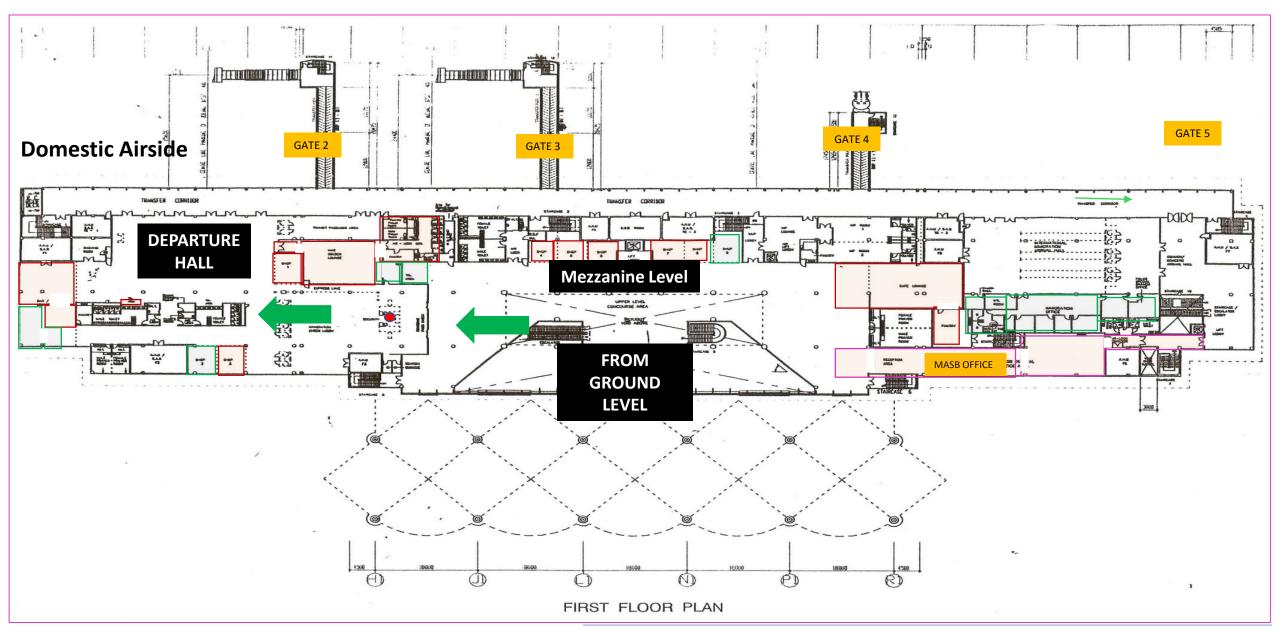




Level 1 – Departure Level



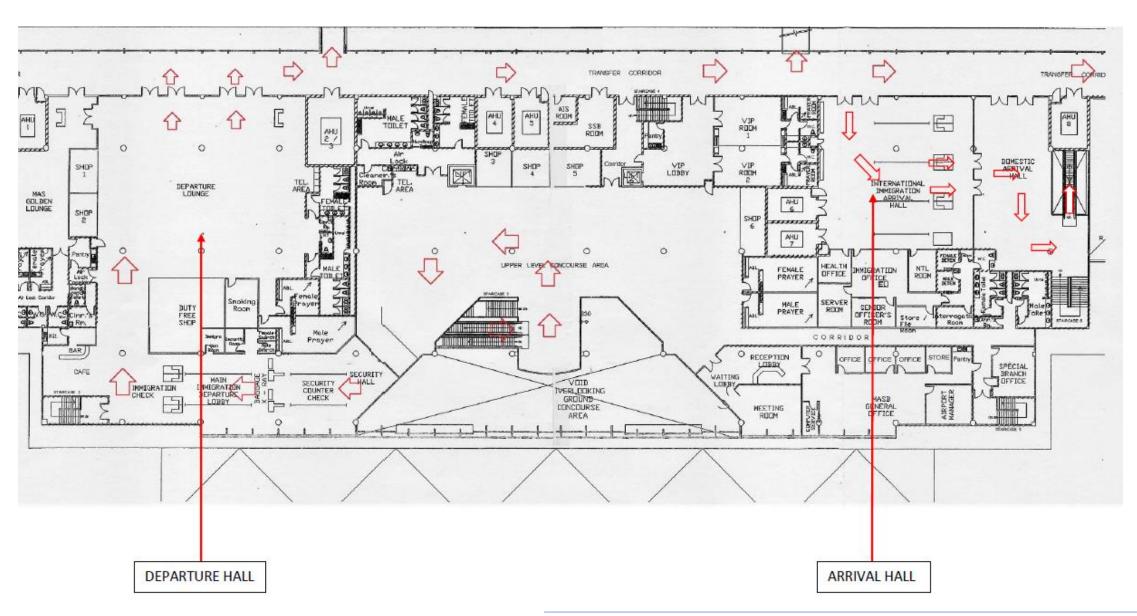
Miri Airport





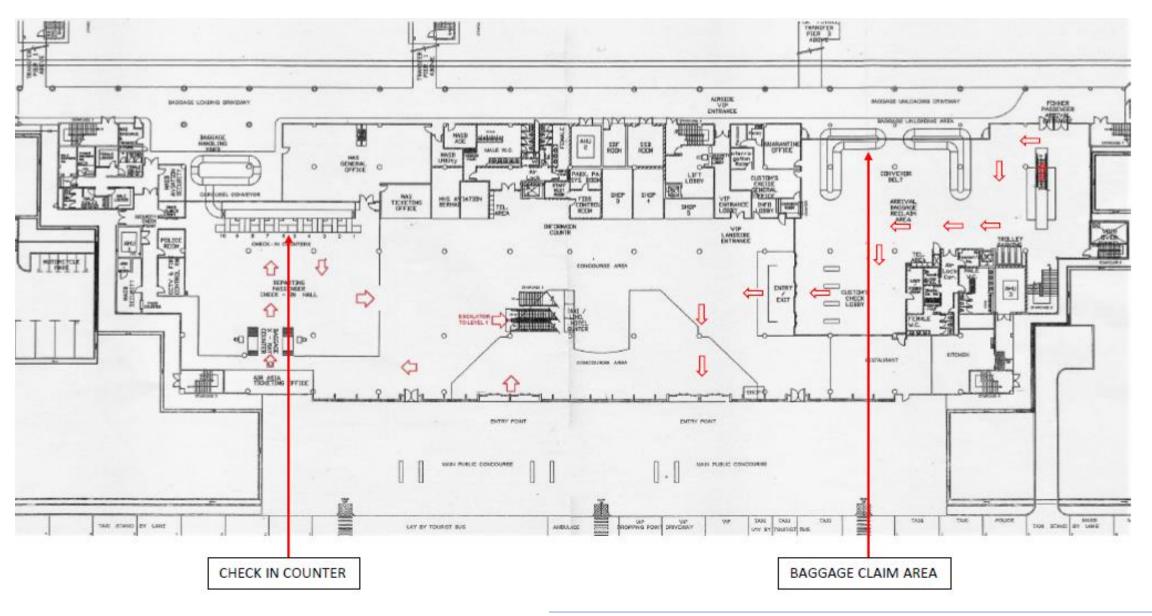
BINTULU AIRPORT PASSENGER FLOW

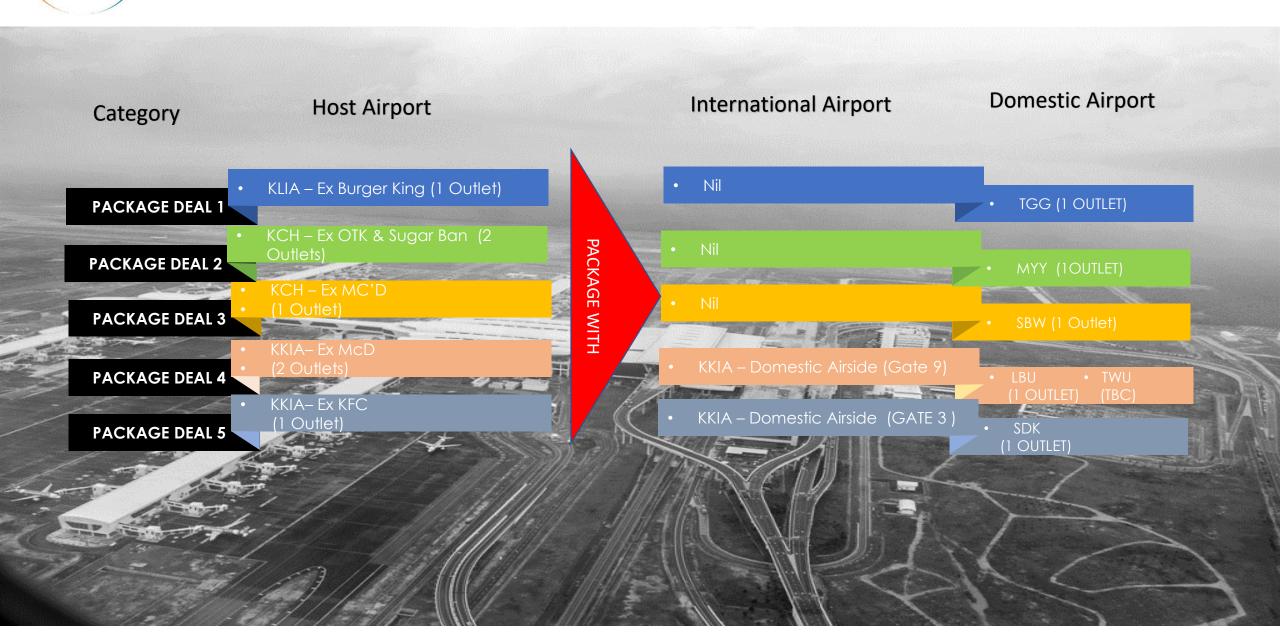














TENDER NO	CATEGORY	AIRPORT	PACKAGED DEAL		INDIVIDUAL	SIZE (SQM)	FIXED ROYALTY	VARIABLE ROYALTY
МАНВ-	FOOD & BEVERAGE – FAST FOOD	KIA	L1L11, L1L12 & L1L13	Package Deal 1	L1L11, L1L12 & L1L13	284.50	1%	18%
MASB/T/08/2019		MYY	GL06		GL06	336.00	NA	15%
МАНВ-		KIA	L1L03, L1L04, L1L05 & L1L06	Package Deal 2	L1L03, L1L04, L1L05 & L1L06	395.00	1%	18%
MASB/T/09/2019		SBW	GFL06		GFL05	200.30	1%	15%

F&B Outlet – T/08 (Fast Food)



Kuching International Airport

SARAWAK

PD 1



Lot No: L1L11, L1L12 & L1L13

Location: Level 1, Public Concourse

(Landside),

Kuching International Airport.

Size: Approximately 284.50 Sqm

Product Description:

Brand name fast food restaurant chain which is an establish brand name in the local and/or international market. The concept shall depict a lifestyle fast food restaurant catering to all markets segment with value for money propositions.

Indicative Rental: RM153 - RM161

Fixed Royalty: 1%

Variable Royalty: 18%

Tenancy of Period

1) Packaged Deal: 3+2+2 Years

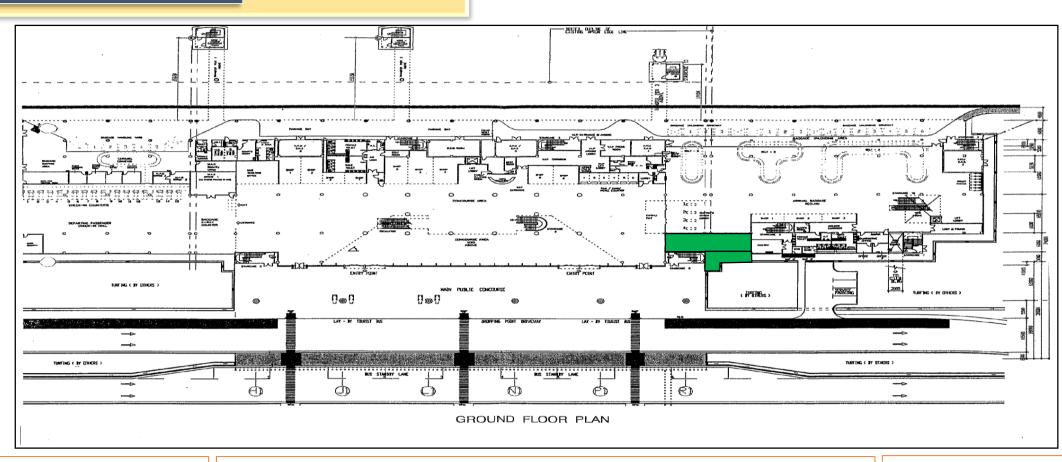
F&B Outlet – T/08 (Fast Food)



Miri Airport

SARAWAK

PD 1



Lot No: GL06

Location: Ground Floor, Public Concourse (Landside), Miri Airport

Size: Approximately 336.00 Sqm

Product Description:

Brand name fast food restaurant chain which is an establish brand name in the local and/or international market. The concept shall depict a lifestyle fast food restaurant catering to all markets segment with value for money propositions.

Indicative Rental: RM31 - RM33

Fixed Royalty: NA

Variable Royalty: 15%

Tenancy of Period

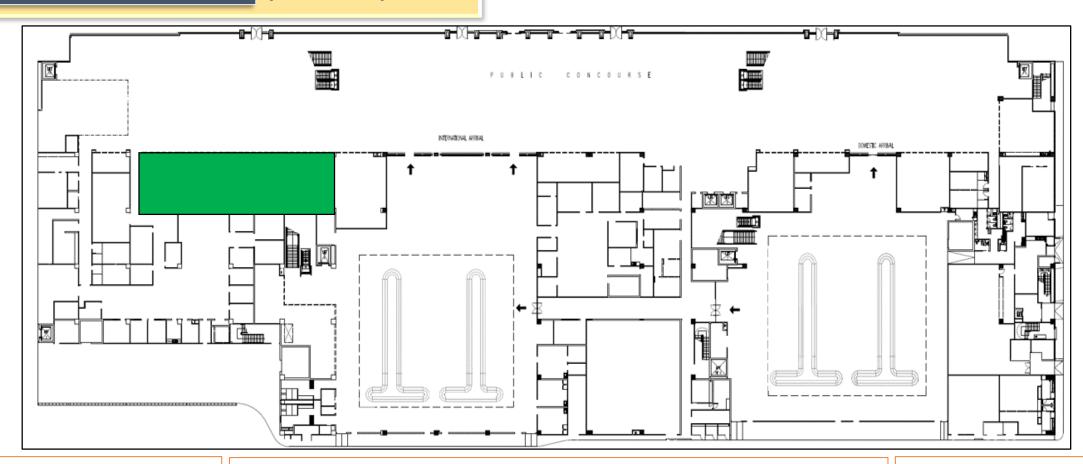
1) Packaged Deal: 3+2+2 Years

F&B Outlet – T/09 (Fast Food)



Kuching International Airport

SARAWAK PD 2



Lot No: L1L03 - L1L06

Location: Level 1, Public Concourse

(Landside),

Kuching International Airport.

Size: Approximately 395.00 Sqm

Product Description:

Brand name fast food restaurant chain which is an establish brand name in the local and/or international market. The concept shall depict a lifestyle fast food restaurant catering to all markets segment with value for money propositions.

Indicative Rental: RM153 - RM161

Fixed Royalty: 1%

Variable Royalty: 18%

Tenancy of Period

1) Packaged Deal: 3+2+2 Years

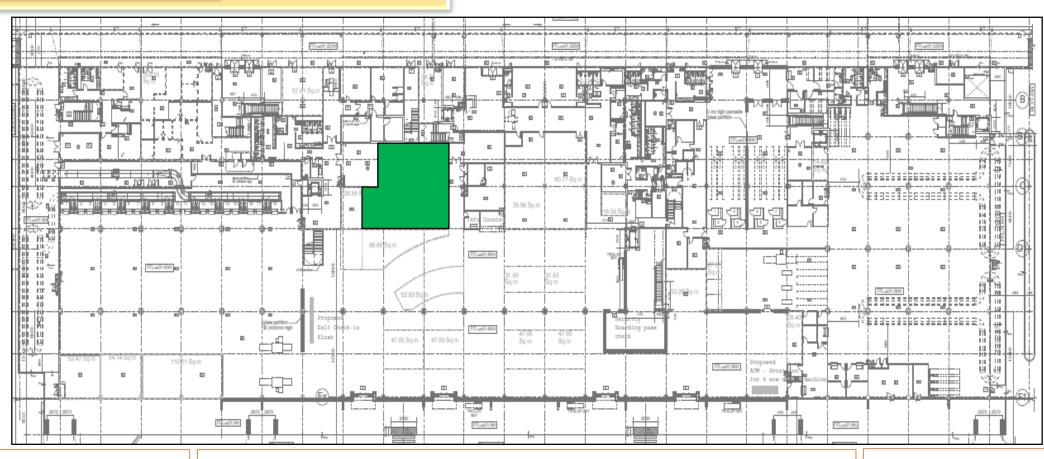
F&B Outlet – T/09 (Fast Food)



Sibu Airport

SARAWAK

PD 2



Lot No: GFL05

Location: Ground Floor, Public Concourse (Landside), Sibu Airport Size: Approximately 200.30 Sqm

Product Description:

Brand name fast food restaurant chain which is an establish brand name in the local and/or international market. The concept shall depict a lifestyle fast food restaurant catering to all markets segment with value for money propositions.

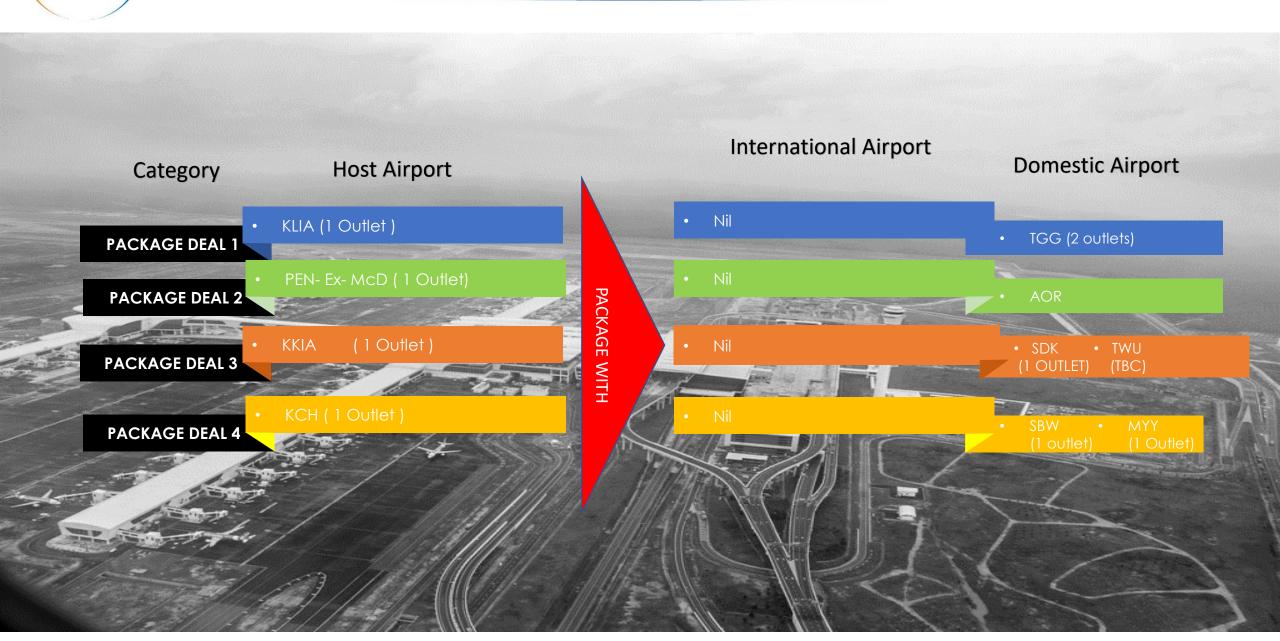
Indicative Rental: RM64 – RM67

Fixed Royalty: NA

Variable Royalty: 15%

Tenancy of Period

1) Packaged Deal: 3+2+2 Years





TENDER NO	CATEGORY	AIRPORT	PACKAGED DEAL		INDIVIDUAL	SIZE (SQM)	FIXED ROYALTY	VARIABLE ROYALTY
	FOOD & BEVERAGE – COFFEE BASED	KIA	L3L07 - L3L09	Package Deal 1	L3L07 - L3L09	118.95	1%	18%
MAHB- MASB/T/11/2019		SBW	GFL07 - GFL08		GFL07 - GFL08	159.33	NA	15%
		MYY	GL14		GL14	78.50	NA	15%

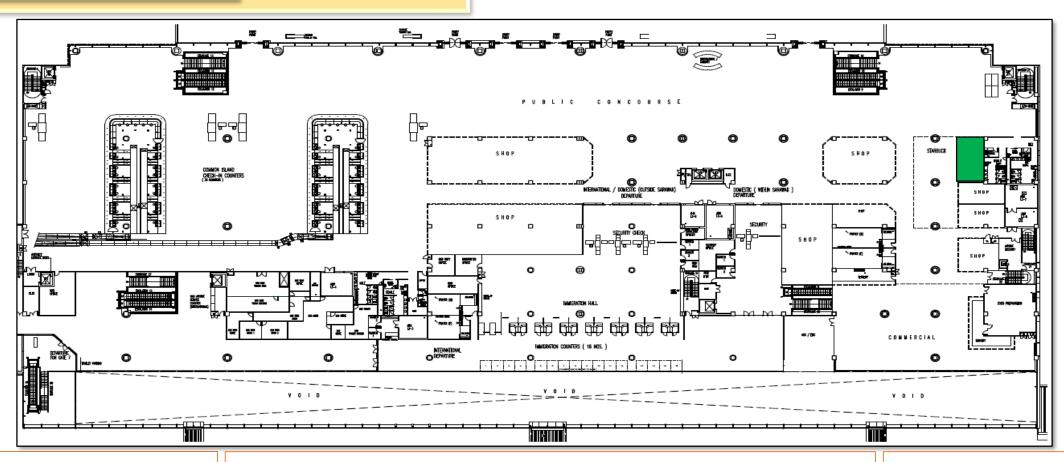
F&B Outlet – T/11 (Coffee Based)



Kuching International Airport

SARAWAK

PD 1



Lot No: L3L07 , L3L08 & L3L09

Location: Level 3, Public Concourse

(Landside),

Kuching International Airport

Size: Approximately 118.95 Sqm

Product Description:

Brand name specialty café/restaurant with coffee - based concept. The brand must be an established name in the local and/or travel retail market.

The design must depict a modern concept with appealing leisure lifestyle inspiration that appeals middle-upper market segment and fitting to be present at a super prime area.

Indicative Rental: RM238 – RM249

Fixed Royalty: 1%

Variable Royalty: 18%

Tenancy of Period

1) Packaged Deal: 3+2+2 Years

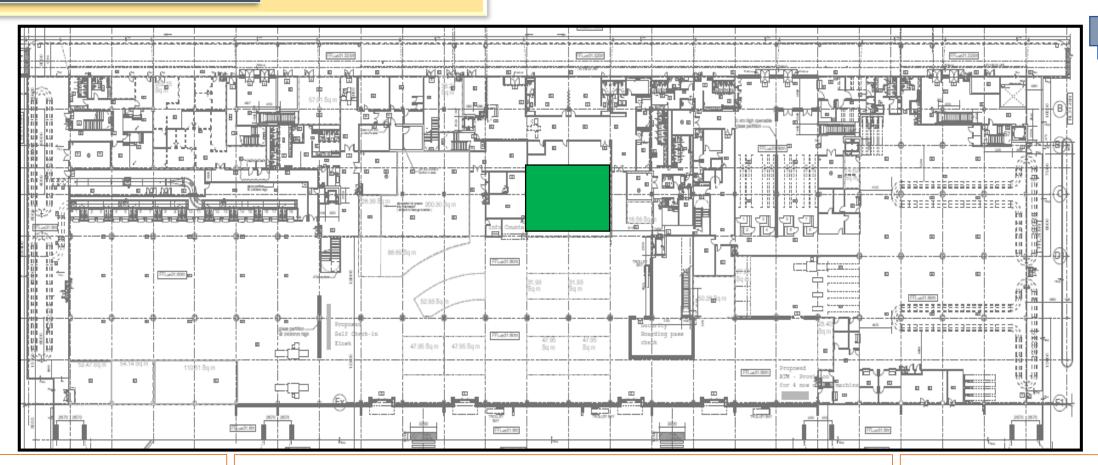
F&B Outlet – T/11 (Coffee Based)



Sibu Airport

SARAWAK

PD 1



Lot No: GFL07 & GFL08

Location: Ground Floor, Public Concourse (Landside), Sibu Airport Size: Approximately 159.33 Sqm

Product Description:

Brand name specialty café/restaurant with coffee - based concept. The brand must be an established name in the local and/or travel retail market.

The design must depict a modern concept with appealing leisure lifestyle inspiration that appeals middle-upper market segment and fitting to be present at a super prime area

Indicative Rental: RM102 - RM107

Fixed Royalty: NA

Variable Royalty: 15%

Tenancy of Period

1) Packaged Deal: 3+2+2 Years

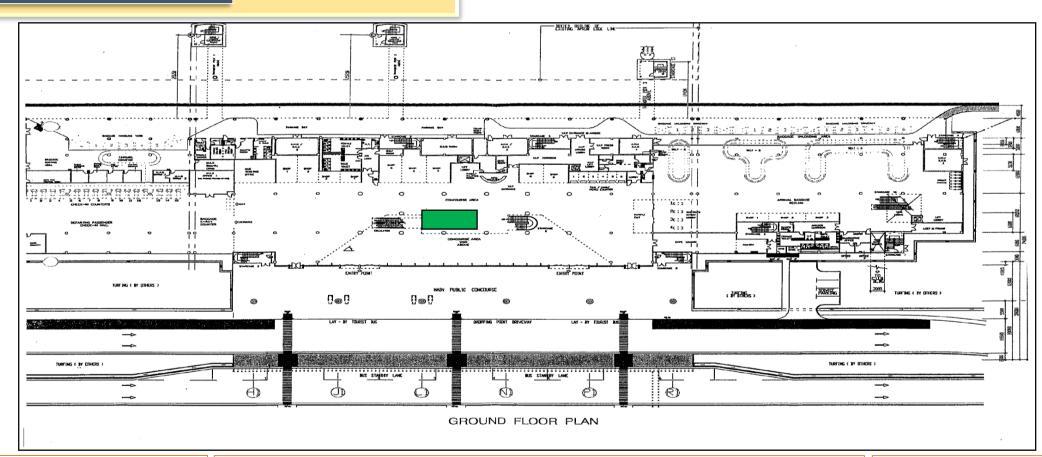
F&B Outlet – T/11 (Coffee Based)



Miri Airport

SARAWAK

PD 1



Lot No: GL14

Location: Ground Floor, Public Concourse (Landside), Miri Airport

Size: Approximately 78.50 Sqm

Product Description:

Brand name specialty café/restaurant with coffee - based concept. The brand must be an established name in the local and/or travel retail market.

The design must depict a modern concept with appealing leisure lifestyle inspiration that appeals middle-upper market segment and fitting to be present at a super prime area

Indicative Rental: RM102 – RM107

Fixed Royalty: NA

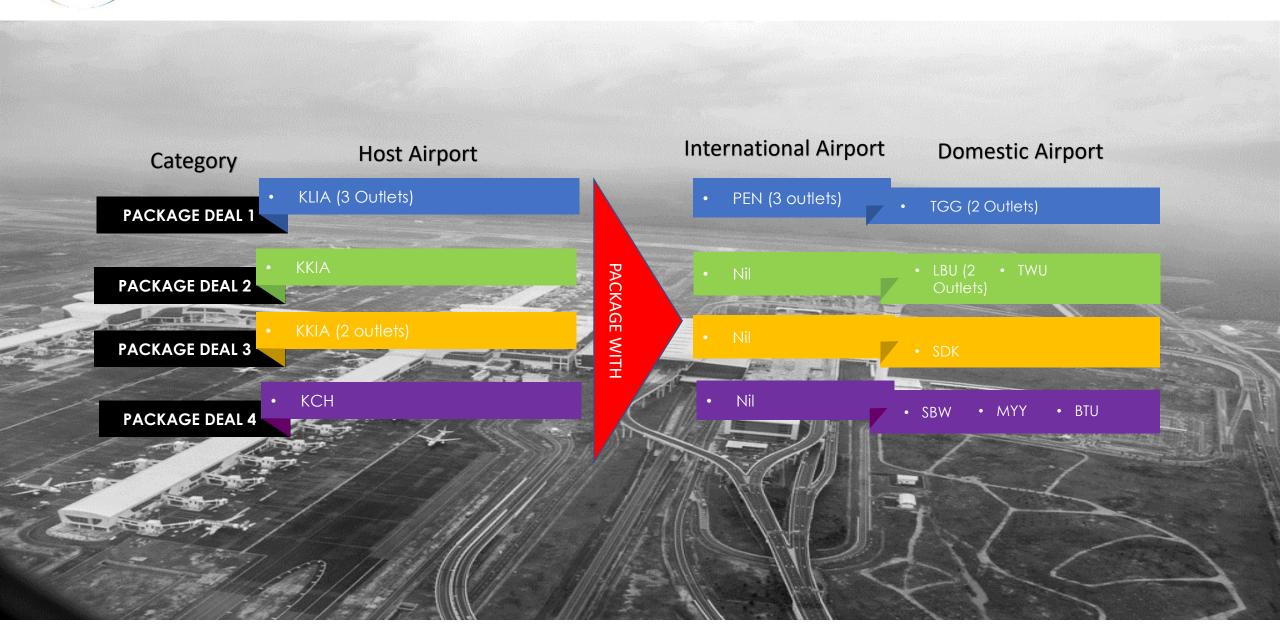
Variable Royalty: 15%

Tenancy of Period

1) Packaged Deal: 3+2+2 Years



CONVENIENCE AND/OR NEWS BOOKS





TENDER NO	CATEGORY	AIRPORT	PACKA	GED DEAL	INDIVIDUAL	SIZE (SQM)	FIXED ROYALTY	VARIABLE ROYALTY
			L1L07		L1L07	115.00	1%	10%
	RETAIL OUTLET –	SBW	GFL18		GFL18	47.95	NA	10%
MAHB- MASB/T/15/2019		MYY	GL02, GL03 & GL04	Packaged Deal 1	GL02, GL03 & GL04	133.10	NA	10%
		вти	GL03 – GL04		GL03 – GL04	98.40	NA	10%

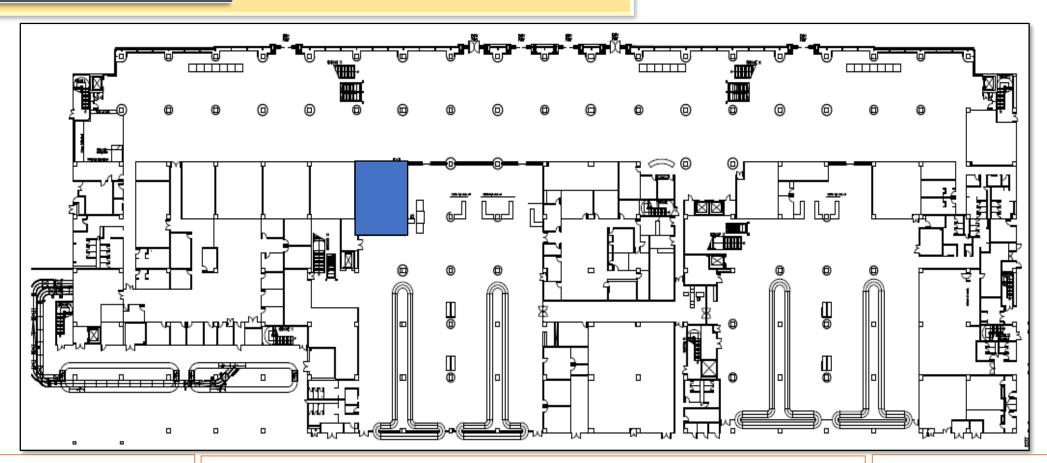
Retail Outlet – T/15 (Convenience and/or News Books)



Kuching International Airport

SARAWAK

PD 1



Lot No: L1L07

Location: Level 1, Public Concourse (Landside), Kuching International Airport.

Size: Approximately 115.00 sqm

Product Description:

Brand name specialty retail offering of multiple convenience products, unprescribed medication (over the counter), books, magazines, newspaper etc. The product ratio should be a maximum of 30% personal care product and at the minimum of 70% is allocated for the convenience product category. Value for money products offering is an added advantage.

Indicative Rental: RM92 - RM97

Fixed Royalty: 1%

Variable Royalty: 10%

Tenancy of Period

1) Packaged Deal: 3+2+2 Years

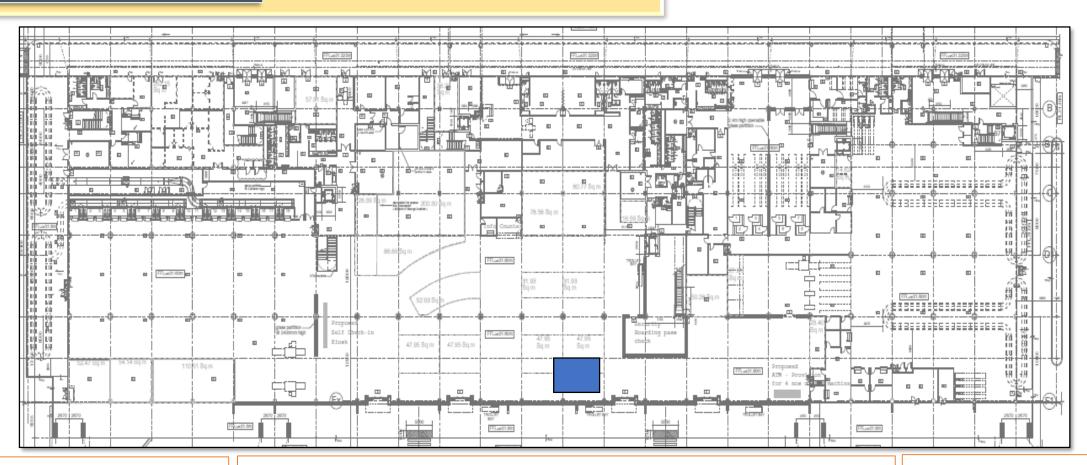
Retail Outlet – T/15 (Convenience and/or News Books)



Sibu Airport

SARAWAK

PD 1



Lot No: GFL18

Location: Ground Floor, Public Concourse (Landside), Sibu Airport

Size: Approximately 47.95 sqm

Product Description:

Brand name specialty retail offering of multiple convenience products, unprescribed medication (over the counter), books, magazines, newspaper etc. The product ratio should be a maximum of 30% personal care product and at the minimum of 70% is allocated for the convenience product category. Value for money products offering is an added advantage.

Indicative Rental: RM111 - RM117

Fixed Royalty: NA

Variable Royalty: 10%

Tenancy of Period

1) Packaged Deal: 3+2+2 Years

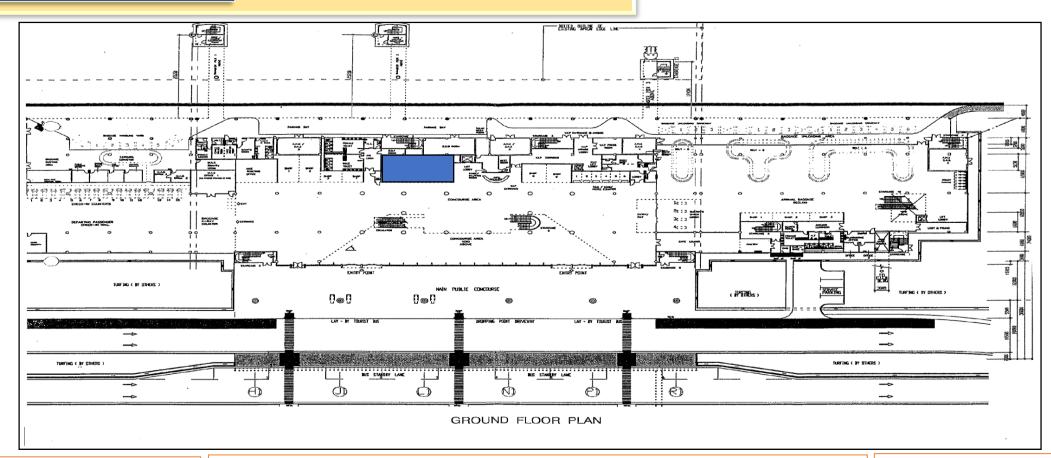
Retail Outlet – T/15 (Convenience and/or News Books)



Miri Airport

SARAWAK

PD 1



Lot No: GL02, GL03 & GL04

Location: Ground Floor, Public Concourse (Landside), Miri Airport.

Size: Approximately 133.10 sqm

Product Description:

Brand name specialty retail offering of multiple convenience products, unprescribed medication (over the counter), books, magazines, newspaper etc. The product ratio should be a maximum of 30% personal care product and at the minimum of 70% is allocated for the convenience product category. Value for money products offering is an added advantage.

Indicative Rental: RM111 - RM117

Fixed Royalty: NA

Variable Royalty: 10%

Tenancy of Period

1) Packaged Deal: 3+2+2 Years

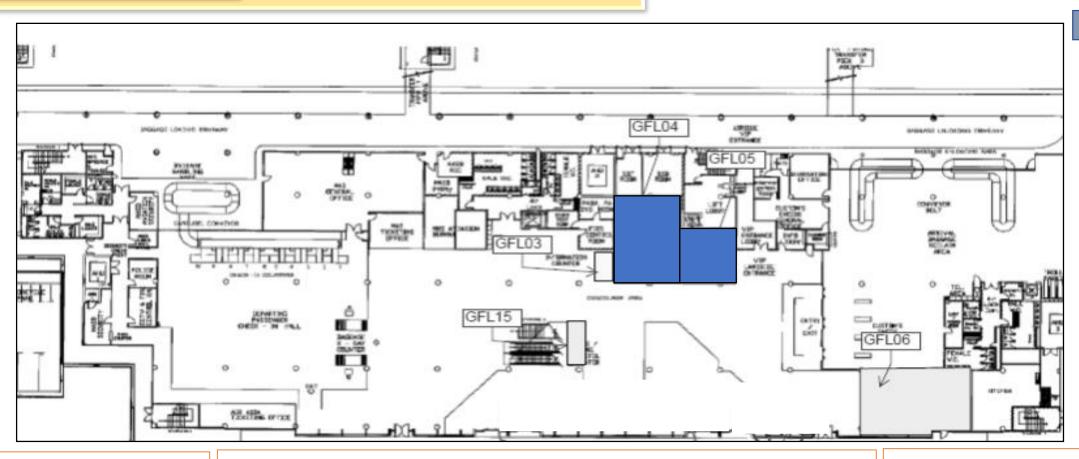
Retail Outlet – T/15 (Convenience and/or News Books)



Bintulu Airport

SARAWAK

PD 1



Lot No: GL03, GL04 & GL05

Location: Ground Floor, Public

Concourse (Landside), Bintulu Airport.

Size: Approximately 143.74 sqm

Product Description:

Brand name specialty retail offering of multiple convenience products, unprescribed medication (over the counter), books, magazines, newspaper etc. The product ratio should be a maximum of 30% personal care product and at the minimum of 70% is allocated for the convenience product category. Value for money products offering is an added advantage.

Indicative Rental: RM54 - RM56

Fixed Royalty: NA

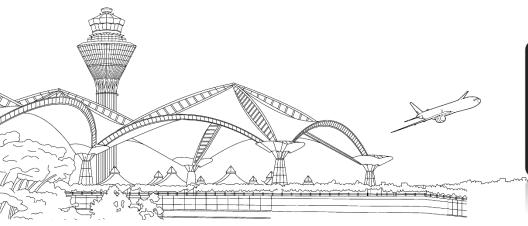
Variable Royalty: 10%

Tenancy of Period

1) Packaged Deal: 3+2+2 Years



IMPORTANT INFORMATION TO TENDERERS









EVALUATION PROCESS & CRITERIA

EVALUATION PROCESS & CRITERIA



Screening Process

Tender Requirement

- 1. Tender Briefing Attendance and Attendance Registration
- 2. Tender Deposit
- 3. Tenderer Statutory Declaration
- 4. Tenderer Declaration
- 5. Declaration of Tender Integrity form

Minimum Qualification

- 1. Minimum experience
- 2. Current business partner requirement
- 3. Bumiputera composition (Bumi Tender only)

Financial Evaluation

- Latest audited accounts
- 2. Latest 3 months bank statement
- 3. Bank Credit facilities

NEXT

Business Evaluation

Concept Design

1. Artist Impression

3. Capital Investment

20%

2. Layout

Commercial Evaluation

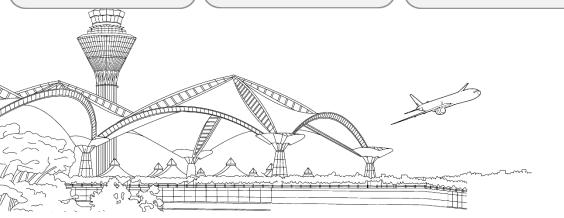
- 1. Financial Projection
- 2. Financial
 Consideration (Fixed
 Rent, Royalty, Sales
 Projection)
- 3. Investment Plan

40%

Technical Evaluation

- Proposed Business Concept
- 2. Customer Service
- 3. Quality Control
- 4. Pricing Commitment

40%





ANNEX 1: COVER LETTER

Each tenderer must submit a letter of introduction and executive summary of the proposal submission.

The cover letter shall be addressed to the following:

Senior General Manager

Commercial Services

Malaysia Airports Holdings Berhad

Malaysia Airports Corporate Office

Persiaran Korporat KLIA

64000 KLIA, Sepang

Selangor, Malaysia

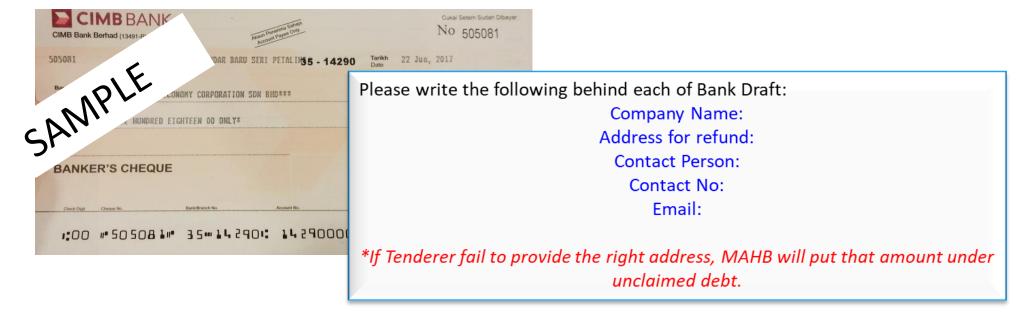




ANNEX 2: TENDER REQUIREMENT

- 1. Mandatory Tender Briefing attendance
- 2. Tender Deposit
 - ✓ Required to submit Tender Deposit equivalent to 2% of Year 1 Annual Rent proposal or maximum of RM100,000 per tendered outlet (in the case of multiple proposals) in the form of Bank Draft under the name of MALAYSIA AIRPORTS HOLDINGS BERHAD (including the company, contact person, contact number behind each Bank Draft)





STATUTORY DECLARATION

(which shall be read and construed as forming an integral part of this Tender)

(Note: This statutory declaration shall be signed by each of the directors of the Tenderer and the same shall be affirmed before a commissioner for oath/notary public and stamped)

I, [Insert name of the directors of the company] (NRIC No./ Passport No. [*]) of [Insert address] do solemnly and sincerely declare as follows:-

- that as at the date hereof I am not an undischarged bankrupt and that no bankruptcy proceedings or any other legal proceeding of whatever nature have been instituted or are being instituted against me under the laws of Malaysia or anywhere else;
- that I have not committed any act of bankry defined under Section 3 of the Bankruptcy Act, 1967;
- that I have not in default under > may be bound and no litication pendine or threatened proceedings, as the
- that I agree that in vered that I am an undischarged bankrupt. (Company No. 487092-W) (hereinafter referred to Malaysia Airports Ho. aports 5dn, Bhd, 5dn, Bhd. (Company No. 320480-D) as "MAHB") and Mala (hereinafter referred to a. "Malaysia Airports Sdn. Bhd.") shall have the right to disqualify the Tender (as defined in the tender issued by MAHB) and/or terminate the Tenancy Agreement (as defined in the tender issued by MAHB);
- that I undertake to notify MAHB and Malaysia Airports Sdn. Bhd. within seven [7] days of I becoming aware of a petition for bankruptcy being filed against me;

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act, 1960.

Subscribed and solemnly declared by the abovenamed Insert name of the director of the Tenderer) (NRIC No./ Passwort No. [• 1). at [*] in the State of [•] on this [•] day of

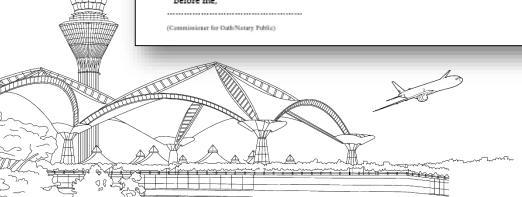
[Insert name of the director of the Tenderer] (NRIC No. Passport No. [•])

I am a party or by which I

"ave proceedings is currently

on, arbitration administrative

Before me,





Appendix 3 & 4: Director's and **Company's Statutory Declaration**

STATUTORY DECLARATION

(which shall be read and construed as forming an integral part of this Tender)

(Note: This statutory declaration shall be signed by the directors authorised by the Tenderer under its directors' and members' (if any) resolutions and this statutory declaration shall be affirmed before a commissioner for oath/notary public and stamped)

We, [Insert name of the directors of the company] (NRIC No./ Passport No. [*]) of [Insert address], __ [Insert the name of the Tenderer] (hereinafter called "the Company") of [Incert Tenderer's address] do hereby solemnly and sincerely declare as follows:

- that we are the directors of the Company:
- that to the best of our knowledge +1 claims against the Compan threatened which may aff binding agreement;

that we make this Holdings Berhad (C

Malaysia Airports

wledge and awareness of Malaysia Airports .#2-W)'s (hereinafter referred to as "MAHB") and dn. Bhd. (Company No. 320480-D)'s (hereinafter referred to as "Malay arports Sdn. Bhd.") reliance on this declaration as an inducement or basis to award tender (as defined in the tender issued by MAHB) to the

suits, legal proceedings or

proceedings) pending or

y of the Company to enter into a

that we undertake to notify MAHB and Malaysia Airports Sdn. Bhd. within seven (7) days of our becoming aware of any of the events as set out in Item 2 above being filed

And we make this solemn declaration consciously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act, 1960.

	ED and 90LEM D by the aboven		
on this	day of)	[Insert name of the directors of the company (NRIC No./ Passport No. [*])
Before me,			[Insert name of the directors of the company (NRIC No./ Fassport No. [*])
(Commissi	oney for Oath /N	Intara Pu	shlie)



JABATAN INSOLVENSI MALAYSIA
ARAS 2 & 3, BANGUNAN HAL EHWAL UNDANG-UNDANG
PRESINT 3, PUSAT PENTADBIRAN KERAJAAN
PERSEKUTUAN

62692 PUTRAJAYA E-MAIL : einsolvensi@bheuu.gov.my

OFFICIAL SEARCH

MESSRS ZAID IBRAHIM & CO (PROPERTY) LEVEL 19, MENARA MILENIUM JALAN DAMANLELA PUSAT BANDAR DAMANSARA 50490 KUALA LUMPUR W.PERSEKUTUAN Date: 02/03/2012

Please quote the department's reference no. for any search enquiry.

Telephone :03-88851000 Fax :03-88851348

Dear Sir,

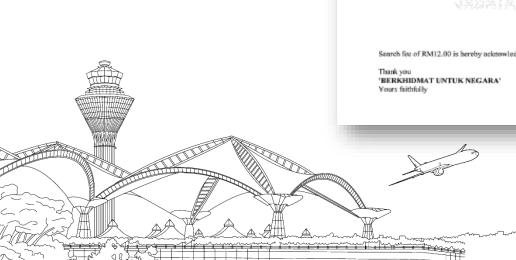
RE: MALAYSIA AIRPORTS (SEPANG) SDN. BHD. REG. NO.: 320480-D

According to our departmental records, we wish to inform that :-



JABATAN INSOLVENCI MALAYSIA

Search for of RM12.00 is hereby acknowledged receipt on 02/03/2012 and the reference number is 21203025194/01.





SAMPLE.....



e-Insolvensi

- Director's Bankruptcy Search
- Winding Up Search



1 / 7

Although all efforts has been carried out to ensure that the information provided is accurate and up to date, the Registrar of Companies will not be liable for any losses arising from any inaccurate or omitted information

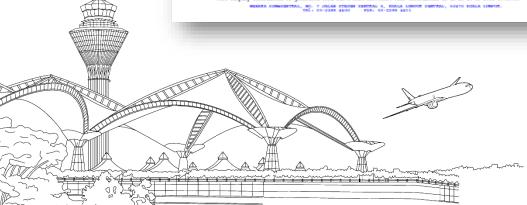
CORPORATE INFORMATION

Company Name Last Old Name Date of Change Company Number Registration Date : Registered Address :

Postcode Origin

Business Address

Nature of Business :





SAMPLE OF COMPANY SEARCH REPORT





TENDERER'S DECLARATION

(which shall be read and construed as forming an integral part of this Tender)

We hereby submit our background and experience and business plan in response to this Tender.

- We declare that:
 - (a) We have carefully examined and fully understand all the information provided in this Tender and all of its subsequent addenda, if any;
 - (b) All information submitted is true and correct to the best of our knowledge; and
 - (c) We did not, in any way, collude, conspire, or agree, directly or indirectly, with any person, firm, corporation or other Tenderer with regard to the financial offer, terms or conditions of this Tender.

the business proposal as

2. We further understand and agree that:-

 (a) We shall carry on the burtendered;

(b) We shall be br

and the same of th

- (c) Should we wil will be forfeited ... during the Validity Period, our Tender Deposit
- (d) MAHB and Malaysia Airports 3dn, Bhd. may accept our offer or reject our offers; and
- (e) MAHB and Malaysia Airports Sdn. Bhd. may request us to give a presentation or submit further information to substantiate our offer before the tenancy award process.
- If our proposal is accepted;
 - (a) We shall present and/or return to Malaysia Airports Sdn, Bhd. within thirty (30) days from the date of the Letter of Offer the following documents:
 - Our acceptance to the Letter of Offer;
 - (ii) The first payment of the Fixed Rent for year one (1) of the Term of Tenancy and the Airport Service Charge (if applicable) in the form of a banker's cheque drawn in favour of Malaysia Airports Sdn. Bhd.;
 - (iii) Our bank's standing instruction form in pursuance to Section 9.8.1 of this Tender:



Appendix 5: Tenderer's Declaration

with the preparation of our business proposals irrespective whether MAHB actually proceeds with the award of the tenancy;

- (h) All statistical or other data and information provided in this Tender are for reference only. Malaysia Airports (Sepang) and MAHB do not warrant the accuracy or validity of the data or information presented. We have made our own independent evaluation of the business potential of this Tender and shall have no claims against Malaysia Airports (Sepang) and MAHB resulting from information provided in this Tender or submission of offer by us to Malaysia Airports (Sepang) and MAHB;
- We shall not request for any reduction on our proposed Rent and any other charges as set out in this Tender; and
- (j) MAHB may modify, amend or revise any provision of this Tender or issue any addenda at any time. Any modification, amendment, revision or addenda will be in writing and will be provided to the registered recipients of this Tender.

l.	Name Position	:	\(\)
	Signature	"WPI	
2.	Name	CVIA.	
	Position	Sr	
	Signature	:-	
3.	Name		
	Position	:	
	Signature		
			Corporate Seal
D	ated this	day of	

APPENDIX 6 - TENDERER CODE OF ETHICS

1. INTRODUCTION

Malaysia Airports is committed to uphold principles of integrity, accountability and fairness in its procurement activities. Similarly, Malaysia Airports expects its Tenderers to embrace the commitment to these principles as set out in this Tenderer Code of Ethics.

The Tenderer Code of Ethics outlines Malaysia Airports' minimum expectations for Tenderers to respect and adhere to when conductine business with or on behalf of Malaysia Airports. All Tenderers of Malaysia Airports must comply with all applicable laws and regulations, the requirements set out in this Tenderer Code of Ethics and its contractual obligations to Malaysia Airports.

This Tenderer Code of Ethics is intended to complement Malaysia Airports Code of Ethics and Conduct Procurement Policies, Procedures & Guidelines (3Ps), Procurement Code of Ethics and the Company's other policies.

SCOPE

The Tenderer Code of Ethics applies to all Malaysia Airports' Tenderers including its principals, employees, sub-contractors and agents.

DEFINITIONS

The following terms are used in this Tenderer Code of Ethics and shall have the following meanings:

Bribe means an inducement or reward (financial or otherwise) offered, given or received, directly or indirectly in order to secure an undue or improper result, award, decision, benefit or advantage of any kind.

Cartel means an arrangement between Tenderers to fix prices or to share the market between them.

Conflict of interest means a situation in which an individual has competine professional or personal interests that may interfere or potentially interfere with the individual's objectivity to fulfil his or her duties impartially.

Employee means all employees under the employment of the Company or Tenderer including persons who are on contract, secondment, apprenticeship, attachment whether remunerated or otherwise. The term "Employees" or "Employees" shall have the same meaning and may be used interchangeably.

Facilitation payments means payments made to secure or expedite the performance by a person performing a routine or administrative duty or function.

Family member means the Employee's:

- Spouse(s):
- Parents (including step and adopted parents);
- Children (including step and adopted children);
- Siblines (including step and adopted siblines):



Appendix 6: Tenderer Code Of Ethic

Alternatively, the individual or Tenderer may contact any member of the Whistleblowing Independent Committee (WIC) or the WIC Secretariat directly to raise their concern. The list of WIC members and WIC Secretariat together with their contact details is distributed

Malaysia Airports will maintain confidentiality of the identity of the individual or Tenderer who raise the concern to the extent possible.

Tenderers against any individual or T	y retribution or retaliation taken by its employees or enderer who has, in good faith, reported questionable of laws, this Tenderer Code of Ethics and/or any Airports.
Tender Title:	
Tender No:	
and read the Malaysia Airports Tenderer	, acknowledge that we have received r Code of Ethics and that we understand it and will in in procurements with Malaysia Airports Holdings
Executed this day of	_ 20
On behalf of] NAME:] NRIC No:] DESIGNATION:] DATE:]	Company Stamp
in the presence of NAME: NRIC No: DESIGNATION: DATE:	Company Stamp
Note: - Please complete this form in handwrit - Please do not retype or reproduce this	

Note: This form shall be submitted together with the business proposal.



APPENDIX 7 - DECLARATION ON COMMERCIAL RELATED PARTY TRANSACTION

DECLARATION ON RELATED PARTY TRANSACTION (RPT/ RRPT)

(Pursuant to Chapter 10 of Bursa Malaysia Listing Requirements / Malaysian Financial Reporting Standard 124)

Note: The Interested Tenderer is required to complete and sign this Commercial RPT Declaration Form in the form of handwriting. This Commercial RPT Declaration Form SHOULD NOT BE LEFT BLANK or retype or reproduce in any other format. Failure by the Interested Tenderer to complete and/or sign this RPT Declaration Form may result to a complete disqualification from the procurement exercise.

	L.	NRIC No:	
full	age and having residential	address at	_
do h	nereby affirm and declare th	at:-	
1.	This transaction of		
	to be entered/entered be		_
	("MAHB Group of Comp	anies") and	_
	(Tenderer):		
	free		
	(Please tick either item i)	or ii) below where applicable]	
	i) is not Related Par (please complete Ite	ty Transaction ("RPT") / Recurrent Related Party Transaction ("RRP m 3 below)	Т"
	<u>or</u>		
		Transaction ("RPT") / Recurrent Related Party Transaction ("RRP1 ticulars of RPT/RRPT in Item 2 below)	")
2.		rticulars of RPT/RRPT in Item 2 below)	")
2.	(please provide par	rticulars of RPT/RRPT in Item 2 below)	_
2.	Particulars of RPT/RRPT PARTIES TO TRANSACTION MAHB GROUP OF	rticulars of RPT/RRPT in Item 2 below) are as follows: - DETAILS OF RELATED PARTY IN THE TRANSACTION Name :	_
2.	Particulars of RPT/RRPT PARTIES TO TRANSACTION	rticulars of RPT/RRPT in Item 2 below) are as follows: - DETAILS OF RELATED PARTY IN THE TRANSACTION Name : Designation :	_
2.	Particulars of RPT/RRPT PARTIES TO TRANSACTION MAHB GROUP OF	rticulars of RPT/RRPT in Item 2 below) are as follows: - DETAILS OF RELATED PARTY IN THE TRANSACTION Name : Designation : Relationship :	_
2.	Particulars of RPT/RRPT PARTIES TO TRANSACTION MAHB GROUP OF	rticulars of RPT/RRPT in Item 2 below) are as follows: - DETAILS OF RELATED PARTY IN THE TRANSACTION Name : Designation :	
2.	Particulars of RPT/RRPT PARTIES TO TRANSACTION MAHB GROUP OF COMPANIES:	rticulars of RPT/RRPT in Item 2 below) are as follows: - DETAILS OF RELATED PARTY IN THE TRANSACTION Name : Designation : Relationship : / Connection	_
2.	Particulars of RPT/RRPT PARTIES TO TRANSACTION MAHB GROUP OF COMPANIES:	rticulars of RPT/RRPT in Item 2 below) are as follows: - DETAILS OF RELATED PARTY IN THE TRANSACTION Name : Designation : Relationship : / Connection Name :	

'To be declared by the Managing Director of Tenderer

 AND I/WE MAKE THIS SOLEMN DECLARATION conscientiously believing the same to be true and in the event of any false declaration made herein, MAHB Group of Companies shall be entitled to terminate and withdraw the transaction/contract/award made in favour of the "Vendor/ Concessionaire/Operator/Contractor and to further exercise all or any of its rights and remedies under the law.

Explanatory Note:

- The term RPT and RRPT are as defined under Chapter 10 of the Listing Requirements of Bursa Malaysia Securities Berhad and the Malaysian Financial Reporting Standard (MFRS") 124.
- 2. The information provided in this declaration may be used for by MAHB Group of Companies for assessment of Related Party disclosure under the requirements of FRS 124 Related Party Disclosure and Chapter 10 of the Listing Requirements. A copy of MFRS 124 can be found at the Malagoian Financial Accounting Standard Board (MASB) Website: www.mash.org.my > Our Standard > MASB Approved Accounting Standard for Entities Other than Private Entities > Malagoian Financial Reporting Standard (MFRS). A copy of Chapter 10 of the Listing Requirements can be found at Bursa Malagoia's website: www.bursamalagoia.com > Regulation > Rules > Listing Requirements > Chapter 10 (Transaction)
- A copy of a fresh declaration must be submitted to MAHB Group of Companies whenever there are changes to the nature of the relationship as disclosed in the table. This includes changes to the directorship and shareholdings of the **Vendon/ **Concessionaire/**Operator/**Contractor.
- Reference and definition of "Related Party" and "Person Connected" can be found in Chapter 1 of Bursa Malaysia Listing Requirement and in MFRS 124 of the Malaysian Financial Reporting Standard.
- Reference and definition of "Close members of the family of a person connected" is as laid down in MFRS 124 of the Malagsian Financial Reporting Standard.

Note: This form shall be submitted together with the business proposal.

Appendix 7: RPT

Appendix 8: Declaration Of Non-collusion

APPENDIX 8 - DECLARATION OF NON-COLLUSION BY TENDERER
TENDER TITLE:
TENDER NO:
DECLARATION OF NON-COLLUSION
The essence of open/selective bidding is that the Employer shall receive bona-fide competitive tender from all firms bidding. In recognition of this principle, we certify that this is a bona-fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangements with any other person. We also certify that we have not and we undertake that we will not at any time before the returnable date of this tender:-
(a) Communicate to any person other than the person calling for those tender, the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender is necessary to obtain insurance premium tender required for the preparation of the tender;
 (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any tender to be submitted;
(c) Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or have done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.
In this certificate the word 'person' includes any persons and any body or association, corporate or unincorporate; and 'any agreement or arrangement' includes any such transaction formed or unformed, and whether legally binding or not.
Authorised Signatory For Partnership/Company
I.C. No.:
Date:
Note: This form shall be submitted together with the business proposal.



Appendix 9: Tenderer Non-Disclosure

1	
	TENDER NO:

TENDER NON-DISCLOSURE AGREEMENT

APPENDIX 9 - TENDER NON-DISCLOSURE

We, the Tenderer who is officially named be	low in this Agreement and whose Authorise
Representative has officially signed below on	this Agreement on behalf of us, the so-name
Tenderer, fully agree not to disclose or make	available to any person other than Malays
Airports Sdn. Bhd., ('the Employer') or use, ex	cept to an extent which is reasonably necessar
for the preparation and submittal of our Tend	er Proposal, any information acquired from th
Employer in connection with the tendering of t	his tender entitled
and Tender Numb	
We, the Tenderer, further agree that we shall	
information regarding this tender to any offici	_
unless prior written approval is furnished by t	
We the Tenderer shall ensure that the requiren	
-	
by any sub-contractor, vendor equipment or m	
we may work in order to prepare our Tender	-
agreement to the non-disclosure obligations st	ated above and the confidentiality terms as a
specified in the Tender Documents.	
-	
•	
•	
TENDERER' NAME	AUTHORISED REPRESENTATIVE
TENDERER' NAME	
TENDERER' NAME	AUTHORISED REPRESENTATIVE (print name / title)
TENDERER' NAME	
	(print name / title) AUTHORISED REPRESENTATIVE
	(print name / title)
	(print name / title) AUTHORISED REPRESENTATIVE
	(print name / title) AUTHORISED REPRESENTATIVE

Note: This form shall be submitted together with the business proposal.



Minimum Qualification

- Minimum experience
- Current business partner requirement
- Bumiputera composition (Bumi Tender only)

ANNEX 3: MINIMUM REQUIREMENT

- 1. Briefly explain on the current business experience/operation:
 - ✓ Core Product outlet Minimum experience at least 5 years
 - ✓ Non Core Product outlet Minimum experience at least 3 years
- 2. Tenderer to submit all the Business Registration form i.e. Form 9, Form 13, Form 24, Form 44, Form 49
- 3. Current business partner requirement is based on the followings:
 - ✓ Business Sustainability
 - ✓ Operational Rating
 - ✓ Credit Rating
 - ✓ Contract Rating
- 4. Establishment of local company for International tenderers
- 5. Halal certification (F&B only)



Financial Evaluation

- Latest audited accounts
- Latest 3 months bank statement
- Bank Credit facilities

ANNEX 4: COMPANY STRENGTH ASSESSMENT

- 1. Tenderer to submit latest audited accounts which is dated not more than 18 months old from the date of submission of tender
- 2. Latest three (3) months Bank Statement; (February, March, April 2019).
- 3. Tenderer to provide a credit reference from the principal banker or the financial institution



Concept Design

- Artist Impression
- Layout
- Capital Investment

20%

ANNEX 5: DESIGN AND CAPITAL INVESTMENT

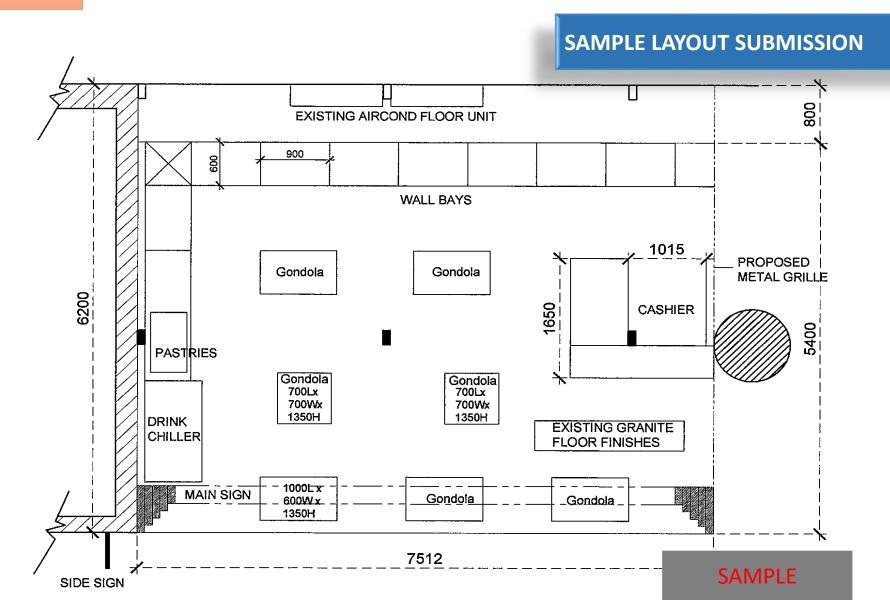
- L. Tenderer to submit conceptual design comprising of artist impression and layout. The proposed conceptual design shall comparable with other International Airports.
- 2. Tenderer to submit the proposed capital Investment to make sure that the Tenderer can produce a good concept for the tendered outlet.

The tenderer also to describe:

- ✓ Overall appeal and quality of design.
- ✓ Overall appeal and effectiveness of store-front design, signage, floor plan, and interior design.
- √ How the design supports the proposed brand/concept, and how merchandising strategy is incorporated into design

Note: Any revision of layout and perspective design upon award shall be at least 70% similar



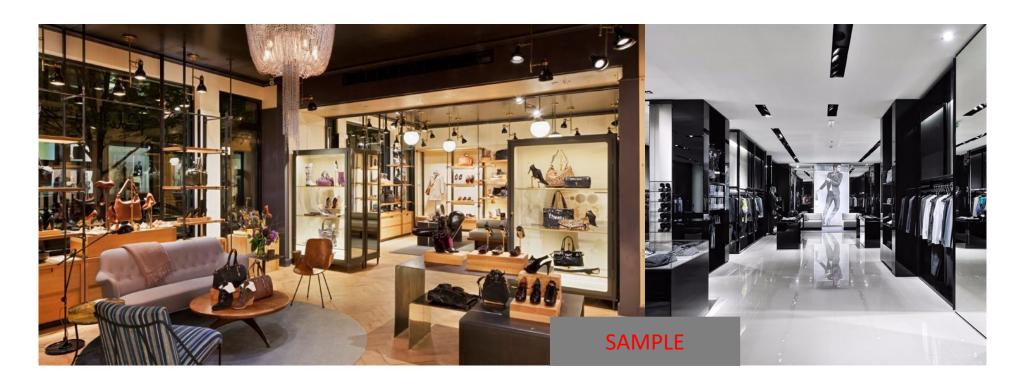


Note: Any revision of layout and perspective design upon award shall be at least 70% similar



SAMPLE PERSPECTIVE DESIGN

Sample of Perspective Design

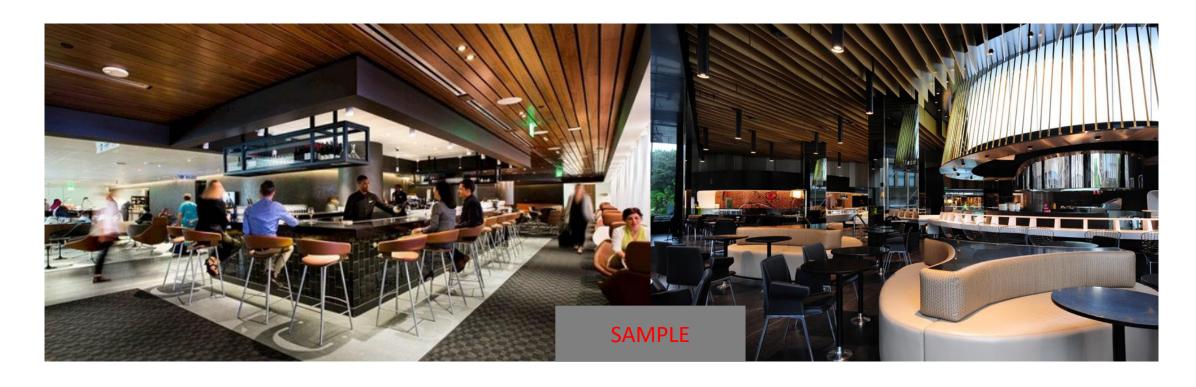


Note: Any revision of layout and perspective design upon award shall be at least 70% similar



SAMPLE PERSPECTIVE DESIGN

Sample of Perspective Design



YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7]	M A
PASSENGER FORECAST]	Z4 AIR
PROJECTED GROSS SALES (RM)									
								ļ	
OPERATING EXPENSES (OPEX)	RM								
COST OF GOODS SOLD									
MANPOWER/ STAFF SALARY					A	NNEX 6	: FINAN	CIAL P	ROJECTION
STAFF ALLOWANCES									
FIXED RENT									OPTION 1:
FIXED ROYALTY								1	
FRANCHISE / LICENSE FEES]	PACKAGED I
DEPRECIATION								1	(3+2+2 YEAF
LICENSE & PERMITS								1 .	
ADMINISTRATIVE & GENERAL								1	Commerci
ADVERTISING & PROMOTION								1	Evaluatio
OTHER OPERATING EXPENSES]	
MALAYSIA AIRPORTS' CHARGES								1 /	
Airport Service Charge								1	
A&P Charges]	1. Financial Proje
Utilities Charges									2. Financial
POS Charges]	Consideration
Airport Pass Charges]	Rent, Royalty,
TOTAL OPEX]	Projection)
EBITDA (Earnings before interest, taxes,								1	Investment Pla
depreciation, and amortization)]	
ANNUAL GROSS SALES PER SQUARE METRE								1	
RENOVATION								1	
FURNITURE & FIXTURES								1	40%
ASSETS								1	4070
TOTAL CAPEX								」	



OPTION 1: PACKAGED DEAL (3+2+2 YEARS)

Commercial Evaluation

- 1. Financial Projection
- 2. Financial Consideration (Fixed Rent, Royalty, Sales Projection)
- 3. Investment Plan

YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
PASSENGER FORECAST					
PROJECTED GROSS SALES (RM)					
OPERATING EXPENSES (OPEX)	RM	RM	RM	RM	RM
COST OF GOODS SOLD					
MANPOWER/ STAFF SALARY					
STAFF ALLOWANCES					
FIXED RENT					
FIXED ROYALTY					
FRANCHISE / LICENSE FEES					
DEPRECIATION					
LICENSE & PERMITS					
ADMINISTRATIVE & GENERAL					
ADVERTISING & PROMOTION					
OTHER OPERATING EXPENSES					
MALAYSIA AIRPORTS' CHARGES					
Airport Service Charge					
A&P Charges					
Utilities Charges					
POS Charges					
Airport Pass Charges					
TOTAL OPEX					
EBITDA (Earnings before interest, taxes,					
depreciation, and amortization)					
ANNUAL GROSS SALES PER SQUARE					
METRE RENOVATION					
FURNITURE & FIXTURES					
ASSETS	+				
TOTAL CAPEX					



ANNEX 6: FINANCIAL PROJECTION

OPTION 2: INDIVIDUAL (3+2 YEARS)



- Financial Projection
- Financial
 Consideration (Fixed Rent, Royalty, Sales Projection)
- 3. Investment Plan

40%



ANNEX 7: COMMERCIAL EVALUATION

Rent Structure

For authorized business of Retail and Food & Beverage

(i) the Fixed Rent AND the Fixed Royalty;

OR

(ii) the Variable Royalty;

whichever is higher.

Formula:-				
Fixed Royalty	=	Monthly Sales	Gross X	Fixed Royalty percentage based on product category
Variable Royalty	=	Monthly Sales	Gross X	Variable Royalty percentage based on product category



Option 1: Packaged Deal (3+2+2 Years)

ANNEX 7: COMMERCIAL EVALUATION

Lot No									
Period	Fixed Rent		Fixed Rent		Fixed Royalty Percentage Calculated Based on Monthly Gross Sales (%) (Not less than 1%)		Sales Projection		
Year 1	RM	/month	%	%	RM	/month			
Year 2	RM	/month	%	%	RM	/month			
Year 3	RM	/month	%	%	RM	/month			
			OPTION						
Year 4	RM	/month	%	%	RM	/month			
Year 5	RM	/month	%	%	RM	/month			
			OPTION						
Year 6	RM	/month	%	%	RM	/month			
Year 7	RM	/month	%	%	RM	/month			

Disclaimer: Fixed Royalty is applicable for International Airports only



ANNEX 7: COMMERCIAL EVALUATION

Option 2: Individual Outlets (3+2 Years)

Lot No								
Period	Fixed Rent		Fixed Royalty Percentage Calculated Based on Monthly Gross Sales (%) (Not less than 1%)	Variable Royalty Percentage Calculated Based on Monthly Gross Sales (%) (Not less than 18%)	Sale	s Projection		
Year 1	RM	/month	%	%	RM	/month		
Year 2	RM	/month	%	%	RM	/month		
Year 3	RM	/month	%	%	RM	/month		
OPTION								
Year 4	RM	/month	%	%	RM	/month		
Year 5	RM	/month	%	%	RM	/month		

Disclaimer: Fixed Royalty is applicable for International Airports only



RENTAL MODEL SIMULATION

Example:

New Rental Model: Fixed Rent+ Fixed Royalty Or Variable Royalty, Whichever Is Higher

		SCENARIO 1	SCENARIO 2
(A)	SALES	100,000	120,000
(B)	FIXED RENT	10,000	10,000
(C)	FIXED ROYALTY (1%)	1,000	1,200
(B + C)	FIXED RENT+ FIXED ROYALTY OR	11,000	11,200
(D)	VARIABLE ROYALTY (10%)	10,000	12,000
	RENTAL SUM	11,000	12,000
		FR+ FRYT	VRYT

Legend:

FR : Fixed Rent
FRYT : Fixed Royalty

VRYT : Variable Royalty



Technical Evaluation

- Proposed Business Concept
- 2. Customer Service
- 3. Quality Control
- 4. Pricing Commitment

40%

ANNEX 8: TECHNICAL EVALUATION

No.	Describe in detail on the following:	
1	Business Proposal & Concept a. Proposed Product & Brand b. Merchandise Assortment c. Marketing Plan d. Operational Plan e. Pricing Policy for the tenancy	
2	Customer Service a. Customer Service b. Quality Control c. Manpower Plan	

APPENDIX 11 - PRODUCT & PRICE LIST Important Notice The Product and Price List submitted herein must be valid for six (6) months from the last day of the Submission Date. Malaysia Airports reserves its right to request from the Tenderer, at any time, to re-submit this List (with no changes made it). · The Product and Price List submitted herein shall be subject to approval by the Malaysia Airports. [Name of item] [Unit size or weight] [Unit price] We hereby declare that the price charged for each item of the product (or services) is reasonable and is comparable to if not lower than the price charged at similar types of retail, F&B and services outlets downtown or at other regional international airports. Prepared By: Verified By: [Note: to sign here] [Note: to sign here] Name: Name: NRIC No. / Passport No.: NRIC No. / Passport No.: Designation: Designation: Date: Date: Note: This form shall be submitted together with the business proposal.



Appendix 11: Product & Price List

TENDER SUBMISSION AND SAMPLE

PURCHASE OF TENDER DOCUMENT





From 14 March 2019 – 27 May 2019



Procurement & Contract Division Level 1, Block B Malaysia Airports Holdings Berhad Malaysia Airports Corporate Office Persiaran Korporat KLIA, 64000 KLIA, Selangor



Monday to Thursday (8.30am – 12.00pm / 2.30pm – 4.30pm)

Friday (8.30am – 12.00pm / 3.00pm – 4.30pm)

Saturday and Sunday (Closed)



Administration Office Malaysia Airports Sdn Bhd Kota Kinabalu International Airport 88740 Kota Kinabalu, Sabah



RM250.00

SUBMISSION: BY HAND / COURIER





Procurement & Contract Division Level 1, Block B Malaysia Airports Holdings Berhad Malaysia Airports Corporate Office Persiaran Korporat KLIA, 64000 KLIA, Selangor

Attn: Tender Secretariat





No Later Than 12.00pm

- Indicate **Tender No.** on the top right side of the envelope
- No "Acknowledgement Letters/Receipt" will be given by Procurement Department upon proposal submission.

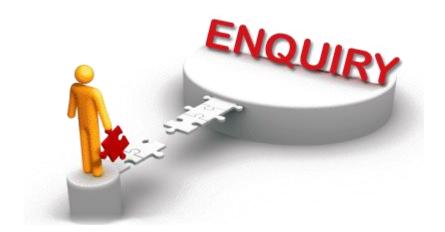
Each annex must be submitted in individual sealed envelopes and labelled according to the respective annexes. All individual sealed Annex to be put in one envelope for the purpose of submission.

GENTLE REMINDER TO TENDERER

Site visit/briefing attendance and the submission of the Tender Proposal must be made by the same company/organization.

Only companies registered during briefing session are allowed to submit the tender proposal.







Commercial Tender Secretariat

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