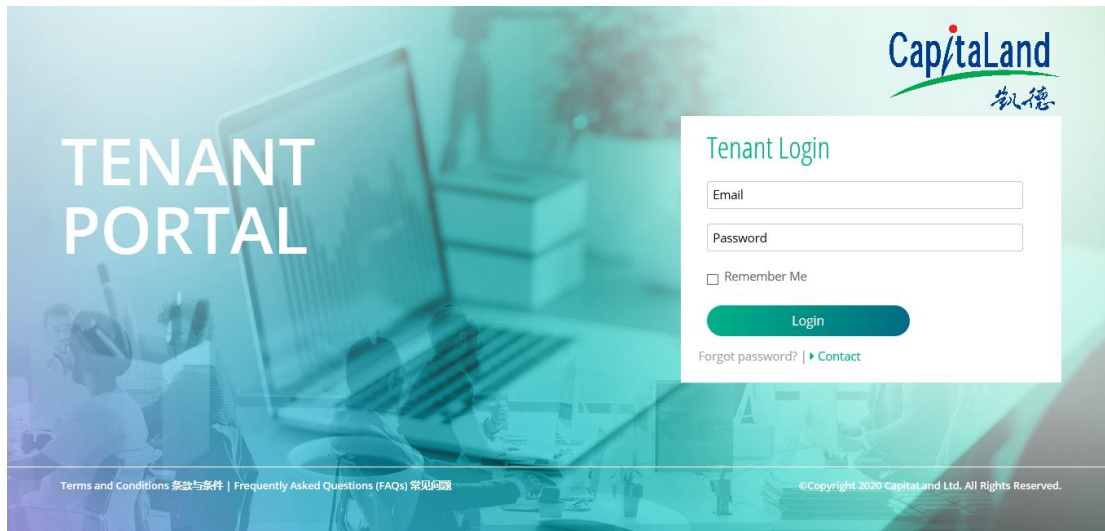




## Tenant Portal

The Tenant Portal at <http://bpi-tenant.capitaland.com> provides a convenient way to make rental payments and apply for facilities and amenities, including season parking. You can create login IDs for up to 9 users.



## Statement of Account and Rental Payments

View your statement of account for up to 18 months. The statement is updated on the 14th of each month.

Invoices for rental and services are billed on the first day of each month. The e-invoice will be uploaded on the portal and your designated representative will be notified via email.

Payments made after the 14th of each month will not be reflected in the statement.

## Payment Method

We do not accept cash payment. All payments are to be made by cheque, telegraphic transfer (TT) or GIRO. For cheque payments, please do not post-date the cheques. CapitaLand Limited may levy an administrative fee for cheques returned by the bank.

For GIRO payments, please maintain sufficient funds in your bank account, as there will be a late payment interest on any outstanding balance as well as an administrative fee by CapitaLand Limited for failed GIRO deductions. Please continue to make payment by cheque until we have written to inform that your bank has approved the GIRO application.

## Late Payments

Do pay your bills on time to avoid interest charges.