

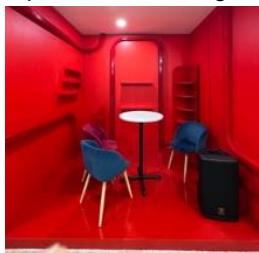
**RESERVATION TERMS & CONDITIONS
OF RUANG KREASI BY OCBC LIVESTREAM STUDIO**

1. The operating hours of Ruang Kreasi by OCBC are Monday - Friday at 08.00-17.00 WIB.
2. Ruang Kreasi by OCBC is intended for OCBC bank customers who have entrepreneur status (have a business unit).
3. Customers who want to use Ruang Kreasi by OCBC studio must be registered as a member of Ruang Menyala and have taken the Business Fitness Check Up.
4. Reservation can be made through OCBC website.
5. Only Livestream studio area is open (2 background options is available as image below) with minimum 2 hours and maximum 4 hours reservation.

Option 1: Yellow background



Option 2: Red background



6. The schedule listed on the form is the available schedule, but it is possible to be changed at any time. After the reservation is made through the website, a confirmation email will be sent to the registered email address.
7. For the maintenance of the Ruang Kreasi facility, during the usage period customers are requested to:
 - a. Enter and exit according to the schedule that has been reserved, for the convenience of the next user.
 - b. Not eating, drinking (other than mineral water) and smoking, including e-cigarettes, as they may damage and leave odors on the room facilities.
 - c. Committing immoral acts and creating content that is offensive to SARA
8. Customers are allowed to arrange the layout of the studio as long as it is returned to its original place at the end of the usage period.
9. Customers are encouraged to jointly maintain the facilities provided by lifting and shifting large properties (such as sofas) carefully. Damage to the Ruang Kreasi facilities will be charged to the user.
10. The use of livestream studio at Ruang Kreasi by OCBC is free of charge.
