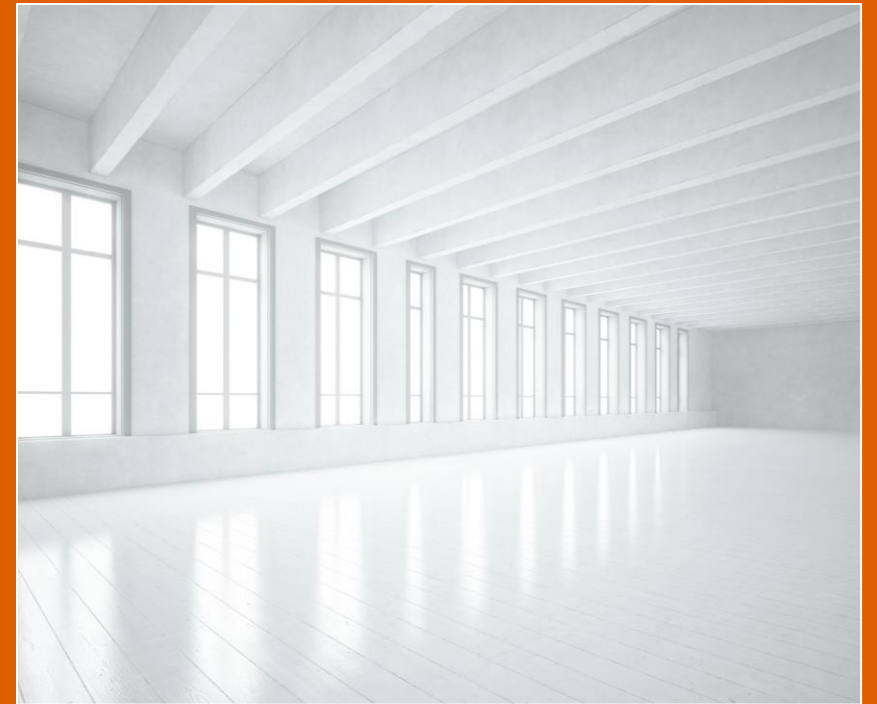


2021 - AUG



GE OVERSEAS OFFICE SET UP



GE – CTS Facilities & HRBP Team

1 GUIDELINE OVERVIEW

01

Purpose

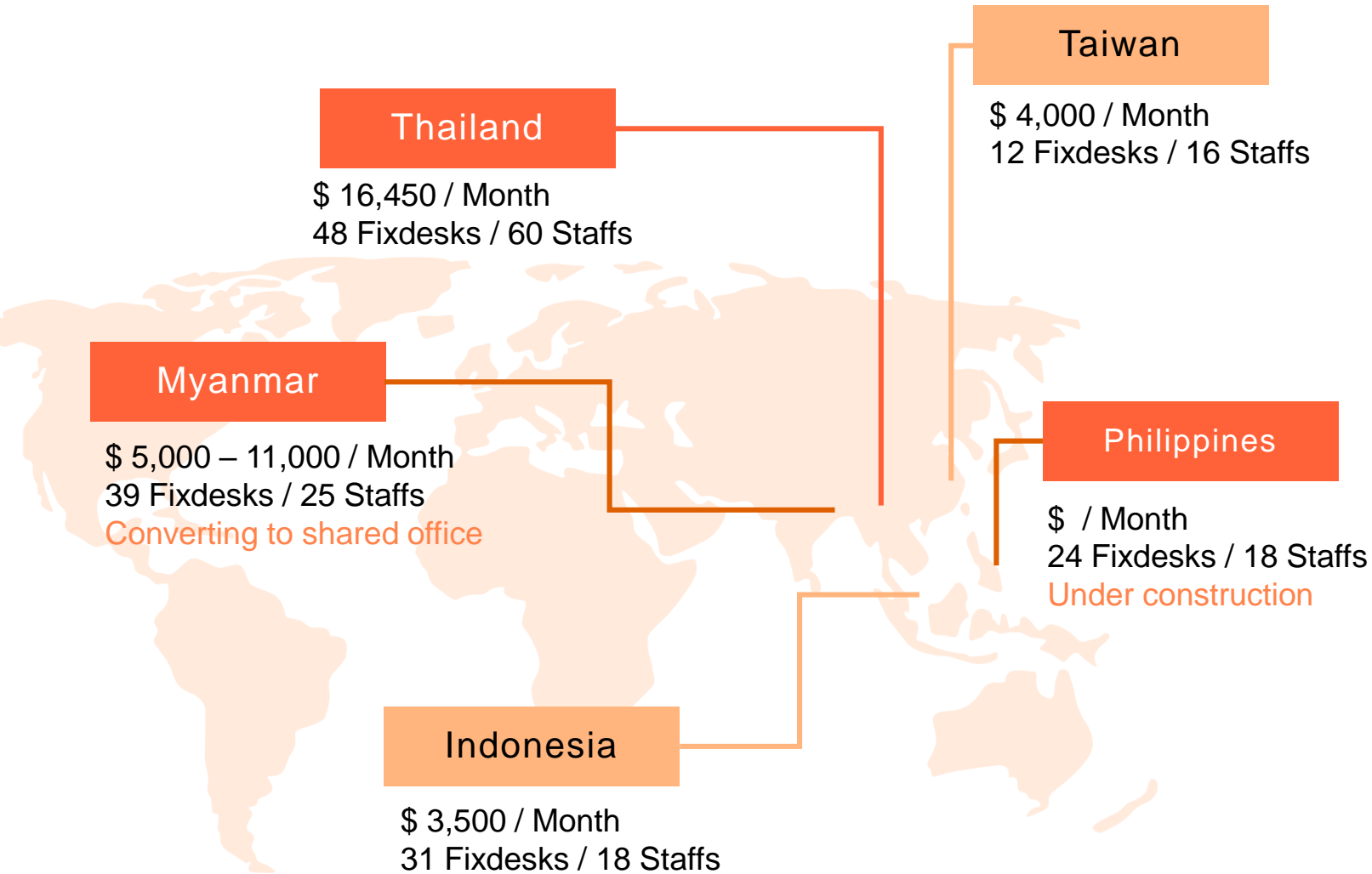
- Help GE understand the new office building process.
- Define the role & responsibility of departments in process.
- Standard proposed for selection.

02

Scope of Application

- This processes apply for GE Publishing & Global IP Pillar

2 GE CURRENT OFFICES VS STANDARD



Standard base on medium quality (est)
 Not included VAT

Normal Office	Co-Working Space
36 months lease term	6 months lease term
Total cost: \$ 68 / m2 / Month	Total cost: \$ 87 / m2 / Month
Available area: 400m2	Available area: 30m2
No of Floor: 30-40	No of Floor: 30-40
Floor plate size: 1000 -2000 m2	Floor plate size: 1000 -2000 m2
Bank service, Retail, Office Service, Medium Residential Area	Bank service, Retail, Office Service, Medium Residential Area
Car – Motobike Parking	Car – Motobike Parking

3 OPTIONS

Co-Working Space	Pros (+)	Cons (-)
<ul style="list-style-type: none"> ▪ Short term business plan: only market survey ▪ No special requirements for function or rooms or other requests. ▪ Premise lease contract period: minimum 6 months-1year ▪ Headcounts: under 20 pax 	<ul style="list-style-type: none"> ✓ Instantly proceed and take less time to move in. ✓ Medium prime/monthly costs ✓ Less and easy procedures ✓ It is easy to negotiate and various good offer of prices/promotions from lessors. ✓ Connect with other communities in that shared offices 	<ul style="list-style-type: none"> ❑ Sharing public areas and hot desks ❑ The lack of meeting rooms ❑ Unstable and public wifi ❑ Adding on costs for expansion
Normal Office	Pros (+)	Cons (-)
<ul style="list-style-type: none"> ▪ Long term business plan ▪ Potential market ▪ Requirements for special function rooms: streaming rooms, studios, smart meeting rooms. ▪ Premise lease contract: minimum 3 years ▪ Headcounts: minimum 25 pax 	<ul style="list-style-type: none"> ✓ It is stable for expanding business ✓ Easy to renovate working space if needed ✓ Satisfy VNG working environment standards: VNG Campus ✓ Formal and professional for Recruiting and Branding ✓ Confidential and private Internet for business set up by VNG IT 	<ul style="list-style-type: none"> ❑ Massive prime costs ❑ There will be a waste if business plan sticks or what happens by defaults Ex: Covid-19. politics instability in Myanmar or unplan in details from the beginning ❑ It takes long time for fit-out/contracts before moving in and starting operations.

3.1 OPTIONS

Co-Working Space

GRADE		A		B+		B	
LOCATION		<ul style="list-style-type: none"> - Mega cities, capitals, big cities - Major Financial District - High-level business central area - Public Transportation, busy traffic 		<ul style="list-style-type: none"> - Mega cities, capitals, big cities - Central Area - Public Transportation 		<ul style="list-style-type: none"> - Capitals, big cities - Close to central area - Difficulties in transportation 	
1	TYPICAL FLOOR PLATE SIZE (gross)	1000-2500 m2		1000-2000 m2		<1000 m2	
	LEASE	Handover:					
2	AVAILABLE AREA (net area)	30 SQM (NET)		30 m2 (NET)		30 m2 (NET)	
3	LEASE TERM (at least)	6 months		6 months		6 months	
	GENERAL						
4	YEAR OF COMPLETION	brand-new or close to the leasing year		close to the leasing year		antiquated/broken-down	
6	NO. OF FLOORS	>40		30-40		<30	
7	CAR PARKING US\$	Yes		Yes		Yes/Maybe	
8	MOTORBIKE PARKING US\$	Yes		Yes		No	
9	MANAGEMENT PROVIDER	Prestige, high-quality		Medium quality		Poor quality	
10	HIGHT AMENITIES	Bank service, Retail, Office Service, Premium Residential Area		Bank service, Retail, Office Service, Medium Residential Area		Small vendors, not so various services, serviced apartments	
	FINANCIAL						
11	ASKING RENT (per m2)	\$ 145	PSM (NET)	\$ 87	PSM (NET)	\$ 74	PSM (NET)
12	RENTAL (per m2/ month)	\$ 145	PSM (NET)	\$ 87	PSM (NET)	\$ 32	PSM (NET)
13	RENTAL (per month)	\$ 4,350	USD	\$ 2,610	USD	\$ 960	USD
14	SERVICE CHARGE (per m2/ month)	\$ -	PSM (NET)	\$ -	PSM (NET)	\$ -	PSM (NET)
15	SERVICE CHARGE (per month)	\$ -	USD	\$ -	USD	\$ -	USD
16	TOTAL MONTHLY RENT PAYMENT	\$ 4,350	USD	\$ 2,610	USD	\$ 960	USD
18	TOTAL COST FOR 3 YEARS	\$ 26,100	USD	\$ 15,660	USD	\$ 5,760	USD
19	RENT FREE + FIT-OUT PERIOD	0 months		0 month		0 month	
20	RENT FREE DEDUCTION	\$ -	USD	\$ -	USD	\$ -	USD
21	TOTAL RENT PAYMENT (3 years)	\$ 26,100	USD	\$ 15,660	USD	\$ 5,760	USD
	FIT-OUT COST						
23	FIT-OUT COST (per m2)	\$ -	USD	\$ -	USD	\$ -	USD
24	MAINTENANCE COST (during 3 year)	\$ -	USD	\$ -	USD	\$ -	USD
25	TOTAL FIT-OUT COST (included 10%)	\$ -	USD	\$ -	USD	\$ -	USD
26	FIT-OUT COST per m2/ month	\$ -	USD	\$ -	USD	\$ -	USD
	TOTAL COST						
27	TOTAL COST (3 years)	\$ 26,100	\$ 725	\$ 15,660	USD	\$ 5,760	USD
28	TOTAL COST per m2/ month	\$ 145	USD	\$ 87	USD	\$ 32	USD

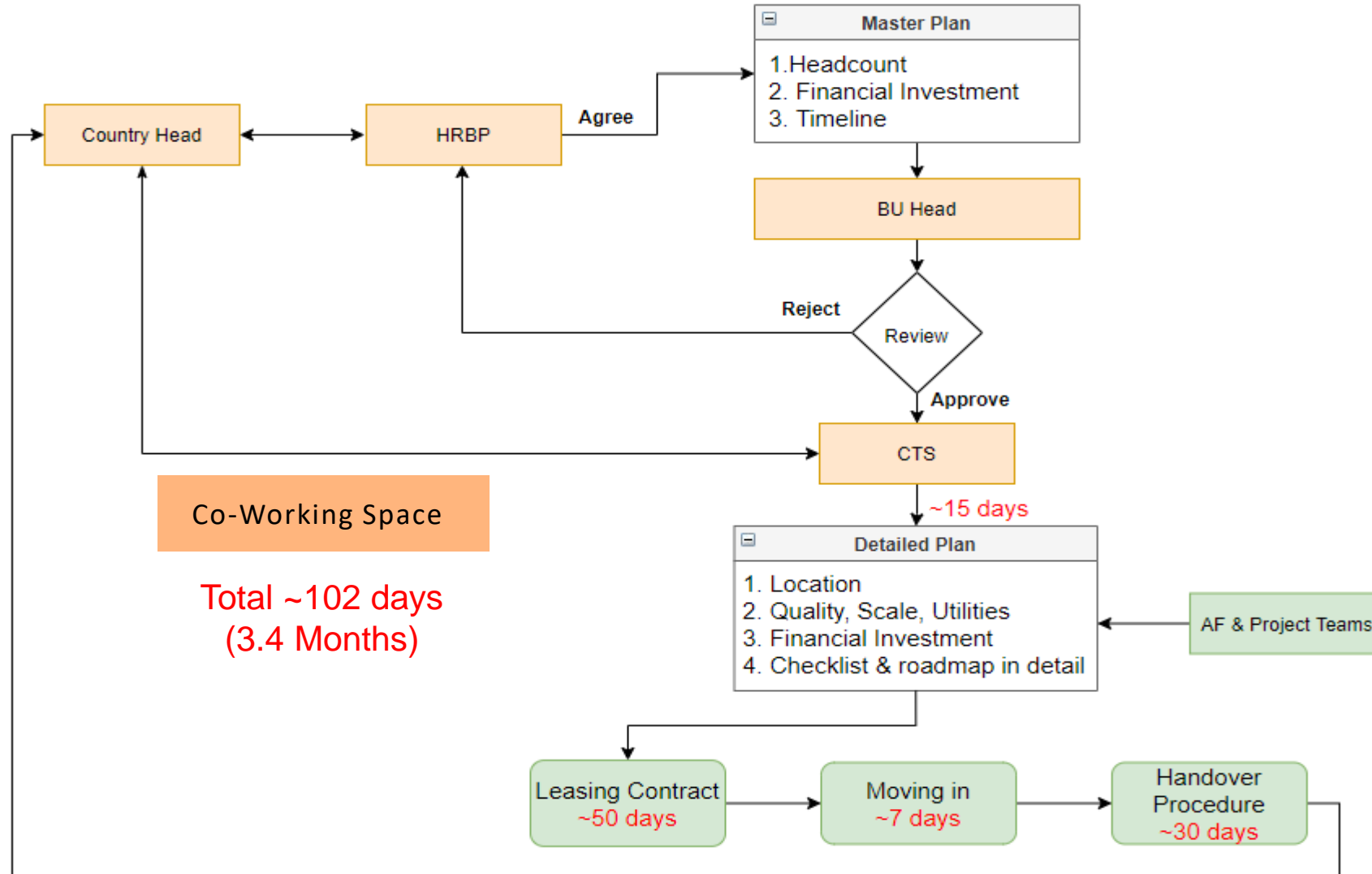
3.2 OPTIONS

Normal Office

	GRADE	A		B+		B	
	LOCATION	- Mega cities, capitals, big cities - Major Financial District - High-level business central area - Public Transportation, busy traffic		- Mega cities, capitals, big cities - Central Area - Public Transportation		- Capitals, big cities - Close to central area - Difficulties Transportation	
1	TYPICAL FLOOR PLATE SIZE (gross)	1000-2500 m2		1000-2000 m2		<1000 m2	
	LEASE	Handover:					
2	AVAILABLE AREA (net area)	400 SQM (NET)		400 m2 (NET)		400 m2 (NET)	
3	LEASE TERM (at least)	36 months		36 months		36 months	
	GENERAL						
4	YEAR OF COMPLETION	brand-new or close to the leasing year		close to the leasing year		antiquated/broken-down	
6	NO. OF FLOORS	>40		30-40		<30	
7	CAR PARKING US\$	Yes		Yes		Yes/Maybe	
8	MOTORBIKE PARKING US\$	Yes		Yes		No	
9	MANAGEMENT PROVIDER	Prestige, high-quality		Medium quality		Poor quality	
10	HIGHT AMENITIES	Bank service, Retail, Office Service, Premium Residential Area		Bank service, Retail, Office Service, Medium Residential Area		Small vendors, not so various services, serviced apartments	
	FINANCIAL						
11	ASKING RENT (per m2)	\$ 50	PSM (NET)	\$ 39	PSM (NET)	\$ 31	PSM (NET)
12	RENTAL (per m2/ month)	\$ 50	PSM (NET)	\$ 39	PSM (NET)	\$ 32	PSM (NET)
13	RENTAL (per month)	\$ 20,000	USD	\$ 15,600	USD	\$ 12,800	USD
14	SERVICE CHARGE (per m2/ month)	\$ 8.0	PSM (NET)	\$ 7.0	PSM (NET)	\$ 6.0	PSM (NET)
15	SERVICE CHARGE (per month)	\$ 3,200	USD	\$ 2,800	USD	\$ 2,400	USD
16	TOTAL MONTHLY RENT PAYMENT	\$ 23,200	USD	\$ 18,400	USD	\$ 15,200	USD
18	TOTAL COST FOR 3 YEARS	\$ 835,200	USD	\$ 662,400	USD	\$ 547,200	USD
19	RENT FREE + FIT-OUT PERIOD	2 months		2 month		1 month	
20	RENT FREE DEDUCTION	\$ (40,000)	USD	\$ (31,200)	USD	\$ (12,800)	USD
21	TOTAL RENT PAYMENT (3 years)	\$ 795,200	USD	\$ 631,200	USD	\$ 534,400	USD
	FIT-OUT COST						
23	FIT-OUT COST (per m2)	\$ 550	USD	\$ 550	USD	\$ 550	USD
24	MAINTENANCE COST (during 3 year)	\$ 250	USD	\$ 250	USD	\$ 250	USD
25	TOTAL FIT-OUT COST (included 10%)	\$ 352,000	USD	\$ 352,000	USD	\$ 352,000	USD
26	FIT-OUT COST per m2/ month	\$ 24.44	USD	\$ 24.44	USD	\$ 24.44	USD
	TOTAL COST						
27	TOTAL COST (3 years)	\$ 1,147,200	USD	\$ 983,200	USD	\$ 886,400	USD
28	TOTAL COST per m2/ month	\$ 80	USD	\$ 68	USD	\$ 62	USD

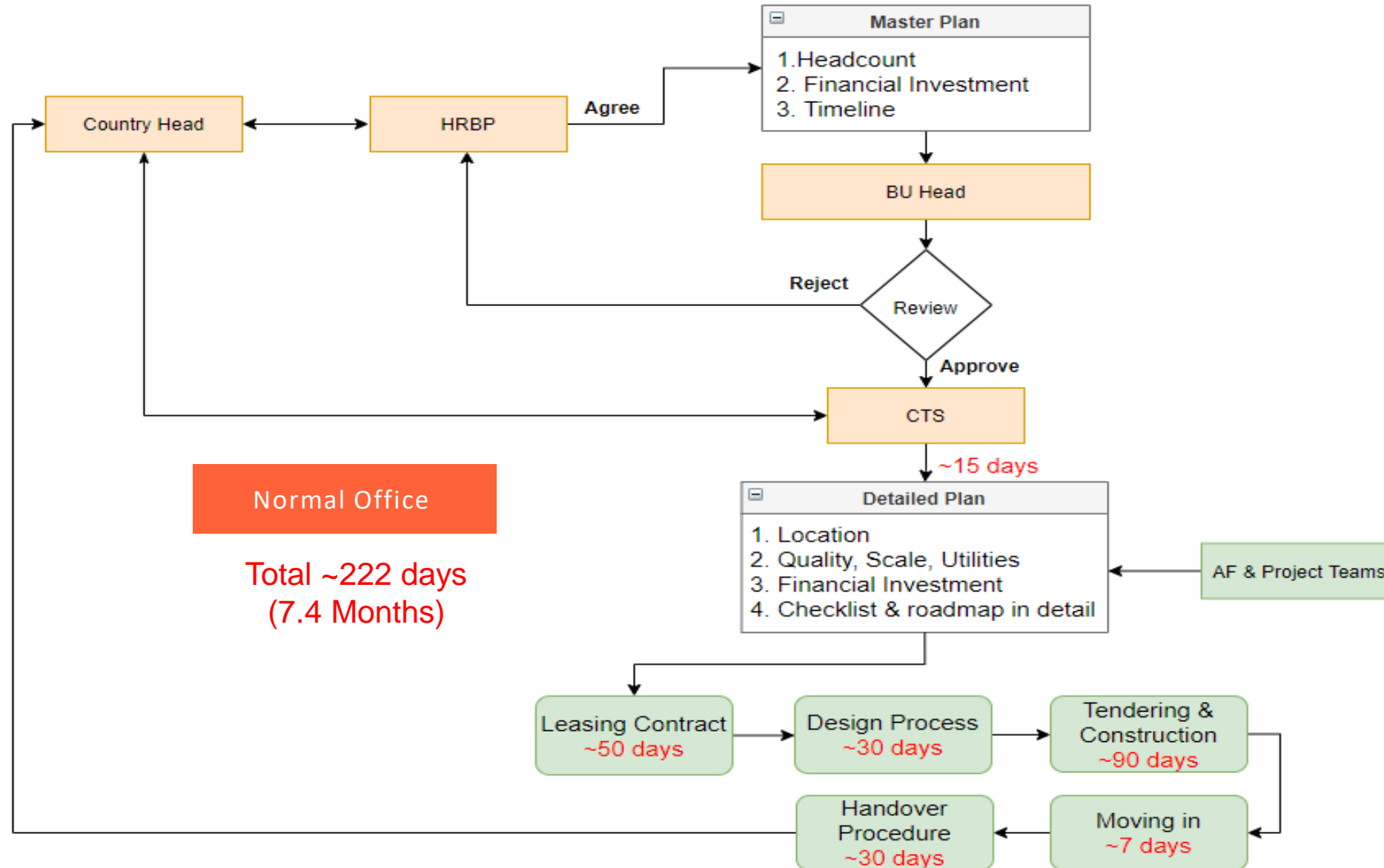
4.1 STANDARD OPERATING PROCEDURE

After completing market research and making investment decision



4.2 STANDARD OPERATING PRODUCE

After completing market research and making investment decision



5 ROLE & RESPONSIBILITY

BU Teams

Role	Responsibilities
BU Head	<ul style="list-style-type: none"> <input type="checkbox"/> Budget Approval
Country Head	<ul style="list-style-type: none"> <input type="checkbox"/> Requester <input type="checkbox"/> Design approval <input type="checkbox"/> Timeline approval <input type="checkbox"/> Progress tracker <input type="checkbox"/> Acceptance <input type="checkbox"/> Optimize office size
HRBP	<ul style="list-style-type: none"> <input type="checkbox"/> Receive new office request from Country Head <input type="checkbox"/> Propose master plan with BU & Country Head (Headcount, Budget, Timeline)
CTS	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinator (BU & Project teams) <input type="checkbox"/> Progress tracker <input type="checkbox"/> Support in Acceptance
FA	<ul style="list-style-type: none"> <input type="checkbox"/> Keep track on expenses

Project Teams

Role	Responsibilities
AF	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinator (BU & Other Project Teams) <input type="checkbox"/> Responsibility in design and implement the detailed plan <input type="checkbox"/> Progress tracker with Other Project Teams
IT	<ul style="list-style-type: none"> <input type="checkbox"/> Network <input type="checkbox"/> Working Equipment
IOT	<ul style="list-style-type: none"> <input type="checkbox"/> Door authenticator
Legal	<ul style="list-style-type: none"> <input type="checkbox"/> Contract consulting

6 CHARGE COST

The fitting and leasing office costs will be allocated to PL of country team under admin costs

7 CONTACT POINT

ROLE	CONTACT
BU	HaTTT – HoaNDH
HRBP	TrangNT5
FA	NhiNY2
LG	YenPLH
AF	AnhTTV2 – ThuHTM
IT	TuLT
IOT	QuangHM

THANK YOU