

**IQ Monkey Education Limited**

**Shop 48A, 1/F, Ocean Walk,**

**168-236 Wu Chui Road**

**Tuen Mun. N.T.**

**Attn.:Mr.John Smith**

Our Ref.: L0018/23/STMSC/xxx

Date : 30 September 2023

Dear Mr.Smith,

**Submission of Audited Turnover Statement**

**Shop No. 1001. Monkey Tree English Learning Centre, Ocean Walk (“The Premises”)**

Please be reminded that the audited turnover statement for the period **1 January 2023 to 30 June 2023** should be submitted by 12th January 2024.

Pursuant to Clause 5 of Part I of the Second Schedule in the Tenancy Agreement, **submission of the certificate in writing signed by your auditor who should be a Certified Public Accountants Firm.....(Abstract of relevant clause)**

Kindly note that it is stated in the Tenancy Agreement Clause 5 of Part I of the Second Schedule that if the Tenant shall fail to provide the certificate as above within the required period, the Landlord shall assess the monthly turnover rent based on the statements of Gross Sales Turnover .....

In this connection, you are reminded to appoint registered Certified Public Accountants Firm to prepare the audited turnover statement in order to meet the requirement. Besides, the following note should be included to form a part of your submitted Audited Turnover Statement to confirm the compliance of the Lease.

*“Note: This statement is prepared in accordance with the “Gross Sales Turnover” definition as stipulated in Clause 5 of Part I of the Second Schedule to the Tenancy Agreement entered into with the Corporation.”*

Should you have any queries, please feel free to contact our Ms. Chen DaiWan at 88888888.

Yours sincerely,

For MTR Corporation Limited



Chan Tai Man

Shopping Centre Manager

Licensed PMP (123456)

CTMM

Licensed PMC (C-114608)

Ocean Walk Management Office  
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