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# Property brief

## Inchcape Shipping Services

8 November 2018



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# Property brief

Thursday, 8 November 2018

Dear Agent,

## **Re: Inchcape Shipping Services – office requirement – North Sydney**

Tenant Representation Services Pty Limited (TRS) has been appointed as Tenant Advocate by Inchcape Shipping Services to search and secure office accommodation for their North Sydney based operations.

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### **Client request**

Inchcape Shipping Services has strictly requested that any parties in the design or construction industry who wish to potentially participate in this project are to contact TRS directly.

Any party failing to comply with Inchcape Shipping Services' instruction will not be provided with an opportunity.

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### **Property brief**

There are seven sections to the Property Brief:

1. Existing Property Details
2. About Inchcape Shipping Services
3. Property Requirement
4. Agent's Procedures
5. Consultant's Fees
6. Submission Procedures
7. Key Contact

1

## **Existing property details**

Inchcape Shipping Services currently occupies:

- Property : 54 Miller Street, North Sydney
- Area (Sqm) : 750Sqm NLA
- Level(s) : 10
- Lease Expiry : 01/07/2019
- Option Period : N/A

2



# Property brief

2

## About our client

### OUR VISION

A connected world, in which our customers trade successfully and make better decisions in every port, everywhere.

### OUR VALUES

- We connect the world and see the bigger picture
- We rely on the strength of local agent knowledge & relationships
- We adopt new thinking and push for positive change in our industry

### OUR MISSION

To use technology and our global network to help our partners connect to a smoother, smarter, ocean.

For further information please refer to their website: [www.iss-shipping.com](http://www.iss-shipping.com)

The screenshot shows the 'HISTORY' page of the Inchcape Shipping Services website. The page features a dark teal background with white and light teal text. At the top left is the Inchcape Shipping Services logo. To the right is a search bar with the text 'Search contacts' and a red 'Search' button. Below the logo is a navigation menu with links for HOME, ABOUT US, PRODUCTS & SERVICES, DIRECTORY, NEWS & MEDIA, and SUPPLY LOGISTICS. The main heading reads 'HISTORY' in red. Below this is a large green box containing the text '170 YEARS SERVICE TO THE SHIPPING INDUSTRY' in white. Underneath, a paragraph states: 'Inchcape Shipping Services traces its origins back to 1847, when two Scottish merchants from Campbeltown, William Mackinnon and Robert Mackenzie, met in Calcutta and formed a general merchanting partnership, Mackinnon Mackenzie & Company (MMC).'. At the bottom, a smaller paragraph says: 'Today, the company is one of the largest maritime services providers, with some 300 offices in 68 countries and a team of over 3,000 professional and committed staff.'



# Property brief

## 3 Property requirements

Our client's property requirements are set out as follows;

- **Area** Approximately 300 to 350 Sqm NLA (subject to space planning).
- **Grade** B
- **Location** North Sydney
- **Amenities** Retail and Cafes in close proximity
- **IT** Standard provisions
- **Expansion** Right of first refusal over adjacent / contiguous space would be advantageous.
- **Lease Start** 02 July, 2019
- **Lease Term** Three (3) years plus Three (3) year option
- **Lease Type** Direct Leases, Sub-Leases and Assignments will be considered provided the required term is met.
- **Signage** Will Consider
- **Configuration** Preference for a single floor. High quality fitted out options considered – please supply a floor plan or photos to support your nomination.
- **Public Transport** Good public transport within close proximity to site
- **Car Parking** Please advise numbers
- **Security** Quality provisions
- **Access for fit out** Two (2) months prior to Lease Start



# Property brief

## 4 Agent's procedures

Agents submitting property details must have valid instructions from the respective building owners. Any Agency disputes that arise from duplicate submissions will be referred to the landlord for resolution.

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## 5 Consultant's fees

Inchcape Shipping Services will pay TRS directly.

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## 6 Submission procedures

TRS would request that proposals that meet with our client's requirements be submitted by **Close of Business on Thursday, 22 November 2018** to secure inspection timing. Submissions should be emailed to [nominations@tenantrep.com.au](mailto:nominations@tenantrep.com.au) and contain the following as a minimum:

- Building and address / building owner
  - A brief description of the building and size of the premises
  - Availability date and brief financial parameters
  - The nature of the Agency appointment
- 

## 7 Contact

**Conor Whiting**  
02 8243 6744  
[nominations@tenantrep.com.au](mailto:nominations@tenantrep.com.au)

We look forward to receiving your submissions and appreciate your co-operation towards a successful solution for our client.

Yours sincerely

Mark McGrath MRICS  
**Tenant Representation Services Pty Ltd**