



SIT BUSINESS CENTRE

Where Business Meets Inspiration



We Take Care of You
while You Take Care of Your Business

Prestigious Business Address

SIT Business Centre, managed by the Sugar Investment Trust, is strategically located in the fast growing Financial, Banking and BPO-ICT Hub of Mauritius, Ebene Cybercity. It is situated on the 2nd floor of the highly distinctive and elegant circular structure building, NG Tower. Thanks to its excellent frontage along Motorway M1 and the Rose-Hill – Trianon link road, NG Tower enjoys high visibility and easy accessibility.



Our Location Offerings

SIT Business Centre is conveniently situated within close proximity to essential amenities:

- Ebene Commercial Centre (Supermarket, Shops, Food-Court, Pharmacy, Car Wash Services)
- Banks
- Restaurants
- Hotel
- Bus Stops
- Fuel Stations



Small Fully-Fitted Offices for your convenience

Comprising of flexible and fully fitted offices ranging from 30 m² to 100 m², SIT Business Centre offers a perfect blend of modernity, luxury, comfort and state-of-the-art facilities to suit the requirements of all small to medium businesses wishing to implant their brand within the distinguished SIT Business Centre.

All tenants benefit from the privilege of enjoying inspiring and splendid views over the Cybercity, Motorway M 1 and mountains.

The office spaces have been fitted out to an exceptional standard with:

- Luxurious false ceiling;
- Excellent engineered timbered flooring;
- Energy saving passive infrared light systems;
- Sophisticated ceiling-mounted air-conditioning system and
- Pre-cabling for computers, telephone and data communication.

Thanks to our flexible interior design approach, office spaces can be tailor-made to satisfy the specific needs, tastes and styles of each and every client.



Our First Class Support Services

SIT Business Centre offers an array of services to facilitate the day-to-day running of your business.



Our Dedicated Team

Our friendly and experienced team will be happy to assist you with all your business needs.

The Administrative Officer and the Office Attendant are available from 8:30 a.m. to 4:30 p.m. from Monday to Friday and the Office Attendant is also available on Saturday as from 8:30 a.m till noon.

Our staff are available from 8:30 a.m. to 4:30 p.m. from Monday to Friday, Our Office Attendant is also available on Saturday.

Our services can be extended outside normal office hours by prior arrangement only and are billed accordingly.

Telephone: 465 4747

Fax number: 466 0713

Email: sbc@sit.mu

Complimentary Services

Welcoming Reception

An elegant reception including a comfortable waiting area has been designed to create a unique business-friendly ambience and is bound to impress your visitors who will be greeted with a warm welcome by our dedicated team.

Functional Boardroom

Our fully-equipped modern boardroom offers the perfect setting for your conferences, meetings and presentations

- Seating Capacity of 16 in boardroom style (extra seating may be arranged);
- Modern drop-down screen and ceiling-mounted high-resolution projector;
- High speed internet connection at Rs100* per hour. Internet prepaid cards can be purchased at the reception desk. The prepaid card can be utilized only once and cannot be redeemed once activated.
- Telephone connection as per Mauritius Telecom rate; and
- Catering services upon request.

**The rates are subject to change at any time.*

Free bookings are on a "first come, first served" basis and should be made at least one day in advance with the Administrative Officer. Late booking will be considered on a case by case basis, depending on availability.

For your booking requests, please email us: sbc@sit.mu

Modern Meeting Rooms

Our two smartly furnished meeting rooms are ideal venues for your small business meetings, each with a seating capacity of 6.

Catering services are available on request.

Free bookings are on a "first come, first served" basis and should be made at least one day in advance with the Administrative Officer. Late bookings will be considered on a case by case basis, depending on availability.

For your booking requests, please email us: sbc@sit.mu

Equipped Kitchenette with eating corner

We provide an equipped kitchenette with microwave, kettle, refrigerator and a designated eating corner for your convenience.

Our Office Attendant is at your disposal for any kind of assistance.



Tea/Coffee Service

We take care of the tea/coffee services, leaving you free to focus on your core business. Your complimentary tea or coffee is served thrice a day and is delivered to your office at your convenience.

A paid Lavazza Coffee dispenser service is also available at the reception.

Daily Cleaning facilities

A clean working environment contributes to the productivity and creativity of your employees. At SIT Business Centre, we ensure the day-to-day cleaning of your offices and common areas. The office cleaning schedule can be customised so as not to disrupt your normal business operations.

Internal Communication

An intercom system is provided in all offices for an efficient and convenient communication between tenants and the SIT Business Centre team.

Parking facilities

Each SIT Business Centre tenant has a minimum of one free secured parking lot.

Additional parking spaces can be rented on a monthly basis, subject to availability.

Uncovered Parking Rs2,500/month + VAT

Basement Parking Rs 3,500/month + VAT

Free on-site parking for your visitors subject to availability.

Incoming mails

Parcels and mails are handled in confidentiality and delivered directly to your office in a timely manner.



Other Premium Services

'You just ask; We make it happen'

Interior Fit-Out Services

At SIT Business Centre, we take care of everything you need for your interior fit-out without disrupting your business operations.

- Application of telephone lines and internet connections;
- Sockets, internet & telephone ports installation;
- Furnishing and
- Partitioning works.

One-off Handling Fee: Equivalent to one month's rent

We assure you of the highest quality fit-out complemented with the most competitive rates from our suppliers.

The cost of fitting out could be borne by tenants or could be adjusted in the monthly rental rates.



Administrative Support

We offer to assist you in the smooth running of your business by providing administrative support services (for e.g word processing, excel spreadsheets, etc).

We welcome the opportunity to customize our administrative assistance to suit your needs.

Our service charge is Rs175 per hour

Utilities

Electricity consumption will be charged on a monthly basis by the syndicate.

Water consumption is free of charge.

Security

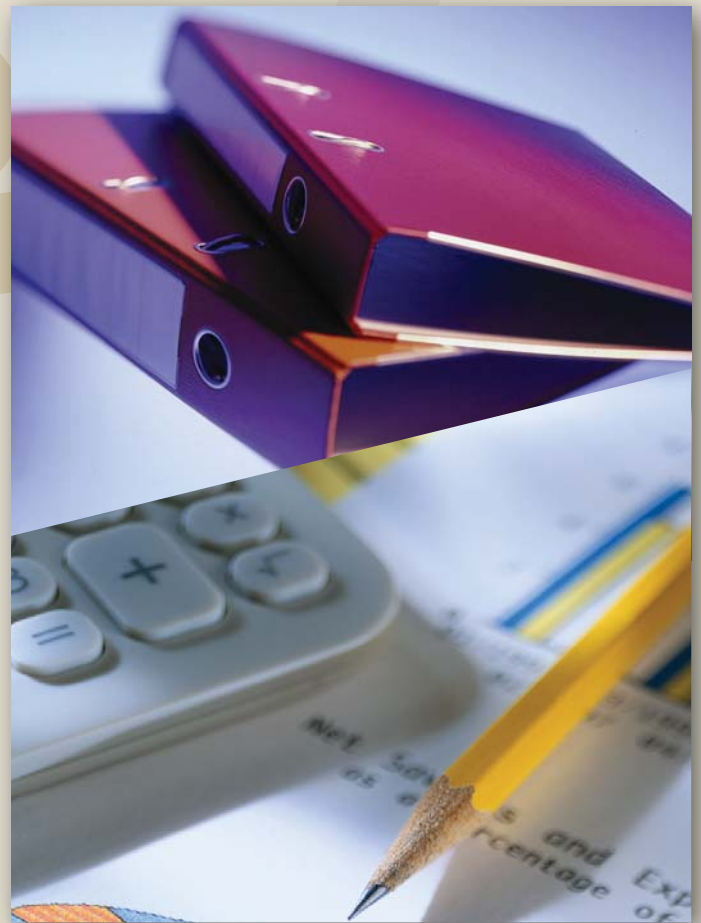
The building is equipped with CCTV camera surveillance on a 24/7 basis in parking and all common areas throughout its premises. All access to the building premises is monitored and controlled by highly-qualified security agents.

Access to SIT Business Centre is further secured by a card access control system.

Other Administrative Support Services

	Price per unit
Photocopying / Printing	
A4 Black & White Page (recto)	Rs 5.00
A4 Colour Page (recto)	Rs 20.00
A3 Black & White Page (recto)	Rs 10.00
A3 Colour Page (recto)	Rs 40.00
Scanning	Rs 5.00
Laminating	
A4 page	Rs 30.00
A3 page	Rs 50.00
Faxing	Rs 2.00
A4 Binding	Rs 50.00

The above rates are negotiable depending on the number of copies.



Dispatch Services

Daily dispatch services are available within Ebene and Port Louis as per the schedule below:

	Despatch Schedule Monday-Friday	Rate per Document to be Despatched
Ebene Cybercity	10 am	Rs 30 (additional despatch within Ebene will be charged Rs10 per despatch)
Port Louis	1 pm	Rs 60 (additional despatch within Port-Louis will be charged Rs15 per despatch)

Documents have to reach the Administrative Officer at latest 9:30 a.m.

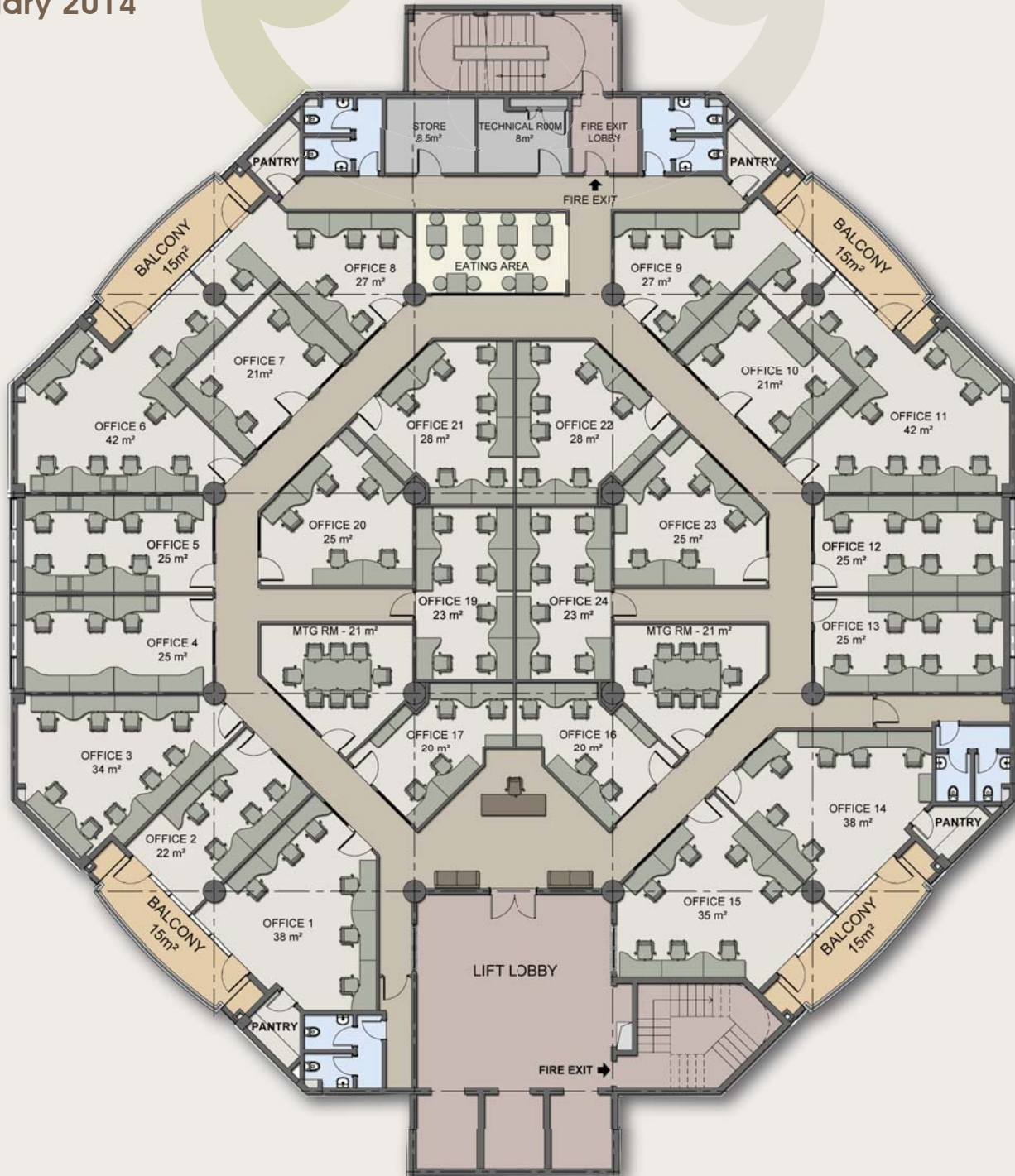
COMING SOON

Brand New Business Centre

Office Spaces **as from 20m² / 215 ft²**

SIT Business Centre is extending its office spaces to the 3rd floor of NG Tower to meet the growing demand for prestigious small fitted offices. The brand new centre will offer a professional and thriving work environment complemented by an array of unrivalled complimentary first class services and premium business support services.

Available as from
January 2014



3rd Floor Layout Plan

Shell & Core Office Spaces

Flexible shell and core spaces are also available for immediate rent on the 1st floor of NG Tower. The interior fit out of the office spaces can be customized to best suit the specific needs of your business activities.

Location Plan



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2nd & 3rd Floors, NG Tower, Cybercity Ebène

Tel: 465 4747

Fax: 466 0713

Email: sbc@sit.mu, marketing@sit.mu

Disclaimer:

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