Process: Lease Management Subprocess: Lease Contracts Renegotiation Process Owner: Laia Lahoz Process Lease Contracts Renegotiation Process Owner: Laia Lahoz Miguel Pérez Transport

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NH Approvals					
Name	Function	Date	Comments		
Laia Lahoz	Process Owner	19.07.2016			
Carla Alaman	Process Leader	19.07.2016			
Modification History					

Modification History					
Document Version	Date	Modified by	Comments		
0.1	01.03.17	Miguel Pérez	Se incluyen tareas para el acceso y la gestión de la BBDD de los contratos, archivo y política de accesos a la documentación soporte.		

Proces Leader: Carla Alaman

	acts Renegotiation : Owner: Laia Lahoz	<u>Process Leader:</u> Carla Alamá	n		
	Asset Management Department	Landlord	Legal Department	Finance & Administration BU	Finance & Administration HQ
Annual & Monthly	Task 4: Analyse the existing contracts and submit a new proposal to the landlord Contracts Follow Up Process Submission the news contitions to the landlord	Agree with new contitions?			
+ 5 working day from	3 Submission the new agreed conditions to Legal Department				
			Draw up the new addendum		
+2 working days from reception of new documents	Submission the HO - Plantilla r	idation template wisión Contratos.dac et Management Dep.] Signatu new co	re of the nditions		
+2 working day from the day of the signing		Submission to all departments involved: Francet Hand BJ, G,	Updating template "Lease Contracts Summary Database.xls" LSM.01.007 Submission and sending the Addendum signed and attach in the e-mail sent the Lease Contracts Summary Database link 8 File the new addendum	Rent payments match with new renegotiated conditions	
+ 5 working Days from reception of new conditions				Accounting Post the accounting purposes due to the new conditions signed	Monthly review of the accounting purposes posted

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Shape	Name	Description
	Task	Represents a manual activity of the process.
	Automatic Task	Represents an automatic activity of the process.
	Flow direction	Input or output of the task or decision.
Internal Audit Control	Internal Audit Control	Controls defined by NH Internal Audit
	Systems	Applicatio or Tool.
	Start/End	indicates the beginning or the end of a process.
	Manual Process	Manual Business process composed of tasks, decisions, flow directions, documents and
	Decision point	It is originated after one task and it generates two or another decision.
	Report or document	It is a physical or electronic file used as input or output of a task.
SAPERP	Notifications	External/Internal Notifications.

TH HOTEL GROUP

Corporate IT & Organization Department

Process: Lease Management

Subprocess: Lease Contracts Penegotiation

Process Owner: Laia Lahoz

Proces Leader: Carla Alaman

Order	Task	Task Description	When	Responsible	Frecuency	Tools
0	LEA Lease Contracts Follow Up Process	Come from task 8 in <i>LEA01-Lease Contracts Folow Up Process</i> : "Discuss the negotiated proposals submitted by the Asset Management Department"	N/A	Rents Committee	Monthly	Minute (send by e-mail to all Committee members, Country Managers and Analysis Dpt. and others departmets involved)
1	Present the new conditions to the owner of the establishment	Present the new conditions to the owner of the establishment.	N/A	Asset Management Department	N/A	E-mail or "In situ"
2	Analyze the lease owner's counter-proposal	Analyze the lease owner's counter-proposal. Return to step 4 of the <u>LEA Lease Contracts</u> <u>Follow Up process</u> (as many times as necessary in accordance with the counter-proposals).	N/A	Asset Management Department Financial Analysis Department Rents Committee	Monthly	Analysis Reports (Business Plan, Cash Flow, IRR, etc) Rents Committee minutes.txt
3	Inform the Legal Department of the new agreed conditions	Inform the Legal Department of the new conditions once the new lease terms are agreed. This is so that the relevant contract or addendum can be drafted.	+ 1 working day from final response from the landlord	Asset Management Department	N/A	E-mail
3 - AI	Internal Audit Control (LSM 01.C05)	The drafting of the new lease contract is carried out by the legal department.	N/A	Internal Audit Department	Execution: Ad-hoc Testing: Yearly	Evidence: Email sent by the Assets Management Department with the proposal agreed
4	Draft the addendum	Draft the new addendum and send the documents to the Asset Management Department for review.	+5 working days from reception of agreed terms	BU Legal Department HQ Legal Department	N/A	Lease addendum.txt
5	Complete a final review and submit the addendum to the owner of the establishment	Complete a final review and submit the new addendum to the owner of the establishment for final approval.	+ 2 working days from reception of new documents	Asset Management Department	N/A	E-mail
5 - AI	Internal Audit Control (LSM 01.C06)	The new lease contract is reviewed by the Assets Management Department in order to verify that the new lease contract contains the contract terms agreed in the proposal	N/A	Internal Audit Department	Execution: Ad-hoc Testing: Yearly	Evidence: Email sent by the Assets Management Department to the landlord
5.1	LEGAL Contract signature process by Attorneys in fact	LEGAL_Contract signature process by Attorneys in fact: Sign the Legal Template in order to be sure that the contract / addendum has been properly reviewed for the NH Departments involved in the negotiation.	Before addemdum is signed	Asset Management Department BU Legal Department HQ Legal Department	Ad-hoc	LEGAL_Contracts review
6	Sign the new conditions	Sign of the new conditions agreed between the property and the Company.	N/A	BU Legal Department HQ Legal Department	N/A	E-mail scaned or "In situ"
7	Update the NH Lease Contracts Summary Database	The Legal position who has been involved in the signature process will update the "Lease Contracts Summary Database" with the new contractual rental conditions/hotel rent.	+5 working day from the signature	BU Legal Department HQ Legal Department	N/A	LEA-Lease Contracts Summary Database.xis
7.1	Sharepoint database & documents access	Two different types of sharepoint database access will be available: 1 Access only for HQ / BU Legal Departments: For display, downloads and updates / changes of the "lease contracts summary database". 2 For the rest of departments / positions that require access for display and downloads (updates or changes will not be allowed). SVP & Directors Departments will be able to request access for any position of their teams by request to SVP - Legal Department, providing the names and e-mails of the authorised positions.	N/A	BU / HQ Legal Department SVP Legal Department HQ Departments	N/A	Legal Sharepoint
8	Send and submit the signed addendum and summary of conditions	Send an e-mail including below information to all BU departments involved and the related HQ SVP: Compulsorily to Finance & Controlling, Operations, Buildings, Audit, Legal, Assets and Projects & Engineering departments (HQ and BU) and optionally if were involved in the process, may include Operations Regional or the Hotel Manager, if were not involved, the BU Operations Director is responsible to spread the information. - Lease Contracts Summary Database link will be attached in e-mail sent	+2 working day from the signature	BU Legal Department HQ Legal Department	N/A	Addendum signed & E-mail with link to <i>Lease Contracts</i> Summary Database.xls
8 - AI	Internal Audit Control (LSM 01.C07)	The new lease contract conditions are communicated to the departments involved by e- mail.	N/A	Internal Audit Department	Execution: Ad-hoc Testing: Yearly	Evidence: Email sent by the Legal Department with the new lease contract and the template
9	File the addendum	Physically and electronically file the new signed documents. Also file the addendum in english version (not required for spanish contracts): 1. The Legal position who has been involved in the signature process will upload the scanned and signed documents to: 1.1. The sharepoint enabled for this purpose. Only by authorised positions and departments will have access to this sharepoint (documents and database). 1.2. The Legal Corporate Server. 2. Original addendums will be filed in the HQ / BU General Archive.	+5 working day from the signature	BU Legal Department HQ Legal Department	N/A	Legal Sharepoint
10	Record the financial effects of the new rental conditions	Record the financial effects of the new rental conditions resulting from the rental contract renegotiation. Check that the payments comply with the new rental conditions signed.	+5 working days from the reception of the new terms	Finance & Administration BU	N/A	SAP
11	Review the recorded financial effects	Check that the amounts entered in the accounts as a result of the contract renegotiations are correct and in accordance with the accounting regulations in force.	N/A	Finance & Administration Department HQ	Monthly	SAP
11 - AI	Internal Audit Control (LSM 01.C08)	The accounting for the renegotiation of the rent it is reviewed by the Corporate Finance Department.	N/A	Internal Audit Department	Execution: Ad-hoc Testing: Yearly	Evidence: E-mail sent to the BU Administration Department with the result of the review performed