



JTC Corporation
The JTC Summit
8 Jurong Town Hall Road
Singapore 609434

Hotline 1800 568 7000
Main Line (65) 6560 0056
Facsimile (65) 6565 5301

Our Ref: JTC(L) MLM-CMA-0020406
Case Number : 360775

Date : 01 April 2020

DV STUDIO PTE. LTD.
20 AYER RAJAH CRESCENT
#09-23
SINGAPORE 139964

Attention: Ms Janet Liao

Dear Madam

OFFER FOR TENANCY OF JTC SPACE

1 GENERAL

- 1.1 Thank you for your interest in renting a JTC Space from us.
- 1.2 This letter, together with the attached Special Terms and Standard Terms, comprises our offer to rent the Premises to you ("**Offer**"). You are advised to review these documents before accepting our Offer.
- 1.3 Upon your acceptance in accordance with paragraph 3 below, your signed Letter of Acceptance will constitute a binding tenancy contract between us ("**Tenancy**").

2 OFFER

2.1 Premises

We offer to rent the following Premises to you on an "as is" basis. You must not exceed the Maximum Floor Loading and must ensure that the permitted load is evenly distributed.

(a)	Private Lot No.:	Unit No.:	Estimated Area (" <u>Area</u> "): (square metres)	Maximum Floor Loading: (kiloNewtons per square metre)
	A3005270	#09-23	69.00	10.00
(b)	Address and Postal Code:		20 AYER RAJAH CRESCENT #09-23 SINGAPORE 139964	

2.2 Authorised Use

The Authorised Use is set out below.

Private Lot No.:	Unit No.	Authorised Use
A3005270	#09-23	Video Production

2.3 Approvals

You must obtain all necessary approvals required for your business operations at the Premises and keep them in force throughout the Tenancy.

2.4 Tenancy Period, Possession and related conditions

The key particulars of the Tenancy are set out below. You must commence business by the Operations Commencement Date.

Tenancy Term: (“Term”)	1 year(s) 0 month(s) 0 day(s)
Commencement Date (Start date of the Term)	01 April 2020
Possession Date (Date the Premises will be handed to you)	Commencement Date.
Rent-Free Period:	Nil.
Operations Commencement Date:	On Commencement Date.

2.5 Rent

The Rent payable by you is set out below.

(a) Rent:		
Private Lot No. A3005270	#09-23	\$28.24 per square metre per month of the Area.
(b) Annual rental increase:	Nil. Rent is the same throughout the Term.	
The Rent should be paid in advance without demand or deduction on the first day of each month of the Term.		

2.6 Service Charge

The Service Charge payable is set below.

Service Charge:		
Private Lot No. A3005270	#09-23	\$5.56 per square metre per month of the Area.
You must pay the Service Charge in advance without demand or deduction on the first day of each month of the Term. We are entitled, at any time and from time to time, to increase the Service Charge.		

2.6A Usage Charge

You must pay the Usage Charge set out below:

Usage Charge:			
Private Lot No. A3005270	#09-23	Air-conditioning Charges:	\$0.009 per square metre per hour of the Area [Monday to Friday: 8:00 AM to 6:00 PM, and Saturday: 8:00 AM to 1:00 PM]
	#09-23	Chilled Water Charges:	\$0.28 per RTH. The chilled water supply temperature shall be 7 °C +/- 1 °C and the return chilled water temperature shall not be more than 13 °C +/- 1
You must pay the Usage Charge on the same date as the Rent. We are entitled, at any time and from time to time, to increase the Usage Charge.			

2.7 Security Deposit

- (a) It is a condition of acceptance for our tenants to be on the GIRO payment scheme. Under the scheme, the Security Deposit payable by you (which must be maintained throughout the Term) is set out below.

Private Lot No(s):	Unit No(s):	Security Deposit:
A3005270	#09-23	\$2,475.03 equivalent to 1 month's Rent, 1 month's Service Charge and 1 month's Airconditioning Charges

- (b) Please note that if your GIRO arrangement is not effected or is discontinued, for any reason, the Security Deposit will be increased as set out in the Standard Terms.

2.8 Reinstatement Deposit

You must seek our consent if you wish to carry out any addition or alteration works at the Premises. A reinstatement deposit will be required for our consent which will be on such terms and conditions as we may impose.

2.9 Mode of Payment

Your first payment must be by non-cash mode (e.g. cheque, cashier's order) or by electronic payment through JTC's Customer Service Portal (CSP) available at <http://www.jtc.gov.sg>. Subsequent monthly payments of Rent, Service Charge, Usage Charge (if any) and GST must be paid by interbank GIRO to our designated bank account on commencement of the Term. The Rent, Service Charge and Usage Charge (if any) exclude GST. GST is payable by you.

2.10 [Not Used]

2.11 **Early Termination by Written Notice**

- (a) If you wish to terminate the Tenancy before expiry, please submit a written request for our consent indicating the reasons and proposed date of termination (which must be at least 3 months after the date of such request or paying us 3 months' rent-in-lieu) for our consideration. When providing our consent, we may impose certain terms and conditions.
- (b) We may also terminate the Tenancy by giving you not less than 3 months' prior written notice or paying you 3 months' rent-in-lieu. The termination of the Tenancy preserves our rights and remedies against you for any prior breach.

2.12 **Green Building Obligations**

JTC is committed to environmental sustainability. We encourage you to adopt such measures as may be recommended by us for the Premises.

2.13 **No Representations**

No terms or representations or otherwise, whether express or implied, shall form part of the Tenancy other than what is contained in our Offer.

2.14 **Guidelines**

The guidelines applicable to you are attached. These guidelines are subject to change from time to time.

3 **TO ACCEPT**

3.1 To accept this Offer, please let us have all the following items by **22 April 2020** ("**Offer Expiry Date**"):

- (a) duly signed original Letter of Acceptance (format attached);
- (b) payment of all the sums set out in the attached Payment Table;
- (c) a written confirmation that all payments under the Tenancy are to be paid by GIRO from your existing GIRO account with us.

3.2 There will be no Tenancy between us if we do not receive all the above items by the Offer Expiry Date. In this event, all payments will be refunded to you (without interest).

Yours faithfully



Priscilla Lau Shi Min
Asst Manager
Info-Comm & Media Dept
InfoComm Media & Start-Up Cluster
DID : 68833069
E-MAIL : Priscilla_LAU@jtc.gov.sg

Encl

ATTACHMENTS

The following enclosures *marked ✓* are attached with this letter:

- ☒ **Payment Table**
- ☒ **Format of Letter of Acceptance (for manual acceptance)**
- ☒ **Format of Banker's Guarantee for Security Deposit and/or Reinstatement Deposit**
- ☒ **Special Terms and Conditions:** ☒ Blk 20 Ayer Rajah Crescent
- ☒ **Standard Terms and Conditions**

Other Materials and Resources

- ☒ **E-Statement for all new JTC contracts**
- ☒ **Schedule of Statutory Controls for Flatted, Ramp-up and Stack-up Factory Customers**

PAYMENT TABLE

OFFER FOR TENANCY OF JTC SPACE KNOWN AS:

Private Lot No.	Unit No.:
A3005270	#09-23
at 20 AYER RAJAH CRESCENT #09-23 SINGAPORE 139964	
(the " <u>Premises</u> ")	

Private Lot No.	Unit No.:		Amount
A3005270	#09-23	Security Deposit	\$2,475.03
		<u>Less</u> Security Deposit (cash) (Under the Tenancy for the existing Term)	\$2,532.99
		Security Deposit payable to Landlord *	\$(57.96)
		Stamp fee payable on Letter of Acceptance (which we will stamp on your behalf)	\$118.00
Net Total Payable			\$118.00

* Excess Security Deposit and/or Reinstatement Deposit (if any) will be set off against Rent due to the Landlord under the Term.

LETTER OF ACCEPTANCE

[To be printed on Tenant's Letterhead]

Date : <For manual acceptance: please enter the date of acceptance here.

For acceptance via CSP: please do not date this letter, date of acceptance is the date the letter is uploaded to CSP by you.>

Jurong Town Corporation
Info-Comm & Media Dept
InfoComm Media & Start-Up Cluster
The JTC Summit
8 Jurong Town Hall Road Singapore
609434

Attention: Ms Priscilla Lau Shi Min

Dear Madam,

ACCEPTANCE OF OFFER FOR TENANCY OF JTC SPACE KNOWN AS:

Private Lot No.	Unit No.:
A3005270	#09-23
at 20 AYER RAJAH CRESCENT #09-23 SINGAPORE 139964	

(the "**Premises**")

1. We refer to your letter of offer dated **01 April 2020**, the Special Terms and Standard Terms referred to therein, (collectively, the "**Offer**") for the tenancy of the Premises and hereby confirm our acceptance of all the terms and conditions of the Offer.
2. We forward the following as confirmation of our acceptance:
 - (a) * a cheque/cashier's order for **S\$118.00** issued to **JTC CORPORATION**, being the total amount as indicated in the Payment Table.
 - (b) We confirm that all payments under the Tenancy are to be paid by GIRO (from our existing GIRO bank account) under ¹our existing account no. **1200006137** with you.
3. We understand and agree that we will only be able to access, print and download our Statement of Accounts (SA) through JTC's Customer Service Portal (CSP). We will refer to your Customer Service Portal guidelines available at <http://www.jtc.gov.sg> for more information.
4. This acceptance together with the Offer constitutes a binding Tenancy Agreement between us.

¹ **Note to Customer:** Your existing account no. with us, can be found in our Statement of Account issued to you.

(EXECUTION PORTION FOR PRIVATE/ PUBLIC LIMITED COMPANIES)

Yours faithfully,

For and on behalf of _____ *[insert Company's Name]*

Signature of authorised signatory

Name of authorized signatory: _____

Designation: _____ **in**

the presence of:

_____ Name

of witness:

NRIC No.:

(Format of Banker's Guarantee)

[Note to Customer: One banker's guarantee is required for Security Deposit and another banker's guarantee is required for Reinstatement Deposit.]

To: Jurong Town Corporation
Info-Comm & Media Dept
InfoComm Media & Start-Up Cluster

("Landlord" which expression shall include its successors and assigns)

Dear Sirs

BANKER'S GUARANTEE NO: _____ **FOR S\$** _____

1. IN CONSIDERATION of the Landlord –

- (a) agreeing to grant a tenancy ("**Tenancy**") to DV STUDIO PTE. LTD. of 20 AYER RAJAH CRESCENT #09-23 SINGAPORE 139964 ("**Tenant**") the following premises:

Private Lot No.	Unit No.:
A3005270	#09-23
at 20 AYER RAJAH CRESCENT #09-23 SINGAPORE 139964	

("Premises") for a term ("**Term**") of 1 year(s) 0 month(s) 0 day(s) from 01 April 2020 and expiring on 31 March 2021 ("**Tenancy Expiry Date**"); and

- (b) allowing the Tenant to furnish a banker's guarantee for the whole of the *Security Deposit / Reinstatement Deposit referred to in the Tenancy,

** Delete whichever is inapplicable. One banker's guarantee is required for Security Deposit and a separate banker's guarantee is required for Reinstatement Deposit.*

We, _____ (Note to Tenant: Insert Bank's name)
 ("**Guarantor**"), irrevocably and unconditionally, agree, as a primary obligation ("**guaranteed obligation**") and principal debtor, to pay to the Landlord on demand in writing by the Landlord, any sum or sums demanded not exceeding in aggregate the sum ("**Guaranteed Sum**") of Singapore Dollars _____ (S\$ _____).

2. Payment of the Guaranteed Sum will be made by the Guarantor to the Landlord:

- (a) upon the Guarantor receiving a written demand from the Landlord;
- (b) whether or not the Guarantor gives prior notice of the payment to the Tenant;
- (c) despite any notice given to the Guarantor by the Tenant not to pay to the Landlord any sums payable under this Guarantee; and
- (d) irrespective of the performance or non-performance by the Tenant or the Landlord of the Tenancy or any obligation under or in connection with the Tenancy in any respect.

3. The Guarantor's liability under this Guarantee is not affected or discharged in any way by:

- (a) any variation of the Tenancy;
- (b) any extension of time or other forbearance given by the Landlord to the Tenant;

- (c) the insolvency, bankruptcy, winding up or judicial management (as the case may be) of the Tenant; or
 - (d) any other circumstance, act or omission which (except for this provision) may operate to exonerate the Guarantor from that liability or affect that liability at law or in equity.
4. It is expressly acknowledged and declared that partial and multiple drawings on this Guarantee are permitted.
 5. This Guarantee is a continuing security and remains in force until the earliest of the following events:
 - (a) this Guarantee is returned to the Guarantor;
 - (b) notification in writing has been received by the Guarantor from the Landlord that this Guarantee is no longer required;
 - (c) payment is made under paragraph 2 above to the Landlord by the Guarantor of the whole of the Guaranteed Sum; or
 - (d) the expiry of this Guarantee on _____ (*Note to Tenant: Insert date falling 3 months after the Tenancy Expiry Date*)² ("**Guarantee Expiry Date**").
 6. The Guarantor will not inquire into the reasons, circumstances or authenticity of the grounds for the Landlord's demand.
 7. This Guarantee is governed by and will be interpreted in accordance with the laws of Singapore.
 8. Any claim under this Guarantee must be made in writing before the Guarantee Expiry Date and must be delivered personally or sent by prepaid registered post to the Guarantor's Singapore address at _____ (*Note to Tenant: Insert Bank's Singapore address for service of written claim by the Landlord*).
 9. The Landlord may assign its rights and benefits hereunder to any person to whom it may assign its rights and benefits under the Tenancy. The Landlord shall give to the Guarantor a notice of such assignment.
 10. A person who is not the Guarantor or the Landlord has no right under the Contracts (Rights of Third Parties) Act (Chapter 53B) to enforce any term of this Guarantee. The word "person" includes a body corporate.

Yours faithfully
For (Bank issuing the Banker's Guarantee)

Date
Designation

Name of Authorised Signator(ies):

² **Note to Customer:** For example, if the Tenancy Expiry Date is 10 January 2017, the Guarantee Expiry Date is 9 April 2017.

Special Terms and Conditions

(The definitions in the Standard Terms apply to these Special Terms.)

1 Loading / Foundation

- 1.1 You must not exceed the maximum loading capacity of the goods lifts in the Building. You are responsible for all loss and damage to the goods lift if caused, directly or indirectly, by you or any of Your Authorised Person.
- 1.2 You must, after obtaining our prior written consent, provide suitable foundation for all machinery, equipment and installation at the Premises.

2 Additional Conditions

- 2.1 You must connect the mechanical ventilation system in the Premises to the switchboard installed by you, and ensure that such connection is carried out in compliance with the Standard Terms.
- 2.2 [Not used]
- 2.3 (a) The following belonging to us have been installed in the Premises, and you must maintain and keep them in good, tenantable and working order:
 - false ceilings;
 - light fittings;
 - electrical distribution box;
 - power points;
 - telephone points;
 - carpeted floor; and
 - partition.
- (b) Meeting rooms, reception/waiting area, staff lounge, product display area and pantries ("Shared Facilities") have been provided at the common property for common and shared use by tenants on your floor. The use of any meeting room is subject to its availability and your payment of a fee to be determined by us. You are responsible for all losses and damages to the Shared Facilities if caused, directly or indirectly, by you or any of Your Authorised Person.

Standard Terms and Conditions

1 Definitions and Interpretation

- 1.1 In the Tenancy, the words and phrases below have the following meanings, unless the context requires otherwise:

“Authorities” - All relevant government and statutory authorities;

“Building”- The building (including all common areas, other premises and our fixtures and fittings) in which the Premises are located, and includes any part thereof;

“Car-Park”- All parking lots, roads, ramps and loading bays within the Estate, including any electronic or other parking systems;

“Estate”- The estate in which the Building is located, (including the Car-Park, all structures and all Utility Facilities whether located above or below ground) and any part of it;

“Event of Insolvency”- Includes your inability to pay debts, the presentation of a bankruptcy application against you, your entry into liquidation whether compulsory or voluntary (except for the purpose of reconstruction or amalgamation with our prior consent), the making of a proposal by you to creditors for composition in satisfaction of debts or a scheme of arrangement, or the appointment of a receiver, trustee or liquidator in respect of your property;

“Law”- All laws, statutes, legislation, by-laws, rules, orders, regulations, directions, orders, notices and requirements of the Authorities currently in force or which may be in force in future;

“Loss”- All actions, claims, summonses, judgements, orders, charges, demands, losses, damages, injuries, death, liabilities, penalties, proceedings, costs, expenses and inconvenience, of any kind and howsoever caused. For clarity, “Loss” includes loss of rent and service charge during the period required by us to carry out and complete the works to make good your default, including your default in reinstating the Premises to the standard required under the Tenancy;

“Maximum Electricity Load” - The maximum electricity load permitted by the Authorities or us;

“Offer” - our offer for Tenancy of the Premises, which includes these Standard Terms and the Special Terms;

“Our Authorised Person”- Each of our employees and authorised representatives;

“Premises”- As defined in the Tenancy, and includes any part of it. If there is more than one unit comprised in the “Premises”, then the term “Premises” refers to each of the units comprised in the Building, including any part of each such unit. “Premises” also includes all our fixtures and fittings therein;

“Refurbishment Works”- As defined in Clause 3.2(d) of these Standard Terms;

“Security Deposit” - As defined in the Tenancy. If there are 2 or more Security Deposit amounts stated in the Offer, the term “Security Deposit” shall refer to the total of such amounts;

“Security Deposit Amount” – As defined in Clause 4.3(f) of these Standard Terms;

“Service Charge” - As defined in the Tenancy, and includes the Service Charge as revised by us;

“Special Terms”- The Special Terms and Conditions attached to the Offer;

“Standard Terms”- These Standard Terms and Conditions;

“Take-Over Item”- As defined in Clause 4.10 of these Standard Terms;

“Tenancy” - Our Offer and your acceptance. For clarity, at the end of the Tenancy, the Term also ends and vice versa;

“Usage Charge” - As defined in the Tenancy, and includes all charges for additional services and facilities referred to in Clause 4.5(a) of these Standard Terms and Usage Charges as revised by us;

“Utility Facilities”- The term includes sewers, drains, pipes, channels, wires, cables, ducts and other conduits above and below ground level, and the term “fittings” includes Utility Facilities;

“We”, “our” or “us” - Jurong Town Corporation (also known as "JTC Corporation") incorporated under the Jurong Town Corporation Act (Cap. 150), its successors-in-title, and assigns;

“Works” – works as stipulated by us in the Offer;

“You” or “your” - The person to whom the Offer is issued, and includes his personal representatives, successors-in-title, and permitted assigns (if any);

“Your Authorised Person”- Each of your employees, agents, independent contractors, occupiers, visitors and all others under your control;

“Your Interbank GIRO Arrangement” - Your interbank GIRO arrangement for payment of the Rent, Service Charge, Usage Charge and/or other sums due under the Tenancy;

“Your Items”- Each of your machinery, fixtures, fittings, structures, installations, chattels, things and goods under your control including each Take-Over Item; and

“Your Obligations”- The terms, conditions, obligations and undertakings to be complied with by you under the Tenancy, including all conditions imposed by us in any consent or approval.

- 1.2 Other capitalized terms are defined in these Standard Terms, the Special Terms or the Offer.
- 1.3 Words importing the singular include the plural and vice versa. Words importing the masculine, feminine or neuter genders are used interchangeably. Words denoting natural persons include corporations and firms and vice versa. Headings are for ease of reference only.
- 1.4 When our consent or approval is required, the consent or approval may or may not be given. If it is given, it must be in writing and on such terms and conditions as may be imposed by us, including payment of monies, and the restrictions in Section 17 of the Conveyancing and Law of Property Act (Cap. 61) will not apply.
- 1.5 Reference to a specific statute includes all its rules and regulations and all changes made to it from time to time.
- 1.6 Reference to “include” or “including” is to be construed as “included (without limitation)” or “including (without limitation)”.
- 1.7 All Your Obligations are binding on all of you jointly and severally. You must comply with all Your Obligations at your own cost and expense, and to our satisfaction. If you are required to comply with any provision of the Tenancy, then you must ensure and procure that Your Authorised Person complies with such provision.
- 1.8 No exercise of any one right or remedy under the Tenancy, at Law or in equity, (unless otherwise provided in the Tenancy, at Law or in equity) will prevent the exercise of any other right or remedy. When we exercise our rights to enter or inspect the Premises, we and Our Authorised Person are entitled to bring workmen and equipment onto the Premises.
- 1.9 If there is any inconsistency between the Offer, Special Terms and these Standard Terms, the Offer takes precedence over the Special Terms and Standard Terms, and the Special Terms take precedence over these Standard Terms.

2 Our Obligations

- 2.1 If you comply with all Your Obligations, you may have quiet enjoyment of the Premises during the Term without any interruption from us, except as provided in the Tenancy.

3 Easements and Reservations

3.1 During the Tenancy, you are entitled to the following if you comply with all Your Obligations:

- (a) right to use the common corridors, toilets, stairs and lifts in the Estate in common with all persons authorised by us; and
- (b) right to use the Utility Facilities located within the Estate for running of water, electricity, gas and telecommunications facilities to and from the Premises.

3.2 We and persons authorised by us also enjoy the rights listed in Clause 3.1 and the following:

- (a) right to use the Utility Facilities located within the Premises for running of water, electricity, gas and telecommunication and to lay, install, make connections with, maintain, repair, renew, restore, alter or remove them for the purpose of or in connection with these rights;
- (b) all other easements and ancillary rights as set out or implied in the Land Titles Act (Cap. 157);
- (c) right of support and protection for the benefit of all other parts of the Building; and
- (d) right to redevelop, refurbish, alter, repair, maintain or in any way deal with, use or let the Building or the Estate, as we require, even if your right of access to light or air to the Premises or any other easements, may be affected, whether temporarily or otherwise ("**Refurbishment Works**").

4 Your Obligations

Condition of Premises

4.1 You agree to accept the Premises on an "as is" basis, including all defects (latent, inherent or otherwise), and be deemed to have full notice and knowledge of the state and condition of the Premises.

Payments

- 4.2
- (a) You agree to pay to us, the Rent, Service Charge, Usage Charge, Goods and Services Tax ("**GST**") at the prevailing rate, and all other sums due, in full and without any demand or deduction.
 - (b) We are entitled by notice, at any time, to revise the Service Charge, Usage Charge and other charges (if any). Such revisions will apply to you with effect from the date stated in the notice. If the Service Charge is increased, you will immediately top-up the Security Deposit held by us, such that the Security Deposit is maintained at the Security Deposit Amount throughout the Term.
- 4.3
- (a) You agree to pay to us, a Security Deposit for the Security Deposit Amount, and maintain it at the Security Deposit Amount throughout the Term, as security for the performance of Your Obligations, and against any damage caused to any of our property by you or Your Authorised Person.
 - (b) We are entitled (but not obliged) to deduct from the Security Deposit for payment of unpaid sums or making good any Loss sustained by us in relation to any breach of any of Your Obligations. If the Security Deposit is insufficient, we are entitled to claim the difference from you.
 - (c) You agree to pay to us on demand, a sum equal to the amount deducted by us under sub-Clause (b) above, such that the Security Deposit is maintained at the Security Deposit Amount throughout the Term.
 - (d) The Security Deposit (less deductions authorised under the Tenancy or Law) will be refunded to you (without interest) after the end of the Term.

- (e) If, at any time, Your Interbank GIRO Arrangement is not effected, or is discontinued, for whatever reason, then you must pay to us, by such time stipulated by us, an additional sum so that the total Security Deposit paid to us is equivalent to the 3-Month Security Deposit Amount for the remaining period of the Term.
 - (f) In the Tenancy, the term “**Security Deposit Amount**” refers to an amount equivalent to –
 - (f1) if Your Interbank GIRO Arrangement is in effect, the total of 1 month's Rent (based on the Rent payable in the last year of the Tenancy), 1 month's Service Charge, and 1 month's Air-conditioning Charge (if any); or
 - (f2) if Your Interbank GIRO Arrangement is not effected or is discontinued, for whatever reason, the total of 3 months' Rent (based on the Rent payable in the last year of the Tenancy), 3 months' Service Charge, and 3 months' Air-conditioning Charge (if any), (“**3-Month Security Deposit Amount**”).
- 4.4 (a) You agree to pay to us a Reinstatement Deposit in accordance with the Offer.
- (b) We are entitled (but not obliged) to utilise and deduct the Reinstatement Deposit (or part thereof) for payment of such sums deemed necessary by us to reinstate the Premises in accordance with Your Obligations on reinstatement. If the Reinstatement Deposit is insufficient, we are entitled to claim the difference from you (including making a deduction from the Security Deposit).
- (c) The Reinstatement Deposit (less authorised deductions under the Tenancy or Law) will be returned to you (without interest) after the end of the Term.
- 4.5 You agree to pay to us the following:
- (a) charges for all additional services and facilities provided by us including air-conditioning at the Premises outside the hours, or exceeding the number of hours stipulated by us, emergency power supply and connection charges and additional power supply in excess of the stipulated usage;
 - (b) interest at the rate of 8.5% per annum, or such other rate determined by us, for all unpaid sums from the due date until payment in full is received by us;
 - (c) if you withdraw from the Tenancy before the Commencement Date, a sum equal to the prevailing market rent payable from the Possession Date up to the date the obligations under Clause 7 are satisfied, without affecting our rights and remedies under the Tenancy or at Law;
 - (d) if the Tenancy is for 3 years or less, any increase in property tax imposed by the Authorities due to any increase in the annual value or the applicable rate of property tax, in the proportion attributable to the Premises as determined by us; and
 - (e) legal fees, stamp duty and disbursements incurred in preparation of the Tenancy documents, and the legal fees relating to enforcement of Your Obligations on a full indemnity basis.
- 4.6 Where the Term is for more than 3 years, you will pay to the Authorities the property tax imposed by the Authorities in respect of the Premises.

Maintenance and Occupation

4.7 You agree to:

- (a) maintain and keep the Premises, and all items serving the Premises as stipulated by us from time to time, in good and tenantable repair and condition (fair wear and tear excepted);
- (b) remove all such items, and cease all such activities, which may pose a danger, cause obstruction or other disturbances, or to enable us to exercise our rights under the Tenancy, as required by us;
- (c) contain and dispose of all waste, including pollutants and contaminants in accordance with our requirements.

4.8 You agree not to:

- (a) sublet, grant a licence, encumber or otherwise part with or share possession or occupation of the Premises or any part of it, or transfer, assign, charge, create a trust or agency over the Tenancy;
- (b) do anything within the Premises or the Estate which in our view may be or may become a nuisance, annoyance or cause damage or inconvenience to the business or quiet enjoyment of any neighbouring premises;
- (c) exceed the Maximum Floor Loading and ensure that the permitted load is evenly distributed;
- (d) do anything which affects the structure or safety of the Building or which may delay or prevent the issuance of the Certificate of Statutory Completion;
- (e) exceed the Maximum Electricity Load or interfere in any manner with the existing electrical design load, wirings, apparatus, fixtures or fittings in the Premises, Building or Estate;
- (f) install or use any item that may cause heavy power surge, high frequency voltage or current, noise, vibration or any electrical or mechanical interference or disturbance which may disrupt any communication, electronic or similar system or any operations within the Estate;
- (g) use the Car-Park (if any) within the Premises to store goods, equipment or containers;
- (h) place anything beyond the boundaries of the Premises, or obstruct any common areas of the Building or Estate;
- (i) keep any animal at the Premises;
- (j) tap or use any utilities from any source/supply that is not arranged and paid by you;
- (k) permit any person to sleep or reside in the Premises, temporarily or otherwise;
- (l) use the name of the Building or the Estate, as part of your trade or business name;
- (m) use or occupy the Premises for any purpose other than for the Authorised Use;
- (n) use the Premises for any illegal or immoral purpose;
- (o) without our prior consent –
 - (o1) carry out any additions or alterations works of whatever nature, or remove or install any fixtures or fittings at the Premises, including the internal partitioning, the external appearance of the Premises, doors, windows, grilles and walls;
 - (o2) display any sign on the exterior of the Premises except for your name in such place and manner approved by us;
 - (o3) bring into the Premises, Building or Estate, any bio-hazardous, corrosive, radioactive, flammable or other dangerous items;
 - (o4) make any application for conversion under Part IV of the Limited Liability Partnerships Act (Cap. 163A);
 - (o5) do any act (including pass resolutions) which may result in the issue of a notice of amalgamation under Part VII of the Companies Act (Cap. 50) which may cause the Premises, or Tenancy, to be transferred to or vested in any amalgamated entity; and
 - (o6) effect any change in the shareholding, constitution or membership of your company, sole-proprietorship or partnership. Consent may be granted subject to terms and conditions at our discretion. Where such change is needed pursuant to an order of court, you need only give us notice (with supporting documents) within 1 month of the change.

4.9 You agree to immediately inform us if there is any damage to the Premises, Building or Estate caused (directly or indirectly) by you or Your Authorised Person, and to restore the damage to our satisfaction, within the time stipulated by us.

- 4.10 If you took over the fixtures, fittings, additions and alterations installed by another person (each a **“Take-Over Item”**), you must comply with our requirements and obtain the Authorities’ approvals for each Take-Over Item. If the Authorities’ approval is not obtained for such Take-Over Item, you must remove the Take-Over Item, by the time stipulated by us.
- 4.11 You agree to:
- (a) insure all Your Items (including all Take-Over Items) and (at your discretion) take such other insurance (including public liability insurance) against all Loss;
 - (b) not do anything that will affect any insurance effected in respect of the Premises, Building or Estate, or cause such insurance to become void or voidable; and
 - (c) produce to us on demand the insurance policy and receipts of premium payment.
- 4.12 (a) If the Premises are damaged/destroyed by fire, act of God or other cause beyond both parties’ control so as to render the Premises unfit for occupation or use, the Rent, Service Charge and Usage Charge or a fair and just proportion thereof shall be suspended until the Premises are rendered fit for occupation and use.
- (b) If the Premises continue to be unfit for occupation or use for more than 90 days after the first day of damage/destruction, then either party may, after the 90-day period, give to the other party a written notice to terminate the Tenancy within 1 month from the date of such notice, without affecting any accrued rights or remedies of either party.
- (c) For clarity, this Clause does not apply to you if the damage/destruction is caused, directly or indirectly, by you or Your Authorised Person.

5 Compliance with Law and Regulations

5.1 You agree to comply with:

- (a) the Law relating to Your Obligations and anything done at the Premises or the Estate;
- (b) all requirements of the Authorities (including fire safety, exit lighting, exit sign, emergency lightings and ancillary use of floor space i.e. URA’s “60/40 Rule”). Some of these requirements are in the Schedule of Statutory Controls made available to you concurrently with the Offer; and
- (c) all our parking and other rules and regulations, made and amended from time to time, relating to the Building and the Estate.

6 Access to Premises

6.1 You agree to permit us and Our Authorised Person to enter the Premises at reasonable times (and at any time during emergencies) to:

- (a) inspect the state of the Premises and the Building, and take inventory of Your Items;
- (b) carry out Refurbishment Works, maintenance, repairs or other works to or in connection with the Premises or Building, as we consider fit;
- (c) verify compliance with Your Obligations; and
- (d) exercise any other rights granted to us under the Tenancy.

6.2 You agree to permit our prospective tenants to enter and view the Premises, by prior appointment and at reasonable times, during the last 6 months of the Tenancy.

7 Expiry of Term and Reinstatement

7.1 At the end of the Term, by expiry or otherwise (including withdrawal from the Tenancy (under Clause 4.5(c) of these Standard Terms) and termination (under Clause 4.12 of these Standard Terms)), you agree to:

- (a) deliver up the Premises to us in good and tenantable repair and condition;
 - (b) unless otherwise required by us in writing, to remove all fixtures, fittings, additions and alterations installed by you, each Take-Over Item, make good all damage due to such removal, and reinstate the Premises to our requirements, (including completing the Works (if any) stipulated in the Offer); and
 - (c) if so required by us, to carry out decontamination works, and to paint the Premises.
- 7.2
- (a) If you leave behind any item or any rubbish or discarded articles, and do not remove them within 14 days after our written request, we may sell, deal with or dispose the item as we think fit.
 - (b) It is deemed that the item belongs to you absolutely, and you must indemnify us against all claims made by a third party whose item has been sold or disposed of by us in good faith (which is presumed unless the contrary is proven).
 - (c) The proceeds will be used to offset all Loss incurred by us (including loss of rent and service charge) for the period during which the item is not removed from the Premises. Any balance proceeds will be returned to you upon our receipt of your written request.
- 7.3
- (a) If you fail to deliver vacant possession of the Premises at the end of the Term, you will be deemed to be holding over.
 - (b) Without affecting any of our rights or remedies, you must then pay to us, for the period of holding over, double the amount of Rent or double the prevailing market rent (whichever is higher), Service Charge and Usage Charge. There will be no renewal of the Tenancy by operation of law or pursuant to the provisions of the Tenancy.
 - (c) During the holding over period, all other terms of the Tenancy remain in effect.
 - (d) This Clause will not be construed as our consent for you to hold over for whatever reason.

8 Breaches and Re-entry

- 8.1
- (a) In the event of a breach of any of Your Obligations, you must immediately make good your default at your own cost and expense.
 - (b) If you fail to do so, without affecting any of our other rights or remedies, we are entitled (but not obliged) to carry out any works we consider necessary to make good your default.
 - (c) You must pay to us, on demand, the cost of such works.

The enforcement of our rights under this Clause will not affect or diminish our rights elsewhere in the Tenancy.

- 8.2 We are entitled to re-enter the Premises (or any part of the Premises in the name of the whole) at any time (even if we had previously waived a right of re-entry) and to repossess the Premises, and the Tenancy will immediately determine, if:

- (a) the Rent, Service Charge, Usage Charge, or any other sum payable under the Tenancy remains unpaid in full or in part for 14 days after the due date (whether formally demanded or not);
- (b) you are in breach of any other of Your Obligations and if such breach is capable of remedy, you have failed to remedy the breach within the period stipulated by us;
- (c) any distress or execution is levied on Your Items at the Premises; or
- (d) an Event of Insolvency occurs.

- 8.3 Re-entry under Clause 8.2 does not affect our rights or remedies in respect of any prior breach of Your Obligations (including the breach in respect of which the re-entry is made).

- 8.4 The following does not prejudice nor waive our rights or remedies in respect of any breach of Your Obligations:

- (a) any indulgence or extension of time granted by us or any forbearance of any breach of Your Obligations;
- (b) any consent or approval given by us;

- (c) any failure or omission by us to exercise any of our rights under the Tenancy or the Law;
 - (d) any receipt or acceptance by us of any payment or part payment of Rent, Service Charge, Usage Charge or other sums payable under the Tenancy; or
 - (e) any waiver, express or implied, by us of any other breach of the same or any other obligation.
- 8.5 This Clause shall not oblige us to enforce or impose any provision against you or any other person occupying any premises in the Estate.

9 Indemnity and Exclusions

- 9.1 You are required to indemnify us from all Loss (excluding wilful misconduct and gross negligence by us or Our Authorised Person) which we may suffer or incur in relation to any of the following:
- (a) the use of the Premises or any other area of the Estate, by you or Your Authorised Person;
 - (b) any occurrence within the Premises; and
 - (c) any default of any of Your Obligations.
- 9.2 We are not liable for:
- (a) any act, omission, default (excluding wilful misconduct and gross negligence) by us or Our Authorised Person relating to the performance of any service provided by us, or the exercise of any of our rights;
 - (b) any Loss that may be suffered by you or Your Authorised Person relating to –
 - (b1) any interruption (for whatever cause) in the services provided by us;
 - (b2) any event beyond our control (including acts of terrorism);
 - (b3) any exercise of any of our rights;
 - (b4) any subsidence or cracking of the apron/ground/production floor slabs of the Premises, or any other areas of the Estate;
 - (b5) any defect, latent or inherent or otherwise, in the Premises or the Estate;
 - (b6) any occurrence within the Premises or the Estate;
 - (b7) use of the Car-Park; and
 - (c) any loss of quiet enjoyment of the Premises in relation to any of the events mentioned in this Clause.

10 Other Conditions

- 10.1 (a) We are entitled to assign or novate all our rights and interest and transfer our obligations under the Tenancy (including transfer of the Security Deposit and Reinstatement Deposit (if any)) to another person ("**In-coming Landlord**").
- (b) If we do so, you are deemed to have consented to such assignment or novation and shall accept the In-coming Landlord as your new landlord and release us from all our obligations under the Tenancy, including our obligation to refund the Security Deposit, the Reinstatement Deposit (if any) and all other sums pursuant to the Tenancy.
- (c) You must execute such document as required by us relating to the assignment or novation.
- 10.2 (a) You must perform and observe the express and implied obligations imposed on us in the State Lease entered, or to be entered, into between us and the President of the Republic of Singapore in respect of the Estate ("**Head Lease**"), unless varied by the provisions of the Tenancy.

- (b) If the Building or Estate is acquired by the State/Government, or the Head Lease is terminated, for whatever reason, the Tenancy shall also terminate immediately, and neither party will have any claim against the other, except that any accrued rights or remedies will remain enforceable.
- 10.3 If there is a public emergency, we are entitled to deny/restrict access to the Premises and the Estate for so long as we deem necessary.
- 10.4 Any written notice is sufficiently served on you by leaving it at your registered business address, even if it is returned undelivered. Any written notice to us is sufficiently served by leaving it at our registered address and duly acknowledged by Our Authorised Person.
- 10.5 For purpose of the Distress Act (Cap. 84), all unpaid Service Charge, Usage Charge, interest, GST and all other sums will be deemed to be rent in arrears and recoverable in the manner provided in the said Act.
- 10.6 A person who is not a party to the Tenancy has no right under the Contract (Rights of Third Parties) Act (Cap. 53B) to enforce any of the provisions of the Tenancy.
- 10.7 If any provision of the Tenancy, at any time, is or becomes illegal, invalid or unenforceable in any respect, the remaining provisions of the Tenancy (insofar as they are severable from such illegal, invalid or unenforceable provisions) will in no way be affected or impaired.
- 10.8 The Tenancy constitutes the entire agreement between the parties and no variation of the Tenancy will be enforceable unless agreed in writing between us.
- 10.9 We, and you, agree to consider mediation at the Singapore Mediation Centre ("SMC") as one of the dispute resolution options for any dispute under the Tenancy. For clarity, there is no default by either party if the dispute is not referred for mediation at SMC before the start of court proceedings.
- 10.10 The Tenancy is governed by Singapore laws. You irrevocably submit to the exclusive jurisdiction of the Singapore courts.

E-STATEMENT FOR ALL NEW JTC CONTRACTS

1. Your Statement of Accounts will be available online via JTC's Customer Service Portal (CSP) as an e-Statement. Please refer to this weblink on steps to sign up and log into CSP: <http://www.jtc.gov.sg/customer-services/Pages/how-to-sign-up.aspx#pageheader>.
2. With e-Statements, you will be able to view your Statement of Accounts anytime, anywhere from your home or office via CSP.
3. You can choose to monitor and download your Statements up to the last 15 months.
4. Your e-Statement will be safe from unauthorised access as only nominated persons in your company can access your CSP account.
5. The e-Statement will be generated monthly (or fortnightly) for your viewing. Please note that you would need to log in to the CSP to view the full details of your e-Statement.
6. If you have any query, please feel free to contact the service officer for your account.

SCHEDULE OF STATUTORY CONTROLS FOR FLATTED, RAMP-UP AND STACK-UP FACTORY CUSTOMERS

Contents

- A. Introduction
- B. Submission of Plans
- C. Guidelines on Industrial Safety
- D. Compliance with Regulatory Requirements
- E. Application for Utilities
- F. List of Relevant Authorities

A. Introduction

This schedule of statutory controls informs our customers of their obligations to the relevant governmental and statutory authorities ("Authorities"). It contains the conditions and requirements under the jurisdiction of the Authorities which our customers are legally bound to comply with, at our customers' own cost and expense.

Please note that the statutory controls listed in this schedule are not exhaustive and serve merely as a guide to help our customers phase in. The responsibility and onus still lies with our tenants or lessees to familiarise themselves with all the requirements of the Authorities.

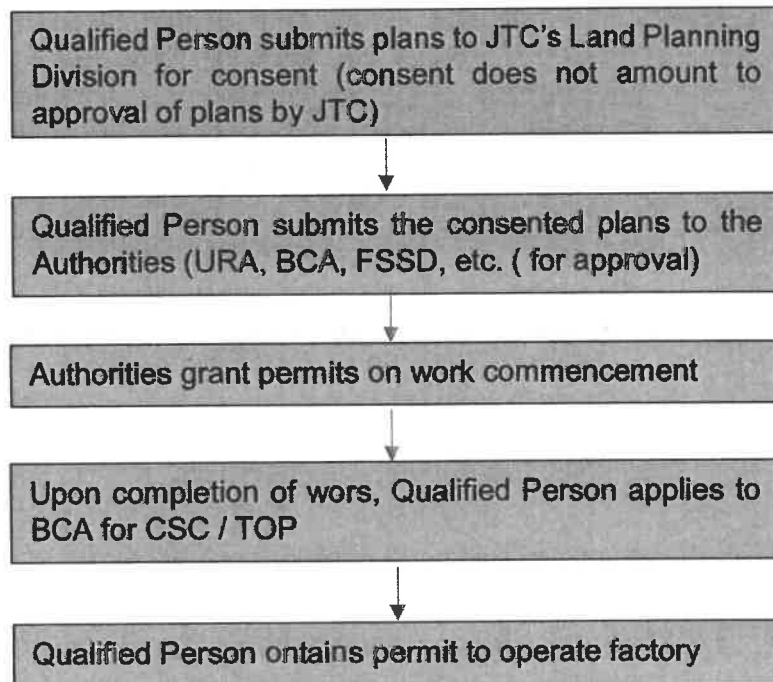
The information contained in this schedule, which was prepared in June 2007, is subject to change. While every reasonable care has been taken in providing the information, JTC Corporation ("JTC") cannot be held responsible for any errors, inaccuracies or changes arising there-from.

B. Submission of Plans

- B1** You are required to submit the floor layout plans of your factory, and plans for air conditioning works and fire automatic system (e.g. heat / smoke detector, sprinkler system) in accordance with the terms of the tenancy or lease. You should proceed with the preparation and submission of the plans in accordance with the procedures stated in the **“Plan Consent and URA lodgement – Step-by-Step Guide”** in the JTC website.
- B2** You must not install any air-conditioning system, ventilation system, electrical system, telecommunication equipment, plant, machinery, fixtures, fittings or other installations in the Premises until the plans have been endorsed by the Land Planning Division of JTC.
- B3** You must also obtain prior written consent from JTC’s Land Planning Division if you intend to carry out alterations, additions, improvements or constructions at or in the Premises or any part of the building, regardless of whether they are temporary or permanent structures. These modifications include but are not limited to:
- B3.1** Repositioning or closing up of openings;
- B3.2** Demolition or puncturing, or hammering, nailing, bolting, drilling, screwing or anchoring on or into walls, floors, ceilings, pillars or flues;
- B3.3** Relocation of door; and
- B3.4** Construction of partitions, awnings, dry walls or brick walls.
- B4** All additions and alterations to the Premises must be granted consent by JTC’s Land Planning Division and approved by the relevant Authorities such as the Building and Construction Authority (BCA), Fire Safety and Shelter Department (FSSD), and Urban

Redevelopment Authority (URA), before you can commence such works.

- B5 For works such as reconstruction / extension, additions and alteration works, you may submit plans to JTC's Land Planning Division for endorsement under the URA Plan Lodgement Scheme. You are advised to refer to JTC's website (www.jtc.gov.sg) on the details of the scheme before deciding on the channel of plan submission.
- B6 You must not commence work until a permit for the commencement of works has been issued by BCA. A Qualified Person as defined under the Building Control Act (a professional engineer or registered architect) must be engaged to assist in the following certification process:



- B7 With regards to the Certificate of Statutory Compliance (CSC) or Temporary Occupation Permit (TOP), you are advised not to do, permit or suffer to be done anything which will affect the structure of the building and which may delay or prevent the issuance of CSC or TOP from BCA with respect to the building.

C. Guidelines on Industrial Safety

C1 Fire Safety

To safeguard the Premises and ensure that your operations are fire-safe, you must observe the following guidelines of FSSD and submit plans to FSSD for approval:

- C1.1** Equip the Premises with appropriate fire-fighting equipment, and ensure that you maintain in good and working condition at all times, all fire alarm and extinguishing systems, air conditioning systems, ventilation systems, exit and emergency lighting, signs, and other electrical wiring, equipment and installations installed by JTC.
- C1.2** If the existing fire alarm and extinguishing system in the Premises does not suit or is inadequate for your activities, or does not comply with the requirements of FSSD due to modifications of the Premises, you must carry out the necessary modification works only after obtaining JTC's consent.

These necessary modification works include but are not limited to:

- (i) Addition, replacement or removal of wirings, pipings, fittings and sprinkler heads;
 - (ii) Adjustment of temperature settings; and
 - (iii) Connection of heat detectors and fixtures to JTC's common fire alarm system and extinguishing system.
- C1.3** For premises with additional false ceilings, you must:
 - (i) Lower the heat / smoke detectors or install an additional layer of heat / smoke detectors below the false ceiling; and
 - (ii) Install an additional layer of sprinklers by connecting to the tee-off provided at the main distribution pipe.

C1.4 Under the Fire Safety Act enforced by FSSD:

- (i) All emergency exits at the Premises must remain unlocked at all times; and
- (ii) You must not do nor permit anything that may cause any obstruction in the accesses, stairways, passageways, pipes, drains and other common areas of the building.

C2 Exit and Emergency Lightings

In accordance with FSSD's stipulations, you must install:

- C2.1 Exit lighting and exit signs at exit passageways and exits of the Premises; and
- C2.2 Emergency lighting in the production area and toilets of the Premises.

C3 Certification of Internal Hoist

You are required to obtain certification for your internal hoist from the Ministry of Manpower (MOM) every six months.

C4 Transportation of Petroleum and Flammable Materials

You shall ensure that no vehicle containing or carrying any one or more individual containers of petroleum or flammable material exceeding 250 litres enters or is driven into or upon:

- (i) The Premises; or
- (ii) The building in which the Premises is situated; or
- (iii) Any ramp leading to the Premises; or
- (iv) Any ramp leading to any building or any part thereof in which the Premises is situated, if such building or part thereof is used as a multi-story car park, multi-story workshop and factory or as a factory within a building.

D. Compliance with Regulatory Requirements

D1 Preliminary Clearance

You must comply with the requirements of the Central Building Plan Department (CBPD) of National Environment Agency (NEA), Public Utilities Board (PUB) and other Authorities pursuant to your application for preliminary clearance.

D2 Change of Use of Premises

Changing the use of the Premises can render your operations incompatible with your neighbours' and cause a breach of your agreement(s) with JTC and/or violate the regulations and requirements of the Authorities such as CBPD of NEA, the Water Department of PUB and URA.

If you wish to change the use of the Premises, you must submit an application for the change of use for JTC's approval, and seek clearance from the Authorities, such as CBPD of NEA and URA.

D3 URA's "60/40 Rule"

URA's guideline specifies that at least 60% of the total gross floor area (GFA) of the Premises should be set aside for industrial / warehousing activities and ancillary stores. The remaining GFA can be used for offices, neutral areas, communal facilities and other such practices endorsed in writing by JTC and the Authorities

You must not use the Premises as a commercial office for purposes unrelated to the authorised / permitted use under your Tenancy / Lease.

You are advised to check URA's website (www.ura.gov.sg) on the latest updates to the "60/40 rule".

D4 Drainage and Sewerage Systems

You must undertake the construction of an internal drainage system within the Premises to the reasonable satisfaction of JTC. The Drainage Department and Sewerage Department, both of PUB, require you to ensure that:

D4.1 All water collected in the Premises is discharged into the public drains and sewers; and

D4.2 No silt, oil, chemicals, debris, etc. is discharged into any public drains, sewers or watercourses.

Before you carry out any connection works, you must obtain the sewerage and drainage interpretation plans from the Drainage Department and Sewerage Department and consult them with regard to the existing sewerage and drainage systems.

D5 Discharge of Trade Effluent

You must at all times comply and ensure compliance with the trade effluent requirements of the Authorities, including PUB's and NEA's requirements for discharge of trade effluent into public sewers

To facilitate the commencement of your operations, you must complete the attached form **"Application for Written Permission and Permit to Discharge Trade Effluent"** for permission to discharge trade effluent into the public sewers, and submit it to the Head, Central Building Plan Department, National Environment Agency, 13th Storey, Environment Building, 40 Scotts Road, Singapore 228231 (Tel No. 62255632).

D6 Fire Alarm System

In accordance with the requirements of the Fire Safety and Shelter Department (FSSD), you must engage a registered electrical consultant or professional engineer to undertake the planning, design, supervision and maintenance of the fire alarm / heat detector, including any alterations of the existing automatic fire alarm and sprinkler system installation.

The electrical consultant or professional engineer must submit one set of the fire alarm drawings to FSSD for approval. A relevant Professional Engineer, registered with the Professional Engineers Board of Singapore, must sign all air-conditioning, fire alarm and sprinkler system plans.

D7 Factory Inspectorate

In order to obtain a factory licence before you commence operations, you must complete and submit the attached form, **"Particulars to be Submitted by Occupiers or Intending Occupiers of Factories"** directly to the Chief Inspector of Factories, Occupational Safety and Health Division, Ministry of Manpower, 18 Havelock Road # 03-02, Singapore 059764 (Tel No. 64385122).

D8 Advertisement and Licensing

If you occupy an entire floor of the Building, you may install signboards on the Building's external parapet walls after obtaining prior consent from JTC's Land Planning Division and a permit through the Advertisement Licensing System (ALS) of Building and Construction Authority (BCA).

All company signboards, installed at locations other than those above the doors of the Premises, must be approved by JTC. If you wish to install lighted or normal company signboards, you must submit one copy of the layout plan to JTC's Land Planning Division for consent. Advertisement and flickering neon signboards are not allowed.

To assist you in your recruitment efforts, you may display recruitment banners at designated places in the Estate. To do this, you are required to:

D8.1 Submit details of the banner and its location plan to the Products Division of JTC; and

D8.2 Obtain a permit through the ALS of BCA after getting JTC's approval.

Please note that only one banner is allowed at any one time and the dimension of the banner must not exceed 1m x 6m.

D9 Research and Development (Medical)

If the authorised / permitted use under your Tenancy / Lease will include medical or biological R&D activities that involves the testing of animals or other research that may have health implications, you must obtain the necessary prior approvals from the Ministry of Health (MOH) and Agri-food & Veterinary Authority of Singapore (AVA).

D10 Activities Involving the Use of Explosive and Hazardous Materials

D10.1 For activities that involve the use and / or storage of flammable / combustible liquid of less than 250 litres and / or other flammable materials (all classes) not stored in a safety cabinet, you must obtain the in-principle clearances from the Fire Safety and Shelter Department (FSSD) through the Qualified Person (QP) and Registered Inspectors (RI) before submitting the actual building plan for approval under the Self-Regulation Scheme.

D10.2 For activities that involve the use and / or storage of flammable materials of 250 litres or more, you are required to consult FSSD and provide the following information:

- (i) Layout plan of the Premises indicating the intended location of storage and type of fire protection system provided;
- (ii) Details of production processes that require the use of flammable materials; and
- (iii) Types of flammable materials and quantities to be stored in the Premises.

D10.3 Once you have obtained in-principle no objection from FSSD, you are required to follow up with the necessary submissions through the QP to get clearances / approvals from the Authorities.

D11 Special Conditions (For Food Companies Only)

D11.1 The sprinkler heads in the sprinkler system for the Premises are suitable for temperature not exceeding 79 degrees Celsius for the production floor and 68 degrees Celsius for the toilets.

D11.2 You must ensure that any waste water discharged from the Premises complies with NEA's regulations, guidelines and limits regarding trade effluent discharge into the sewer system.

D11.3 You must separately collect and dispose any concentrated oils, fats, grease and other chemicals, toxic or otherwise, from the Premises in accordance with NEA's guidelines and regulations.

D11.4 You must ensure that any odour, fume or smoke discharged from the Premises comply with NEA's guidelines and regulations. In the event that such discharge, notwithstanding compliance with NEA's guidelines and regulations, becomes a nuisance or brings inconvenience to JTC, other tenants or lessees or occupiers of adjoining or neighbouring premises, you must install a proper air filtration system and if necessary, improve your production processes, to the reasonable satisfaction of JTC.

D11.5 No washing, preparation or packaging of any raw material, food or final product is allowed in the common area of the Premises.

D12 Code of Practices

You must abide by the latest Code of Practices for various industries or usage. The Code of Practices may be obtained from Enterprise Singapore.

D13 Occupational Safety and Health

The Ministry of Manpower (MOM) has unveiled a new occupational safety and health framework to make possible quantum improvements in the safety and health at work.

Before any work is carried out, you must conduct risk assessments to:

- D13.1 Identify safety and health hazards associated with work activities;
- D13.2 Assess the severity or consequences from these hazards and the likelihood of occurrence of accident or ill health;
- D13.3 Determine the risk level;
- D13.4 Take measures to prevent or control the hazards; and
- D13.5 Mitigate the risks as reasonably practicable.

To assist you in conducting the assessment, MOM has published guidance materials on its website (www.mom.gov.sg).

D14 Energy Efficiency Opportunities Assessment for New Ventures

New industrial facilities and major expansions ("New Ventures") that apply for Planning Permission on or after 1 October 2018 and are from one of the following sectors: -

- (1) Manufacturing and related services;
- (2) Supply of electricity, gas, steam, compressed air and chilled water sectors; and

- (3) Water supply and sewage and waste management sectors,

with annual energy consumption $\geq 54\text{TJ}$ based on 24 hours per day and 365 days of operations at 100% designed production capacity, will be required to: -

- (a) carry out energy efficiency opportunities assessment (EEOA) during the design of the facility and submit an EEOA report to the Director-General of Environmental Protection appointed under the Environmental Protection and Management Act ("EPMA") (Cap. 94A), before applying for clearance certificate under the EPMA; and
- (b) install instruments and meters for key energy-consuming systems accounting for at least 80% of the New Venture's total energy consumption, and report the energy performance of these systems using measured data.

If the energy bill of your facility is expected to be $\geq \$500,000$ annually, your facility is likely to have an annual energy consumption of $\geq 54\text{TJ}$.

E. Application for Utilities

E1 Water Supply

You must approach the Public Utilities Board (PUB) for all plumbing requirements. All plumbing required for additional water supply, including the installation of a water sub-meter, must be carried out by you.

You must submit four copies of sketch plans prepared by a licensed plumber showing the section and layout of the plumbing direct to the Water Department of PUB to assist your application for a water sub-meter. Water supply should not be turned on until a water meter is installed by PUB.

E2 Electricity

E2.1 For Flatted and Ramp-up Factories Only

- (i) You must engage an Energy Market Authority (EMA) licensed electrical worker to submit two sets of electrical single-line diagrams and electrical layout plans to and in accordance with the requirements of JTC's Facilities & Estate Management, for endorsement before an application is made to SP Services Ltd to open an account for electricity connection.
- (ii) Please contact JTC's Facilities & Estate Management at The JTC Summit, 8 Jurong Town Hall Road Singapore 609434 (Fax No: 6885 4259) for the requirements.

E2.2 For Stack-up Factories Only

- (i) You must engage an EMA licensed electrical worker to submit two sets of electrical single-line diagrams and electrical layout plans to and in accordance with the requirements of JTC's Facilities & Estate Management, for endorsement before an application is made to SP Services Ltd to open an account for electricity connection.

- (ii) Please contact JTC's Facilities & Estate Management at The JTC Summit, 8 Jurong Town Hall Road Singapore 609434 (Fax No: 6885 4259) for the requirements.
- (iii) All electrical installations and connections must be carried out by an EMA licensed electrical worker. Such installations may commence only after you have submitted an electricity application to SP Services Ltd and obtained their written approval.
- (iv) If you require an electrical design load higher than that already available in the vicinity, you must make an application to SP Services Ltd. Such an application will only be considered by SP Services Ltd if there is excess capacity, and if approved, will be subject to the terms and conditions stipulated by them.
- (v) You will tap your electrical supply from SP PowerGrid Ltd's switchboard found on the ground floor of the block in which the Premises is located. There are dedicated electrical risers for you to connect the power cable from SP PowerGrid Ltd's switchboard to the intake switchboard at your factory unit.

F. List of Relevant Government Departments

Advertisement Licensing System (ALS) Building and Construction Authority 52 Jurong Gateway Road #11-01 (above JEM) Singapore 608550 Tel: 1800-3425222	Ensure the proper display of advertisements and signs on building facade
Agri-food & Veterinary Authority (AVA) JEM Office Tower 52 Jurong Gateway Road #14-01 Singapore 608550 Tel: 68052520	Ensure a resilient supply of safe food as well as safeguards the health of animals and plants, and facilitates agri-trade for the well-being of the nation
Central Building Plan Department (CBPD) National Environment Agency Environmental Building 13th Storey 40 Scotts Road Singapore 228231 Tel: 62255632	Ensures environmental pollution is within regulatory limits

Development Control Division (DCD) Urban Redevelopment Authority The URA Centre 45 Maxwell Road Singapore 069118 Tel: 62234811	Facilitates development by ensuring orderly and rational private sector development in accordance with URA's strategies and planning guidelines
Drainage Department Public Utilities Board Environment Building #22-01 40 Scotts Road Singapore 228231 Tel: 1800 2255782	Ensures proper management of the drainage system, storm-water collection and water reclamation in Singapore
Energy Market Authority (EMA) 991G Alexandra Road #01-29, #02-29 Singapore 119975 Tel: 68358000	Regulates the electricity and gas industry and district cooling services in Singapore
Fire Safety and Shelter Department (FSSD) Singapore Civil Defence Force Civil Defence Complex 91 Ubi Avenue 4 Singapore 408827 Tel: 62800000	Formulates, implements and enforces regulations on fire safety and civil defence shelter matters
Ministry of Health (MOH) College of Medicine Building 16 College Road Singapore 169854 Tel: 63259220	Ensures medical excellence as well as promotes good health and reduce illnesses
Occupational Safety and Health Division Ministry of Manpower 18 Havelock Road Singapore 059764 Tel: 64385122	Formulates and cultivates good safety habits in all individuals, so as to create a strong safety culture at the workplace

Sewerage Department Public Utilities Board Environment Building #22-01 40 Scotts Road Singapore 228231 Tel: 1800 2255782	Ensures the proper treatment and disposal of wastewater in Singapore
Enterprise Singapore 230 Victoria Street Level 10 Bugis Junction Office Tower Singapore 188024 Tel: 68981800	Nurtures a pro-business environment that encourages enterprise formation and growth, and facilitates the growth of industries
Water Department Public Utilities Board Environment Building #22-01 40 Scotts Road Singapore 228231 Tel: 1800 2255782	Ensures the proper management of water demand in Singapore

