



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-0046064
Case Number : 359826

Date : 19 March 2020

SECUREAGE TECHNOLOGY PTE. LTD.
3 FUSIONOPOLIS WAY
#05-21
SINGAPORE 138633

Attention: Nur Hafidzah Mohamed Taib

Dear Sirs

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 the 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)
	A3008552	#05-20	258.9200	5.0000
(b)	Address and Postal Code: 3 FUSIONOPOLIS WAY SINGAPORE 138633			
(c)	Plan of Premises:		As attached	

2.2 Authorised Use

The Authorised Use is set out below.

Private Lot No.:	Unit No.	Authorised Use
A3008552	#05-20	Software development.

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) 4 month(s) 0 day(s)
Commencement Date (Start date of the Term)	01 June 2020
Possession Date (Date the Premises will be handed to you)	Any time within 2 month(s) before the Commencement Date.
Rent-Free Period:	From Possession Date to Commencement Date
Operations Commencement Date:	On Commencement Date.
Option to Renew:	You have an Option to Renew for another 3 year(s) 0 month(s) 0 day(s) (“ <u>Further Tenancy Period</u> ”) in accordance with the relevant provisions in the Special Terms.

2.5 **Rent**

The Rent payable by you is set out below:

(a) Rent:		
Private Lot No. A3008552	#05-20	\$40.20 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. The first payment is to be made upon acceptance of this Offer.		

2.6 **Service Charge**

The Service Charge payable is set below.

Service Charge:		
Private Lot No. A3008552	#05-20	\$17.80 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.		

2.7 **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:
A3008552	#05-20	\$15,017.36 equivalent to 1 month’s Rent and 1 month’s Service Charge

- (b) Please note that if your GIRO arrangement is not effected or 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. The Rent, Service Charge and Usage Charge (if any) exclude GST. GST is payable by you.

2.10 Fitting Out

You may, as a licensee (on the same terms and conditions in the Tenancy), commence fitting out works ("**Fitting Out Works**") after the Possession Date. You must obtain our, and the Authorities', prior written consent before commencing any Fitting Out Works, and carry out and complete the Fitting Out Works in accordance with our requirements. The Commencement Date remains unchanged even if the Fitting Out Works are completed after the Commencement Date.

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 6 months after the date of such request or paying us 6 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 6 months' prior written notice or paying you 6 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

The Premises are located within a building which has been issued (or is to be issued) with the "Green Mark Platinum" Certification by the Building and Construction Authority. You must comply with the clause titled "Green Building Obligations" in the Special Terms.

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 that are 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 31 March 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 copy of your letter of authorisation to your banker to increase the GIRO limit.

- 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 (except for the application deposit which will be retained by us) will be refunded to you (without interest).

Yours faithfully



Sarah Ann Lim
Asst Manager
Info-Comm & Media Dept
InfoComm Media & Start-Up Cluster
DID : 68833110
E-MAIL : Sarah_Ann_LIM@jtc.gov.sg

Encl

ATTACHMENTS

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

- ☒ **Payment Table**
- ☒ **Format of Letter of Acceptance**
- ☒ **Format of Banker's Guarantee for Security Deposit and/or Reinstatement Deposit**
- ☒ **Special Terms and Conditions:**
 - ☒ Fusionopolis One
- ☒ **Standard Terms and Conditions**
- ☒ **Plan of the Premises**

Other Materials and Resources

- ☒ E-Statement for all new JTC contracts
- ☒ Schedule of Statutory Controls for Flatted, Ramp-up and Stack-up Factory Customers
- ☒ Fusionopolis One - Tenant Fit-out Guide
- ☒ Giro Application Form

PAYMENT TABLE

OFFER FOR TENANCY OF JTC SPACE KNOWN AS:

Private Lot No.	Unit No.:
A3008552	#05-20
at 3 FUSIONOPOLIS WAY SINGAPORE 138633	

(the "Premises")

Private Lot No.	Unit No.:		Amount	GST at prevailing rate
A3008552	#05-20	Rent for one month	\$10,408.58	\$728.60
		Service Charge for one month	\$4,608.78	\$322.61
		Security Deposit	\$15,017.36	
		Stamp fee payable on Letter of Acceptance (which we will stamp on your behalf)	\$961.00	
Total Payable (inclusive of GST at prevailing rate)			\$32,046.93	
Less Application Deposit (if paid):			\$15,017.36	
Net Total Payable (inclusive of GST at prevailing rate)			\$17,029.57	

LETTER OF ACCEPTANCE
[On Tenant's Letterhead]

Date : <To be dated on the day this letter is forwarded to JTC>

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

SPECIMEN

Attention: Sarah Ann Lim

Dear Sirs,

ACCEPTANCE OF OFFER FOR TENANCY OF JTC SPACE KNOWN AS:

Private Lot No.	Unit No.:
A3008552	#05-20
at 3 FUSIONOPOLIS WAY SINGAPORE 138633	

(the "**Premises**")

1. We refer to your letter of offer dated **19 March 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\$17,029.57 issued to **JTC CORPORATION**, being the total amount as indicated in the Payment Table.

OR
* a cheque/cashier's order for S\$2,012.21 issued to **JTC CORPORATION** and the original Banker's Guarantee for the Security Deposit of S\$15,017.36.
** delete whichever is not applicable*
 - (b) a copy of our letter of authorisation to our banker to increase the GIRO limit.
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.

(EXECUTION PORTION FOR PRIVATE/ PUBLIC LIMITED COMPANIES)

Yours faithfully,

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

Signature of authorised signatory
(please affix company's stamp)

Name of authorized signatory: _____

Designation: _____

in the presence of:

Name of witness:

NRIC No.:

[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 **SECUREAGE TECHNOLOGY PTE. LTD.** of **3 FUSIONOPOLIS WAY #05-21 SINGAPORE 138633** ("**Tenant**") the following premises:

Private Lot No.	Unit No.:
A3008552	#05-20
at 3 FUSIONOPOLIS WAY SINGAPORE 138633	

("Premises") for a term ("**Term**") of **1 year(s) 4 month(s) 0 day(s) from 01 June 2020 and expiring on 30 September 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\$15,017.36).

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*)¹ (“**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):

¹ **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 damages to the goods lift whether 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 Submission of Information

You are required to submit, on the 1st day of June of each year of the Term, information regarding your business operations, including value added, remuneration and number of workers together with your latest financial statements.

2.2 Additional services and charges

(a) After-Office Hours Air-Con Utility Charge

You must pay (without demand or deduction) the after-office hours air-con charge of **\$0.021** per square metre per hour, prescribed by us (subject to change by us with prior notice of 3 working days to you) for any air-conditioning required by you for hours outside the hours of 7.30am to 7.30pm on Mondays to Fridays, or outside the hours of 7.30am to 1pm on Saturdays, or any hour on Sunday (subject to changes by us with prior notice of 3 working days to you).

(b) Chilled Water Charge

You will be allowed to install auxiliary air-conditioning (subject to you obtaining planning approval from us), but it has to be used together with the chilled water. You will be charged at the rate of **\$0.68** per RTH for use of chilled water.

3 Green Building Obligations

- (a) You must not install any fittings which will adversely affect the Green Mark Platinum certification of the Building or cause the loss of such certification. Without affecting any of our rights and remedies, we may at our absolute discretion request for such fittings to be changed, regularised or removed at your own cost.
- (b) You must not exceed the Lighting Power Budget of 10.5 W/sqm for the Office, Lab and Business Park Space.
- (c) In respect of internal paints and adhesives, you must:
 - (c1) use low volatile organic compounds (VOC) paints certified by an approved local certification body such as the Singapore Green Building Council ("**SGBC**");
 - (c2) use environmentally friendly adhesives certified by an approved local certification body such as SGBC;
 - (c3) install fittings and fixtures rated with at least a three-tick rating under the Water Efficiency Labelling Scheme (WELS); and
 - (c4) use environmentally friendly products for renovations, which are certified by an approved local certification body such as SGBC, including products for flooring, internal partition wall, internal ceiling and furniture.
- (d) You must use energy efficient office equipment (e.g. energy star accredited for monitors, laptops, printers, copiers and TV).
- (e) You must promote waste minimization, reuse and recycling in the office.

4 Option to Renew

If –

(a) at least 3 months (and not more than 6 months) before the expiry of the Term, we receive your written request for a further term of tenancy for the whole (and not part) of the Premises for the duration of 3 year(s) 0 month(s) 0 day(s) (“**Further Tenancy Period**”); and

(b) at the time of your aforesaid request and at the expiry of the Term, there is no breach of Your Obligations,

we may grant you a tenancy for the whole of the Premises for the **Further Tenancy Period** on the following conditions:

(c) the **Further Tenancy Period** shall commence immediately after the expiry of the Term;

(d) the rent shall be at a revised rate to be determined by us, having regard to the market rent of the Premises at the time of granting the tenancy for the **Further Tenancy Period**. Our determination of the rent shall be final and conclusive;

(e) the tenancy for the **Further Tenancy Period** shall be on the same terms and conditions as this Tenancy except for the duration, rent, service charge, usage charge (if any), additional services and charges (if any) and security deposit, and there is no provision for renewal of tenancy.

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 “include (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 tenable 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 tenable 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.

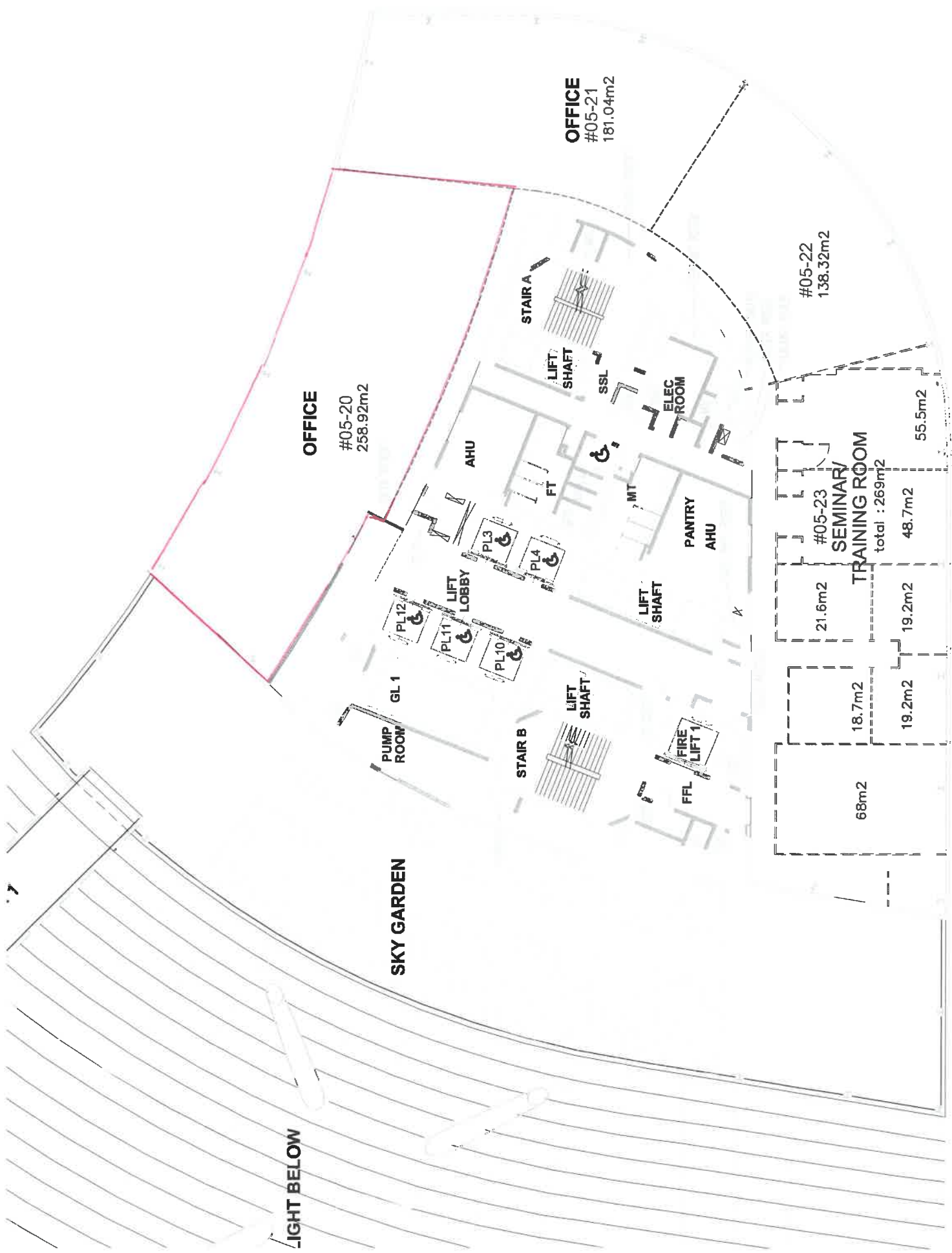
9 Indemnity and Exclusions

- 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.



APPLICATION FORM FOR INTERBANK GIRO



Breaking New Ground
JTC Corporation

Please tick: ☐ New Application ☐ Change of Bank Account

This form may take you about 10 minutes to fill in.

This form is also available online via our JTC website at <http://www.jtc.gov.sg>

PART 1: FOR APPLICANT'S COMPLETION (fill in the spaces indicated with ✓ and return the original form to JTC Corporation)

Date:

✓ _____

To : Name of Bank:

✓ _____

Name of Billing Organisation (BO): **JTC Corporation**

JTC Customer's Name:

✓ _____

Account No. with JTC Corporation											

(Not applicable for new customer)

- a) I/We hereby instruct you to process JTC Corporation's instructions to debit my/our account.
 b) You are entitled to reject the JTC Corporation's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this.
 You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
 c) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the JTC Corporation or upon receipt the notice of the expiry from JTC Corporation.
 d) Amendments made on the form must be countersigned by applicant.

My/ Our Name (s):

✓ _____

My/Our Contact Numbers:

✓ (Office) : _____ (H/P): _____

My/Our Bank Account Number:

✓ _____

My/ Our Company's Stamp/Signature(s)/Thumbprint(s)*:

✓ _____

(As in Bank's Records)

JTC Corporation collects personal information in the course of processing your application. We may share necessary data with other Government agencies (or non-Government services) to process any applications you have made or to render you a service, so as to serve you in a most efficient way, unless such sharing is prohibited by legislation.

Part 2: FOR JTC CORPORATION'S COMPLETION

Please tick the appropriate row of bank account information below.

JTC Bank Account No																						
Swift BIC										Bank Account No.												Tick Here
O	C	B	C	S	G	S	G	X	X	X	5	0	1	1	0	4	9	7	0	0	0	1
O	C	B	C	S	G	S	G	X	X	X	5	0	1	1	0	4	9	7	0	0	0	2
O	C	B	C	S	G	S	G	X	X	X	5	0	1	1	0	4	9	7	0	0	1	1

Account No. with JTC Corporation											

Customer's Bank Account No. To Be Debited From																							
Swift BIC												Bank Account No.											

Checked By/Date: _____

PART 3: FOR BANK'S COMPLETION

To: **JTC Corporation**
 Finance Operation Division
 Attn: Billing & Collection Unit
 8 Jurong Town Hall
 The JTC Summit
 Singapore 609434

This application is hereby REJECTED (please tick) for the following reason(s):

- ☐ Signature/Thumbprint* differs from Bank's records
☐ Signature/Thumbprint* incomplete/unclear*
☐ Account operated by Signature/Thumbprint*

For JTC Corporation Officials Use Only

Start Date											
Letter Dated											
Verified by											

- ☐ Wrong account number
☐ Amendments not countersigned by customer
 Others: _____

Name of Approving Officer/Bank

Authorised Signature

Date

*For thumbprint(s), please go to the branch with your identification

#Please delete where applicable

Please glue & seal here. Do not staple.

Please glue & seal here. Do not staple.

Please glue & seal here. Do not staple.

Please glue & seal here. Do not staple.

Notes on Giro

- (1) We will inform you of the effective deduction date once your bank confirms acceptance of the Interbank Giro (IBG) form.
- (2) Before the effective deduction date is confirmed, please continue to make payment to JTC Corporation as usual.
- (3) Should a deduction date falls on a Saturday, Sunday or Public Holiday, deduction will be made on a prior working day.
- (4) For enquiries on IBG application, please call us at 68833494.

Please fold here

BUSINESS REPLY SERVICE
PERMIT NO. 02765



JTC Corporation

Finance Operation Division

Attn: Billing & Collection Unit
8 Jurong Town Hall Road
The JTC Summit
Singapore 609434

Postage will be
paid by
addressee. For
posting in
Singapore only.

Please fold here

Do not staple.

Do not staple.

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.

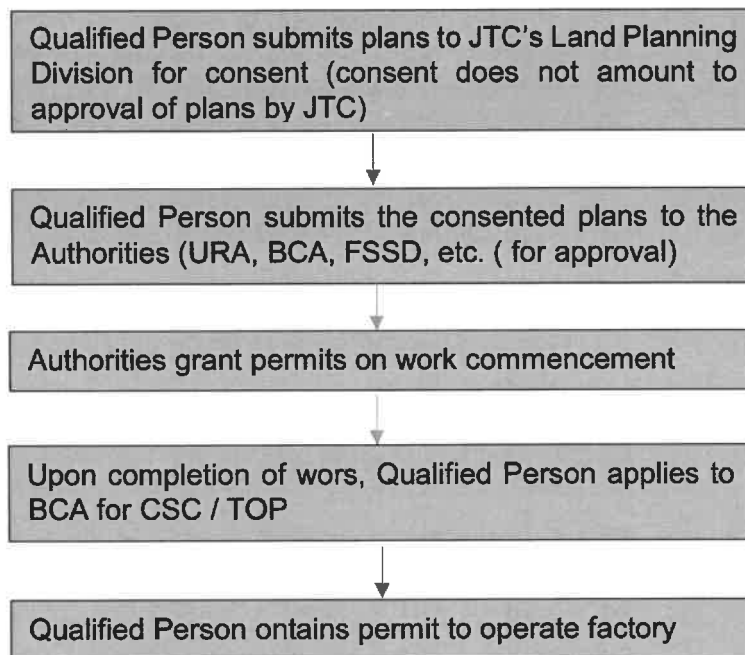
The information contained in this schedule, which was prepared in June 2007, is subject to change. While every reasonable care has been taken in providing the information, JTC Corporation ("JTC") cannot be held responsible for any errors, inaccuracies or changes arising there-from.

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	Nutures 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

Fusionopolis One

Symbiosis

3 Fusionopolis Way, Singapore 138633

Connexis

1 Fusionopolis Way, Singapore 138632

Tenant Fit-out Guide

Whilst every effort has been made to ensure the accuracy of this fit-out guide, JTC reserves the right to change, alter or amend any part of it at any time.

Revision	16.0
Last Update	3 March 2016
Prepared by	
Inputs from	

Fit-Out Guidelines

1.0 General

1.1 Appointment of Qualified Person (QP)

Tenant shall appoint a QP when designing his interior space and submit plan to certify that the renovation will not affect the building structure or any parts of the central building systems, as well as in compliance with all statutory regulations.

1.2 Pantry Facilities

The pantry area at each office floor is installed with a sink. Strictly no cooking is allowed within the tenanted premises or any part of the building which is not approved for such usage.

1.3 Accessibility to Service Risers and Rooms

Tenant's office layouts must be designed to ensure that the access to the Air Handling Unit (AHU) rooms and service risers are not impaired. This includes providing access whenever necessary to enable the Landlord or its Facility Management Company (FMC) to carry out regular maintenance of any Landlord controlled services within the tenant premises.

2.0 Interior Works

2.1 Partitioning

Partition systems generally should be of demountable type with fixings onto the floor and the ceiling grid. Typical gypsum plaster board stud walls are also acceptable. Where additional sound insulation is required, acoustic walls may be used. For exceptional conditions, partitions may be installed through the suspended ceiling to the underside of the floor slab. The ceiling void is the return air plenum and thus, any full height partition from slab to slab must have openings cover with wire mesh, and no combustible materials are permitted within it. Material that can generate fibres is also prohibited, unless it is wrapped and sealed.

The envisaged office units share a common corridor providing access not only to the lift lobby and public sky-gardens (if available on the floor) but also to the designated fire exits. Subject to compliance with Fire Safety Act, this fire escape route can be amended to suit office layouts but may require the repositioning of the emergency light fittings and the fire exit sign in order to provide adequate visibility and illumination to the route.

2.2. Drilling and Hacking

No drilling or hacking onto the floor or ceiling soffit is permitted. Any work that may affect the structural integrity of the core walls and floor slabs is strictly not allowed.

2.3 Blinds

The curtain wall pelmet for the blind system for each façade panel shall be of light weight and require to be submitted for Land Planning Division's (LPD) approval.

2.4 Concrete Flooring

All flooring within the tenanted space and the common areas (except for the washrooms) are not waterproofed. As such, wet scrubbing & mopping is strongly discouraged.

2.5 Mounting/Loading

Tenant shall ensure that the structural loading do not exceed the stipulated floor loading of an area at all times and must cater for a reasonable margin of error in equipment and fixture loads during the procurement stage. Tenant is advised to make reference to the building as-built drawing which can be purchased at <http://www.itc.gov.sg/Pages/Online-Plan-Purchase.aspx> or you may contact JTC at 68833152 for assistance.

2.6 Temperature, Noise, Vibrations and EMI Insulation

Tenant must ensure that:

- clean rooms, cold rooms and/or data centre shall be adequately insulated to avoid condensation to the neighboring premises;
- mechanical installations or machineries shall be adequately insulated to minimize noise and vibrations to neighbouring premises; and
- tenants' installations do not create any electromagnetic/electric interferences and heavy power surges, which may affect the use of any communications system in the neighbouring premises.

3.0 Electrical Provision and Installation

3.1 Temporary Electricity for Fit-out Work

Tenant may apply to use the 13A power points at the common corridors as a temporary electricity supply for renovation works. Tenant shall submit the application on a prescribed form to the FMC and the following fees are payable:

- One time administration fee of \$25
- Electricity charge of \$6 per day for each power point
- Prevailing GST on the total sum of the above two items

Tenant must provide and install Residual Current Circuit Breaker (RCCB) to each 13A socket outlet point to prevent tripping when using the power supply tapped from the common corridor. Failure to do so will result in \$100.00 being deducted for each socket outlet point from the fit-out deposit on a per day basis. \$100.00 will also be deducted from the fit-out deposit for resetting the power supply for each power trip caused by the tenant or his contractor.

For usage above 13 amperes of electricity supply, tenants' contractors are required to provide their own temporary power supply, e.g. generator for works. In such scenario, Tenant must comply with all safety regulations and statutory requirements.

3.2 Electrical Installation

For all electrical installations in tenant premises, the tenant is required to:

- engage a QP (Licensed Electrical Worker of appropriate grade) to submit 2 sets of electrical single-line diagram and layout plan together with 1 set of application form to the landlord or its FMC.
- open an account with SP Services Ltd (SPSL) and arrange for installation of kWh meter before tapping any electricity supply from the electrical distribution board in the tenant unit;
- obtain prior written consent from the Landlord or its FMC for installation of electrical switchboard, wirings and equipment to tenant premises and JTC's Switch Room.
- ensure that the setting of the overcurrent and earth fault protection devices are correct as approved. Adjustment in the protection devices setting shall not be allowed unless otherwise approved by the LEW.

4.0 Telecommunication Installation

Data risers are available on each office level for tenant's cable trunking. The Tenant shall seek the Landlord's approval for such usage. Once approval is granted, the Tenant is required to appoint a QP to submit plan to the Landlord or its FMC for endorsement. The Landlord reserves the right to reject such usage or decide how much of the risers to be allocated to the Tenants. All works will be carried out by the Tenant's contractor under the supervision of the Landlord's FMC to ensure security and privacy for all tenants. For telephone connections, please apply directly to the Service Providers.

5.0 Fire Safety & Work

The Landlord recognizes the importance of fire safety and would like to seek tenant's cooperation in making our environment a safer place to work in by observing the following rules:

- to equip the premises with appropriate fire fighting equipment, eg. fire extinguishers.
- to ensure that fire alarm system, fire extinguishers, hose reels, sprinkler system, air-conditioning system, ventilation system, exit lighting, signs, emergency lighting, and other electrical equipment within tenant's premises are serviced regularly and maintained in good working condition at all times.
- to install exit lightings and signs at all exit passageways and exits of the premises.
- to avoid stacking goods along common corridors, escape passageways or staircases and avoid locking up the exit doors when the premises are occupied/used.

- to avoid erecting unauthorized structures which hinder access to escape routes and fire safety equipment.
- to avoid blocking or obstructing the Fireman Access Panel.
- Any Tenant who wishes to commence or carry out any proposed fire safety works in their premises shall comply with the Regulations made under the Fire Safety Act, and seek approval from the Fire Safety and Shelter Department (FSSD). All plans shall be prepared and submitted by a QP who is a registered architect or professional engineer with the discipline relevant to the kind of work involved.

6.0 Fire Alarm & Sprinkler Systems

The sprinkler system is designed according to CP52 Ordinary Hazard Class 3. Sprinklers in the premises are of temperature rating 68 degree C.

If the existing fire alarm/sprinkler system in the premises or the hazard class of occupancy is unsuitable or inadequate for the type of activities or business operate by the Tenant, the Tenant shall engage a QP to re-design the system.

Landlord's clearance is required for any proposed alteration/modification to the original building fire protection system and work can only commence upon approval being granted by SCDF. Any modification to the Landlord's fire alarm panel requested by Tenant shall only be carried out by contractor approved by the Landlord and all costs incurred shall be borne by the tenant.

Any new distribution sprinkler pipes installed by Tenants must be connected to the tee-off point provided or to the main distribution pipe directly if tee-off points are not provided. All new pipes shall be flushed to acceptable standard before connection to the existing tee-off to avoid contaminants in the sprinkler system. All pipe penetrations through walls shall be sealed with approved fire-stopping material.

Tenant must request for sprinkler water discharge prior to carrying out any modification or connection to the existing sprinkler system. Please refer to Appendix B for guidelines on application for sprinkler water discharge. The sprinkler water must be charged back within the same day of the discharge and the Tenant's contractor must monitor for at least an hour after the completion of water re-charge to ensure no leakages at the sprinkler pipes. No sprinkler water discharge shall be carried out after office hours.

The Tenant's contractor shall take precautionary measure to prevent any false alarm activation throughout the course of the fit-out work. Advance arrangement can be made with the FMC to isolate the smoke detector or disable the fire alarm zone that is in proximity of dusty hacking or drilling work to prevent false alarm. Additional safeguard must be taken to prevent any outbreak of fire during isolation period. All isolated detector/disabled zone must be normalised within the same day.

Should any false alarm occur during the fit-out work due to the negligence of the Tenant's contractor, the tenant shall be liable for all penalties imposed by SCDF or any other relevant authorities.

7.0 Plumbing and Sanitary

7.1 Submission of Plans for Water Supply

Applicant shall appoint a QP to submit four (4) copies of sketch plans to the Water Conservation Department, SP Services for the application of a water sub-meter. The plans must show the section and the layout of the plumbing. Tenants are required to seek Landlord's approval for proposal of any water supply installation.

7.2 Waste Water Discharge

Where applicable (e.g. food & beverage units), tenants shall ensure that all floor traps and waste pipes are maintained free from blockage and appropriately insulated to prevent condensation if there is cold water discharge.

In addition, any waste water discharge from the premises shall be in compliance with NEA's regulations, guidelines and limits relating to trade effluent discharge into the sewer system.

7.3 Disposal of Oils, Fats, Grease and Other Chemicals

Where applicable (e.g. food & beverage units), Tenant shall separately collect and dispose of any concentrated oils, fats, grease and other chemicals, toxic or otherwise, from the premises in accordance with NEA's guidelines and regulations.

Tenant shall ensure that oil wastes from the premises are not disposed of into drains and sewer lines. It must be disposed of by NEA licensed contractors instead.

The timings for disposal of such wastes must be carried out during off-peak hours to be approved by the Landlord or the FMC. For other general wastes, they should be collected and sealed in plastic bags and deposited in the compactor in the bin centre.

7.4 Concealment of Sanitary Drainage Pipes

No concealment of waste pipes in the floor slab is allowed.

7.5 Drainage

Tenant shall construct an internal drainage system within the premises, ensuring that:

- all water collected in the premises is discharged into public drains and sewers.
- no silt, oil, chemicals, debris, etc. is discharged into any public drains, sewers or watercourses.

This in accordance with the stipulations laid down by the Drainage/Sewage Department.

Tenants are required to seek Landlord's approval for proposal of any drainage pipe connection/alteration.

8.0 ACMV

8.1 Air Conditioning and Mechanical Ventilation

Pre-installed VAV system is connected to Air Handling Units (AHUs) that utilizes chilled water supplied from the District Cooling System (DCS). Tenant shall take over the VAV boxes within his unit upon taking over the premises. The office air supply is provided via the light troffer and the air return is via the perimeter liner diffuser and light troffer. Retail units are installed with Fan Coil Units with supply air diffusers and return air plenum. All the thermostats for the AHUs are located at the ceiling. If necessary, the Tenant shall relocate the thermostat at Tenant's own cost.

For tenant unit with fan coil unit, the design intent is only to provide a short main duct to save unnecessary wastage due to tenant fit-out work. Tenant is thus free to extend/ modify the ductwork and add more diffusers based on their operational needs. As the design intent is not to provide a complete ductworks and diffusers, the airflow through the diffusers will be high. Tenant is thus strongly advised to modify/ extend the ductwork, add more diffusers to distribute the airflow or install Variable Speed Drives (VSDs) to control the airflow and humidity. Tenant shall also consider adding false ceiling to reduce the noise level generated by the equipment installed at the ceiling.

Central Air-conditioning will be provided at fixed operation hours. However, tenant may apply for the extension of air-conditioning operation to their premises but no 24x7 air-conditioning operation from AHU is allowed. AHUs shall be allowed to rest for at least 6 hours per day. Such an extension of air-conditioning operation is chargeable at the prevailing rate and the rate is subject to revision by the Landlord annually. Tenant is advised to ensure that the interior design and partition will not obstruct the air flow entering and exiting the ACMV vents. Tenant shall install additional FCUs with chilled water tapping from chilled water riser to meet their 24x7 air-conditioning need, if required.

For all premises with 24-hr air-conditioning systems or with an air-conditioning operating temperature below the normal temperature (<22°C), Tenant shall provide appropriate and adequate insulations to the wall and floor structures to prevent condensations to the lower floor or adjacent units. Tenants and consultants should not assume that the adjacent/adjoining premises are air-conditioned 24hrs daily. In the event of condensation occurring in these premises in future, the Tenant who is liable shall make good any damages as a result of the condensation and take adequate measures to prevent condensation from recurring.

Tenant is to engage a QP to design and certify that the kitchen exhaust system (consisting of Fresh Air Supply and Exhaust) is balanced and meet the authorities' regulations. The QP's design shall not affect the air balancing of the surrounding areas else the Tenant shall be fully responsible to rectify the unbalanced airflow.

8.2 Chilled Water Supply

Chilled water supply is only provided when required and where necessary and the Landlord will approve the application for the tapping of chilled water from the riser on a case by case basis depending on the availability of chilled water within the building. The tapping of chilled water supply is chargeable at the prevailing rate and subject to the terms and conditions as stipulated in the tenancy/lease agreement.

The tenants shall engage a Consultant to carry out a feasibility study on tapping off chilled water at the chilled water header located in the chilled water riser. There will be no tap-offs provided but Tenant can easily install "hot-tap". The selection of air-conditioning system shall comply with the chilled water supply temperature of 8°C and chilled water return temperature of 15°C. The AHU shall also complete with trend logging of temperature, pressure and flow rates. The tenants shall also install a digital flow meter before the BTU meter.

Prior to the tapping of any chilled water supply, Tenant shall flush clean their chilled water pipes thoroughly and submit a water analysis report on the water sample collected from their chilled water pipes to the FMC for record and verification. The chilled water pipe must be inspected and certified by the consultant and approved by the FMC before the chilled water is allowed to be turned on. The results of the chilled water lab test report shall comply with Keppel DHCS's requirements. In the event that the contractor turned on the chilled water supply without any authorization resulting in the contamination of the main chilled water supply, the cost of rectifications including replacement of the water in the main chilled water loop and any other miscellaneous costs involved shall be recoverable by the Landlord from the tenant.

All the Landlord's BTU meters located in the tenanted areas, if any, must not be relocated unless otherwise approved by the Landlord or its FMC and they shall be readily accessible by the FMC at all times. A space clearance of at least 600mm x 600mm shall be maintained to facilitate regular BTU meter readings by the servicing contractor. Any damage to the BTU meters during fit-out works shall be reported to the Landlord or its FMC immediately. The Landlord or its FMC's approval shall be obtained prior to the calibration of any BTU meter.

Tenant is required to submit their applications to the FMC for the tapping of chilled water supply for their equipment. Upon approval, Tenant is required to install BTU and flow meters which are compatible with JTC BMS System so as to provide the chilled water flow rate at all the tap-off points within the chilled water riser. The FMC shall be granted access to these meters for regular calculation of monthly bills and the balancing of the chilled water flow to the entire building.

Tenant is not allowed to make use of the existing services at the ceiling level to support their new services. Tenant will be held liable for any damages to these services as a result of negligence or misuse by their contractor.

For condensate drainage pipes draining to existing floor traps, insulation must be provided to prevent condensation at the floor traps and drainage pipes. In the event that the lower floor is occupied, Tenant and consultant shall divert the

condensate drainage to another floor trap which is already insulated or to provide new insulation where necessary. The Landlord or its FMC can be consulted to arrange for access to the lower floor for checks and investigation purposes.

8.3 Submission of Plans for Air-conditioning System

For all works that involve alteration or relocation of existing Air-conditioning system or the tapping of chilled water supply from the riser, the QP shall submit 3 sets of the proposed air-conditioning system drawings to SLD for endorsement. 1 set of the approved drawings and relevant letters shall be submitted to the Landlord or its FMC before commencement of work.

9.0 Odour, Fume or Smoke Discharge

All discharge of odour, fumes, smoke or kitchen exhaust must comply with NEA's guidelines and regulations. Notwithstanding such compliance with NEA's guidelines and regulations, should such discharges become a nuisance or bring inconvenience to other tenants or lessees or occupiers of adjoining/neighbouring premises, the liable Tenant is required to install a proper air filtration system and take any other measures necessary to resolve such nuisance.

10.0 Security System

Tenant is responsible for the security of his premises throughout the tenancy period. Hence, Tenant must ensure that sufficient security measures are in place to secure his premises against unauthorized entry. Space and conduits for the installation of card readers are provided at key entry points of Tenant's premises. Tenant is allowed to use the Landlord-issued Fusionopolis access card for their own premises access by tapping onto the unused memory sector of the card. More information on the Fusionopolis access card is available upon request.

11.0 Signage

Tenant is advised to consult the Landlord or its FMC on their proposed signage.

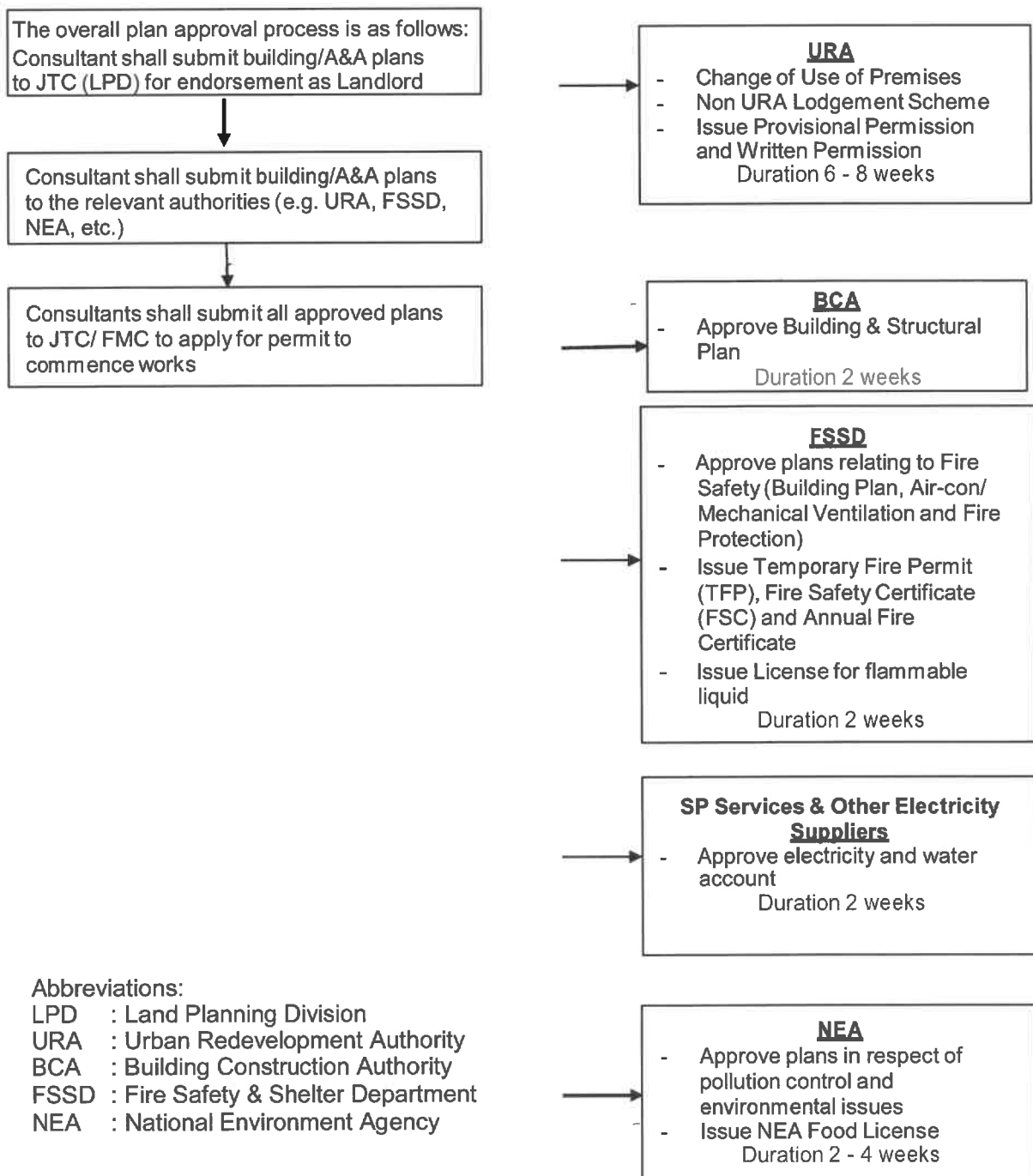
12.0 Work Approval Process

12.1 Viewing and Advice

Tenant shall address queries and request for viewing session through the Landlord.

12.2 Plan Submission

All fit-out/ additions & alternations proposals must be approved before actual physical work can commence. Approval means proper submission to JTC's Land Planning Division (LPD) for endorsement and approval of plans by Fire Safety & Shelter Department (FSSD), Building & Construction Authority (BCA) and/or other relevant authorities for all works and to the FMC for any electrical works.



Abbreviations:

LPD : Land Planning Division
 URA : Urban Redevelopment Authority
 BCA : Building Construction Authority
 FSSD : Fire Safety & Shelter Department
 NEA : National Environment Agency

For submission of fit-out proposal to JTC, Tenant shall submit all the required documents and drawings (Key Plan, Location Plan, Floor Plan, Section Plan in pdf format) via the Corenet electronic submission system (<https://www.corenet-ess.gov.sg/ess>), except for electrical submission.

ALL submissions through CoreNet must be accompanied by Self-Declaration Form 01 (SD 01) and Form X (in excel format) for Plan Consent. Copy of SD 01 is available at <http://www.jtc.gov.sg>, scroll down to Quick Link > Forms > Plan Consent/Purchase of Plan and click SD 01 (i.e. if fit-out proposals for different works are submitted separately, separate sets of Self-Declaration Form 01 and Form X are required). Form X is available after entry to CoreNet.

For Electrical submission, submission must be accompanied by 3 copies of the Single Line Diagram and Lightings and Power Layout Plans in minimum A3 size with your LEW's endorsement, together with the Permanent Electrical Form and CS3 Form (Both Forms available at DTZ office). Please submit the complete document to the FMC's M&E Manager for verification first before submitting the hardcopy in person at JTC Summit Level 1, Electrical Application Box.

Upon submission, an acknowledgement slip listing the file reference and submission numbers will be given. Please retain the slip for tracing purpose.

Sample

File Ref No : JTC(LPG)A1753400/0001

Submission No : MS-1042668

Note: All endorsed/approved plans have to be submitted to the FMC

For Partition and Sprinkler system submission, plans should be submitted concurrently to LPD/JTC and FSSD. FSSD will be the authority to approve tenant's Fit Out Work concerning partitions and sprinkler work by issuing Notice of Approval (NOA). Thereafter, tenant will have to submit a copy of NOA to LPD and cc FMC once they receive it from FSSD. Tenant must also submit **one complete set of plans** relating to the Fit Out Work via CoreNet **in one application** except Electrical Works to be submitted separately via manual system.

Tenant can purchase the ACMV and Sprinkler System plans from SCDF at the following address :

Commissioner
Singapore Civil Defence Force
Civil Defence Complex
91 Ubi Avenue 4
Singapore 408827

Please access SCDF web site : www.scdf.gov.sg to print out the application form before purchase or you may call SCDF's hotline 1800-2865555 for further clarification.

Tenant shall engage consultants (such as a professional engineer or registered architect) in the certification process. The permit for commencement of works shall be issued by the FMC prior to the commencement of work.

Any equipment, pipework, cables, etc, located outside tenant's premises may require special approval and may result in additional costs to be borne by the Tenant. Tenant shall refrain from carrying out any works that will affect the structural integrity of the building.

During the tenancy period, tenant may carry out alterations and additions, improvements or erections at their premises. Such additions and alterations works shall be endorsed by the Landlord and subject to the clearances from the relevant government authorities before tenant can commence such works.

13.0 Fit-out Deposit

Before any work is carried out, the Tenant must place a deposit with the Landlord in a form of a cheque. The amount of deposit is determined by floor area as follows:

Floor Area (sq.m.)	Deposit Required (S\$)
Up to 100	1,000
Between 101 & 300	3,000
Between 301 & 999	5,000
1,000 & above	10,000

The deposit will be refunded to the Tenant only when the following obligations/ submission are met:-

- No damage to common property.
- Submission of 2 sets of all as-built plans, certificates, licenses, utility turn-on statements, and other relevant documents/ plans to Landlord's FMC.
- Payment of temporary electricity supply consumed.
- Submission of Direct Credit Authorization Form.

Should there be any damages to the common property, the Tenant shall make good the works to the satisfaction of the Landlord or its FMC, failing which the deposit will be used to off-set any amount incurred to rectify the damages. Any balance will then be refunded to the Tenant. Should the cost of the damages, if any, exceed the deposit, the balance shall be recovered from the Tenant.

14.0 Terms and Conditions

Tenants shall be responsible for any loss and/or damages to Landlord's properties and shall reinstate the loss or damage to the satisfaction of the Landlord or its FMC.

Tenants shall indemnify the Landlord against any claim for injury, loss or damages arising out of the fit-out works or caused by the contractors engaged by them.

To maintain the high quality of the building, Landlord's endorsement of the fit-out work shall be subject to the following:

- Tenants shall adhere strictly to the plan approval process.
- The works shall be carried out in compliance with the requirements of all relevant authorities.

- Tenants shall provide details of contractors insurance to the FMC before work commencement.
- Works to be carried out shall be as shown in the approved drawings and specifications attached to the permit and not otherwise, except such amendments or revisions as may be approved in writing by the FMC.
- Tenant shall at his own expense, reinstate the premises to its original condition prior to the expiration or pre-termination of the tenancy.
- Tenant to be responsible for all costs incurred by the JTC in considering the application for permit and approving the plans submitted including the costs of the FMC, consultants and solicitors.

15.0 Fire-Stops in Risers / Plant Rooms

Tenant shall make good or reinstate any fire-stopping material that is disturbed or removed by his contractor upon completion of the fit-out work. The tenant must report to the FMC prior to the commencement of work if any fire-stopping material is found missing.

16.0 Building Security Management

Tenant shall submit to the Landlord or its FMC the names of the contractors engaged on site. All workers provided by their contractors are either Singapore citizens/permanent residents or have relevant valid work permits. No illegal immigrant shall be allowed within the premises. The contractor shall prepare a proper record of all their workers engaged on site and submit it to the Landlord or its FMC prior to the commencement of works. The records shall include the following information:

- a Name of Employer/Contractor
- b Name of worker
- c NRIC / Work permit no (with expiry date)
- d Name and mobile phone number of supervisor in charge.
- e Duration of works
- f Locations of works/Unit nos.

All works must cease by 8.00pm on weekdays and 3.00pm on Saturdays. Works on Sundays and public holidays will be considered on a case by case basis.

Contractors shall only be allowed to enter the premises and commence work after being issued with contractor access cards. Tenants shall be responsible for the security of their properties within their premises during fit-out period.

All workers must wear their company's uniform and display their passes at all times. They should confine themselves to their areas of work and should not wander/stray to other floor levels. Workers caught outside their areas of work without any valid reason will be barred from entering the site immediately.

No duplication of keys to any common facilities is allowed. The Landlord or its FMC may refer any suspected case to the Police for action.

17.0 Housekeeping/General Management

17.1 Use of Lifts, Staircases and Corridors

Contractors are not allowed to use any passenger lifts for conveyance of materials and goods. All conveyance should be done through the use of designated cargo or fireman lift, and if so required and approved by the Landlord or its FMC, the contractor shall provide protective coverings on lift floor and wall finishes. The contractor shall be fully responsible to make good any damage, i.e. scratches and dents on the lift finishes.

The use of fireman lift will be granted on case by case basis, tenant must acquire approval from the FMC by submitting the time of use and the contractors requiring such access.

The corridor floor must be protected against damage through the use of plywood or any other suitable material subject to the approval of the FMC. Such protection shall, as far as possible, be extended from the cargo lift all the way to the unit to be fitted out. The protection must be clean and maintained in good condition throughout the duration of the fit-out activities.

17.2 Cleanliness

While the work progress, all practicable measures must be taken to prevent dust, stains and footprint to be brought from the work area to the common area.

All material/debris must be placed within the premises. Debris must be placed in polythene bags for haulage by the contractor through skip tank.

17.3 Use of Toilets by Workers

Only designated toilet within the same floor is permitted for the workers' use. The contractor shall ensure that the users do not dirty or stain the washroom or its surrounding floor or fittings arising from the use.

17.4 Disturbances

Hours of working are to be agreed with the FMC in advance. All noise, vibration, smoke, fume or odour generating works are only allowed to be carried out after office hours or during weekends. Should there be any complaints, the contractor shall stop all works and wait till permission is given to carry on the work. Permit to work will be revoked if disturbances continued.

All works must cease by 10.00pm on weekdays and 3.00pm on Saturdays. Works on Sundays and public holidays will be considered on a case by case basis.

18.0 Environmental, Health & Safety (EHS) Management

18.1 Compliance to Legal Requirement on EHS

All tenants/ contractors shall ensure strict compliance of Workplace Safety & Health Act 2006, Workplace Safety & Health (Construction) regulations 2007, other relevant subsidiary legislation and Codes of Practices at all time.

All works carried out by any tenant/ contractor within the building premises require submission of the Risk Assessment to JTC before work commencement. This is in accordance with the Workplace Safety & Health (Risk Management) Regulation 2006.

18.2 Green Label Products

All tenants/contractors shall only use Low Volatile Organic Compound (VOC) paint with Green Label certified Singapore Environment Council (SEC) for the finishing work in their premises as well as green mark product where applicable including any reinstatement work to be carried out.

18.3 Use of Solvent

For any work involving the use of solvent, such as adhesive, glue or varnishing material has to be carried out after 8.00pm on weekdays and after 2.00pm on Saturdays for office premises and after 10.00pm for retail outlets. An application has to be made with the FMC indicating the work schedules, Safe Work Procedures (SWP) and Risk Assessment (RA) on the provision for occupational safety and health.

18.4 Generation of Smoke

For any activity that is likely to generate smoke, it is strictly not permissible unless permission is duly sought and granted by JTC/ FMC complete with work schedules, Safe Work Procedures (SWP) and Risk Assessment (RA) on the provision for occupational safety and health.

18.5 No Smoking

No smoking in the building is allowed, including the loading & unloading bay except at the authorized Designated Smoking Area (DSA).

18.6 Littering

Littering is strictly disallowed in the building common area.

18.7 Dumping of Material/Debris

No building material or debris is allowed to be dumped within the common area Fusionopolis building boundary.

18.8 Storage of hazardous substances/combustible materials

No storage of hazardous substances, eg. Flammables/ toxic materials or combustible material/ waste in the building unless permission is given by JTC/ FMC.

18.9 Noise control measures

Sufficient control measures must be taken to ensure that any noise pollution arising from the construction/installation work is kept to a minimum and shall comply with Environmental Pollution Control (Control of Noise at Construction Sites) Regulations (1999) and Environmental Pollution Control (Boundary Noise Limit for Factory Premises) Regulations (1999).

18.10 Workplace Safety and Health Act

Tenants and their contractors must comply with the requirements stipulated in the Workplace Safety Health (Risk Management) Regulations for all work activities they carry out on site. The tenants shall be responsible for all work activities within the tenants' premises. For work activities in the common areas, the tenant shall ensure that the contractor prepares and submits the risk assessment procedures and risk assessment reports to the Landlord or its FMC before commencement of works. The risk assessment report shall bear the signature of a competent person.

Permits –To-Work

A Permit-To-Work is required for all works within the tenanted premises involving fitting out, maintenance or repair. Tenants are to obtain copies of the PTW from FMC directly.

- a) Hot work
- b) Lifting operation with mobile crane
- c) Installation and Use of Gondola
- d) Use of Aerial Platforms and boom lifts
- e) Installation of Scaffolds

Appendix A

Guidelines for 24-hours & Raised Floor Air Systems

Tenant with 24 hours air-conditioning areas within their premises are to take note of the following:

- a) Tenants who are using the standard office hour air-con provision as part of the 24 hours air-conditioning shall make their separate provisions of their own air-conditioning system for after-office hour air-conditioning.
- b) Tenant who request for extension of standard office hour air-conditioning to 24 -hours air-conditioning must make provisions for their standby air-conditioning equipment such that the system will not be disrupted in the event that JTC carries out servicing and maintenance on its air-conditioning system such as AHUs & FCUs.
- c) Tenants shall make provision for their backup air-con equipment. The Landlord shall not be responsible for losses and claims in such an event of a breakdown.
- d) The tenant is expected to provide the necessary wall, floor & slab insulation within his premises to prevent condensation between common boundary walls, ceilings and floors to common areas, external areas and other tenants' area when the tenant has the following provision within his premises:
 - 24 hours air-conditioning areas;
 - Air-conditioning temperature is lower than standard 22 °C;
 - Usage of raised floor or ceiling plenum air-conditioning system in the tenant's design; or
 - Any other special air-conditioning provisions.
- e) Where the provision of (d) applies, the tenant's consultant or facility management team has to make reasonable assumption including that the neighbouring premises may be vacated or re-occupied in the future.

Appendix B

GUIDELINES ON APPLICATION FOR SPRINKLER WATER DISCHARGE

- a. The applicant (tenant or its contractor or consultant) shall inform DTZ Fire Safety Manager (FSM) of the proposed sprinkler A&A or reinstatement work.
- b. DTZ shall issue a copy of the “***Payment Advice for Sprinkler Water Discharge***” to the applicant and brief the applicant of the procedures for water discharge application.
- c. The applicant shall complete the Payment Advice Form and submit it together with a cheque for payment of sprinkler water discharge, and a copy of the Notice of Approval from SCDF to JTC Summit at level1 Information Counter.
(Please drop the application into the designated collection box at the back of the counter)
- d. Upon approval given by JTC, the applicant shall proceed to make arrangement with the FMC for the sprinkler water discharge to be carried out. (Normally three working days advance notice is required).
- e. FMC shall inform JTC Fire Contractor and make appointment for sprinkler water discharge to be carried out during week days.
- f. On the day of sprinkler water discharge, the applicant shall confirm the point of water discharge with FSM and JTC Fire Contractor to ensure that the correct control valve has been turned off before carrying out the sprinkler work.
- g. The applicant must ensure that all works can be completed by 5pm on the same day for JTC’s fire contractor to charge back the sprinkler water and normalize the sprinkler system.
- h. The applicant shall take all necessary precautions during the course of work and adhere strictly to JTC/FMC requirements and guidelines for installation work. Any damages done to the Landlord’s existing services, properties, including pipe leakages, etc., after completion of the works shall be made good by the applicant.
- i. Please note that each water discharge payment is valid for ONE discharge per control valve per day only. The applicant is required to make another payment of the same amount for any subsequent water discharge, if needed.

Appendix C

DESIGN GUIDELINES FOR SHOP FRONT DOOR

- a) The shop front and the shutters design should reflect the contemporary and modern aesthetics of the architecture.
- b) Utilitarian or industrial material should not be used. E.g. roller shutters (vertical, horizontal or lateral)
- c) Hi-tech systems using operable partitions and sliding-folding doors are preferred.
- d) Doors / partitions can be in framed glass, window cut-outs or custom millworks. Each door panel should be slim and tall in proportion. Exact dimension can vary subject to final approval. Materials and detailed design are subject to final approval.
- e) Designs are encouraged to add visual interest to the retail mall after retail hours.
- f) Please note that these serve as general guidelines and each shop front design would be evaluated on a case by case basis.

Appendix D

GUIDELINES FOR APPLICATION OF SKID BIN

- a) Skid bin shall be brought into Basement 3 Loading Bay after 6pm and to be removed from Loading Bay by 8am the next morning. Alternatively, this can also be done on a Saturday morning and removed by Sunday.
- b) Application to bring in skid bin must be sent to FMC at least 1 week in advance for approval.
- c) Upon FMC's approval, contractor will have to park the bin at the designated loading bay only.
- d) Plywood protection is to be placed on the floor before lowering the bin onto the floor. The plywood will have to be removed at the same time when the bin is to be removed.
- e) A copy of the Approved Application is to be pasted on the bin for verification and for contact purpose.