



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: MLM-CMA-0046408
Case Number : 361446

Date : 14 April 2020

SHOPJJ PTE. LTD.
81 AYER RAJAH CRESCENT
#01-49
SINGAPORE 139967

Sent Via email

Attention: Thim Seng Michael Ryan Chan

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)
	A3008601	#01-49	41.6700	3.5000
(b)	Address and Postal Code:		81 #01-49 AYER RAJAH CRESCENT SINGAPORE 139967	
(c)	Plan of Premises:		As attached	

2.2 **Authorised Use**

The Authorised Use is set out below.

Private Lot No.:	Unit No.	Authorised Use
A3008601	#01-49	development of interactive multimedia works and design services

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")	3 year(s) 0 month(s) 0 day(s)
Commencement Date (Start date of the Term)	20 April 2020
Possession Date (Date the Premises will be handed to you)	On Commencement Date.
Operations Commencement Date:	On Commencement Date.

2.5 **Rent**

The Rent payable by you is set out below:

(a) Rent:		
Private Lot No. A3008601	#01-49	\$18.30 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. A3008601	#01-49	\$8.70 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:
A3008601	#01-49	\$1,125.09 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 3 months after the date of such request or paying us 3 months' rent-in-lieu) for our consideration. When providing our consent, we may impose certain terms and conditions.
- (b) We may also terminate the Tenancy by giving you not less than 3 months' prior written notice or paying you 3 months' rent-in-lieu. The termination of the Tenancy preserves our rights and remedies against you for any prior breach.

2.12 **Green Building Obligations**

The Premises are located within a building which has been issued (or is to be issued) with the "Green Mark Gold Plus" 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 20 April 2020 (“**Offer Expiry Date**”):
- (a) duly signed original Letter of Acceptance (format attached);
 - (b) payment of all the sums set out in the attached Payment Table;
 - (c) duly completed GIRO authorisation form (available at our Customer Service Portal).
- 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

Ho Wen Jia Sheryl
Manager
Start-Up Dept
InfoComm Media & Start-Up Cluster
DID : 68833293
FAX : 65655301
E-MAIL : Sheryl_HO@jtc.gov.sg
Encl

ATTACHMENTS

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

☒ **Payment Table**

☒ **Format of Letter of Acceptance**

☒ **Special Terms and Conditions:**

☐ LaunchPad @ one-north Blocks 81

☒ **Standard Terms and Conditions**

Plan of the Premises

PAYMENT TABLE

OFFER FOR TENANCY OF JTC SPACE KNOWN AS:

Private Lot No.	Unit No.:
A3008601	#01-49
at 81 #01-49 AYER RAJAH CRESCENT SINGAPORE 139967	

(the "Premises")

Private Lot No.	Unit No.:		Amount	GST at prevailing rate
A3008601	#01-49	Rent for one month	\$762.56	\$53.38
		Service Charge for one month	\$362.53	\$25.38
		Security Deposit	\$1,125.09	
		Stamp fee payable on Letter of Acceptance (which we will stamp on your behalf)	\$162.00	
Net Total Payable (inclusive of GST at prevailing rate)				\$2,490.94

LETTER OF ACCEPTANCE

[On Tenant's Letterhead]

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

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

Attention: Ho Wen Jia Sheryl

Dear Sirs,

ACCEPTANCE OF OFFER FOR TENANCY OF JTC SPACE KNOWN AS:

Private Lot No.	Unit No.:
A3008601	#01-49
at 81 #01-49 AYER RAJAH CRESCENT SINGAPORE 139967	

(the "**Premises**")

1. We refer to your letter of offer dated 14 April 2020, the Special Terms and Standard Terms referred to therein, (collectively, the "**Offer**") for the tenancy of the Premises and hereby confirm our acceptance of all the terms and conditions of the Offer.
2. We forward the following as confirmation of our acceptance:
 - (a) a cheque/cashier's order for S\$2,490.94 issued to **JTC CORPORATION**, being the total amount as indicated in the Payment Table.
 - (b) duly completed GIRO authorisation form.
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.

Yours faithfully,

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

Signature of authorised signatory

Name of authorized signatory:

Designation:

in the presence of:

Name of witness:

NRIC No.:

LETTER OF ACCEPTANCE

Date: 17 April 2020

ShopJJ Pte. Ltd. (201721215W)81 Ayer Rajah Crescent, #01-49
Singapore 139967

www.shopjj.co

Jurong Town Corporation
Start-Up Dept
InfoComm Media & Start-Up Cluster
The JTC Summit
8 Jurong Town Hall Road
Singapore 609434Attention: **Ho Wen Jia Sheryl**

Dear Sirs,

ACCEPTANCE OF OFFER FOR TENANCY OF JTC SPACE KNOWN AS:

Private Lot No.	Unit No.:
A3008601	#01-49
at 81 #01-49 AYER RAJAH CRESCENT SINGAPORE 139967	

(the "Premises")

1. We refer to your letter of offer dated 14 April 2020, the Special Terms and Standard Terms referred to therein, (collectively, the "Offer") for the tenancy of the Premises and hereby confirm our acceptance of all the terms and conditions of the Offer.
2. We forward the following as confirmation of our acceptance:
 - (a) a receipt evidencing the bank transfer of S\$2,490.94 to JTC CORPORATION, being the total amount as indicated in the Payment Table.
 - (b) duly completed GIRO authorisation form.
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.

Yours faithfully,
For and on behalf of ShopJJ Pte. Ltd. (201721215W)**Chan Thim Seng Michael Ryan**
Director, ShopJJ Pte Ltd

in the presence of:

Name of witness: Loo Ming Sen, Silas
NRIC No.: S8929780Z

Special Terms and Conditions

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

1 Loading / Foundation

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

2 Additional Conditions

2.1 Additional Charges for Air-conditioning

You must pay air-conditioning charges at the rate of **\$0.009** per square metre per hour, for usage exceeding 55 hours per week, without demand or deduction on the same date as the Rent. We are entitled, at any time and from time to time, to increase such rate.

2.2 Additional Charges for Power Supply

You must pay the charges for the additional single phase power supply according to the prevailing electricity tariff set by SP Services, for any usage exceeding 55 hours per week (where such 55 hours is calculated on the usage of 30W per sqm of your Area), without demand or deduction on the same date as the Rent. The rate for such charges for additional power supply shall generally be based on the prevailing electricity tariff set by SP Services, save that we shall be entitled, at any time and from time to time, to increase such rate.

- 2.3 Meeting rooms, reception/waiting area, pantries, multi-purpose hall and courts ("Shared Facilities") have been provided at the common property for common and shared use by the tenants. The use of any meeting room, multi-purpose hall and courts is subject to their availability and your payment of a fee to be determined by us.

- 2.4 You are responsible for all losses and damages to the Shared Facilities if caused, directly or indirectly, by you or any of Your Authorised Person.

- 2.5 The following belonging to us have been installed in the Premises, and you must maintain and keep them in good, tenantable and working order:

- (a) split air-condition unit;
- (b) light fittings;
- (c) fibre termination points;
- (d) power points;
- (e) telephone points; and
- (f) partition.

- 2.6 You must submit the data of your company in the prescribed format (e.g Business Model Canvas) on a half-yearly basis (i.e. by the last day of February and August in every year of the Term), as well as within 3 days of your receipt of our written notice; such data to include the following information:

- (a) company financials, e.g. start-up capital, annual revenue and projected revenue;
- (b) manpower; and
- (c) milestones achieved, e.g. funding raised, product development process and local and overseas expansion plans.

In this connection, the data shall be collected for annual reporting purposes and kept confidential by us, Provided That we may use or disclose such data to the Authorities for any purpose whatsoever and the publication of such data shall be anonymous and communicated at an aggregate level.

2.7 [Not Used]

3 Green Building Obligations

3.1 You must co-operate with us to ensure that the Green Mark Certification (i.e. “***Green Mark Gold Plus***”) issued (or to be issued) by the Building and Construction Authority for the Building (“**Green Mark Certification**”) is not affected or hindered in any way by your action or inactions during the Term. This includes ensuring that all of the following (collectively, the “**Green Building Obligations**”) are complied with:

- (a) All water fittings used within the Premises shall be labeled 3-ticks under the mandatory Water Efficiency Labelling Scheme issued by the Public Utilities Board.
- (b) Only low volatile organic compounds (VOC) paints certified under the Singapore Green Label Scheme (“**SGLS**”) by the Singapore Environment Council, or an equivalent body, are used within the Premises.
- (c) Only environmental friendly adhesives certified under the SGLS by the Singapore Environment Council, or an equivalent body, only are used within the Premises.
- (d) Energy Efficiency
 - (d1) Unitary Air Conditioning System [For Premises without the provision of Water-Cooled Chilled-Water Plant]

For unitary air conditioning system, the minimum design system efficiency of 0.62kW/RT for cooling load of less than 500 RT shall be installed.
 - (d2) Air Distribution System (For Mechanical Ventilation)

The overall efficiency of the air distribution system (with reference to Fan System Input Power) for the Premises shall not exceed the following minimum efficiency requirements:

 - (d2.1) 0.06 W/CMH for fan motor greater than or equal to 4kW (Constant Volume type);
 - (d3) Artificial Lighting
 - (d3.1) The design for the lighting system shall have an improvement of lighting efficiency, the lighting power budget for the different occupied spaces shall not exceed 7.1W/m² for office.
- (e) Daylighting Control

Day lighting control for perimeter lighting with on-off switches and/or dimmable ballast is adopted within all parts of the Premises
- (f) (f1) Each unit within the Premises is provided with sub-meter that shall be linked to our Building Management System (BMS) for energy consumption monitoring, and that they are grouped to allow for tracking of energy based on the following;
 - (f1.1) Lighting consumption;
 - (f1.2) ACMV consumption;
 - (f1.3) Receptacles consumption;
- (g) All recyclable wastes within the Premises shall be segregated from non-recyclable wastes and disposed of in the designated bins provided in the Premises;
- (h) All non-recyclable waste must be disposed of in the manner as prescribed by us;
- (i) Such other requirements, or good industry practices, as we may notify you from time to time.

3.2 If, at any time and from time to time, any works are to be carried out within the Premises (including fitting-out works, addition or alteration works), then you must within 7 days after completion of such works, submit a declaration (in the format prescribed by us) confirming that such works have been completed in accordance with the relevant plans approved by us.

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

8 Breaches and Re-entry

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

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

- 8.2 We are entitled to re-enter the Premises (or any part of the Premises in the name of the whole) at any time (even if we had previously waived a right of re-entry) and to repossess the Premises, and the Tenancy will immediately determine, if:
- (a) the Rent, Service Charge, Usage Charge, or any other sum payable under the Tenancy remains unpaid in full or in part for 14 days after the due date (whether formally demanded or not);
 - (b) you are in breach of any other of Your Obligations and if such breach is capable of remedy, you have failed to remedy the breach within the period stipulated by us;
 - (c) any distress or execution is levied on Your Items at the Premises; or
 - (d) an Event of Insolvency occurs.
- 8.3 Re-entry under Clause 8.2 does not affect our rights or remedies in respect of any prior breach of Your Obligations (including the breach in respect of which the re-entry is made).
- 8.4 The following does not prejudice nor waive our rights or remedies in respect of any breach of Your Obligations:
- (a) any indulgence or extension of time granted by us or any forbearance of any breach of Your Obligations;
 - (b) any consent or approval given by us;

- (c) any failure or omission by us to exercise any of our rights under the Tenancy or the Law;
- (d) any receipt or acceptance by us of any payment or part payment of Rent, Service Charge, Usage Charge or other sums payable under the Tenancy; or
- (e) any waiver, express or implied, by us of any other breach of the same or any other obligation.

8.5 This Clause shall not oblige us to enforce or impose any provision against you or any other person occupying any premises in the Estate.

9 Indemnity and Exclusions

9.1 You are required to indemnify us from all Loss (excluding wilful misconduct and gross negligence by us or Our Authorised Person) which we may suffer or incur in relation to any of the following:

- (a) the use of the Premises or any other area of the Estate, by you or Your Authorised Person;
- (b) any occurrence within the Premises; and
- (c) any default of any of Your Obligations.

9.2 We are not liable for:

- (a) any act, omission, default (excluding wilful misconduct and gross negligence) by us or Our Authorised Person relating to the performance of any service provided by us, or the exercise of any of our rights;
- (b) any Loss that may be suffered by you or Your Authorised Person relating to –
 - (b1) any interruption (for whatever cause) in the services provided by us;
 - (b2) any event beyond our control (including acts of terrorism);
 - (b3) any exercise of any of our rights;
 - (b4) any subsidence or cracking of the apron/ground/production floor slabs of the Premises, or any other areas of the Estate;
 - (b5) any defect, latent or inherent or otherwise, in the Premises or the Estate;
 - (b6) any occurrence within the Premises or the Estate;
 - (b7) use of the Car-Park; and
- (c) any loss of quiet enjoyment of the Premises in relation to any of the events mentioned in this Clause.

10 Other Conditions

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

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

E-STATEMENT FOR ALL NEW JTC CONTRACTS

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

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 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:

Name of Billing Organisation (B/O): **JTC Corporation**

To: Name of Bank:

JTC Customer's Name:

Account No. with JTC Corporation									

(Not applicable for new customers)

a) I/We hereby confirm that we possess 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 refusal 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 given except if my/our written instruction through the JTC Corporation or upon receipt the notice of the copies from JTC Corporation.

d) Amendments made on the form must be countersigned by applicant.

My/ Our Name (s):

My/ Our Contact Number:

(Office) _____ (Home) _____

My/ Our Bank Account Number:

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

(Use as Bank's Records)

JTC Corporation collects personal information in the course of processing your application. We may share necessary data with other Government agencies for their Government services to process any application you have made or to render you a service, so as to serve you in a more efficient way, where 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.																Pay Mode
Swift BIC					Bank Account No.											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	1
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	2
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	3

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

Account No. with JTC Corporation									

Checked by Date: _____

PART 3: FOR BANK'S COMPLETION

To: **JTC Corporation**
Finance Operations Division
New: Billing & Collection Unit
Billing Team Hall
The JTC Bureau
Singapore 606116

This application is hereby RECEIVED/processed by the following essential:

- ☐ 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									
Validated by									

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

*The bank may also please go to the branch with a new identification.

Official: JTC Corporation

Notes on Giro

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

Please stick here

BUSINESS REPLY SERVICE
PERMIT NO. 02765



JTC Corporation

Finance Operation Division

Attn: Billing & Collection Unit

8 Jaring Town Hall Road

The JTC Summit

Singapore 609454

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

Please stick here

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

Contents

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

Printed February 2012

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. List of Relevant Authorities

Advertisement Licensing Section (ALS): Building and Construction Authority MHC Complex Tower Block 5 Marneul Road Singapore 069110 Tel: 63257379 / 63257364 Fax: 63257150	Ensures the proper display of advertisements and signs on building facade
Agri-food & Veterinary Authority of Singapore (AVA): MHC Complex #01-01 Tower Block 5 Marneul Road Singapore 069110 Tel: 62251211 Fax: 62250508	Ensures 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 Unit (CBPU): National Environment Agency Environment Building 13 th Storey 40 Scotts Road Singapore 228231 Tel: 67327733 Fax: 67318725	Ensures environmental pollution is within regulatory limits
Development Control Division (DCD): Urban Redevelopment Authority The URA Centre 45 Marneul Road Singapore 069118 Tel: 62216666 Fax: 62275969	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 17 th Storey 40 Scotts Road Singapore 228231 Tel: 67318968 Fax: 67318967	Ensures proper management of the drainage system, storm-water collection and water reclamation in Singapore
Energy Market Authority (EMA): 8911, Alexandra Road #01-29, #02-29 Singapore 119675 Tel: 64358000 Fax: 68358009	Regulates the electricity and gas industry and district cooling services in Singapore

**Fire Safety and Shelter Department
(FSSD):**

Singapore Civil Defence Force
91 Ubi Avenue
Singapore 408627
Tel: 62800000
Fax: 68481888

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 168654
Tel: 63256220
Fax: 63241677

Ensures medical excellence as well as promotes good health and reduce diseases

**Occupational Safety and Health
Division:**

Ministry of Manpower
#03-02
18 Havelock Road
Singapore 058164
Tel: 64365122
Fax: 63171261

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
15th Storey
40 Scotts Road
Singapore 228231
Tel: 63624306
Fax: 67313023

Ensures the proper treatment and disposal of wastewater in Singapore

SPRING Singapore:

Information Resource Centre
2 Bukit Merah Central
Singapore 159535
Tel: 6279 3820
Fax: 6377 0668

Nurtures a pro-business environment that encourages enterprise formation and growth, and facilitates the growth of industries.

Water Department:

Public Utilities Board
Environment Building
15th Storey
40 Scotts Road
Singapore 228231
Tel: 67327739
Fax: 62252118

Ensures the proper management of water demand in Singapore

C. Submission of Plans

- C1 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.
- C2 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.
- C3 You must also obtain prior written consent from JTC’s Land Planning Division if you intend to carry out alterations, additions, improvements or erections 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:
- C3.1 Repositioning or closing up of openings;
- C3.2 Demolition, puncturing or hacking of, or hammering, nailing, bolting, drilling, screwing or anchoring on or into walls, floors, ceilings, pillars or flues;
- C3.3 Relocation of door; and
- C3.4 Erection of partitions, awnings, dry walls or brick walls.
- C4 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.
- C5 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.

- C6 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:



- C7 With regards to CSC or 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.

CSC: Certificate of Statutory Completion
TOP: Temporary Occupancy Permit

D. Guidelines on Industrial Safety

D1 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:

- D1.1 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.
- D1.2 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.
- D1.3 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.

D1.4 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.

D2 Exit and Emergency Lightings

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

D2.1 Exit lighting and exit signs at exit passageways and exits of the Premises; and

D2.2 Emergency lighting in the production area and toilets of the Premises.

D3 Certification of Internal Hoist (For Woodlands Spectrum 1 Only)

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

D4 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.

E. Compliance with Regulatory Requirements

E1 Preliminary Clearance

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

E2 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 CBPU 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 CBPU of NEA and URA.

E3 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".

E4 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:

E4.1 All water collected in the Premises is discharged into the public drains and sewers; and

E4.2 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.

E5 Discharge of Trade Effluent

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 Unit, National Environment Agency, 12th Storey, Environment Building, 40 Scotts Road, Singapore 228231 (Tel No. 67327733).

E6 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.

E7 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).

E8 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 from the Advertisement Licensing Section (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:

E8.1 Submit details of the banner and its location plan to the Flatted Factory and Business Parks Department of JTC; and

E8.2 Obtain a permit from 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.

E9 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).

E10 Activities Involving the Use of Explosive and Hazardous Materials

E10.1 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.

E10.2 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.

E10.3 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.

E11 Special Conditions (For Food Companies Only)

E11.1 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.

E11.2 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.

E11.3 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.

E11.4 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.

E11.5 No washing, preparation or packaging of any raw material, food or final product is allowed in the common area of the Premises.

E12 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 SPRING Singapore.

E13 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:

- E13.1 Identify safety and health hazards associated with work activities;
- E13.2 Assess the severity or consequences from these hazards and the likelihood of occurrence of accident or ill health;
- E13.3 Determine the risk level;
- E13.4 Take measures to prevent or control the hazards; and
- E13.5 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).

E14 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 $\geq 54\text{TJ}$.

F. Application for Utilities

F1 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.

F2 Electricity

F2.1 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 Management Section, for endorsement before an application is made to SP Services Ltd to open an account for electricity connection.
- (ii) Please contact JTC's Facilities Management Section at The JTC Summit, 8 Jurong Town Hall Road Singapore 609434 (Fax No: 6885 4259) for the requirements.

F2.2 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 Management Section, for endorsement before an application is made to SP Services Ltd to open an account for electricity connection.

- (ii) Please contact JTC's Facilities Management Section 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 Power Grid 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 Power Grid Ltd's switchboard to the intake switchboard at your factory unit.

JTC TENANTS' GUIDE BOOK FOR LAUNCHPAD PHASE 2

(BLK 75, 77 & 81 ARC)

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ANNEXES – Checklist and Forms

Annex A	Checklist for Tenant's Fit Out Works
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1.0 OPENING NOTE

Thank you for choosing JTC Corporation as a partner in your business. Your satisfaction is our top priority and we constantly seek to upgrade and add value to our services so as to better serve and meet your needs. This is to ensure that your occupancy continues to be a pleasant, safe and stress-free experience.

We pride ourselves on establishing and maintaining a professional relationship with our tenants and value your comments on how we can improve our services. We look forward to a pleasant partnership with you and wish you many years of happy occupancy with us!

2.0 MISSION & VISION

This guidebook is supplemental to the signed agreement or lease in respect of the premises and should be read in conjunction with the said agreement. This document is issued by JTC Corporation, the Landlord, and contains regulations, information and guidance on the operation and day-to-day running of the Industrial Estate.

We hope that the information contained in this handbook will help you better respond to situations that may affect arrangements with JTC, your neighbours and the relevant government agencies.

3.0 HOUSE RULES

As a landlord, JTC encourages good community practices within the estate for the benefit of all tenants. These practices will enhance good relations between all neighbours. The following are some examples of good community practices that we would like to share with you.

- Kindly refrain from using the passenger lifts for transporting of goods or other purposes as any misuse of such communal facilities may cause inconvenience and unnecessary time wastage for other users. It is also encouraged that tenants use the stairs when commuting between single floors, this would not only have benefits in health but save energy costs.
- Smoking in the building is strictly prohibited by law (both air-conditioned and non air-conditioned premises). Please smoke in the designated smoking areas.
- Do refrain from drawing or diverting any gas, electricity, water or other utilities unless these are supplied through separate meters installed by you, for your account.
- Please do not cause obstruction by placing your goods or any other objects in the car-park and on the roads leading to the buildings. This allows smooth traffic flow and ensures safety of users within the estate.
- To avoid inconveniences and congestions, please park your vehicles within designated parking spaces. Please comply with all notices, rules and regulations relating to the use of the car-park including the parking/placing of containers, vehicles and trailers. Indiscriminately parked vehicles will be wheel clamped with applicable release fees.
- Fire alarms and extinguishing equipment shall not be used for purposes other than fire-fighting. Any misuse of such equipment could prove fatal in real emergency cases.

- As part of JTC's efficiency drive, all utilities services usage of both common areas as well as tenanted areas will be monitored by JTC's building management system.
- No animals or livestock are permitted to be kept on the premises.
- Tenants are to take necessary precaution to prevent condensation which will damage to the property or disrupt the operations of other companies.
- Tenants are to ensure that noise and dust are kept to a minimum or within permissible authority limits during renovation and operation. Please refer to NEA's Code of Practice for regulations governing noise and dust pollution control.

4.0 FIRE SAFETY RULES AND WORKPLACE SAFETY & HEALTH ACT

4.1 Fire Safety Rules

Fire safety is important and JTC would like to seek all tenants' cooperation in making the building a safer place to work in. Protection and prevention is the best defense against the high cost of fire damage as well as its disruptive effects on the businesses. Please take note of the following statutory guidelines to safeguard your premises and ensure that your operations are fire-safe:

- Equip your premises with appropriate fire-fighting equipment. In addition, ensure that all fire alarms and extinguishing systems, air-conditioning systems, ventilation systems, exit lighting, signs, emergency lighting, and other electrical wiring equipment and installations are serviced and maintained regularly, and kept in good working condition.
- If your existing fire alarm and extinguishing system in the premises are unsuitable or inadequate for your activities, please carry out the necessary modification works with the prior consent of JTC/PMC. This is also applicable if your existing system does not comply with the requirements of the relevant authorities due to modifications to the premises (e.g. installation of false ceilings).

Under the Fire Safety Act enforced by the FSSD, all emergency exits shall be kept unlocked at all times. It is a requirement to install exit lightings and signs at exit passageways and exits of the premises. The installation shall be in accordance with the stipulations specified by FSSD.

- For premises with additional false ceilings, operators are advised to:
 - (i) Lower the heat/smoke detectors or install an additional layer of heat/smoke detectors below the false ceiling.
 - (ii) Install an additional layer of sprinklers by connecting to the tee-off provided at the main distribution pipe. (Bk 51 ARC only)
- In accordance with the Fire Safety Act enforced by the FSSD, tenants/lessees are requested to refrain from doing anything which may cause obstruction to the accesses, stairways, passageways, pipes, drains and other common areas of the building.
- As portable petroleum or gas cylinders are highly flammable, they shall not be stored in the building which may endanger lives and/or damage the property/premises. If you have to use or store them in your premises, please ensure that you comply with the Fire Safety Act.

Please refer to SCDF's website (<http://www.scdf.gov.sg>) for more information regarding Fire Safety Rules.

4.2 Workplace Safety & Health Act (WSH)

The Workplace Safety and Health Act is an essential part of the new framework to cultivate good safety habits in all individuals so as to engender a strong safety culture in our workplace. It requires stakeholders to take reasonably practicable measures to ensure the safety and health of workers and other people that are affected by the work being carried out. Please refer to MOM's website (<http://www.mom.gov.sg>) for more information regarding Fire Safety Rules.

5.0 FITTING-OUT / RENOVATION WORKS GUIDELINES

This section covers renovation guide, application for commencement of works, protection/ cleaning of common property etc.

Please refer to NEA guidelines on noise allowance/ guidelines during periods of renovation.

Fitting-out works are permitted during office hours from 7.00am to 6.00pm, subject to no complaints from other user's/ tenants in the vicinity and JTC/FMC's approval. Any noisy/ disruptive renovation works are to be carried out after office hours upon obtaining approval from JTC/FMC. No fitting-out/ tenancy works are allowed to be carried out on Sundays and Public Holidays unless approved by JTC.

Prior to any fit out or renovation works, JTC/FMC will brief the tenant on the various regulations and guidelines (Refer to Annex A checklist). JTC/FMC will perform inspections during and after any fit out or renovation works.

5.1 Taking-over of Premises and Application for Commencement of Works

Tenants shall endorse on the Acknowledgement Form upon collection of the keys to their unit(s) from/to the FMC.

Tenants are to ensure that the Contractors they have engaged for renovation only work within their units and comply with the terms and conditions of the renovation guide in Annex B. Before any building works can be carried out, Tenants' Contractors shall obtain approval from JTC/FMC by submitting the following forms:

- Renovation Works Forms R1 to R4 (Please refer to Annex B Form R1 to R4)
- Risk Assessment form (Please refer to Annex C)
- Permit to work form (Please refer to Annex D Form)

This must be accompanied by the submission of the relevant plans for approval by the relevant authorities/JTC. These plans include but not limited to:

- Electrical Drawings (with LEW approval)
 - Sprinkle Layout (With FSSD approval)
 - Office Partition Layout (with FSSD approval)
 - Air-Conditioning Layout
 - Requirement for E-power supply (drawings approved by LEW)
 - Energy Consumption per square meter
 - Type of light fittings used
-

- Applicable drainage fees payable to JTC
- Any other utilities requirements eg. DI Water, Chilled Water etc.
- Works that will affect the external aesthetics of the building and unit

5.2 JTC Plan Submission Process

Tenants are required to prepare and submit floor layout plans of your alteration and addition (A&A) works and fit out plans. These plans must be done in accordance to the terms of your tenancy/lease and the procedures stated in the guide entitled "Submitting Plans for Building and Other Works" (this guide is given to Tenants when they are offered new premises by JTC, <http://www.jtc.gov.sg/Pages/JTC-Forms.aspx#SupportingForms>).

All A&A works to Tenants' premises shall be endorsed by JTC. It shall also be approved by the relevant government authorities before Tenants can commence such works. This is necessary regardless of whether the structures are temporary or permanent.

Tenants shall not drill into or hack the floor structure in the premises without JTC's written consent.

Tenants are not allowed to carry out any installation of air-conditioning system, ventilation system, electrical system, telecommunication equipment, plant, machinery, fixtures, fittings or other installations in the premises prior to plan endorsement by the relevant authorities and JTC. A consultant (such as a professional engineer or registered architect or Qualified Person) would have to be engaged to assist in the certification process.

Tenants are encouraged to engage the building contractor for such works so as not to nullify its warranty; otherwise, the Tenant's contractor shall take over the warranty of the affected alarm panel. Tenants are not allowed to carry out any works that will affect the structure of the building as this may delay or prevent the issuance of the CSC.

Tenants shall ensure that access panels are provided where necessary to enable JTC/FMC to carry out regular maintenance of any JTC controlled services within the tenanted premises. Tenants shall arrange for their Contractors to conduct joint inspection with the FMC before installing the cable run along the common areas to the services risers. Any damages to the floor, wall, door finishes, etc at the common areas caused during the transport of the materials shall be reinstated by the Tenants at their costs.

5.3 MECHANICAL INSTALLATIONS

5.3.1 Fire Protection System

Any fire protection items/accessories tie in to the existing fire alarm panel shall be subjected to the approval of JTC/FMC. Tenants shall engage the original building contractor for such works during the defect liability period (DLP) so as not to nullify its warranty; otherwise, the Tenant's contractor shall takeover the warranty of the affected alarm panel. All tie in work costs shall be borne by the tenants. Tenants shall make advance arrangement with JTC/FMC to isolate any smoke-detector that is in proximity to the site where dusty hacking or drilling works are carried out.

5.3.2 Sprinkler System (for Blk 81 ARC only)

Sprinkler heads in the sprinkler system for the premises are suitable for temperatures not exceeding 68°C. This is in accordance with FSSD's requirements.

Tenants shall engage Consultants to conduct feasibility study for modification to the 1st layer sprinkler pipes and connection to the existing sprinkler pipes. The pipes shall be flushed to acceptable standard before connection to the existing tee-off points to avoid contaminants in the sprinkler system. Tenants shall indemnify JTC against all damages, injuries caused during the renovation works.

Payment of water drainage and recharge fee for sprinkler pipe tapping works shall be made to JTC, at JTC Summit; the payment shall be supported with FSSD approved drawings. The sprinkler contractor shall forward a copy of its original payment receipt together with the payment advice for sprinkler water discharge form (Please refer to Annex F) to the JTC/FMC to make arrangement for the draining of the pipe-work at least three (3) working days in advance.

The sprinkler contractor shall keep at least 1 watch-hour after the completion of water re-charge so as to ensure no leakages in the sprinkler pipes. The sprinkler pipe shall be recharged back and normalized by 5pm within the same day on weekdays. No drainage and recharge works shall be carried out after office hours and on Saturday, Sunday and Public Holiday.

5.3.3 Submission of Plans for Fire Protection System

Tenants must preside over the engagement of a Registered Consultant or Professional Engineer to undertake the planning, design, supervision and maintenance of fire alarm/heat detector modifications/alterations of their premises according to the FSSD requirements.

The Consultant/Professional Engineer shall submit one (1) set of fire alarm drawings to FSSD. The drawings shall indicate the existing fixtures (if any), the proposed modifications of the fire alarm and the layout of the machinery, in accordance with the requirements of FSSD for approval.

If there is alteration of existing automatic fire alarm and sprinkler system installation, alteration plans must be submitted to FSSD for approval on the fire safety aspects. A Professional Engineer, registered with the Professional Engineers Board of Singapore is required to sign off all air-conditioning, fire alarm and sprinkler system plans.

5.3.4 Air-Conditioning System

Air-con is provided for all units and the tenants will be issued with the remote controllers for flexible usage hours of the aircon.

Tenants shall not make use of the existing services on the ceiling level, etc. serving the upper floor tenants, for supporting their new services as these are non-load bearing services. Tenants will be held liable for any damage to these services as a result of negligence of their contractors.

JTC shall not be liable to the Tenant or his employees, agents, authorised persons or visitors, or his or their property in respect of any interruption in the services provided by the

Landlord by reason of repair, maintenance, damage or refurbishment works; or mechanical or other defect or breakdown including but not limited to breakdown in electricity, gas and water supply, pumps and lifts.

5.4 ELECTRICAL INSTALLATIONS

The electrical installations in all units are pre-wired. For turn on of the electricity supply, the respective tenant is required to make prior arrangement with the JTC or FMC officer-in-charge to engage the appointed License Electrical Worker (LEW) to turn-on the power supply to their unit. The attendance fee payable by the Tenant shall be in accordance to the prevailing rate of the contract.

5.4.1 Temporary Electricity Supply

Tenants can apply to use temporary electricity supply from power points at common corridors (e.g. for renovation purposes or alterations and additions works).

When doing so, do bear in mind the following:

- (i) Submit an application for Temporary Electricity Supply form to the JTC/FMC, stating the purpose of tapping the temporary electricity supply (Refer to Annex E).
- (ii) Only 13 amperes of electricity supply is available for use.
- (iii) A nominal fees attributed by administrative fees and electricity charges as spelt out in the form shall apply.
- (iv) For usage above 13 amperes of electricity supply, contractors are required to provide their own temporary power supply eg. generator for the works. Prior permission for the use of such equipment has to be sought from JTC/FMC.

5.4.2 Public Address System

For Public Address system (PA system), Tenants are to see prior approval and coordination from JTC/FMC before tapping the common areas speakers. There shall not be any tapping where the efficiency and functionality of the PA system will be hindered. If the tenanted areas require additional amplification due to the A&A works or require additional speakers, it shall be at the Tenants' cost.

Tenants must submit QP approved drawing(s) for PA system modifications to JTC for endorsement prior to commencement of works. Where A&A works are carried out, a pre- and post-PA system checks must be carried out with the JTC's term contractor for PA system to ascertain that the PA system is not affected by the A&A works. The cost of pre- and post-PA testing and any reinstatement works, if necessary must be borne by the tenant.

5.4.3 Telephone Connections/ Internet Services

Please apply directly to the service providers for telephone and internet connections.

5.5 APPLICATION AND SUBMISSIONS OF PLANS FOR WATER SERVICES

5.5.1 Proper Discharge of Waste Water

Workshop tenants are to ensure that any waste water / chemical discharges from the premises comply with NEA's regulations, guidelines and limits relating to trade effluent discharge into the sewer system. Dilution of waste water / chemical discharges should be carried out where appropriate (as per PUB's guidelines) and shall be at tenant's own cost. All discharges are traceable to the source. Tenants found to be in breach of NEA and PUB's waste water guidelines will be reported to the relevant authorities.

Concentrated chemicals, toxic or otherwise should be separately collected and disposed off from the premises in accordance with NEA's guidelines and regulations.

Tenants shall ensure that all floor traps and waste pipes are free of chokas and appropriate insulation shall be provided where necessary.

5.6 USE OF COMMON AREAS FOR FITTING OUT

5.6.1 Protection/Cleaning of Common Property

Tenants' Contractors are required to implement protection measures for the common areas during the renovation works and during movement of bulky items along the common areas. This would include the use of elevator pads, wall pads, floor protection layer and other suitable protection covers to protect the common areas and lifts from damage. All reinstatement cost due to damage and clean-up of common areas will be borne by the tenants or tenants' contractors.

5.6.2 Inspection Of Common Areas (Pre- & Post- A&A / Renovation Works)

The FMC shall conduct joint inspections with the Tenants' Contractor before and upon completion of the renovation works to ensure that there are no damages to the common areas due to the course of the renovation works that has been carried out within the Tenant's unit.

5.7 CLT and Glulam Installation (for Blk 81 ARC only)

Glulam timber is suitable for outdoor exposure in Singapore. Like all structures submitted to BCA, the timber structure was carefully calculated and refined during the design process. In design, proper loading was considered, thus do not overload the structure.

Owners and users of timber structures can extend the life of the timber components by attention to details. By following some easy principles to protect and maintain timber, owners and users can significantly increase the life expectancy of the components. Please refer to refer to Annex H for the list of Dos and Don'ts on CLT and Glulam Installation.

6.0 SECURITY

Please note that you are responsible for the security of your own premises, including during renovation works.
For further advice on security matters, you could contact JTC/FMC at the Fire Control Centre (FCC).

7.0 USAGE OF SHARED FACILITIES

Please approach your FMC for details on Shared Facilities booking fees or rent may be applicable.

Tenants shall maintain good housekeeping to ensure that facilities are in good condition and well-maintained.

8.0 PARKING

Hourly parking facilities where applicable are available to Tenants at their building's / estate's respective rates (inclusive of GST). Each tenant is entitled to purchase a fixed number of Day pass per month. Please approach the parking operator's to enquire and make purchase.

9.0 Policies & Procedures on Lease Management

Please refer to JTC's corporate website at <http://www.jtc.gov.sg> for more information regarding relevant policies and procedures related to your tenancy. You may also refer to the Memorandum of Tenancy for your obligations concerning your tenancy.

10.0 Waste Management and Recycling

Please note that tenants are responsible for their own refuse disposal at the designated bin centres.

10.1 Recycling Program

For properties with Recycling Program, tenants are encouraged to segregate and recycle their waste as part of the green community. Common area recycling bins are also placed at the lift lobbies of every level. All recyclable wastes are to be segregated from general waste. Food waste is the major obstacle to achieve recycling rates in all buildings. As such, Tenants are highly encouraged to refrain from food consumption in premises outside of the canteen.

10.2 Waste Discharge

Pollution of any form is disruptive and damaging to any businesses. For the community's peace of mind, Tenants shall take the appropriate measures to ensure that all works and installations are done in a considerate manner without excessive disruption to their neighbours and will not pollute the environment.

11.0 CONTACT LIST

If you require assistance, please contact the following:

1.	Emergency Information Hotline	1800 288 5555		
2.	Dover Neighbourhood Police Post	1800 778 5999		
3.	Police	999		
4.	Ambulance:			
	Emergency	995		
	Non-emergency	1777		
	H1N1 infected case	993		
5.	Fire Station	995		

1.	Emergency Information Hotline	1800 288 5555		
2.	Dover Neighbourhood Police Post	1800 778 5999		
3.	Police	999		
4.	Ambulance:			
	Emergency	995		
	Non-emergency	1777		
	H1N1 infected case	993		
5.	Fire Station	995		



Checklist for Tenant's fit out works and renovation works

Tenant Name: _____

Unit Number: _____

S/N	REGULATION & GUIDELINE	INFORMED*	COMPLIED**		REMARK
		YES	YES	NO	
1	Proper protection shall be provided from the lift lobby to the tenant's unit (eg. the walls, floors, & lifts, etc) before the renovation start				
2	All measures and precautions to be taken to capture, contain and dispose all pollutants and construction materials during renovation.				
3	Proper bin or open top container shall be provided by Tenant for fit-out works and construction materials shall be disposed only into own bin / container.				
4	Tenant shall engage Builder's appointed water proofing vendor for inspection or installation of equipment during the warranty period				
5	All company signboards that are installed at location other than those above their premises' doors require approval from JTC.				
6	Transporting of heavy equipment shall be carried out from 1pm to 5pm, Monday to Saturday, excluding public holidays. Capacity of the lift is 1000kg.				
7	Noisy works shall be carried out only after office hours during renovation				
8	All the tenants' fittings and fixtures extending or located outside of their premises shall be labelled properly in terms of ownership (company name).				
9	Tenant shall maintain all the fittings and fixtures within and outside their premises that are installed and handed over to them by JTC such as sprinkler fittings, emergency lightings, wirings pipes, air-conditioning and inclusive of those located outside their premises.				

Annex A

10	Access to the roof shall be from 8am to 5pm, Monday to Saturday				
11	The maximum depth that can be drilled before it hits the water proofing is 30mm. This serves as a guide; tenant has to engage a QP for proper site supervision and plans submission to ensure that the building's structural integrity is not affected.				
12	All pipe penetrations through walls shall be sealed with approved fire-stopping material.				
13	The openings at the roof top for penetrations of ductworks, pipings, wirings, etc shall be properly sealed / reinstated to prevent water seepage.				
14	Tenant shall engage Builder's appointed sprinkler vendor for sprinkler works if any alteration work required during the defect liability period				
15	The existing basic sprinkler installation shall not be disturbed. Additional sprinkler pipes are only allowed to be connected to the tee-off point provided or to the main distribution pipe if tee-off points are not provided.				
16	Proper insulation or protection shall be provided to the floor, ceiling and walls of the premises if the moisture condensation was generated due to Tenant's activities. (Eg. Excessive heat or cold or 24/7 hrs operation of equipments, etc).				
17	Electrical meter panel shall be <u>mounted</u> 350mm away from the inner wall towards the door in the meter closet.				
18	Each meter closet shall be shared by two tenants and, 1st tenants' meter panel must not take more than half of the wall space. (left and right arrangement)				
19	Electrical cables shall be installed within allocated space of the provided trays. Allocation shall be administered by FMC. All cables shall be enclosed in conduit pipes.				
20	Tenant shall disconnect JTC electrical supply to <u>card access reader</u> in the tenants' premises and shall connect to Tenant's own electrical supply.				

Annex A

21	Emergency electrical supply is chargeable in accordance to usage and the demand amperage. Please fill in a separate application form (Annex G).	☐	☐	☐	
22	Tenant shall disconnect JTC emergency power supply to <u>exit lights</u> and the <u>emergency lightings</u> in the tenants' premises and shall connect to Tenant's emergency power supply.	☐	☐	☐	
23	Tenants are advised to cater for emergency power supply for any critical equipment in view of power outage and also during any electricity shutdown for repair or electrical licensing testing.	☐	☐	☐	
24	JTC shall not be responsible for any signal/electromagnetic interference that may arise after the renovation / installation.	☐	☐	☐	
25	The final connection to JTC's pipings shall be inspected and witnessed by JTC and its contractors.	☐	☐	☐	***
26	Lab Exhaust fans shall be installed within their allocated space at the roof. Allocation shall be administered by Facilities Maintenance Company (FMC).	☐	☐	☐	
27	Besides compliance to the relevant authorities in terms of toxicity, proximity and direction of air inlet and outlet, etc, tenant shall also install charcoal element filter to eliminate unpleasant odour or foul smell.	☐	☐	☐	
28	Tenants shall conduct a chemical flushing of their chilled water pipings and fill it with water treated with anti-rust etc. over duration of at least 24 hours. A water samples will be collected for testing. The whole process shall be witnessed by a JTC representative.	☐	☐	☐	***
29	Proper flushing of the systems shall be carried out and certified laboratory test reports shall be submitted to JTC before the connection to the JTC's services. The collection of the water sample for testing shall be witnessed by a JTC representative. (Eg. Chilled water pipes, sprinkler pipes, etc).	☐	☐	☐	***
30	Tenants shall submit a test report for the water sampling of their chilled water pipings.	☐	☐	☐	***

Annex A

31	Do not modify or dismantle JTC's chilled water pipings.	☐	☐	☐	
32	Chilled water shall not be used for manufacturing, testing or other work processes and shall not used as a cooling agent for machinery and equipment	☐	☐	☐	
33	Condensate water shall be discharged to designated drainpipes.	☐	☐	☐	

- * JTC / FMC to inform Tenant before the fit out works.
- ** JTC / FMC to inspect during and after the fit out works.
- *** Applicable only when tapping of chilled water from Landlord is required.

Remark: _____

Briefed by:-

Acknowledged by:-

Signature: _____

Signature: _____

Name of JTC / FMC Officer: _____

Name of Tenant: _____

Date: _____

Date: _____



TENANTS' RENOVATION GUIDE

1.0 GENERAL NOTES TO CONTRACTORS

- 1.1 The Contractor must appoint a supervisor who must be present at all times at the site when works are being carried out. The name of the supervisor and his contact number shall be made known to the FMC. If there is a change in the supervisor, the FMC must be informed immediately.
- 1.3 The Contractor shall ensure that adequate protection is provided for the floorings, walls, doors of the front, rear of the lobbies, lifts and over the path which the workmen will use during the renovation period and remove them immediately when the renovation works have been completed.
- 1.4 The Contractor must ensure that adequate protection is given to the lift's wall and flooring when transferring heavy or bulky materials to and from the work areas under renovation.
- 1.5 Contractor shall provide proper and adequate warning signage and barriers during the progress of works. These signage and barriers must be placed at strategic locations to warn occupants/public of any possible danger that may occur.
- 1.6 All Contractors are to exercise their utmost care during the course of their work to ensure that they or their workmen do not litter, deface or damage any part of the building.
- 1.7 The Contractor shall not disturb the structural steel paint coating in the units and not to install anything that could possibly puncture the roof slab and affecting the waterproofing system.
- 1.8 Joint inspection by the FMC and the Contractor will be conducted prior to and after the completion of the renovation / A&A works to ensure that there are no damages to the common area or the building premises. See **Forms R3 and R4** attached herein.
- 1.9 Additions/alteration works to the existing system shall be carried out by the original installer during the project's defects liability period (DLP).
- 1.10 The buildings were designed and built to comply with the BCA Green Mark Gold Plus standard. Therefore any additions / alteration works to be carried out to the existing buildings' systems shall strictly with the Green Lease. (Please refer to Appendix G)

2.0 ACCESS INTO THE BUILDING

- 2.1 The Contractors shall make the necessary application by completing the Application For Renovation Works Form (See **Form R1** attached) to be submitted to the FMC for approval. Application must be made at least two weeks in advance before the commencement of any works.
- 2.2 All drawings and details of the renovation works must be attached to the Application Form to be submitted for FMC's approval. Contractors and his workmen shall

complete the Application for Security Clearance Form (refer to **Forms A(1-2)** attached herein) in order to obtain a valid pass to be allowed access into the building for the commencement of work only when approval has been given of the application.

- 2.3 Contractors shall ensure that no illegal immigrants are deployed to work at job site. Any foreign workmen employed shall be in possession of the necessary work permits.
- 2.4 Fitting-out/ Tenancy works are allowed to be carried out only during office hours at the following times:
- Monday to Friday 7.00 am to 6.00 pm

subject to no complaints from other User's/Tenants in the vicinity. No fitting-out/tenancy works are allowed to be carried out on Sundays and Public Holidays. All noisy works or other works that are likely to cause annoyance, nuisance or inconvenience to other Users/Tenants of the buildings are to be carried out after office hours.

- 2.5 All works to be carried out must be confined within the job site. No work is allowed to be carried out at the common areas and the workmen are restricted to the site of the contracted works. Contractors are not allowed to trespass into other areas of the premises.
- 2.5 If the User's/Tenant's unit is carrying out partial fitting-out/tenancy works, the contractors must erect canvas, screen or other means to segregate the work site from other areas to prevent dust pollution.
- 2.6 Any damages to the property during renovation work must be made good to match their original condition.
- 2.7 Upon completion of works, the Contractor must ensure that all affected areas are to be cleaned up satisfactorily and handed over to FMC.

3.0 WORKMEN'S BEHAVIOUR

- 3.1 The Contractor shall be responsible for the conduct of his workmen while they are deployed to carry out the works within the building.
- 3.2 No smoking is allowed anywhere within the building. Any person found to be smoking within the building will be evicted from the premises and barred from further entry into the building premises.
- 3.3 Any worker found misbehaving or refusing to comply with the guidelines or security procedures shall be evicted from the premises and barred from further entry into the building premises.
- 3.4 Workmen must be in proper attire when working within the premises. No slippers are allowed.

4.0 TOILET FACILITIES

- 4.1 The Contractor must ensure that the toilet facilities are not abused and should maintain general cleanliness of the toilet at the end of each working day. No waste arising from the renovation works shall be discharged into the facilities provided in the toilets and the FMC reserves the right to withdraw the use of such facilities.
- 4.2 The Contractor and his workmen may be restricted to use only designated toilets located within the building.
- 4.3 Workmen are not allowed to take shower within the premises.
- 4.4 Any Contractor or his workmen caught urinating and/or defecating at any areas other than the toilets will be expelled and barred from the site immediately.

5.0 CLEANING

- 5.1 The Contractor will be responsible for cleaning the premises on a daily basis during the period of the fitting-out/tenancy works. This will include the removal of the cartons/boxes/containers which have been used for the transportation of the materials/equipments.
- 5.2 The Contractor shall replace dirtied or damaged ceiling boards at the common corridor due to their renovation works at their own costs.

6.0 PASSENGER LIFT

- 6.1 The Lift shall not be used for delivering building materials, equipment, fittings, fixtures, debris etc. However, if it is required for delivering of bulky items, the tenant shall seek permission from JTC or FMC before using it for such purpose. The Tenant/ or Contractor must exercise utmost care not to damage or overload the lift. A protective acrylic or canvas to protect the lift has to be put up prior using.
- 6.2 The Contractor shall not use any object to block the door opening of the lift which would cause inconvenience to other users/tenants. The Contractor shall provide some

7.0 SAFETY REGULATIONS

- 7.1 Contractors shall at all times observe and comply with all prevailing laws and regulation related to safety and shall bear all costs connected with the compliance of the safety aspects.
- 7.2 The Contractor shall ensure that their materials, tools and equipment are kept within the work area so as not to cause any obstruction to the common corridors, fire escape route, etc as well as to any users/tenants.
- 7.3 Any alteration to the existing fire protection system in the building shall be prior approved by the FMC and the relevant authorities.
- 7.4 The FMC will be assisting the Contractors to isolate the fire alarm system, draining off the sprinkler system and informed the security on the above works. The appointed Fire Protection Contractors will have to blank off the sprinkler points and leakages.

Upon the completion of the sprinkler works, the FMC will charge up the sprinkler system and normalize the system back into operation and informed the security on the completion of the sprinkler works at the end of each working day.

- 7.5 Contractor shall ensure that workmen who erected and use scaffoldings possess a valid license issued by the relevant authorities to carry out the works.

8.0 PRECAUTIONARY ACTIONS FOR HOT WORKS

- 8.1 The Contractors shall make the necessary Hot Works application using **Form R1** as attached. Application must be made on a daily basis at the FMC office. The Contractors and his workmen shall be allowed access into the building for the commencement of work only when the application for work permit had been submitted and approved by the FMC.
- 8.2 The Contractors applying for a hot works to carry out any cutting or welding work shall have to comply with the following precautionary list
- 8.3 All hot work operations is strictly not allowed in the building without prior written approval from the FMC.
- 8.4 Hot works must be carried out in the presence of the Contractor's designated Site Supervisor or licensed safety supervisor.
- 8.5 The site supervisor shall ensure that all necessary preventive measures are taken, additional safety guidelines must be observed and followed throughout the duration of the job.
- 8.6 For these areas within 55ft of work, the site supervisor must ensure that:
- Floor is swept clean.
 - Any combustible, if cannot be removed, shall be wet down, covered with damp sand or metal or asbestos sheet.
 - Combustible materials and flammable liquids are removed or else protected with non-combustible covers, guards or metal shields.
 - Gas tests are conducted to ensure absence of flammable vapors or gases.
 - Suitable extinguishers are supplied on site.
 - No smoking is allowed at the working areas.
 - Notices shall be displayed to indicate that Hot Works in Progress including the contact person and telephone numbers.

9.0 STRUCTURAL WORKS REQUIREMENTS

- 9.1 FMC will not permit any major structural alterations to the building. Application for minor alterations may be considered by the FMC where special circumstances warrant; the merit of each case will be evaluated and decided at the discretion of the FMC.

- 9.2 It is the responsibility of the User/Tenant to highlight areas on the submission/drawings where heavy loading may occur resulting from a particular equipment or works. This is to allow the Structural Consultant to assess the structural implications.
- 9.3 No structural part of the building will be allowed to be tampered with under any circumstances. Care must be exercised in hacking out the cement screed so that no damage is caused to the floor slab, columns, beams and structural part of the premises or common property. Additional structural loading must be certified by the Professional Structural Engineer.
- 9.4 Installation of safe or machinery will not be allowed unless prior certification is obtained from the Professional Engineer.
- 9.5 Any demolition or erection of brick wall must be supervised and certified by the Professional Structural Engineer to the effect that the brick wall is non-load bearing or the existing floor slab can withstand the additional load of the brick wall.
- 9.6 The User/Tenant may engage their own CP or the project's consultant for the design, endorsement and obtaining of BCA's approval. All cost chargeable shall be paid by the tenant to the CP or consultant directly.

10.0 ELECTRICAL SYSTEM

- 10.1 No upgrading of electricity supply is allowed to be carried out unless detailed drawings are submitted by the applicant and approved by JTC's Licensed Electrical Engineer. Subject to availability, a non-refundable upgrading fee will be charged depending on the extent of the additional electricity supply required by the applicant, such upgrading works must be carried out by approved Licensed Electrician and testing is to be approved by Power Supply Ltd.
- 10.2 Any alternation or modification of electrical circuit within the premises must be approved by the Licensed Electrical Engineer of JTC. Works to be carried out by approved Licensed Electrician and testing are to be approved by Power Supply Ltd.
- 10.3 The Tenant shall ensure that the usage of power supply will not exceed the power supply allowable for the premises. The Tenant shall ensure that no light fittings or other fixtures are allowed to be installed in the common passageway.

11.0 FIRE PROTECTION SYSTEM

- 11.1 Any alternation or modification to the existing fire protection systems within the premises is not allowed unless prior written approval from JTC is obtained. Any alternation or modification to the existing fire protection systems must be supervised and certified by Qualified Engineer.
- 11.2 The fire alarm system is provided in the building to monitor and verify each addressable heat or smoke detectors and manual call point as well as to initiate emergency operation of lifts, pressurization and ventilation fans, emergency announcement/ fire evacuation. These equipment are not to be

tampered/used/altered without written approval from the FMC. Any approved addition and alteration of the aforesaid items has to be reinstated or tested to the satisfaction of all parties concerned. The FMC has to be informed daily before the commencement of work such as testing, isolation, shut service valve or drain out the systems.

12.0 AIR-CONDITIONING SYSTEM

- 12.1 Any alternation or modification to the existing air-conditioning systems within the premises is not allowed unless prior written approval from the FMC is obtained. Any alternation or modification to the existing air-conditioning systems must be carried out by the endorsed by Consultant or Professional Engineer. No booster/extracting fans are allowed to be installed at the air-conditioning outlets to extracts cool air from the central system. The main ducting along the common passageway must not be tampered with in any circumstances.
- 12.2 Air-conditioning shall not be provided at the work area throughout the renovation period. All the supply and return air-con grilles must be properly sealed throughout the period of works. This is to prevent entry of dust and dirt into the air-con ducts causing pollution and contamination of the central air-conditioning supply air.
- 12.4 The computer-based supervisory control system located at FCC is installed to monitor and control the optimum operation of the entire air-conditioning system as well as the operating status/alarm of electrical switchgears, water tanks, fire pumps, pressurization and ventilation fans.

13.0 EMERGENCY VOICE COMMUNICATION SYSTEM (EVCS)

- 13.1 The Emergency Voice Communication System consists of:

(A) 1-way Communication

PA System : Located at all offices areas and common area such as lift lobbies, staircases, toilets, lift cars and etc.

(B) 2-way Communication

Fireman Intercom: Located at the smoke free lobbies.

Lift car Intercom: Located in the lift cars.

Note: The Emergency Voice Communications System wiring are not to be tampered with without written approval from the FMC. Should there be any announcements made, the Users/Tenants must react accordingly.

14.0 OTHERS

- 14.1 The Applicant shall allow the authorized Officer of the FMC to access into the office under renovation for the purpose of checking to ensure that no unauthorized works are being carried out.

- 14.2 The FMC in its absolute discretion reserves the right to reject any application and revoke any permit granted. The FMC shall not be held liable for any damages arising from the rejection of the application or revocation of the permit.

ACKNOWLEDGEMENT

I _____ of _____

BA # _____ agree to the above terms and conditions for renovation works.

Name & Signature of Applicant

Date

Form R2

To: JTC Corporation FED

APPLICATION FOR FITTING-OUT/TENANCY WORK

Name of Tenant (Company) : _____
 Location : _____
 Floor & Department : _____
 Contact Person : _____
 Telephone No : _____

APPLICATION FOR COMMENCEMENT OF FITTING-OUT/TENANCY WORK

Name of Contractor : _____
 Contact Person : _____
 Telephone No. : _____
 Date of Commencement : _____
 Expected Date of Completion: _____

We authorize the Contractors mentioned above to carry out fitting-out work in our premises.

We hereby agree and undertake to keep the FMC fully indemnified in respect of all claims, losses, liabilities or damages made against, suffered or incurred by the FMC as a result of a breach by the Contractor, its Managing Agents, of any of the term and conditions, requirements and work procedures mentioned in the guidelines or as a result of any of the works undertaken by the Contractor for fitting-out the said premises.

Name of User's : _____

Signature / Company Stamp : _____

Date : _____

Form R3

To: JTC Corporation FED

INSPECTION OF COMMON AREAS ON COMMENCEMENT OF FITTING OUT WORKS
AT _____ FLOOR: _____

Date of Commencement : _____

Date of Completion : _____

Inspection of Common Areas on : _____

Inspected By : _____

(1) On _____ Floor Extent of damages

a) Wall : _____

b) Floor : _____

c) Ceiling : _____

d) Goods Lift : _____

e) Others : _____

Name of Contractor

Hand-over : _____ Company Take-over : _____ Company

Company Stamp : _____ Company Stamp : _____

Name : _____ Name : _____

Signature : _____ Signature / Date : _____

Contact No : _____ Contact No : _____

Form R4

To: JTC Corporation FED

INSPECTION OF COMMON AREAS ON COMPLETION OF FITTING OUT WORKS
AT _____ FLOOR: _____

Date of Commencement : _____

Date of Completion : _____

Inspection of Common Areas on : _____

Inspected By : _____

(1) On _____ Floor Extent of damages

a) Wall : _____

b) Floor : _____

c) Ceiling : _____

d) Goods Lift : _____

e) Others : _____

Name of Contractor

Hand over : _____ Take-over : _____
Company Company

Company Stamp : _____ Company Stamp : _____

Name : _____ Name : _____

Signature : _____ Signature / Date : _____

Contact No : _____ Contact No : _____



Occupational Safety and Health Division
12 Havelock Road #05-02
Singapore 056704
Tel: 67389172
www.osha.gov.sg
osha_ohd@moh.gov.sg



Activity-based Risk Assessment Form

This form may take you 30 minutes to complete.
You will need the following information to fill in the form:

- Process Flow Chart



Permission to Work in Common Area			
APPLICATION (To be completed by the responsible officer of JTC business or external service provider such as Telen, PD, etc.)			
Name of Applicant:		Contact No:	
Company Name & Address:		Company Fax No:	
		Email Address:	
Type(s) of work involved in this application: (Please tick (✓) the relevant boxes)			
1. Hot Works	☐	6. Installation & use of scaffold	☐
2. Lifting Operations	☐	7. Excavation work*	☐
3. Entry into confined space	☐	8. Rerigging/rearrangement of jacking units with winch	☐
4. Use of hoists lift or aerial platform	☐	9. Installation of temporary structure*	☐
5. Installation and use of Goodola	☐	10. Others, specify:	☐
Brief description of the works to be carried out (Please provide information on the exact location(s) & area to be confined off and where the machinery/equipment is to be deployed.)			
Expected Duration of Work: From (Date) (Time) To: (Date) (Time)			
Name of applicant's service provider(s) involved in the works:			
CHECKLIST FOR APPLICANT (Please tick the relevant boxes)			
	Yes	No	Remarks
1. Has comprehensive risk assessment (RA) been carried out for the works involved?	☐	☐	
2. Have everyone involved been informed of the RA and control measure(s)?	☐	☐	
3. Are proper barricades and safety signs available for the closure of work area(s)?	☐	☐	
4. Is/are the service provider(s) engaged for the work competent?	☐	☐	
5. Is/are the work(s) to be carried out supervised by a competent person?	☐	☐	
6. Are the location/area involved suitable for the works?	☐	☐	
7. Are the machinery/equipment used approved by the relevant authorities?	☐	☐	
Applicant's Certification			
I/We declare fully aware of the safety requirements under the Workplace Safety and Health Act 2006 and undertake to comply with these requirements and any other safety requirements imposed by the relevant authorities.			
Signature of Applicant and Date:			
*APPROVAL (for JTC or its agent's use only)			
Your application is: <i>Approved subject to / Rejected due to the following:</i>			
Department & Name of Officer:			
Signature:		Extension No:	
		Date:	

*This endorsement is required. #Others when applicable.

*Disclaimer: The applicant and/or service provider are responsible for ensuring the operation is carried out safely by competent persons and the work place is safe for anyone that may be affected by the operation. The granting of permit by JTC shall not be construed as JTC being responsible in any way for any incidents that may arise directly or indirectly from your work activities.

10

11



APPLICATION FOR TEMPORARY ELECTRICITY SUPPLY TO PREMISES IN FLATTED FACTORIES / TERRACE WORKSHOPS WHERE SUPPLY IS TAKEN FROM THE BUILDING MAINS

I/We of M/s _____ at (address) _____ telephone no. _____ wish to apply for temporary electricity supply for our renovation works at the above address.

We would like to tap the electricity supply temporarily from the 13 Amps switch socket at the lift lobby/corridor of _____ storey with effect from _____

We understand and agree that we shall pay for all temporary supply charges as indicated below:-

- Administrative fee per application: \$25/-
- Tapping from 13 Amps switch-socket per socket per day: \$6/- (Sundays and Public Holidays included)
- The above charges will be subject to prevailing GST

We shall take all necessary safety precautions in connection with this tapping of the temporary electricity supply and provide an ELCB throughout the tapping period.

We shall be fully responsible for any losses, claims or damages arising from the tapping of the above temporary electricity supply.

Stamp and Signature of Tenant

Signature of JTC Officer

Name of Applicant: _____

Name: _____

Name of Company: _____

Designation: _____

Designation: _____

Telephone: _____

Telephone: _____

Date: _____

Date: _____

To: RO

a) Administrative fee per application: \$25/-

b) Period of tapping (From _____ to _____): _____ days x \$6/-

c) _____% GST on item (a) & (b) _____

d) Total amount payable: _____

Please bill the company for the amount of _____ due for tapping of temporary electricity supply accordingly. Thanks.

Submitted by PE: _____ Date: _____

Approved by RO: _____ Date: _____





Date: _____

Name of Tenant's Company: _____

Address: _____

Contact Person: _____
Name _____ Cell No. _____ Email or Fax No. _____

PAYMENT ADVICE FOR SPRINKLER WATER DISCHARGE (FOR 61 ARC ONLY)

With reference to your application for the addition & alteration/reinstatement work to the existing fire protection system at BK _____, Singapore _____, please submit the following into the collection box at JTC Information Counter at The JTC Summit, 8 Jurong Town Hall Road, Singapore 609434:

- 1) Cheque payment of \$8 * _____ including GST payable to "UTC Corporation" for the water discharge fee. Cheque No. _____
- 2) Payment Advice for Sprinkler Water discharge fee.
- 3) A copy of Notice of Approval (NOA) from SCDF/SSB (for addition & alteration work)

Please note the following requirements:

- Your application will be processed within 2 working days. The JTC officer-in-charge will send you an email / fax confirmation and thereafter you may liaise with JTC site Property Executive (PE) or FMC to arrange for sprinkler water discharge. (Normally 3 working days advance notice is required). Prior to the water discharge, please forward a copy of the SCDF/F888 approved plan(s) (for addition & alteration work only) to JTC site PE or FMC for record purpose.
- You have to make arrangement for your own contractor to carry out the sprinkler pipe connection after JTC contractor has carried out the water discharge work.
- You have to take all necessary precautions during the course of work and adhere strictly to the requirements as stipulated in the fill-out guide. Any damages to JTC's existing services will have to be made good by you.
- Each payment advice is valid for ONE discharge per control valve only. You are required to make another payment of the same amount for any subsequent water discharge, if needed.
- After each sprinkler water discharge, the sprinkler system pressure has to be charged back and the pressure normalised by 5.00pm of the day during weekdays.

(* refers to prevailing rate chargeable by the service provider)

JTC Officer /FMC Agency
Name:
Tel:

Please fill in the address of receipt to be sent to if it is different address from above.

Address: _____

(* prevailing rate chargeable by the contractor)

Tanager's Stamp & Signature



ANNEX G- GREEN LEASE REQUIREMENTS

We will need your co-operation to ensure that the Green Mark Certification (i.e. "Green Mark Gold Plus") issued [or to be issued] by the Building and Construction Authority for the Building ("Green Mark Certification") is not affected or hindered in any way by your action or inactions during the tenancy.

- (a) All water fittings used within the Premises shall be labeled 3-ticks under the mandatory Water Efficiency Labelling Scheme issued by the Public Utilities Board.
- (b) Only low volatile organic compounds (VOC) paints certified under the Singapore Green Label Scheme ("SGLS") by the Singapore Environment Council, or an equivalent body, are used within the Premises.
- (c) Only environmental friendly adhesives certified under the SGLS by the Singapore Environment Council, or an equivalent body, only are used within the Premises.
- (d) Energy Efficiency

(d1) Unitary Air Conditioning System [For Premises without the provision of Water-Cooled Chilled-Water Plant]

For unitary air conditioning system, the minimum design system efficiency of 0.62kW/RT for cooling load of less than 500 RT shall be installed.

(d2) Air Distribution System [For Mechanical Ventilation]

The overall efficiency of the air distribution system (with reference to Fan System Input Power) for the Premises shall not exceed the following minimum efficiency requirements:

(d2.1) 0.06 W/CMH for fan systems with nameplate motor less than 4 kW.

(d3) Artificial Lighting

The design for the lighting system shall have an improvement of lighting efficiency, the lighting power budget for the different occupied spaces shall not exceed 7.1W/m² for office.

(e) Daylighting Control

Day lighting control for perimeter lighting with on-off switches and/or dimmable ballast is adopted within all parts of the Premises

- (f) Each unit within the Premises is provided with sub-meter that shall be linked to our Building Management System (BMS) for energy consumption monitoring, and that they are grouped to allow for tracking of energy based on the following:
 - Lighting consumption;
 - ACMV consumption;
 - Receptacles consumption;
- (g) All recyclable wastes within the Premises shall be segregated from non-recyclable wastes and disposed of in the designated bins provided in the Premises;
- (h) All non-recyclable waste must be disposed of in the manner as prescribed by us.
- (i) Such other requirements, or good industry practices, as we may notify you from time to time

1. The first step is to identify the problem or question that needs to be answered.

2. The second step is to gather relevant information and data.

3. The third step is to analyze the information and data.

4. The fourth step is to draw conclusions based on the analysis.

5. The fifth step is to communicate the findings and conclusions.

6. The sixth step is to evaluate the results and process.

7. The seventh step is to implement the findings and conclusions.

8. The eighth step is to monitor and evaluate the implementation.

9. The ninth step is to report the results and conclusions.

10. The tenth step is to reflect on the process and learn from it.

11. The eleventh step is to share the findings and conclusions.

12. The twelfth step is to disseminate the findings and conclusions.

13. The thirteenth step is to publish the findings and conclusions.

14. The fourteenth step is to present the findings and conclusions.

15. The fifteenth step is to discuss the findings and conclusions.

16. The sixteenth step is to conclude the findings and conclusions.

17. The seventeenth step is to summarize the findings and conclusions.

18. The eighteenth step is to provide a final report on the findings and conclusions.

19. The nineteenth step is to submit the final report on the findings and conclusions.

20. The twentieth step is to archive the final report on the findings and conclusions.

21. The twenty-first step is to make the final report on the findings and conclusions available.

22. The twenty-second step is to ensure the final report on the findings and conclusions is accessible.

23. The twenty-third step is to provide a final summary of the findings and conclusions.

24. The twenty-fourth step is to provide a final conclusion on the findings and conclusions.

25. The twenty-fifth step is to provide a final report on the findings and conclusions.

26. The twenty-sixth step is to provide a final summary of the findings and conclusions.

27. The twenty-seventh step is to provide a final conclusion on the findings and conclusions.

28. The twenty-eighth step is to provide a final report on the findings and conclusions.

29. The twenty-ninth step is to provide a final summary of the findings and conclusions.

30. The thirtieth step is to provide a final conclusion on the findings and conclusions.

ANNEX H - "Dos and Dont's" CLT and Glulam @ BLK 81 ARC

1) TERMITES and DURABILITY

Do... Address internal water leakage, leaking pipes, or condensation quickly.	Don't... Neglect these issues. Saturated timber not only loses some of its mechanical strength, it is more prone to insect attack, and biological decay.
Do... Facilitate visual inspections of the premises, especially dark corners and hard to reach places. Look for signs of insect attack, look for "frass", the wood屑 that is a tell tale sign of insect attack.	Don't... Dress up any amounts of wood屑 day after day and wonder where it is coming from without taking action.
Do... Monitor premises for termite activity. Use of a termite bait and poison station in the proximity is recommended. Additionally, in-ground monitoring stations can be employed and inspected by trained technicians.	Don't... Place termite baits in the building unless it is instructed by a specialist.
Do... Contact a specialist if there is any sign of insect attack.	Don't... Try to address the problem independently.

2) ALTERATION

Do... Feel free to place small stainless or galvanized wood screws, nails, or hangers to the exposed timber. (Maximum 100's (120-mm screws). Pre-drilling is recommended. If it is not adding significant loading, there is no reason to avoid connecting architectural elements to this timber (a lighting fixture for example).	Don't... Cut or bore any structural timber component without consulting an engineer or Specialist. If the bore diameter is deemed acceptable, the bore will always be in the center of the beam.
Do... Fill holes in timber after the screws are removed with a putty knife and flexible wood putty.	Don't... Sand timber. The timber will change color over time, becoming darker and darker yellow. Sanding back to fresh timber will create a visual "defect" that can only be rectified with time.
Do... Allow for a small gap filled with flexible caulking below the ceiling level when installing partition boards. The ceiling level will fluctuate +/- 5 mm after TOP as the supporting timber beams settle.	Don't... Install partitioning tight against the ceiling level.
Do... Call a specialist if you fear a structural component has been damaged (example overloaded beam).	Don't... Worry if the timber receives a few dings or dents. Spruce timber is not hard, so superficial wear and tear is bound to occur.

3) TYPICAL MAINTENANCE

Do... Clean when required with mild detergent and a damp rag. If there is a stain or a mark, try to clean it with a household/bristle brush. Recommended product: Murphy Oil Soap. Apply detergent, wait about 10 minutes before scrubbing it with a cloth or brush. Clean with the grain of the wood. Once done with water.	Don't... Rub it with solvents. Solvents can wipe away the protective oil layer.
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Do... Coat new exposed external timber with a maintenance regime similar to other coatings. Approx 1 x every 3 yrs depending on exposure. e.g. Interseal/Seal Recoat/Recoat Product (Seal 10) http://www.sealperfect.com/en/finishes Available locally. Favored bc it is a water based UV coating, with good durability and its simple to use	Don't... Neglect coatings. The coating is the primary defense against UV and water.
Do... Expect to see mild gaps appear in G/J Panels. There is no glue on edge to Edge boards, so gaps should be expected in air conditioned areas	Don't... Panic. It is not a structural defect
Do... Expect to see some sap excretion from the exposed timber. In warm weather, yellowish timber sap will be pushed out of sap pockets. This is temporary and can be cleaned with Murphy Oil Soap. Wait about 15 minutes before scrubbing it with a push or brush. Clean WITH the grain of the wood. then rinse with water once the sap is gone	Don't... Clean with solvents as solvent may wipe away protective oil layer
Do... Use reasonable quantities of water to mop to clean concrete floors. Avoid areas ponding of water.	Don't... Use a hose to spray down floors and create risk of water seeping below concrete floor finish. e.g. at Timber post penetrations
Do... Avoid oils and paints on timber surface. Once they are applied, they are nearly impossible to remove as they soak into the timber structure	Don't... Rest heavy machinery against timber

Architectural and M&E Items to Take Note during Fit-out of Unit

The following are the dos and don'ts lists of architectural items that serve as guidelines for tenants on their submissions before pre-consultations with us:

Fire safety requirements:

1. All main doors to each typical unit shall not be altered, moved, removed or sealed.
2. All fire door labels shall not be removed at all times. Alterations on the door and door frame dimensions, materials and finishes are not permitted.
3. All exit doors shall not be blocked and be cleared of furniture such as workstation or lightweight / moveable partition etc.
4. All exit signs shall not be blocked or removed. Relocation of exit shall be subject to review / approval by QP (Qualified Person).
5. All fire access panels (FAPs) not be blocked. The 1m x 1m space in front of FAPs within the unit interior space shall be cleared of obstruction (temporary or permanent) such as furniture, workstation or lightweight / moveable partition etc at all times.
6. Installation of security electromagnetically locked (EM) doors shall be subject to review / approval by JTC.
7. All steel columns, beams and roof rafters shall not be resurfaced (eg. covered with stickers or different finishes), drilled or repainted over. Boxing up of the beams and columns are subject to review / approval by QP.
8. All warning stickers installed on steel columns, beams and roof rafters shall not be removed.
9. All emergency lights shall not be blocked or removed. Relocation of emergency lights shall be subject to review / approval by QP.
10. All fire extinguishers shall not be blocked or removed. Relocation shall be subject to review / approval by QP.
11. Maximum occupant load per a unit space of 80sqm is 8 persons.
12. The maximum combined occupant load for combined unit spaces is 50 persons, beyond which all existing unit exit doors shall be replaced with outward swing half hour fire rated doors. As a rule of thumb, for every 6 nos. of contiguous unit spaces, the unit party walls (fire walls / compartment walls) at the end of the 6e-unit shall be retained in order to avoid replacing the said existing fire doors.
13. Proposed new door in the unit party walls (fire walls / compartment walls) shall be of 1 hour fire rating with valid fire certificate and label.

Additions, alterations, installation of equipment or services within the unit(s):

1. Installation of MEP services (eg. Electrical cables, trunking, conduits, pipes etc) in the floor slab is not permitted.
2. Concealed services within the unit party walls (fire walls / compartment walls) are not permitted.
3. Breaking or penetration through the existing party walls for any alteration or installation of any equipment is not allowed. On a case by case basis, tenant's proposed wall layout shall be subject to review / approval by QP.
4. Drilling into the soffit of metal decking / slab or roof shall be subject to review / approval by QP.
5. Topping up of floor finish is not permitted. Installation of raised floor shall be subject to review / approval by QP.
6. Repainting roof or soffit of metal deck / slab shall be subject to review / approval by QP.

7. All existing down hang walls shall not be removed.
8. Modifications to existing air conditioning system drain pipes within and/or outside the unit shall be subject to review / approval by JTC.
9. Modifications to existing roller shutters and their associated electrical installations are not allowed.
10. Relocation of fresh air fans within unit shall be subject to review / approval by JTC.
11. Introduction of full height internal partitions shall be subject to approval by QP.
12. Additions of mezzanine floors, stage, staging, stairs, ladders, catladders, collapsible / convertible decks etc within the unit(s) are strictly prohibited. Proposed decorative floors, multi-level staging or compartments shall be non-accessible and non-habitable, subject to approval by QP.
13. Installation of spray painting booth or room within the unit(s) is strictly prohibited.
14. The size of enclosed storage or store room within the unit(s) shall be less than 10 sqm.
15. Storage of flammable goods, materials, gas and liquids within the unit(s) is strictly prohibited.
16. All existing windows, glazing and window frames shall not be altered.

Additions, alterations, installation of equipment or services outside the unit in other part of the building:

1. Installation of equipment along the corridor or common areas is subjected to JTC's approval.
2. Alterations, installation of equipment or services on the external facade are strictly prohibited. Penetrations through all external walls are not permitted. Alterations on the external walls and cladding are not allowed. Breaking through any layer of the external walls are not permitted as some on the external walls may contain structural steel bracing.
3. Advertisement and signboard (wired or non-wired) outside unit(s) shall be subject to review / approval by JTC.
4. Addition of air conditioning system drain pipes and air vents from inside the unit to the outside (eg. Corridor) is not permitted. Using the existing windows as permanent opening for outdoor condensing unit cooling shall be subject to review / approval by JTC.

The above checklists shall not be exhaustive.