



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

Hotline [1800 568 7000](tel:18005687000)
Main Line [\(65\) 6560 0056](tel:6565600056)
Facsimile [\(65\) 6565 5301](tel:6565655301)

Date: 24 Sep 2020
KEYHOLE INSIGHTS PTE. LTD.

Attention: Lee Kok How

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 here.
- 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 ("Area"): (square metres)	Maximum Floor Loading: (kiloNewtons per square metre)
	-	#02-21	50.720	4.00
(b)	Address & Postal	79, #02-21, Ayer Rajah Crescent Singapore 139955		
(c)	Plan of Premises	As attached below		

- 2.2. **Authorised Use**
The Authorised Use is set out below.

Private Lot No.	Unit No.	Authorised Use
-	#02-21	Research and Development of IT systems (Big Data / Data Analytics)

- 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	3 years (0) months (0) days
Commencement Date	1 Feb 2021
Possession Date	Any time within 2 months before Commencement Date
Rent-Free Period	From Possession Date to Commencement Date
Operations Date	On Commencement Date

- 2.5. **Rent**
The Rent payable by you is set out below:

(a)	Private Lot No.	Unit No.	Rent
	-	#02-21	\$ 16.55 per square meter per month of the Area

(b)	Annual Rental Increase	Nil. Rent is fixed 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.

Private Lot No.	Unit No.	Service Charge
-	#02-21	\$ 7.25 per square meter 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.	Unit No.	Security Deposit
-	#02-21	\$ 1,207.14 equivalent to 1 month's Rental 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 (for existing building)" 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 the Offer, please let us have all the following items by **30 Nov 2020**:

- your acceptance of this Offer;
- payable of all the sums set out in the attached Payment Table via launchpad.truuue.com ("Portal");

Item	Amount (\$)	GST (\$)
Rent	\$839.42	\$58.76
Service Charge for One Month	\$367.72	\$25.74
Security Deposit 	\$1207.14	-

Stamp Fee Payable to IRAS	\$173.00	-
Application Deposit Paid	-\$1207.14	-
Total Amount Payable		\$1464.64

- duly completed [GIRO authorisation form](#); And
- duly completed [Letter of Authorisation](#) in the prescribed format.

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).

This document was signed on: **20 Oct 2020, 6:50PM**

Yours Faithfully,

SHERYL HO
Manager

DID [\(65\) 6883 3293](#)
Mobile [\(65\) 9479 2904](#)
E-mail Sheryl_Ho@jtc.gov.sg