



**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: **To be advised**  
Allocation No: **To be advised**  
Case ID: **To be advised**

**11 August 2022**

**VENTI TECHNOLOGIES PTE. LTD.**

**103 TAMPINES STREET 86  
#03-06 THE ALPS RESIDENCES  
SINGAPORE 528576**

**Offered Tenancy Period:**

**15 September 2022 to 14 September 2025**

**Action Required By:**

**15 August 2022**

Dear Sirs

**OFFER FOR TENANCY OF JTC PREMISES AT 77 AYER RAJAH CRESCENT #01-30/31 SINGAPORE 139954 ("PREMISES")**

1. Thank you for your interest in renting the JTC Premises. This letter, together with the Attachment, comprise our offer to rent the Premises to you ("Offer") for the period from **15 September 2022 to 14 September 2025** ("Term").
2. The terms of your Tenancy are in the Attachment.
3. To accept our Offer, please do the following by **15 August 2022**:

|     | Action Required for Acceptance                                                                                                                                                                                                                                                        |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | <b>Prepare the Letter of Acceptance</b> (format enclosed).                                                                                                                                                                                                                            |
| (b) | <b>Complete, sign and return by post to us the duly completed and signed Letter of Acceptance</b> , and <b>all additional documents</b> which we have listed in <u>Attachment (Part 2)</u> (if any).                                                                                  |
| (c) | <b>Make full payment</b> of the required sums (see payment breakdown and method in the <u>Attachment (Part 1)</u> ).                                                                                                                                                                  |
| (d) | It is compulsory for subsequent payments under the Tenancy to be paid by GIRO deduction.<br><br>You are required to complete and return by post to us a <b>duly completed original GIRO authorisation form</b> (available for download on Customer Service Portal) by 15 August 2022. |



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There will be no Tenancy between us if we do not receive by **15 August 2022** -

- (a) your duly signed original Letter of Acceptance;
- (b) full payment;
- (c) your duly completed original GIRO authorisation form, or your written confirmation that all payments under the Tenancy are to be paid from your existing GIRO account with us; and
- (d) all additional documents which we have listed in Attachment (Part 2) (if any).

In such event, all payments (except for the application deposit, which will be forfeited) will be refunded to you (without interest).

- 4. Please login to JTC's Customer Service Portal with Singpass to access your future [monthly e-statements](#).
- 5. If you have any queries, you may contact Priscilla Lau at 6883 3069 or Priscilla\_LAU@jtc.gov.sg.

Yours faithfully

*Priscilla Lau*

**Priscilla Lau**  
**Manager**  
**Start-up Dept**  
**InfoComm Media & Start-up Cluster**

**Attachment:**      Part 1:    Details  
                             Part 2:    Key Terms  
                             Part 3:    Special Terms  
                             Part 4:    Standard Terms

**Enclosed:**        Format of Letter of Acceptance

**PART 1 (Details)**

|                                                                                                                                                        |                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Premises                                                                                                                                               | <b>77 AYER RAJAH CRESCENT #01-30/31 S139954</b>                                                                                                                                      |
| Term                                                                                                                                                   | <b>15 September 2022 to 14 September 2025</b>                                                                                                                                        |
| Tenancy Commencement Date                                                                                                                              | <b>15 September 2022</b>                                                                                                                                                             |
| Possession Date<br><i>(date the Premises will be handed to you)</i>                                                                                    | <b>15 August 2022</b>                                                                                                                                                                |
| Rent per month                                                                                                                                         | <b>\$3,024.44</b>                                                                                                                                                                    |
| Service Charge per month                                                                                                                               | <b>\$1,437.85</b>                                                                                                                                                                    |
| Usage Charge per month                                                                                                                                 | <b>Not Applicable</b>                                                                                                                                                                |
| Other Charges per month                                                                                                                                | <b>Refer to Clause 2.1 and 2.2 of Special Terms</b>                                                                                                                                  |
| Security Deposit Amount<br><i>(equivalent to <b>1.0</b> months' fixed recurring charges)</i>                                                           | <b>\$4,462.29</b>                                                                                                                                                                    |
| Standard Rent-Free Period<br><i>(During the Standard Rent-Free Period, Rent and Service Charge are not payable.)</i>                                   | <b>15 August 2022 to 14 September 2022</b>                                                                                                                                           |
| Authorised Use                                                                                                                                         | <b>For autonomous logistic solution which involve system development and commercialization of autonomous logistic solutions, including R&amp;D, engineering, sales and marketing</b> |
| Estimated Area (" <u>Area</u> ")                                                                                                                       | <b>165.27 sqm</b>                                                                                                                                                                    |
| *Maximum Floor Loading<br><i>*(Note: You must not exceed the Maximum Floor Loading and must ensure that the permitted load is evenly distributed.)</i> | <b>3.5 kN/sqm</b>                                                                                                                                                                    |
| Plan of Premises                                                                                                                                       | <b>As attached</b>                                                                                                                                                                   |
| Other Terms and Conditions                                                                                                                             | <b>See remaining Attachment</b>                                                                                                                                                      |

| Payment required for acceptance of Offer                                                                                                                                                                                                                                      |                                             |                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------|
|                                                                                                                                                                                                                                                                               | Amount (\$)                                 | GST at prevailing rate (\$) |
| Rent for one month                                                                                                                                                                                                                                                            | \$3,024.44                                  | \$211.71                    |
| Service Charge for one month                                                                                                                                                                                                                                                  | \$1,437.85                                  | \$100.65                    |
| Security Deposit                                                                                                                                                                                                                                                              | \$4,462.29                                  |                             |
| Stamp Duty                                                                                                                                                                                                                                                                    | \$642.00                                    |                             |
| Sub-Total Payable (inclusive of GST at prevailing rate)                                                                                                                                                                                                                       | \$9,878.94                                  |                             |
| <u>Less</u> Application Deposit (if paid)                                                                                                                                                                                                                                     | (\$8,836.29)                                |                             |
| Total Amount Payable (inclusive of GST at prevailing rate)                                                                                                                                                                                                                    | \$1,042.65                                  |                             |
| The Total Amount Payable must be paid by bank transfer to our designated bank account, or any other method as indicated on our website at <a href="http://www.jtc.gov.sg">http://www.jtc.gov.sg</a> , details of which are as follows:-                                       |                                             |                             |
| Account Name                                                                                                                                                                                                                                                                  | JTC Corporation                             |                             |
| Bank Name                                                                                                                                                                                                                                                                     | Oversea-Chinese Banking Corporation Limited |                             |
| Bank Account Number                                                                                                                                                                                                                                                           | 501104970001                                |                             |
| SWIFT code                                                                                                                                                                                                                                                                    | OCBCSGSG                                    |                             |
| Please quote the reference number <VentiBlk77> in your payment and provide us with a copy of the payment advice for our verification. The amount payable should be in Singapore Dollars, exclusive of any bank charges and/or administrative fees which shall be paid by you. |                                             |                             |

**PART 2 (Key Terms)**

*(The definitions in the Standard Terms apply to these Key Terms. The Standard Terms are at Attachment (Part 4) of the letter ("Letter") attaching these Key Terms. If there is any inconsistency, the conditions in Attachment (Part 1) attached to the Letter take precedence over these Key Terms, and these Key Terms take precedence over the Special Terms (at Attachment (Part 3)) of the Letter.)*

1. **"As is" basis**  
The Premises are rented to you on an "as is" basis. You must not exceed the Maximum Floor Loading and must ensure that the permitted load is distributed so as not to cause damage to the floor and structural support.
2. **Operations Commencement Date**  
You must commence business by the operations commencement date indicated below:  
  
On Tenancy Commencement Date.
3. **Authorised Use**  
You must comply with the Authorised Use.
4. **Approvals**  
You must obtain all necessary approvals required for your business operations at the Premises and keep them in force throughout the Tenancy.
5. **Option to Renew**  
There is no Option to Renew.
6. **Rent, Service Charge and other payments**
  - 6.1 The Rent, Service Charge and all other charges (if any) payable by you are set out in Attachment (Part 1) (Details) of the letter attaching these Key Terms.
  - 6.2 The Rent and Service Charge should be paid 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.
  - 6.3 **Mode of Payment**
    - (a) You must pay to us the Rent, Service Charge, Usage Charge (if any), any other charges (if any) and GST, by GIRO from your designated bank account. The Rent, Service Charge, Usage Charge (if any) and any other charges (if any) exclude GST. GST is payable by you.
    - (b) If –
      - (b1) you do not have any GIRO arrangement for payment of the amounts due to us; or
      - (b2) at any time during the Tenancy, the GIRO payment is not effected, or the GIRO arrangement is discontinued for whatever reason (including in the event your designated bank account has any GIRO limit, or there are insufficient funds in your designated bank account),you must immediately pay to us –
      - (b3) the amounts due to us by other electronic methods as indicated in our website at <http://www.jtc.gov.sg>; and
      - (b4) an administrative fee based on our then prevailing policies. Please refer to our website at <http://www.jtc.gov.sg> for the applicable fee.
  - 6.4 [Not Used.]
7. **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 Tenancy Commencement Date remains unchanged even if the Fitting Out Works are completed after the Tenancy Commencement Date.
8. **Security Deposit**  
The Security Deposit payable by you is set out in Attachment (Part 1) (Details), and must be maintained throughout the Term.
9. **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.

10. **Early Termination by Written Notice**

Either party may terminate the Tenancy by giving the other party not less than 3 months' prior written notice, or paying the other party 3 months' rent-in-lieu, without affecting any accrued rights or remedies of either party.

11. **Green Building Obligations**

The Premises are located within a building which has been issued (or is to be issued with) with **Green Mark Gold Plus Certification** by the Building and Construction Authority. You must comply with the clause titled "Green Building Obligations" in the **Attachment (Part 3) (Special Terms)**.

12. [Not Used.]

13. [Not Used.]

14. [Not Used.]

15. **Control Requirement**

15.1 The Control Requirement must be complied with throughout the Tenancy, failing which it will be deemed to be a breach of Your Obligations. Our prior consent is required for any change to the Control Requirement.

15.2 For the purpose of this clause 15, "**Control Requirement**" means that the following persons, whether individually or in any combination, must directly own more than 50% of your issued shares:

(a) VENTI CAYMAN LIMITED (UEN No. T20UF8384L)

16. [Not Used.]

17. **Guidelines**

The following guidelines (which are subject to change from time to time) are applicable to you and can be found at <http://www.jtc.gov.sg>:

- ☒ Schedule of Statutory Controls for Flatted, Ramp-up and Stack-up Factory Customers
- ☒ Tenant's Guide Book (at your respective Estate's homepage) (where applicable)

## **PART 3**

### **(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 **\$0.0088** 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/m<sup>2</sup> 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.

4 [Not Used]

**PART 4**

**Standard Terms and Conditions**  
**(Space)**

**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 the Tenancy of the Premises, which includes the attachments referred to in our offer;

**"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 1968, 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 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 (including, for clarity, the other attachments referred to in 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 1886 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 Special Terms and these Standard Terms, 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 Building and the Estate in common with all persons authorised by us; and
  - (b) right to use the Utility Facilities located within the Building and 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, Building and the Estate 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 1993;
  - (c) right of support and protection for the benefit of all other parts of the Building and the Estate; 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 revised 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 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) [Not Used.]
  - (f) In the Tenancy, the term “**Security Deposit Amount**” refers to an amount equivalent to the total of 6 months’ fixed recurring charges, unless we agree to a lower 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 Tenancy 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, within or outside your Premises, 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 or the Authorities;
  - (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 2005; and
    - (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 1967 which may cause the Premises, or Tenancy, to be transferred to or vested in any amalgamated entity.
- 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, within 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 of these sums 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 referred to in 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.

Further, in the event we and our Authorised Person, by written notice, request to enter the Premises for the purposes of investigating unauthorised subletting or any other unlawful activities, you must permit us entry immediately or upon such date and time requested by us.

- 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 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 will 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 Building or 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 will 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, the Building 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. You agree that we can serve legal process on you by electronic mail to your email address last known to us.
- 10.5 For purpose of the Distress Act 1934, 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 2001 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.

**Letter of Acceptance**

*[On Tenant's Letterhead]*

Date :

Jurong Town Corporation

**Start-up Dept**  
**InfoComm Media & Start-up Cluster**

The JTC Summit

8 Jurong Town Hall Road

Singapore 609434

**Attention: Ms. Priscilla Lau**

Dear Sirs,

**ACCEPTANCE OF OFFER FOR TENANCY OF JTC PREMISES AT 77 AYER RAJAH CRESCENT  
#01-30/31 SINGAPORE 139954 ("PREMISES")**

1. We refer to your letter of offer dated **11 August 2022** ("**Letter**"), together with the Attachment, (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 understand and agree that we will only be able to access, print and download our monthly e-statements through JTC's Customer Service Portal. We will refer to your Customer Service Portal guidelines available at <http://www.jtc.gov.sg> for more information.
3. As required, \*we enclose our duly completed GIRO authorisation form.
4. We forward the following as confirmation of our acceptance:

Payment advice, evidencing payment of **S\$1,042.65**, being the total amount as indicated in the Payment Table, to your designated bank account to below details:

Bank Name: OCBC Bank  
Bank Address: 65 Chulia Street, Singapore 049513  
Account Name: JTC Corporation  
Bank/Branch Code: 7339501  
Account Number: 501104970001  
SWIFT Code: OCBCSGSG

5. There is a binding Tenancy between us upon our due acceptance of the Offer in accordance with paragraph 3 of the Letter.

*(EXECUTION PORTION FOR PRIVATE/ PUBLIC LIMITED COMPANIES)*

Yours faithfully,

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

\_\_\_\_\_

Signature of authorised signatory

Name of authorised signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

**in the presence of:**

\_\_\_\_\_

Name of witness:

NRIC No.:



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

## **Contents**

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

## **A. Introduction**

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

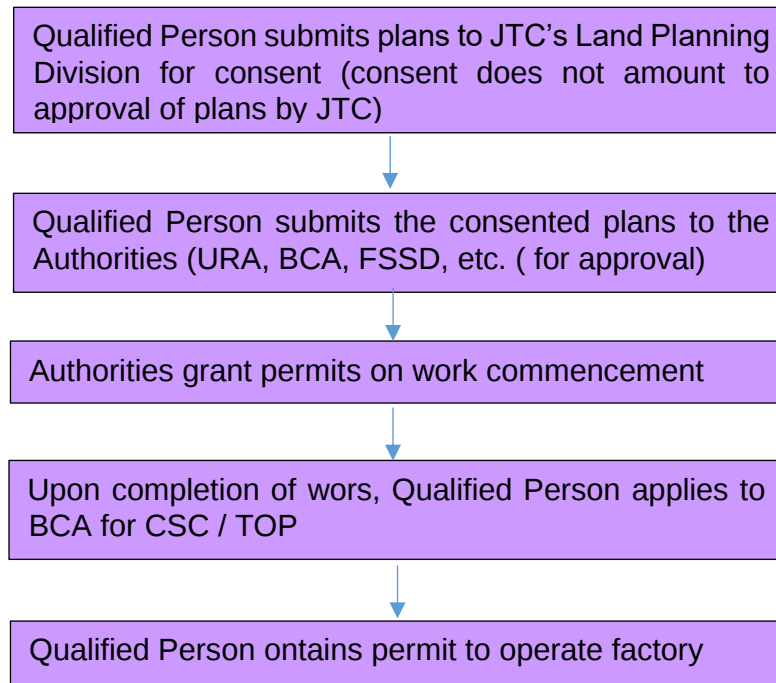
Please note that the statutory controls listed in this schedule are not exhaustive and serve merely as a guide to help our customers phase in. The responsibility and onus still lies with our tenants or lessees to familiarise themselves with all the requirements of the Authorities.

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

## B. Submission of Plans

- B1 You are required to submit the floor layout plans of your factory, and plans for air conditioning works and fire automatic system (e.g. heat / smoke detector, sprinkler system) in accordance with the terms of the tenancy or lease. You should proceed with the preparation and submission of the plans in accordance with the procedures stated in the **“Plan Consent and URA lodgement – Step-by-Step Guide”** in the JTC website.
- B2 You must not install any air-conditioning system, ventilation system, electrical system, telecommunication equipment, plant, machinery, fixtures, fittings or other installations in the Premises until the plans have been endorsed by the Land Planning Division of JTC.
- B3 You must also obtain prior written consent from JTC’s Land Planning Division if you intend to carry out alterations, additions, improvements or constructions at or in the Premises or any part of the building, regardless of whether they are temporary or permanent structures. These modifications include but are not limited to:
- B3.1 Repositioning or closing up of openings;
- B3.2 Demolition or puncturing, or hammering, nailing, bolting, drilling, screwing or anchoring on or into walls, floors, ceilings, pillars or flues;
- B3.3 Relocation of door; and
- B3.4 Construction of partitions, awnings, dry walls or brick walls.
- B4 All additions and alterations to the Premises must be granted consent by JTC’s Land Planning Division and approved by the relevant Authorities such as the Building and Construction Authority (BCA), Fire Safety and Shelter Department (FSSD), and Urban Redevelopment Authority (URA), before you can commence such works.
- B5 For works such as reconstruction / extension, additions and alteration works, you may submit plans to JTC’s Land Planning Division for endorsement under the URA Plan Lodgement Scheme. You are advised to refer to JTC’s website ([www.jtc.gov.sg](http://www.jtc.gov.sg)) on the details of the scheme before deciding on the channel of plan submission.

- B6 You must not commence work until a permit for the commencement of works has been issued by BCA. A Qualified Person as defined under the Building Control Act (a professional engineer or registered architect) must be engaged to assist in the following certification process:



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

## **C. Guidelines on Industrial Safety**

### **C1 Fire Safety**

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

**C1.1** Equip the Premises with appropriate fire-fighting equipment, and ensure that you maintain in good and working condition at all times, all fire alarm and extinguishing systems, air conditioning systems, ventilation systems, exit and emergency lighting, signs, and other electrical wiring, equipment and installations installed by JTC.

**C1.2** If the existing fire alarm and extinguishing system in the Premises does not suit or is inadequate for your activities, or does not comply with the requirements of FSSD due to modifications of the Premises, you must carry out the necessary modification works only after obtaining JTC's consent.

These necessary modification works include but are not limited to:

- (i) Addition, replacement or removal of wirings, pipings, fittings and sprinkler heads;
- (ii) Adjustment of temperature settings; and
- (iii) Connection of heat detectors and fixtures to JTC's common fire alarm system and extinguishing system.

**C1.3** For premises with additional false ceilings, you must:

- (i) Lower the heat / smoke detectors or install an additional layer of heat / smoke detectors below the false ceiling; and
- (ii) Install an additional layer of sprinklers by connecting to the tee-off provided at the main distribution pipe.

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

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

## **C2 Exit and Emergency Lightings**

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

**C2.1** Exit lighting and exit signs at exit passageways and exits of the Premises; and

**C2.2** Emergency lighting in the production area and toilets of the Premises.

## **C3 Certification of Internal Hoist**

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

## **C4 Transportation of Petroleum and Flammable Materials**

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

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

## **D. Compliance with Regulatory Requirements**

### **D1 Preliminary Clearance**

You must comply with the requirements of the Development Control and Licensing Division (DCLD) of National Environment Agency (NEA), Public Utilities Board (PUB) and other Authorities pursuant to your application for preliminary clearance.

### **D2 Change of Use of Premises**

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

### **D3 URA's "60/40 Rule"**

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

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

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

### **D4 Drainage and Sewerage Systems**

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

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

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

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

## **D5 Discharge of Trade Effluent**

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

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

## **D6 Fire Alarm System**

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

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

## **D7 Factory Inspectorate**

In order to obtain a factory licence before you commence operations, you must complete and submit the attached form, **“Particulars to be Submitted by Occupiers or Intending Occupiers of Factories”** directly to the Chief Inspector of

Factories, Occupational Safety and Health Division, Ministry of Manpower, 18 Havelock Road # 03-02, Singapore 059764 (Tel No. 64385122).

## **D8 Advertisement and Licensing**

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

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

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

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

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

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

## **D9 Research and Development (Medical)**

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

## **D10 Activities Involving the Use of Explosive and Hazardous Materials**

D10.1 For activities that involve the use and / or storage of flammable / combustible liquid of less than 250 litres and / or other flammable materials (all classes) not stored in a safety cabinet, you must obtain the in-principle clearances

from the Fire Safety and Shelter Department (FSSD) through the Qualified Person (QP) and Registered Inspectors (RI) before submitting the actual building plan for approval under the Self-Regulation Scheme.

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

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

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

## **D11 Special Conditions (For Food Companies Only)**

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

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

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

D11.4 You must ensure that any odour, fume or smoke discharged from the Premises comply with NEA's guidelines and regulations. In the event that such discharge, notwithstanding compliance with NEA's guidelines and regulations, becomes a nuisance or brings inconvenience to JTC, other tenants or lessees or occupiers of adjoining or neighbouring premises, you must

install a proper air filtration system and if necessary, improve your production processes, to the reasonable satisfaction of JTC.

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

## **D12 Code of Practices**

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

## **D13 Occupational Safety and Health**

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

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

D13.1 Identify safety and health hazards associated with work activities;

D13.2 Assess the severity or consequences from these hazards and the likelihood of occurrence of accident or ill health;

D13.3 Determine the risk level;

D13.4 Take measures to prevent or control the hazards; and

D13.5 Mitigate the risks as reasonably practicable.

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

## **D14 Energy Efficiency Opportunities Assessment for New Ventures**

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

(1) Manufacturing and related services;

- (2) Supply of electricity, gas, steam, compressed air and chilled water sectors; and
- (3) Water supply and sewage and waste management sectors,

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

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

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

#### **D15 Minimum Energy Efficiency Standards (MEES) clause for Industrial Chilled Water**

New industrial facilities and expansions who apply for Planning Permission, or facilities that are authorised upon plan lodgment on or after 1 December 2020 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;
- (3) Water supply and sewage and waste management sectors; and
- (4) Multi-user facilities sited on URA Masterplan Business 1 or Business 2 zone,

planning to install or retrofit an electrically-driven water-cooled chilled water system that has total installed capacity of  $\geq 1055\text{ kW}$  (300RT) and produces chilled water at  $\geq 3^\circ\text{C}$ , will be required to comply with the minimum energy efficiency requirements specified by NEA during operation of the chilled water system, demonstrated through: -

- (a) measurements made on the chilled water system through permanent instrumentation and energy management system as specified\*; and

- (b) a report to show compliance to be submitted 1 year after obtaining temporary occupation permit or certificate of statutory completion (whichever comes earlier), up to 3 years for multi-user facilities. The facilities will also be subject to annual reporting to NEA.

\*Detailed requirements may be found at <https://www.nea.gov.sg/our-services/climate-change-energy-efficiency/energy-efficiency/industrial-sector>.

Owners who apply for Planning Permission or facilities that are authorised upon plan lodgment before 1 December 2020 must comply with the requirement by 1 December 2025 if their annual energy consumption  $\geq 54\text{TJ}$ ; otherwise, they must comply with the requirement by 1 December 2029 if their annual energy consumption is  $< 54\text{TJ}$ .

Both lessees and tenants who install their own water-cooled chilled water systems will be required to comply with MEES requirements.

## **E. Application for Utilities**

### **E1 Water Supply**

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

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

### **E2 Electricity**

#### **E2.1 For Flatted and Ramp-up Factories Only**

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

Services Ltd to open an account for electricity connection.

- (ii) Please contact JTC's Facilities & Estate Management at The JTC Summit, 8 Jurong Town Hall Road Singapore 609434 (Fax No: 6885 4259) for the requirements.

## **E2.2 For Stack-up Factories Only**

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

## F. List of Relevant Government Departments

|                                                                                                                                                                                         |                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Advertisement Licensing System (ALS)</b><br>Building and Construction Authority<br>52 Jurong Gateway Road<br>#11-01 (above JEM)<br>Singapore 608550<br>Tel: 1800-3425222             | Ensure the proper display of advertisements and signs on building facade                                                                                   |
| <b>Agri-food &amp; Veterinary Authority (AVA)</b><br>JEM Office Tower<br>52 Jurong Gateway Road<br>#14-01<br>Singapore 608550<br>Tel: 68052520                                          | Ensure a resilient supply of safe food as well as safeguards the health of animals and plants, and facilitates agri-trade for the well-being of the nation |
| <b>Development Control and Licensing Division (DCLD)</b><br>National Environment Agency<br>Environmental Building<br>13th Storey<br>40 Scotts Road<br>Singapore 228231<br>Tel: 62255632 | Ensures environmental pollution is within regulatory limits                                                                                                |
| <b>Development Control Division (DCD)</b><br>Urban Redevelopment Authority<br>The URA Centre<br>45 Maxwell Road<br>Singapore 069118<br>Tel: 62234811                                    | Facilitates development by ensuring orderly and rational private sector development in accordance with URA's strategies and planning guidelines            |
| <b>Drainage Department</b><br>Public Utilities Board<br>Environment Building<br>#22-01<br>40 Scotts Road<br>Singapore 228231<br>Tel: 1800 2255782                                       | Ensures proper management of the drainage system, storm-water collection and water reclamation in Singapore                                                |
| <b>Energy Market Authority (EMA)</b><br>991G Alexandra Road<br>#01-29, #02-29<br>Singapore 119975                                                                                       | Regulates the electricity and gas industry and district cooling services in Singapore                                                                      |

|                                                                                                                                                                    |                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Tel: 68358000                                                                                                                                                      |                                                                                                                               |
| <b>Fire Safety and Shelter Department (FSSD)</b><br>Singapore Civil Defence Force<br>Civil Defence Complex<br>91 Ubi Avenue 4<br>Singapore 408827<br>Tel: 62800000 | Formulates, implements and enforces regulations on fire safety and civil defence shelter matters                              |
| <b>Ministry of Health (MOH)</b><br>College of Medicine Building<br>16 College Road<br>Singapore 169854<br>Tel: 63259220                                            | Ensures medical excellence as well as promotes good health and reduce illnesses                                               |
| <b>Occupational Safety and Health Division</b><br><b>Ministry of Manpower</b><br>18 Havelock Road<br>Singapore 059764<br>Tel: 64385122                             | Formulates and cultivates good safety habits in all individuals, so as to create a strong safety culture at the workplace     |
| <b>Sewerage Department</b><br><b>Public Utilities Board</b><br>Environment Building<br>#22-01<br>40 Scotts Road<br>Singapore 228231<br>Tel: 1800 2255782           | Ensures the proper treatment and disposal of wastewater in Singapore                                                          |
| <b>Enterprise Singapore</b><br>230 Victoria Street<br>Level 10<br>Bugis Junction Office Tower<br>Singapore 188024<br>Tel: 68981800                                 | Nurtures a pro-business environment that encourages enterprise formation and growth, and facilitates the growth of industries |
| <b>Water Department</b><br><b>Public Utilities Board</b><br>Environment Building<br>#22-01<br>40 Scotts Road<br>Singapore 228231<br>Tel: 1800 2255782              | Ensures the proper management of water demand in Singapore                                                                    |

## **SPECIFIC RE-INSTALLATION WORKS BLOCK 75/77/81**

### **WALL/ CEILING & COLUMNS**

1. Remove any ceiling boards, ceiling grids and partitions installed.
2. Making good of internal walls, ceilings and columns and ensuring that all cracks and holes are properly patched up.
3. Removal of all bolts and nuts left on the wall and ceiling installed by tenant.
4. All internal walls, ceilings and columns are to be free of dampness, leakages and stains.
5. Repainting of walls, ceilings and columns to original color (Paint Code: BS00E55, and White).
6. Reinstate any removed inter-unit partitions to the original conditions. (if applicable)



## FLOORING

1. Reinstall flooring back to original condition, including removal of epoxy coating, timber flooring, carpet tiles and vinyl or ceramic tiles, stains, etc.
2. Patching up of all holes, cracks and making good of any rough surface of the flooring.
3. Flooring returned must be screed smooth and properly cleaned up.



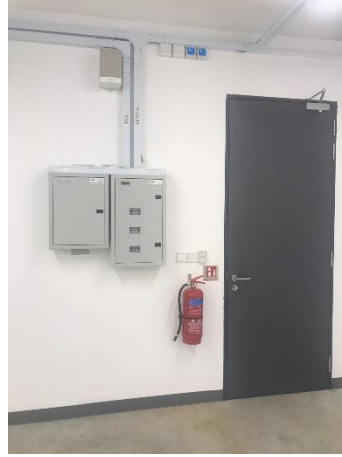
## WINDOWS

1. Replacement of damaged window glass, window frames, broken levers and latches.
2. Remove any window films installed
3. Ensure the windows (such as glass panels, frames, and window tracks internally and externally) are cleaned.



## DOORS

1. Reinstate the original Fire rated wooden door and repair damaged parts of the doors and door frames.
2. Make good of the walls and flooring affected by the removal.
3. Repainting of the existing doors (Paint Code: Super Gardex Enamel, BS00A01, Light grey / laminated finish).
4. 3 nos. of keys to be returned for each lockset of the existing door.
5. Door Closer must be checked and free of damage or defects and ensure proper operation.



## M&E INSTALLATIONS

1. Check proper function of Air Conditioning Unit installed
2. Submission of service report of Air Conditioning equipment inside the unit
3. Removal of any additional equipment (including related accessories) installed. To make good of any damages caused to common areas caused during the removal. This includes but not limited to re-painting of the common areas. Please request paint code from the Facilities Management Team.
4. Check all DB, Multi Media Box, Motion & day light Sensor, lightings and fixtures, power points etc. to be in good condition and working properly.  
\*All the JTC equipment's & system stated in the handover form - for reference
5. All additional electrical installations by the tenants are to be removed e.g additional wiring, power points, lightings and accessories.



## FIRE FIGHTING EQUIPMENTS

1. Making sure firefighting equipment (Fire Extinguisher) must be in good and working condition.
2. Replacement or recharging of defective and used fire extinguisher.
3. Submission of service report for the fire extinguisher.



## SPRINKLER SYSTEM (Only for Block 81)

1. Removal of all modified (second layer) sprinkler points\*
2. Repainting of existing first layer sprinkler points.



Original 4 sprinkler head per unit

## OTHERS

1. Removal of all tenant installations in units.
2. Units returned must be bare and fully reinstated.
3. Thorough cleaning of premise to be carried out before handing over and all fittings & fixtures, furniture & debris must be removed.
4. Replace damaged letter box lock and match existing. Return original keys (**3 nos.**) for locks in working condition.
5. Make good the door and return original keys (3 nos.) for locks in working condition.
6. Removal of all company signage, standees and posters etc. from the common area.

## HOUSE RULES

1. Removal of all debris from premises and dispose offsite. A temporary skip tank can be placed at the designated car park lot, daily charge of \$6<sup>1</sup> payable to car park operator P-Parking Pte Ltd. Cost of maintenance of cleanliness at the placed skip tank area shall be borne by the tenant/contractor.
2. Noisy works including but not limited to hammering, hacking and drilling works can only be carried out after office hours after 6pm on weekdays (until the following day 8am) and after 1pm on Saturdays. No restriction on Sundays. The maximum permitted noise levels for such activities shall be kept within the guidelines stipulated by the National Environment Agency. (Please refer to: <http://app2.nea.gov.sg/anti-pollution-radiation-protection/noise-pollution-control>)
3. Maintenance of the cleanliness at the common areas outside units undergoing reinstatement works will be held responsibility by the exiting tenant.
4. The Management reserves the rights to stop any ongoing works should the tenant/contractor fails to comply with the above house rules.

*Last revision of this document: 22 Aug 2016*

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<sup>1</sup> All charges are subjected to changes without prior notice

# APPLICATION FORM FOR INTERBANK GIRO



Please tick: ☐ New Application ☐ Change of Bank Account

This form may take you about 10 minutes to fill in.  
This form is also available online via our JTC website at <http://www.jtc.gov.sg>

## PART 1: FOR APPLICANT'S COMPLETION (fill in the spaces indicated with ✓ and return the original form to JTC Corporation) Please see overleaf for notes.

Date: \_\_\_\_\_  
✓

To : Name of Bank: \_\_\_\_\_  
✓

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

JTC Customer's Name: \_\_\_\_\_  
✓

|                                  |  |  |  |  |  |  |  |  |  |
|----------------------------------|--|--|--|--|--|--|--|--|--|
| Account No. with JTC Corporation |  |  |  |  |  |  |  |  |  |
|                                  |  |  |  |  |  |  |  |  |  |

(Not applicable for new customer)

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

My/ Our Name (s): \_\_\_\_\_  
✓

My/Our Contact Numbers:

✓ (Office) : \_\_\_\_\_ (H/P): \_\_\_\_\_

My/Our Bank Account Number: \_\_\_\_\_  
✓

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

(As in Bank's Records)

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

## Part 2: FOR JTC CORPORATION'S COMPLETION

Please tick the appropriate row of bank account information below.

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

|                                  |  |  |  |  |  |  |  |  |  |
|----------------------------------|--|--|--|--|--|--|--|--|--|
| Account No. with JTC Corporation |  |  |  |  |  |  |  |  |  |
|                                  |  |  |  |  |  |  |  |  |  |

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

Checked By/Date: \_\_\_\_\_

## PART 3: FOR BANK'S COMPLETION

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

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

- ☐ Signature/Thumbprint<sup>#</sup> differs from Bank's records  
☐ Signature/Thumbprint<sup>#</sup> incomplete/unclear<sup>#</sup>  
☐ Account operated by Signature/Thumbprint<sup>#</sup>

### For JTC Corporation Officials Use Only

|              |  |  |  |  |  |  |  |  |  |
|--------------|--|--|--|--|--|--|--|--|--|
| Start Date   |  |  |  |  |  |  |  |  |  |
| Letter Dated |  |  |  |  |  |  |  |  |  |
| Verified by  |  |  |  |  |  |  |  |  |  |

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

Name of Approving Officer/Bank

Authorised Signature

Date

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

#Please delete where applicable.

Please glue & seal here. Do not staple.

Please glue & seal here. Do not staple.

Please glue & seal here. Do not staple.

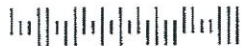
Please glue & seal here. Do not staple.

## **Notes on Giro**

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

Please fold here

**BUSINESS REPLY SERVICE**  
PERMIT NO. 02765



### **JTC Corporation**

Finance Operation Division

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

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

Please fold here

Do not staple.

Do not staple.