

From: [Alvin Hoo](#)
To: [Edwin Lim](#)
Cc: [Alena Yeo](#); [Maggie Boo](#)
Subject: RE: Daily Season Carpark for Biopolis
Date: Wednesday, October 2, 2024 1:34:55 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)

ARES PRIVATE

Dear Edwin,

We are pleased to inform you that, after consulting with our Head of Department, we have approved your request for a BP DSP.

Application Details:

Please find below the necessary information for your application:

- Visit the [Management of Season Parking page](#) for car parking charges and schemes.
- Apply via LHN's portal: https://lhnparking.com.sg/jtc_day_parking_pass.php

For our records, kindly provide the following:

1. Parking scheme : DSP
2. Season Parking Commencement Date (note: LHN Parking requires 1-3 working days to process)
3. Contactable number
4. Vehicle Number
5. IU number

Important Note:

Please avoid parking in A*STAR Reserved lots (red color).

Liaise with LHN Parking enquiries@lhnparking.com.sg for any enquiries.

Thank you.

Alvin Hoo

Senior Associate, Lease Management and General Administration (LMGA)
Space, Infrastructure & Administration (SplA)
SplA is formerly known as OSFA

Agency for Science, Technology and Research

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From: Edwin Lim <Edwin_Lim@hq.a-star.edu.sg>

Sent: Tuesday, October 1, 2024 12:04 PM

To: Alvin Hoo <alvin_hoo@hq.a-star.edu.sg>

Cc: Alena Yeo <alena_yeo@hq.a-star.edu.sg>; Maggie Boo <maggie_boo@hq.a-star.edu.sg>

Subject: RE: Daily Season Carpark for Biopolis

ARES PRIVATE

Hi Alvin,

Thanks for sharing, however I would like to ask if both are my primary, how do we decide?

I mean I am doing HQ work at FP2 due to sensitive work nature and my RI work in Biopolis is on an operational level. It seems a bit odd on an exceptional basis based on needs.

Edwin Lim

Senior Manager
Human Resource

Agency for Science, Technology and Research

4 Fusionopolis Way, #04-11 Kinesis, Singapore 138635

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From: Alvin Hoo <alvin_hoo@hq.a-star.edu.sg>

Sent: Tuesday, October 1, 2024 11:12 AM

To: Edwin Lim <Edwin_Lim@hq.a-star.edu.sg>

Cc: Alena Yeo <alena_yeo@hq.a-star.edu.sg>; Maggie Boo <maggie_boo@hq.a-star.edu.sg>

Subject: RE: Daily Season Carpark for Biopolis

ARES PRIVATE

Hi Edwin,

After consulting with Maggie Boo, I confirmed that DSP is only allocated for primary work locations to avoid duplication and ensure efficient resource utilization.

Appreciate your cooperation.

Alvin Hoo

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From: Edwin Lim <Edwin_Lim@hq.a-star.edu.sg>
Sent: Monday, September 23, 2024 10:24 PM
To: A-STAR Facilities & Admin <A-STAR_OSFA@hq.a-star.edu.sg>
Cc: Alena Yeo <alena_yeo@hq.a-star.edu.sg>; Maggie Boo <maggie_boo@hq.a-star.edu.sg>
Subject: Re: Daily Season Carpark for Biopolis

Hello Alvin,

My apologies but any updates on the following? I am expected to start at Biopolis soon. Thanks

Regards
Edwin

From: Edwin Lim
Sent: Tuesday, September 17, 2024 10:34:47 AM
To: A-STAR Facilities & Admin <A-STAR_OSFA@hq.a-star.edu.sg>
Cc: Alena Yeo <alena_yeo@hq.a-star.edu.sg>; Maggie Boo <maggie_boo@hq.a-star.edu.sg>
Subject: RE: Daily Season Carpark for Biopolis

Hi Alvin,

While I will be transited to P&R to HRP with effect from 1 October 2024. With the new transition, the following will be my work arrangement

- Full Day: Every Tuesday and Thursday will be my anchor day at Biopolis as HRP for SIFBI
- Half Day: Alternate week I will be at Biopolis or FP2
- Remaining days I am expected to stay in FP2

The arrangement will be as follow, it will be expected 45% Biopolis and 55% FP2?

My main office remains at FP2, due to confidential work nature.

Thanks.

Edwin Lim
Senior Manager
Human Resource

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From: A-STAR Facilities & Admin <A-STAR_OSFA@hq.a-star.edu.sg>

Sent: Tuesday, September 17, 2024 10:27 AM

To: Edwin Lim <Edwin_Lim@hq.a-star.edu.sg>

Cc: Alena Yeo <alena_yeo@hq.a-star.edu.sg>; Maggie Boo <maggie_boo@hq.a-star.edu.sg>

Subject: RE: Daily Season Carpark for Biopolis

Moving A-STAR Facilities & Admin A-STAR_OSFA@hq.a-star.edu.sg to Bcc.

Dear Edwin,

Thank you for reaching out to the SplA Team.

Regarding your Dual Site Parking (DSP) query, we appreciate your proactive approach. Since you'll be splitting your work between FP2 and Biopolis, we'll need to assess your eligibility for holding two DSPs.

To better assist you, could you please provide the following details:

1. Your new role's work schedule and percentage of time spent at each location (FP2 and Biopolis)?

We'll review your case and advise on possible options, including:

1. Updating your existing FP2 DSP to include Biopolis.
2. Applying for an additional DSP for Biopolis.
3. Exploring alternative parking arrangements.

Please expect a follow-up email or phone call from me to discuss your DSP requirements.

Alvin Hoo

Senior Associate, Lease Management and General Administration (LMGA)

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From: Edwin Lim <Edwin_Lim@hq.a-star.edu.sg>

Sent: Thursday, September 12, 2024 10:17 AM

To: A-STAR Facilities & Admin <A-STAR_OSFA@hq.a-star.edu.sg>

Subject: Daily Season Carpark for Biopolis

Dear OSFA Team,

I would like to seek advise and assistance on Parking for DSP. I am currently a holder of FP2 DSP as I am working in FP2 HR. However effective 1 Oct 2024, I am taking up a new appointment as HRP SIFBI which requires me to go Biopolis in addition to FP2.

My office is at FP2 however I am required to go Biopolis.

May I seek guidance on the DSP and if I can hold 2 DSP due to my work nature?

Thanks.

Edwin Lim

Senior Manager
Human Resource

Agency for Science, Technology and Research

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