

ACKNOWLEDGEMENT FORM FOR COLLECTION OF KEYS



Location: Ayer Rajah Crescent

Block: 81, **Unit:** # 02-56

1. I, the undersigned of **M/s Neptrix Pte Ltd** acknowledge receipt of the following items from **M/s C&W Services (S) Pte Ltd**, the appointed FMC on behalf of **JTC Corporation** for the above-mentioned premises.

- a) 1 set of door keys (3 nos.)
- b) 3 nos. of keys for letter box
- c) 1 no. of fire extinguisher
- d) 1 no. of DB box
- e) 1 no. of MMP box
- f) 1 no. of PA speaker
- g) 1 no. of telephone point
- h) 1 no. of network point
- i) 1 no. of fan coil unit with remote controller & holder
- j) 1 no. of fresh air fan
- k) 8 nos. of light fittings
- l) 2 nos. of motion sensors
- m) 1 no. of daylight sensor
- n) 2 nos. of sensor modules
- o) 2 nos. of light bypass switch
- p) 1 no. of emergency light
- q) 4 nos. of twin power points
- r) 4 nos. of sprinkler heads

s) **Meter Readings**

Light meter reading	001645
Power meter reading	004435
Aircon meter reading	000159

Other items:

Nil

2. I confirm that the condition of the abovementioned unit is satisfactory with the following exceptions:

· Flooring is uneven with gaps under skirting · Repairs acknowledged by:
· door misalignment
· yellowing of paint

3. I understand and agree to maintain, service and repair all items serving the premises, including equipment and system, in good and tenantable repair condition. This includes ensuring that the aircon(s) within the unit(s) is / are serviced once every two (2) months. All servicing reports must be emailed to JTC's appointed Facilities Management Company for record at the following email address:
C1_helpdesk.sgp@cwsservices.com
4. I understand that I must ensure that the fire-rated door is compliant to SCDF regulations at all times. For any alteration and damage on the fire-rated door, I will need to replace with a new set of fire-rated door complete with its' frames, ironmongery and accessories.
5. The undersigned acknowledged company will fully reinstate the premises to the satisfaction of JTC after the lease period.

Premises received by:

Signature: [Signature]

Name: YAP min Fong

Designation: Director

Date: 27/9/23

Contact No: 9107300

Company's Stamp:



Premises handed over by:

Signature: [Signature]

Name: ESTELLE YONG
Property Executive
C&W Services (S) Pte Ltd

Designation:

Date: 27 Sep 2023

Contact No: 97123781

Company's Stamp:

