



SUNTEC CITY

RETAIL TENANCY GUIDE

Section B

Appendices for Retail Fitting Out

Forms and information for application and approval of various processes during the fitting out of shops.

Introduction

APM & MCST Quick Contact List

Forms & Appendices for Shop Fit-Out:

- Work Permit Form
- Fit Out Terms and Conditions
- Worker Name List Form
- Hot Work Permit Form
- Permit to Work at Heights
- Letters of Indemnity / undertaking
- Fitting Out / Reinstatement works
- Authority Compliance for the Works
- Tapping of Temporary Electrical Power and/or Water Supply
- Plumbing & Sanitary works
- Request for Temporary Supply of Electricity
- Application for Temporary Power &/ Water
- Application for Sprinkler Draining and Recharging
- Air Blown Fibre Application
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Useful Auxiliary Information for Fitting Out

- Security Post Location for pass exchange
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Appendix A

Appendix B

Procedure & Forms for Opening of Permanent Electrical Account
Request for water turn on - Process Flow (for Harmony Tenants only)

Miscellaneous Forms for Tenant's Operational Use

- MCST Tenant Bin Centre Security Access Pass Application Form
- Retail Tenancy Operation Checklist
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Refund of Fitting Out Deposit Check List / Deposit Form & Specimen Documents

Appendix D

Appendix E

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Appendix C

Version

2021.09.01

Revision

Reorganization with updated PIC's and contact. New Electrical Permanent supply procedure flowchart.

The information contained in this document is correct at the time of publication. The landlord and its representatives reserve the right to make changes to the contents herein as may be required by the Authorities or as it deems fit without prior notice to the tenants. All tenants, their representatives, designers and contractors are required to familiarize themselves with this document before design and roll out of shop fit out. Tenants must conform with the general safety, security and design intent by the Landlord.

This document, and the information contained herein, remains the property of APM Property Management Pte Ltd and all its rights are reserved. No part of the Retail Tenancy Guide may be reproduced, stored in any retrieval system or transmitted in any form or by any means without the prior written permission of APM Property Management Pte Ltd and/or its associated Companies. Whilst all efforts have been made to ensure the accuracy and relevance of the information herein, APM Property Management Pte Ltd and its associated Companies shall not be responsible or liable to any party for any errors, irrelevance, or inaccuracy of the same.

Tenants are requested to reference this guide with the Lease Agreement. The Lease Agreement shall prevail in the event of any discrepancies between the said documents





and this guide. Government regulations and building codes also take precedence over this guide.

The Tenant is responsible to consider all fire safety certification requirements and any other relevant Building Authorities requirements during the design stage of the shop.

The Retail Tenancy Guide consists of four sections for ease of reference:

- Section A: Retail Fitting Out Guidelines
- Section B: Appendices for Retail Fitting Out
- Section C: Retail Design Guidelines
- Section D: Supplementary Guide for Exclusive Design Areas

This section provides all the necessary forms, documents and general information mentioned in Section A required for filling and submission for application of PTW, utility accounts, checklists. Please refer to FAQs on online PTW portal.

-  **Section A**
Retail Fitting Out Guidelines
Manual containing vital information on shop fit-out process, building house rules, usage of forms and technical data required to ensure smooth delivery of shop fit-out by the tenant and their contractors.
-  **Section B**
Appendices for Retail Fitting Out
Forms and information for application and approval of PTW & various processes during the fitting out of shops and Useful Ancillary information
-  **Section C**
Retail Design Guidelines
Manual containing vital information on shop design requirements, aesthetics and general styling guide. **Tenants'** appointed Retail and/or F&B designers who are in-charge of shop design will find this section useful.
-  **Section D**
Supplementary Guide for Exclusive Design Areas
Additional design guide for tenancy areas with special design considerations and requirements beyond the standard shop design criteria.



Appendix A - Quick Contact List

APM Property Management Pte Ltd

APM Office Reception : 6909 2888

Operating hours:

Mondays to Fridays 9:00am to 5:30pm
Closed during lunch hour from 12.30pm to 1.30pm daily

Mailing address:

3 Temasek Boulevard, #B1-65A,
Suntec City Mall, Singapore 038983

Office address:

1 Raffles Boulevard, Level 2 Crescent 1,
Suntec City Convention Centre,
Singapore 039593

Note: Access to APM office is via Suntec Convention Centre Level 3 & take escalator down to Level 2, West Wing

Note: APM office reception is currently closed till further notice. All correspondence by hand to be delivered to MCST's reception.

Retail Marketing

For utility account opening letters, lease enquiries
Contact your Retail Marketing representative

Main Email: apm-marketingretail@apmasia.com.sg

Suntec City Mall POS Vendor

Tenants are to upload GTO report via internet. It is mandatory for tenants to return the POS form to vendor.

Any queries to contact Retail Marketing as above or

POS System Interface Provider below.
DCS Synthesis POS Support
Contact: 6652 0073

Tenancy Care

Tenancy Operations

Tenancy Operations & Reinstatement Matters

Email:
apm-mallops@apmasia.com.sg

Don Lee 6909 2681
donlee@apmasia.com.sg

Juli Chee 6909 2678
cheejuli@apmasia.com.sg

Shaun Koh 6909 2676
shaunkoh@apmasia.com.sg

Fit Out Deposit Refund Admin
fitoutrefund@apmasia.com.sg

Shaun Koh 6909 2676
shaunkoh@apmasia.com.sg

Tenancy Design

Retail Tenancy Design & Fit Out Matters

Email:
apm-retaildesignmanagement@apmasia.com.sg

Charis Ng 6909 2825
charisng@apmasia.com.sg

Jaslyn Kang 6909 2878
jaslynkang@apmasia.com.sg



Appendix A - Quick Contact List

MCST Plan no. 2197

MCST Office Reception : 6825 2699

Operating hours:

Mondays to Fridays 9:00am to 5:30pm

Closed during lunch hour from 12.30pm to 1.30pm daily

Office & Mailing Address:

3 Temasek Boulevard, #B1-65,
Suntec City Mall, Singapore 038983

Note: Access to MCST office is opposite Office Tower 4 B1 Lift Lobby, located at East Wing

Suntec City Assistance Hotlines

Central Fire Command Centre (CFCC)

24 hr Hotline: 6266 1501
68252660

For assistance from Integrated Facilities Management (IFM) or to feedback on water seepage, pest control & emergency operation issues.

Duty Manager: 8112 0329

IFM Technical Assistance Hotline:
6825 2600

IFM Duty Technician: 9387 0753

Feedback on Pest Control issues
Email: pestcontrol@apmasia.com.sg

Online PTW Portal

Website: <https://ptw.apm.sg>

Tenants and/or Contractors applying **PTW's** on **tenant's** behalf are to create their own login account by registering at above portal. Refer to FAQ on website.

PTW Supervisor 69092690

For assistance (office hours only)

Email: workpermit@apmasia.com.sg

Report Submissions

Tenants may send their reports to the respective emails listed below:

Pest Control Reports

Email: project_suntec@anticimex.com.sg

Regular Sanitary (KWP) & Exhaust Systems Service Schedule & Report Submission, to send to both:

Tenancy Operations

Email: apm-mallops@apmasia.com.sg

Integrated Facilities Management
Email:

mcst-engineering@apmasia.com.sg

Fit Out Process & Requirement

APPENDIX B: Fitting Out Forms

- 1) Work Permit Form
- 2) Worker Name List Form
- 3) Fit Out Terms and Conditions
- 4) Hot Work Permit Form
- 5) Permit to Work At Heights
- 6) Letter of Indemnity
 - a. Fitting Out Works
 - b. Authority Compliance
 - c. Tapping of Temporary Power and/or Water Supply
 - d. Plumbing and Sanitary
- 7) Request for Temporary Supply of Electricity
- 8) Application for Temporary Power / Water Supply in Building
- 9) Application for Sprinkler Draining and Recharging
- 10) Air Blown Fibre Application
- 11) Violation of Fitting-Out Regulations Form
- 12) Fitting Out Deposit Form (Finance)

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

RENEWAL

Expiry date: _____ Expired FS/PSN: _____

WORK PERMIT

FS / PSN:

In accordance to the Workplace Safety and Health Act, all applicants must attach a copy of their Risk Assessment if any for the work to be carried out, with this Work Permit.

** Delete where applicable*

(A) – PARTICULARS

Name of Tenant / Company Stamp :	Name of Applicant (Authorised Contractor):
Contact person:	Contact person:
Contact nos.: (O) (HP)	Contact nos.: (O) (HP)
Email :	Email:

(B) DETAILS OF WORK

Nature of work:	Duration of work: Date: From _____ to _____ Time: From _____ am / pm to _____ am / pm
Location of work: (Please tick the appropriate box) <input type="checkbox"/> Suntec Tower * 1 / 2 / 3 / 4 / 5 Unit No. _____ <input type="checkbox"/> Suntec City Mall / Retail Tower Unit No. _____ <input type="checkbox"/> Basement * 1 / 2 Colour Zone: _____ Near Pillar No.: _____ <input type="checkbox"/> Others, please state details: _____	Type of key(s) required (if applicable): Work at Heights (Please tick the appropriate box) <input type="checkbox"/> Yes (to submit separate WAH Permit) <input type="checkbox"/> No Hot work (Please tick the appropriate box)

NB: To base

To apply online. Please refer to Online PTW Portal Step By Step Guide

(C) DECLARATIONS

1. TO BE COMPLETED BY APPLICANT (AUTHORISED CONTRACTOR):

I declare that the above information given by me is true and accurate. I fully agree to abide by all terms & conditions and further undertake to be fully responsible for the fire safety of the area which has been isolated as a result of the above-mentioned work.

Signature: _____ Date: _____ HP No. _____

Name (as in Identity Card / Passport): _____ NRIC / Passport No.: _____

(D) FOR OFFICIAL USE ONLY:

SPECIAL INSTRUCTION(S) TO: * CENTRAL FCC / FCC * 1 / 2 / 3 / 4 / 5 (* please circle as appropriate)

- ☐ To isolate smoke detectors at _____.
- ☐ To isolate flow switches at _____.
- ☐ Others: _____

* FM / CS / OES Department

Signature:
Name:
Date:

CCS Department

Signature:
Name:
Date:

(E) CHECKLIST FOR APPROVAL OF WORK PERMIT (TO BE COMPLETED BY THE APPROVING OFFICER):

NB: Approving officers are to ensure that all necessary documents have been submitted prior to approving this work permit.

- | | |
|---|----------------------------|
| 1) Licence Agreement | 6) FSSD Approval |
| 2) Certificate of Insurance or Cover Note | 7) PELU Approval |
| 3) Letter of Indemnity | 8) Risk Assessment |
| 4) PE / QP Certification | 9) Others (please specify) |
| 5) BCA / iDA Licence No. | |

TERMS & CONDITIONS

1. The permit is valid only for the duration of the work specified above.
2. A replacement fee of **S\$50.00** shall be charged to the applicant for the loss of each temporary pass.
3. A penalty of **S\$200.00** shall be charged to the applicant for the loss of each key drawn or failure to return the key within the same day of work, i.e. no key shall be kept overnight by any external parties.
4. A penalty of **S\$1,000.00** shall be charged to the applicant for each false fire alarm activated.
5. All doors to common areas shall be locked at the end of the day.
6. Duplication of keys drawn is strictly prohibited.
7. In the event of an emergency, e.g. fire alarm activation, all works shall cease immediately and notify Central FCC (Tel no: 6825 2660) without delay.
8. The "WORKERS LIST" form shall be completed for exchange of temporary passes obtainable from B2 Loading Bay (For Mall & Office Tower) or West wing Level 2 (For Mall) before the commencement of works.
9. All works shall be confined to within the premises and no workers shall be permitted to loiter in other areas of the development.
10. All debris shall be cleared at the end of the day. The workplace shall be kept clean and free of hazardous materials at all times.
11. **All noisy works (e.g. drilling & knocking etc.) and work creating odour / smell (e.g. painting, carpet gluing etc.) shall be avoided during office hours - i.e. for Office Tower: 7.30 a.m. to 7.30 p.m. daily and for Mall: 8.00 a.m. to 11.00 p.m. daily.**
12. All works creating odour / smell that affecting other tenants shall stop by midnight and purging shall continue till 6.00 a.m. of the following day.
13. The completed PTW with necessary supporting documents must be submitted **at least three (3) working days** prior to the actual work for processing.
14. A five-full-working-day advance notice shall be given prior to carrying out any works that produce odour / smell, in order that arrangements are being made to purge the odour / smell through the mechanical ventilation system as a secondary measure. Contractor must provide extraction fans and flexible ducts to facilitate odour extraction at the respective floors during and after the works.
15. Safety
16. All workers shall be provided with necessary safety equipment including but not limited to safety helmet, safety glasses, safety shoes, safety harness, etc. shall be of safety
17. **A S\$500.00 penalty shall be imposed on the applicant for each violation of items (7) to (10) as stated above.**
18. All installation and subsequent maintenance / reinstatement and other costs for signs / fixtures / fittings, etc. if approved for installation at the common areas (subject to a formal licence agreement, where applicable) shall be borne by the subsidiary proprietor / occupier or tenant / licensee solely.
19. The applicant shall provide proof of insurance, i.e. Public Liability of S\$3 million for fitting-out works above S\$50,000; or S\$1 million for works S\$50,000 and below, naming **"The Management Corporation Strata Title Plan No. 2197 (Suntec City) and/or its Managing Agents, APM Property Management Pte Ltd and/or ARA Trust Management (Suntec) Limited and/or HSBC Institutional Trust Services (Singapore) Limited (as trustee of Suntec Real Estate Investment Trust) for their respective rights and interests"** as joint insured, as well as Work Injury Compensation, when submitting this application.
20. The applicant shall also submit a Letter of Indemnity to indemnify **"The Management Corporation Strata Title Plan No. 2197 (Suntec City) and/or its Managing Agents, APM Property Management Pte Ltd and/or ARA Trust Management (Suntec) Limited and/or HSBC Institutional Trust Services (Singapore) Limited (as trustee of Suntec Real Estate Investment Trust) for their respective rights and interests"** when submitting this application.
21. **This work permit does not constitute approvals to design, method statements, usage of materials / equipment or approvals from relevant authorities whatsoever. The applicant shall be solely responsible for compliance with all statutory requirements and regulations set out by all relevant authorities, including but not limited to FSSD, BCA, URA, NEA & LTA etc.; and shall conform in all respects with the provisions of such laws, rules and regulations.**
22. The Applicant shall ensure full and strict compliance of the Workplace Safety and Health (Risk Management) Regulations and the Workplace Safety and Health Act (WHSa). The Applicant shall hereby agree and undertake to indemnify **"The Management Corporation Strata Title Plan No. 2197 (Suntec City) and/or its Managing Agents, APM Property Management Pte Ltd and/or ARA Trust Management (Suntec) Limited and/or HSBC Institutional Trust Services (Singapore) Limited (as trustee of Suntec Real Estate Investment Trust) for their respective rights and interests"** and/or its representatives, for all claims and expenses that may arise as a result of the Applicant's non-compliance of the said Act and its Regulations.
23. Fitting-out deposits not claimed after six months from the completion of works shall be forfeited.
24. Others (if applicable):

**To apply online. Please refer to
Online PTW Portal Step By Step Guide**

[illegible]

Important NOTE: Please BE INFORMED that the employment of illegal workers is strictly prohibited by law. Any offender will be handed over to the police immediately.

[illegible]

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983
Tel : 6295 2888 Fax : 6294 0880

Hot Work Permit

(A) SERIAL NO : (Official use only)	
(B) PARTICULARS :	
Name of Company:	Person-in-Charge:
Signature of Authorised Person:	Contact No.:
(C) DETAILS OF WORK:	
Description of work to be done:	
NB: CONTRACTOR TO NOTIFY SUNTEC CITY VERBALLY PRIOR TO ANY WORK COMMENCEMENT ON A <u>DAILY</u> BASIS EVEN AFTER WRITTEN APPROVAL HAS BEEN OBTAINED.	
Location of work (Please tick accordingly): <input type="checkbox"/> Suntec Tower * 1 / 2 / 3 / 4 / 5 Unit No. _____ <input type="checkbox"/> Suntec City Mall/Retail Mall Unit No. _____ <input type="checkbox"/> Basement * 1 / 2 Colour Zone: _____ Near Pillar No.: _____ <input type="checkbox"/> Others, please state details _____ _____ _____ _____ _____ _____ <i>NB: To enclose location plans for works to be carried out in the basement carpark and open space.</i>	Duration of work: Date: From _____ to _____ Time: From _____ am / pm to _____ am / pm Special Precautions (if any):

(D) FOR OFFICIAL USE ONLY:	
I hereby confirm that the location, where the hot work will be carried out, has been examined and all precautionary measures have been taken. Permission is hereby granted by the undersigned to proceed with the prescribed work.	
Signature / Name: (Fire Safety Manager)	Date:

SPECIFIC INSTRUCTIONS

I) PLEASE CHECK EACH ITEM CAREFULLY:

- **Available sprinklers, hose streams and fire extinguishers are in service / operation.**
- **Cutting and welding equipment are in good repair, including flashback arrestors.**

2) REQUIREMENTS WITHIN 35FT (15M) OF WORK

- **Flammable liquid, dust, lint and oily deposits removed.**
- **Floor swept clean.**
- **Combustible floors wet down, covered with damp sand or fire-resistive sheets.**
- **Remove other combustibles where possible, otherwise protect with fire-resistive tarpaulins Or metal shields.**
- **All wall and floor openings covered.**
- **Fire-resistive tarpaulins suspended beneath work.**

3) WORK ON WALLS OR CEILINGS

- **Construction is non-combustible and without combustible covering or insulation.**
- **Combustibles on other side of walls removed.**

Note: (i) Patrol Officer to monitor Hot Work area for 4 hours after job is completed.
(ii) This permit does not constitute approvals to design, method statements, usage of materials / equipment or approvals from relevant authorities whatsoever. The applicant shall be solely responsible for compliance with all statutory requirements and regulations set out by all relevant authorities, including but not limited to FSSD, BCA, URA, NEA & LTA etc.; and shall conform in all respects with the provisions of such laws, rules and regulations.

Contractor to upload: 1. Welder Certificate 2. Method of Statement 3. Fire Risk Assessment
Working hours: Hotwork could only be carried out after mall operation hours

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983
Tel : 6295 2888 Fax : 6294 0880

PERMIT TO WORK AT HEIGHTS

This permit shall be displayed for the duration of the approved task and removed only upon task completion or upon its expiry

SECTION 1: APPLICATION

Task Description:			
Location of WAH:		<input type="checkbox"/> Task covers multiple locations (attach sketch/ map if necessary)	
Start/ End Date:		<input type="checkbox"/> Task exceeds 1 work shift (daily endorsement required)	
No. of Workers:		No. of Supervisors:	

WAH Control Measures Implemented:

Y N NA

Remarks

Due consideration given to eliminate work at heights tasks

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Safe means of access/ egress provided

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Edge protection provided wherever there is falling risks

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Fall prevention equipment used to provide access/ work platform

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Fall prevention equipment are adequate and in good condition

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Anchorage/ Lifeline installed and inspected by competent person

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Travel restraint system used to exclude persons from falling risks

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

All persons subjected to falling risks are equipped with PFAS*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

All personnel are adequately trained to perform work at heights

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Hazards and Risk Assessment conducted and communicated

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Others (pls specify):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

* Personal Fall Arrest System

☐ I declare that the information provided is accurate and the control measures listed above have been effectively implemented.

Name/ Designation/ Signature:

Date:

SECTION 2: EVALUATION (to be completed by Safety Assessor)**Assessment of Control Measures:**

Y N NA

Remarks

All reasonably practicable measures have been taken
Verification of documents/ interview workers/ others

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site Survey with Supervisor:

All persons on site are protected from falling risks
Surrounding areas do not pose additional hazards

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Multiple Locations/ Extended Duration:

Hazards are common at various locations/ time period
Control measures are applicable and effective

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ I have evaluated the application and am satisfied that all reasonably practicable measures have been taken effectively.

Name/ Designation/ Signature: _____

Date: _____

SECTION 3: APPROVAL (to be completed by Authorised Manager)**Review of Permit:**

Y N NA

Remarks

Proper Permit-to-work evaluation has been completed

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

No incompatible works that may pose additional hazards

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Control measures have been implemented effectively

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Fall from heights risks have been effectively mitigated

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

☐ I authorise the work at heights to the conditions and duration stated in this permit.

Name/ Designation/ Signature: _____

Date: _____

SECTION 4: TASK COMPLETION (to be completed by Supervisor)

The WAH task has been:

- ☐ Completed
☐ Suspended due to permit expiry
☐ Terminated due to change in condition

Date/ Time:

Remarks:

☐ I confirm that the work area has been restored to its original condition and no new hazards have been introduced.

Name/ Designation/ Signature: _____

Date: _____

COMPANY LETTERHEAD

Harmony Convention Holding Pte Ltd, The Management Corporation Strata Title Plan No. 2197 (Suntec City)
and/or its Managing Agents, APM Property Management Pte Ltd

3 Temasek Boulevard
#B1-65 Suntec City Mall
Singapore 038983

Dear Sir or Madam,

Letter of Undertaking and Indemnity for _____ (the "Works") at _____
_____(premises).

**IN CONSIDERATION OF YOUR GRANTING OR HAVING GRANTED ME/US A PERMIT TO ALTER / AMEND / UNDERTAKE /
PROCEED WITH THE WORKS, AS ATTACHED HERETO, IN THE PREMISES KNOWN AS # _____
(HEREINAFTER CALLED "THE SAID PREMISES").**

I/We, (name of Tenant) hereby undertake that I/we shall be liable and responsible for all and any loss and damage caused by the Works to the works system, the said premises or any adjacent or neighboring premises or any part of the building or any of your property arising as a result of or in consequence of such alterations/amendments/works and I/we undertake to repair and make good such loss and damage at my/our cost, within the time specified/reasonable time, and if we fail to do so, you are entitled to repair/remedy same and we shall forthwith on demand reimburse you all cost and expense whatsoever incurred for making good the said works.

I/we further undertake to indemnify you against all and any claim for damages by any persons who suffered damage as a result of or in consequence of the aforesaid.

Dated _____ day of _____ 20__.

Yours faithfully,

Tenant

Signature and Company's Stamp
Date :

COMPANY LETTERHEAD

Harmony Convention Holding Pte Ltd, The Management Corporation Strata Title Plan No. 2197 (Suntec City)
and/or its Managing Agents, APM Property Management Pte Ltd

3 Temasek Boulevard
#B1-65 Suntec City Mall
Singapore 038983

Dear Sir or Madam,

Letter of Undertaking and Indemnity for Authority Compliance for _____ (the
"Works") at _____ (premises).

**IN CONSIDERATION OF YOUR GRANTING OR HAVING GRANTED ME/US A PERMIT TO ALTER / AMEND / UNDERTAKE /
PROCEED WITH THE WORKS, AS ATTACHED HERETO, IN THE PREMISES KNOWN AS # _____
(HEREINAFTER CALLED "THE SAID PREMISES").**

I/We, (name of Tenant) hereby undertake that I/we shall be liable and responsible to ensure that the Works carried out at the above premises are in compliance to all necessary governing authorities & agencies, including fire safety from SCDF by engaging a suitable Qualified Person or otherwise as well as to obtain all necessary approvals and operating licence from respective governing authorities & agencies, including SCDF & SFA* (*to delete if not applicable), before official business operations.

I/we further undertake to indemnify you against all and any claim for damages by any person who has suffered damages as a result of or in consequence of the aforesaid non-compliance to fire safety, food safety* (*to delete if not applicable) and all authority requirements.

Dated _____ day of _____ 20__.

Yours faithfully,

Tenant

Signature and Company's Stamp
Date :

COMPANY LETTERHEAD

Harmony Convention Holding Pte Ltd, The Management Corporation Strata Title Plan No. 2197 (Suntec City)
and/or its Managing Agents, APM Property Management Pte Ltd

3 Temasek Boulevard
#B1-65 Suntec City Mall
Singapore 038983

Dear Sir

Letter of Undertaking and Indemnity (Plumbing and Sanitary)

IN CONSIDERATION OF YOUR PERMITTING *ME/ US TO ALTER THE EXISTING PLUMBING AND SANITARY IN THE PREMISES KNOWN AS

#_____ (HEREINAFTER CALLED "THE SAID PREMISES").

*I/We, _____ hereby undertake that *I/we shall be responsible for any chokage caused to the plumbing and sanitary system or any other damaged caused to the said premises or any part of the building or any adjacent or neighbouring premises or any of your property arising as a result of or in consequence of such alternation and *I/ we undertake to repair and make good such damage at *my/ our cost.

I/we further undertake to indemnify you against all and any claim for damages by any person who has suffered damages as a result of or in consequence of the aforesaid chokage and damages.

Dated _____ day of _____ 20__.

Tenant

Signature and Company's Stamp
Date :

COMPANY LETTERHEAD

Harmony Convention Holding Pte Ltd, The Management Corporation Strata Title Plan No. 2197 (Suntec City)
and/or its Managing Agents, APM Property Management Pte Ltd

3 Temasek Boulevard
#B1-65 Suntec City Mall
Singapore 038983

Dear Sir or Madam:

Letter of Undertaking and Indemnity for the Tapping of Temporary Power and/or Water Supply

IN CONSIDERATION OF YOUR GRANTING US A PERMIT TO PROCEED WITH THE WORKS, AS ATTACHED HERETO, IN THE PREMISES KNOWN AS _____ (HEREINAFTER CALLED "THE SAID PREMISES").

I/We, (name of Subsidiary Proprietor and name of Tenant) hereby undertake that I/we shall be liable and responsible for all and any loss and damage caused by the Works to the works system, the said premises or any adjacent or neighboring premises or any part of the building or any of your property arising as a result of or in consequence of such works and I/we undertake to repair and make good such loss and damage at my/our cost, within the time specified/reasonable time, and if we fail to do so, you are entitled to repair/remedy same and we shall forthwith on demand reimburse you all cost and expense whatsoever incurred for making good the said works.

I/we further undertake to indemnify you against all and any claim for damages by any person who suffered damage as a result of or in consequence of the aforesaid.

In addition, I/we shall be fully responsible for the servicing/maintenance/repair of the above Works within the said premise.

Upon moving out, I/we shall reinstate all affected electrical services and/or Works to their original position/condition.

Dated _____ day of _____ 20__.

Yours faithfully,

Tenant

Signature and Company's Stamp
Date :

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197
(SUNTEC CITY)**

**LETTER OF UNDERTAKING FOR TEMPORARY SUPPLY FROM
CONTRACTOR'S LICENSED ELECTRICAL WORKER [LEW]**

To:

**Senior Manager, Engineering
APM Property Management Pte Ltd**

1. I, _____, holder of EMA Licence No: _____ is
(Name of LEW) (EMA LEW No.)
the LEW appointed by _____
(Name of Tenant/A&P Event Company)
to take charge of the * fit-outwork/renovation/A&A works/A&P Event at _____

2. I wish to seek your approval to connect a temporary electrical installation which shall be used solely for the * fit-outwork/renovation/A&A works/A&P Event to the Landlord's Electrical Installation.
3. The set-up of the temporary electrical installation is shown in the Electrical Single Line Drawing No: _____.
4. The source of power supply/supply connection point is _____.
The load applied for is _____ Amp at _____ Volts.
5. The period for the temporary electrical installation is from _____ to _____.
6. I am fully responsible for the design, construction, testing, inspection and operation of the temporary electrical installation in compliance with Singapore Standard CP 88 and CP 5.
7. The Certificate of Compliance for the temporary electrical installation is attached.
8. I undertake to submit CS 3 application and arrange for turn-on of electricity supply with the Building LEW [M/S DRPL Corporation Pte Ltd] to the permanent electrical installation upon completion of the * fit-outwork/renovation/A&A works.

I confirm that the information given is correct and agreed to abide by the conditions stated below:

- S\$50 penalty per call for power trip when found it was due to applicant's poor cable installation works/faulty equipment.
- A penalty of S\$200, excluding damage item, will be charged to the applicant for damages to the SUNTEC properties.
- Full responsible for the safety of the tenant/exhibition/promotion area, due to poor cable installation works/faulty equipment.
- S\$50 penalty per item for not carrying out a proper reinstatement after the fit-outwork/renovation/A&A works/A&P Events.

Name of Contractor's LEW / Signature / Mobile No / Date

Notes

* Delete where not applicable

Copy to:

DRPL Corporation Pte Ltd

Application for Temporary Power / Water Supply in Building

To: Engineering

Units No.	Office Tower / Retail Mall		
Name of Occupant/ Contractor			
Address			
Person in Charge			
Telephone No. / Fax No.			
Duration	From :	To :	Total No. of days :
Charge	\$ No. of days _____ Sub total _____ GST _____ Total _____		
Payment Terms	With this application form, make cross cheque payable to: Harmony Convention Holding Pte Ltd		

P/S submitted together with the Permit to Work Approved No. and note that this payment is not refundable.

Electrical Charges (Retail Mall)

<u>Areas of Occupant's Premises</u>	<u>Charge per Day</u> (During fitting out)	<u>Charge per Day*</u> (Business starts)	<u>Charge per Day*</u> For 3 phase supply (Business start)
1. Not exceeding 1,000 ft ²	\$10 per day	\$20 per day	
2. 1,001 – 5,000 ft ²	\$20 per day	\$30 per day	
3. Exceeding 5,000 ft ²	\$40 per day	\$50 per day	

Electrical Charges (Office Tower)

<u>Areas of Tenant's Premises</u>	<u>Charge per Day</u> (During fitting out)	<u>Charge per Day*</u> (Business starts)
1. Not exceeding 5,000 ft ²	\$10 per day	\$20 per day
2. 5,001 - 10,000 ft ²	\$20 per day	\$40 per day
3. Exceeding 10,000 ft ²	\$40 per day	\$70 per day

Water Charges

	<u>Charge per month</u> (During fitting out)	<u>Charge per month*</u> (Business starts)
For mall and office	\$50 per month	\$100 per month

For official use only:

Signature of Executive/ DM/ Mgr

Date

The Management Corporation Strata Title Plan No. 2197
 3 Temasek Boulevard
 #B1-65 Suntec City Mall
 Singapore 038983

Application for Sprinkler / Dry Riser / Wet Riser / Hosereel Discharging and Charging Water Borne Fee

Note: To be fill up by Suntec Appointed Fire Protection Contractor & Tenant Appointed Vendor

To: Engineering Department

Office Tower / Retail Mall	Unit No.
Name of Tenant / Main Contractor	Billing Address (Invoice to)
Person in Charge (Main Contractor)	Telephone No. & Email Address (Main Contractor)
Fire Company Contractor (Suntec Service Provider)	Company Address (Suntec Service Provider)
Person in Charge (Suntec Service Provider)	Telephone No. & Email Address (Suntec Service Provider)
Date & Time of Water Discharging Works	Date & Time of Water Charging Works
Control Valve Number and Location (Reference)	
Water Charges: S\$107.00 per occasion only (1 time water discharging & charging process). To apply separate or another application form if multi discharging and charging is required. Note: Including 7% GST	
Payment Terms	With this application form, up-front payment need to be paid to The MCST Plan No. 2197 . By cross cheque payable to: The MCST Plan No. 2197

Payment Received through:

☐ Fund Transfer / Internet Banking
☐ Bank Cheque

Reference Number: _____

Cheque Number: _____

Proof of payment to be photocopy and attach on PTW Application via e-portal, together with this application form

Remarks:

For APM Official Use Only:

 Engineering Executive

 Date

Please attached this form during PTW application via e-portal.

WEF on 1st of Jan 2020

Rev. Date: 23 Apr 2021/MCST

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197
(SUNTEC CITY)**

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983
Tel: 6825 2699 Fax: 6219 0900

Application for utilizing the Air Blown Fibre (ABF) Microduct Infrastructure

To: Engineering Department

Office Tower / Retail Mall	
Units No	
Name of Company	
Address	
Person in Charge	
Telephone No	
Email ID	
Proposed ABF Microduct servicing port number:	
MDF Room	
Telecom Riser	
Tenant Unit	
Layout Attachment	

***For Site Survey** - Please contact our building technician hotline no (6825 2600 / 9387 0753) and they will assist to open the Telecom Riser / MDF Room for site survey.

Please submit this application in Online Permit to Work with Tenant Details and Signature.

(Tenant Signature, Date, Company Stamp)

Name:

Designation:

Company:

(Signature, Date, Company Stamp)

Name:

Designation:

Company: **APM Property Management Pte Ltd**

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

VIOLATION OF FITTING-OUT REGULATIONS

CHARGES

The following charges shall be deducted from the Fit-Out Deposit for the following violation:

S/n	Violation	Penalty	Remarks
1	Commencement of work without a valid PTW	\$500.00 per occasion (subject to GST)	subject to suspension of works
2	Failure to display Security Pass		
3	Failure to display valid PTW. Contractor must display the PTW outside the Unit for the entire duration of the renovation.		
4	Failure to carry out necessary protection to Common Property. Contractor to provide adequate protective coverings e.g. plywood, Perspex or canvas at all times to the common properties.		
5	Failure to ensure all works to be confined within the leased premises. Under no circumstances will any Works be allowed to be carried out at the common areas. All equipment and materials must be strictly stored within the leased premises and no storage space will be provided at the common areas. Obstruction to common property is strictly prohibited at all times.		
6	Failure to comply with approved working hours that would cause noise, smell and/or dust nuisance.		
7	Failure to upkeep cleanliness of the Common Property. All common areas are to be kept clean at all times. All dirt and stains at common areas are to be removed immediately by the Contractor to the satisfaction of The Management.		
8	Failure to dispose unwanted and/or bulky items at designated area. No debris is allowed to be placed along the common areas or staircase. All debris and surplus materials arising from the renovation works shall be disposed offsite and all surfaces must be cleaned to the satisfaction of The Management.		

9	Failure to comply with the Retail Tenancy Guidelines and Mall's House Rules	
10	Damages to Common Property	Repair and rectification works to the common property which was resulted by the Contractor's mishandling will be carried out by The Management. All costs and expenses whatsoever incurred from the repair and rectification works shall be charged and payable by The Contractor within the agreed stipulated time.
11	Loss / Misuse of Security Pass	\$50.00 per pass
12	False Alarm Activation	\$1,000.00 per occasion
	Others:	
13	Employment of illegal workers	To be reported to the relevant authorities
14	Failure to comply with Workplace Safety and Health Act	To be reported to the relevant authorities
15	All other items identified by The Management being deemed as violation by The Contractor.	The Management shall impose the necessary penalties, being reimbursement of costs derived, caused by the Contractor

Additional Fit-Out Deposit shall be submitted by The Contractor to The Management once the remaining amount of the initial deposit is less than half of its original amount after the deductions of the above mentioned charges are made. The Management shall not be responsible for cost incurred or delays of the works resulting from suspensions due to infringement of the Terms and Conditions. The Management shall in its own discretion take all steps necessary to ensure the relevant party is held responsible for the violations.

ACKNOWLEDGEMENT

The Contractor shall acknowledge receipt of a copy of the Retail Tenancy Guidelines and House Rules. The Contractor is deemed to have understood the Terms and Conditions stated therein and undertake to abide by the requirements as stipulated by The Management.

Company _____:

Name & Contact _____:

Signature & Company Stamp _____:

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

Our Ref: _____

FITTING-OUT DEPOSIT RECEIPT & REFUND RECORD

(To be completed during the submission of deposit)

Building & Unit No : _____

Deposit Amount : _____ Cheque No : _____

Deposit Paid By (Cheque Payer) : _____

Deposit Refund to ("Party") : _____

Scheduled Fitting-Out Period (Est.) : _____

We confirm that the deposit will be refunded to the "**Party**" as mentioned above.

We agree that this deposit, after deducting all charges or penalties where applicable, will only be refunded when the fitting-out works and all the required submissions to MCST 2197 is completed within 2 months from the date of tenant's business commencement. Failing which, MCST reserves the right to forfeit the fitting out deposit. Fitting-out deposits not claimed after 6 months from the completion of works shall be forfeited.

(SIGNATURE & DATE BY UNIT OCCUPIER)

Name :

Title :

Company:

(SIGNATURE & DATE BY CONTRACTOR)

Name :

Title :

Company:

For MCST 2197 (Suntec City) use only:

Received By:

Facilities Management

Finance

Name, Initial & Date

Name, Initial & Date

Approved for Refund By:

Facilities Management

Finance

Name, Initial & Date

Name, Initial & Date

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

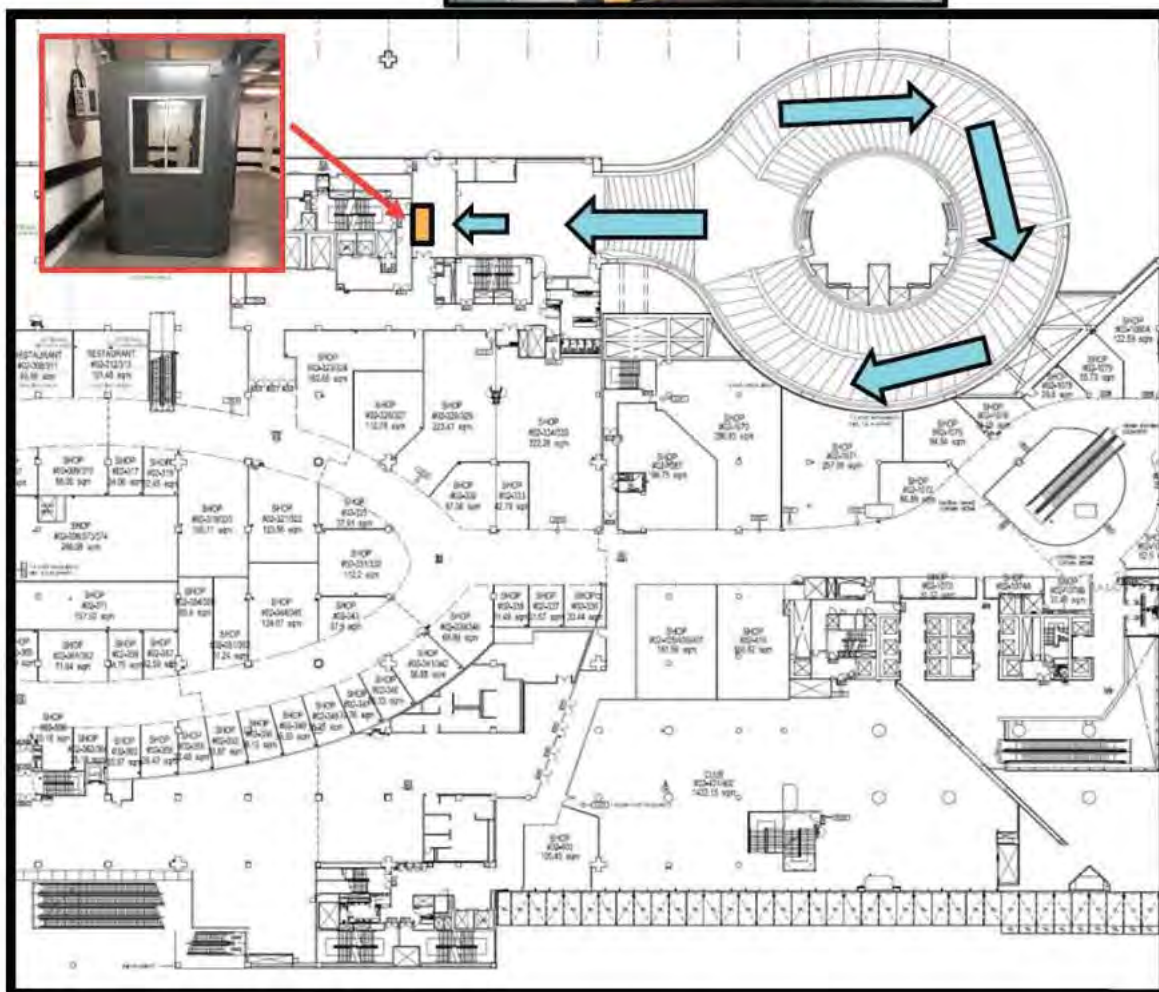
3 Temasek Boulevard #B1-65, Suntec City Mall, Singapore 038983
Tel: 6295 2888 Fax: 6835 7751

ANNEX A

New Pass Exchange Post (West Wing Level 2 Loading Bay)



From Level 1
Spiral Ramp
(near Carpark E)



Legend:



Travel Route



Pass Exchange post

Level 2 Loading / Unloading Bays

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

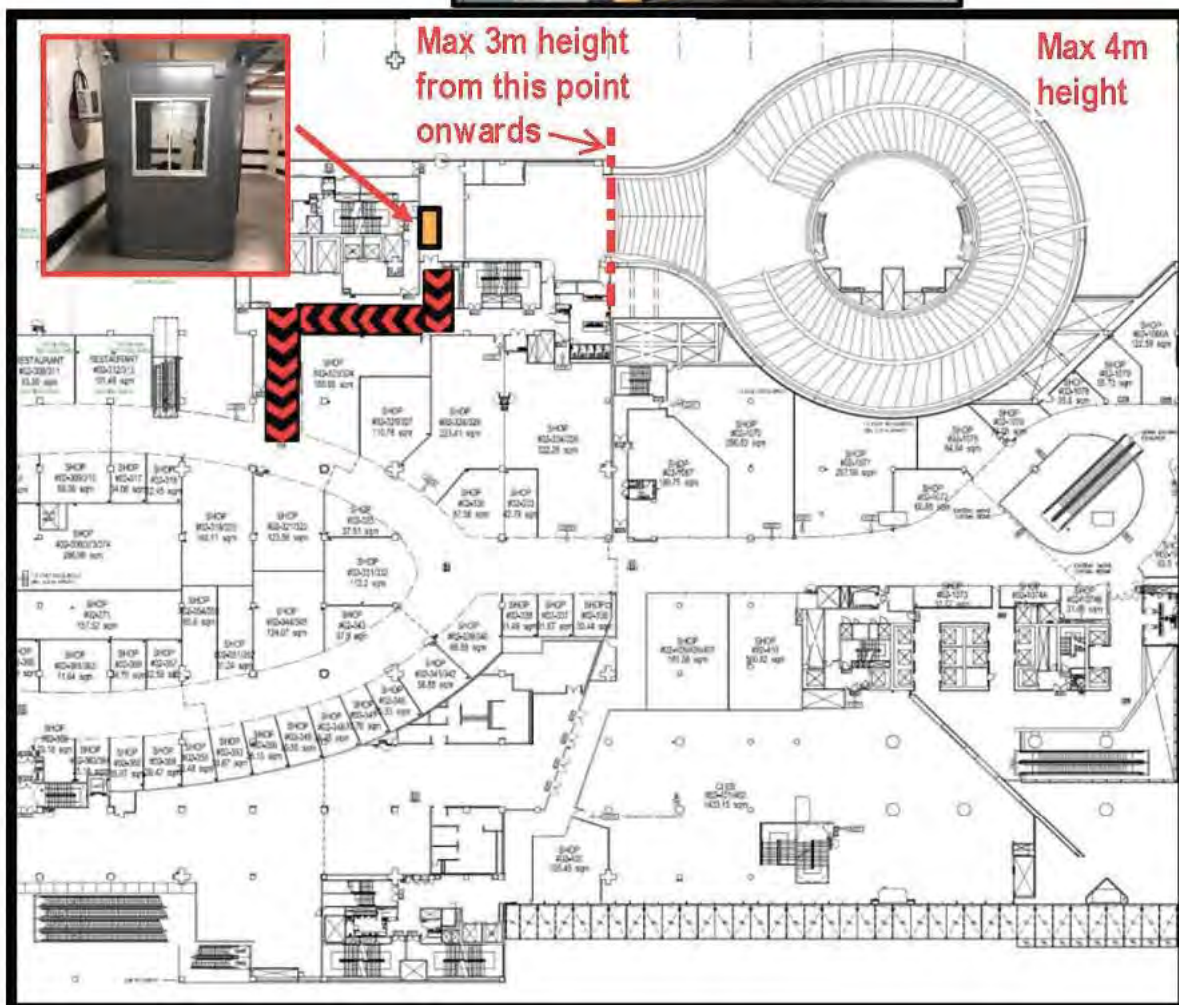
3 Temasek Boulevard #B1-65, Suntec City Mall, Singapore 038983
Tel: 6295 2888 Fax: 6835 7751

ANNEX B

Delivery Route to West Wing Retail Mall



From Level 1
Spiral Ramp
(near Carpark E)



Legend:



Delivery Route



Pass Exchange post

Level 2
Loading / Unloading Bays

Permit To Work Online Application



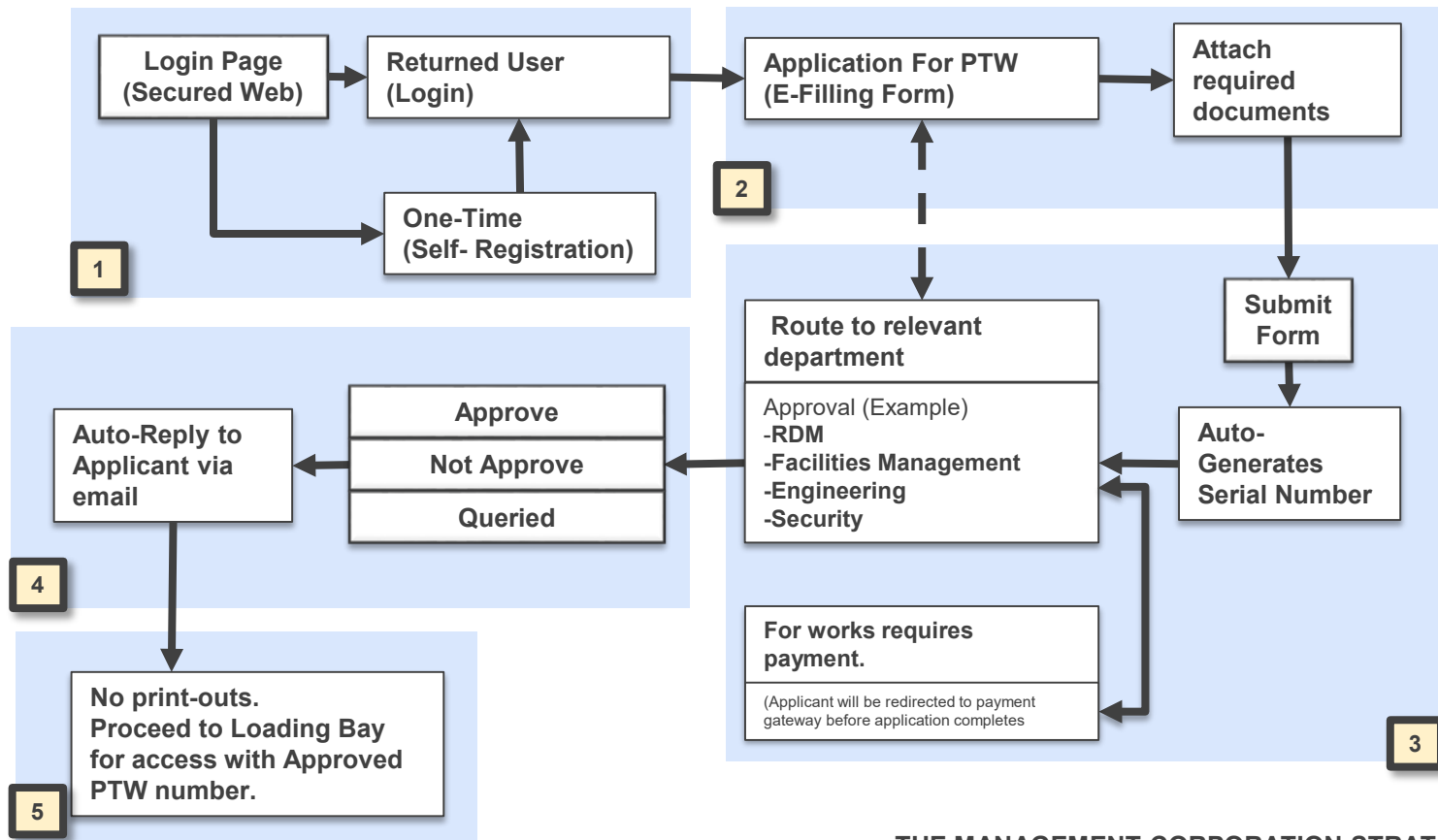


New Permit To Work Application

- Permit To Work (PTW) will go online from **1st July 2019**
- Quick & Simple Application
- Automated Notifications on application status
- Environmental Friendly, no longer require printing of PTWs



Application Process Flow





Application Process

[HTTPS://PTW.APM.SG](https://ptw.apm.sg)

Click on "Register".



Email address will be the Login ID.
Set your own password.



Key in the required fields and
click "Register".



Application Process

User Login

APM
Suntec City
Online PTW System

Email Address
johndoe@gmail.com

Password

Login

Forgot your Password?

New User? Register here.

Key in your Login ID and Password.



Apply New PTW

Status: All

Fit Out	Status	Submission Date	Actions
No	✖	Aug 12, 2019 - Aug 22, 2019	✖
No	✔	Jul 08, 2019 - Jul 25, 2019	✖ ✎
No	✖	Jul 08, 2019 - Jul 11, 2019	✖
No	✔	Jul 02, 2019 - Jul 18, 2019	✖ ✎
No	!	Jul 08, 2019 - Jul 25, 2019	✖ ✎

Show 10 entries

Click on “Apply New PTW”
for new application.



Enter Tenant/Contractor Particulars

Company Name *

Name (Contractor/Tenant) *

Office No. *

Mobile No. *

Email Address *

NEXT STEP

Enter Tenant or Contractor Details

- Company Name
- Name (Contractor/Tenant)
- Office Number
- Mobile Number
- Email Address

(All Fields Mandatory)



Application Process

Step 2 of 6

Enter Details of Work

1 Location of Work *

2 Common Area of Tenanted Unit *

3 Unit No/Colour Zone/Near Pillar No etc*

4 Nature of Work *

Enter Work Details

5

6 Duration of Work *

Special work *

7 Select an option...

☐ No Special Works

8 Day or Night Works *

9 **BROWSE** Upload Document

10 ☐ Work at Height ?
☐ Hot Works ?

PREVIOUS **NEXT STEP**

- 1 Choose the “Location of Work” from the Dropdown List. (ie. Retail Mall, Office Tower 1, etc)
- 2 Are the works at “Common Area” or within “Tenanted Unit”? Select from Dropdown List.
- 3 Key-in the Unit No. or the closest location you can describe.
- 4 Choose the “Nature of Work” from the Dropdown List. (ie. Tenant’s Fitting Out)
- 5 Key-in to elaborate the Details of Works involved.
- 6 Select the duration required for the works.
- 7 Select one or more special works required from the dropdown list. Otherwise, check on “No Special Works”.
- 8 Select Day, Night or Whole Day Works depending on type of works you are allow to do at stipulated timings. (Take note of different timings between Office & Mall)
- 9 Upload completed Risk Assessment Form.
- 10 Check and Upload completed forms for Work at Height and/or Hot Works, if require. (Templates can be found in “Guides/Forms”)

Click “Next Step” to continue.



Application Process

① Click the “Add” button to key in worker details individually.

② To bulk-upload Workers’ List, download the excel template and upload.

**** Effect from 1st Sept 2019 in accordance to PDPA, we will only require you to key-in the last 4 characters of NRIC, Work Permit.**



① You may drag documents into the area highlighted or you can click in the area highlighted and it will direct you to your windows folder to select the files you would need to upload.

② (PTWs involving Fit-Out or Reinstatement Works)

Applicant will be directed to select the deposit amount payable and key-in the cheque details.



Application Process

1 Tenant particulars 2 Details of work 3 Workers List 4 Attachments 5 Review

Step 5 of 5
Review PTW Application Details

PARTICULARS (TENANT)

Tenant Company Name: [text]
Name of Tenant: [text]
Office No.: [text]
Mobile No.: [text]
Email Address: [text]

PARTICULARS (CONTRACTOR)

Company Name: [text]
Name of Contractor: [text]
Office No.: [text]
Mobile No.: [text]
Email Address: [text]

DETAILS OF WORK

Location of Work: [text]
Customer Area or Tenant's: [text]
Unit No./Colour Zone/Neighbour: [text]
Duration: [text]
Details of work: [text]
Dust and smoke/smoking: [text]
Day/night work: [text]
Work of height: [text]
Hot works: [text]

WORKERS LIST

Sl#	Name	NECC/Good Permit No.
1	John Doe	00000000
2	John Doe	00000000
3	John Doe	00000000
4	John Doe	00000000

ATTACHMENTS

[List of attachments]

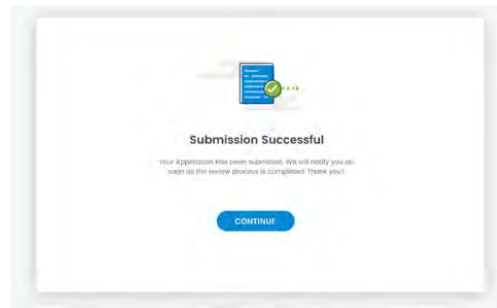
PTW-OUT DEPOSIT

Amount Paid: [text]
Transaction Code: [text]
Date & Time: [text]

☒ I declare that the above information given by me is true and accurate.

☐ I fully agree to abide by all Terms & Conditions and further undertake to be fully responsible for all the fire safety of the area where you have issued as a result of the above mentioned works.

PREVIOUS CONFIRM & SUBMIT APPLICATION



Once submitted, an acknowledgement email will be sent to the applicant.

If application was submitted by a contractor, the tenant will also receive a notification.

Tenant should inform immediately if the Works are not approved by them.

Permit to Work Requests

Apply New PTW

Application #	Location of Work	Nature of Work	Tenant Company	PTW-out	Status	Submission Date
0001	Building Tower 1	Construction	SBC System	Yes	Pending	Feb 27, 2018, 2:30pm
0002	Roof Mail	Maintenance	Out SA Works	Yes	Completed	Feb 07, 2018, 10:23am
0003	Building Tower 1	Construction	AB Company	No	Completed	Jan 30, 2018, 1:30pm
0004	Clapnet B1	Maintenance	Amel Corros	No	Completed	Jan 26, 2018, 9:50am
0005	Loading Bay	Construction	SBC System	No	Completed	Jan 12, 2018, 2:30pm

Showing 1 to 5 of 5 entries

Items per page: 10

Payment Transaction History

Application #	Transaction Code	Amount	Date & Time	Action
0001	ABCD00147	100.000	Feb 27, 2018, 2:30pm	Generate Receipt
0002	WTR00023	100.000	Feb 07, 2018, 10:23am	Generate Receipt

To check on application status, applicants can either,


- Check email for notifications or,
- Login to check dashboard on all applications

Review Summary before submission.



Application Process

Creation of Online PTW Account

 SUNTEC CITY ONLINE PTW SYSTEM

Hi HHT,

You have been successfully registered with the following information:


User Type:	Contractor
Email Address (User ID):	<input type="text"/> @.com
Company Name:	HHT
Company Address:	HHT
Job Destination/ Appointment:	Test
Office Number:	Test
Mobile Number:	Test
ACRA:	Test

Please refer to the links below for more information

[FAQs](#)
[How it Works](#)
[Downloadable Guides/Forms](#)

[Get Started](#)

Application Status Sample

 SUNTEC CITY ONLINE PTW SYSTEM

Your PTW Application has been Approved!


Common Area Electrical Works (Common)

Application #: 000022
Cleaning Services
Jul 02, 2019 - Jul 18, 2019
Status: **Approved**

REMARKS

test through

[View Approved Application](#)

 SUNTEC CITY ONLINE PTW SYSTEM

Your PTW Application has been Queried!

Common Area Electrical Works (Common)

Application #: 000022
Cleaning Services
Jul 10, 2019 - Jul 18, 2019
Status: **Queried**

REMARKS

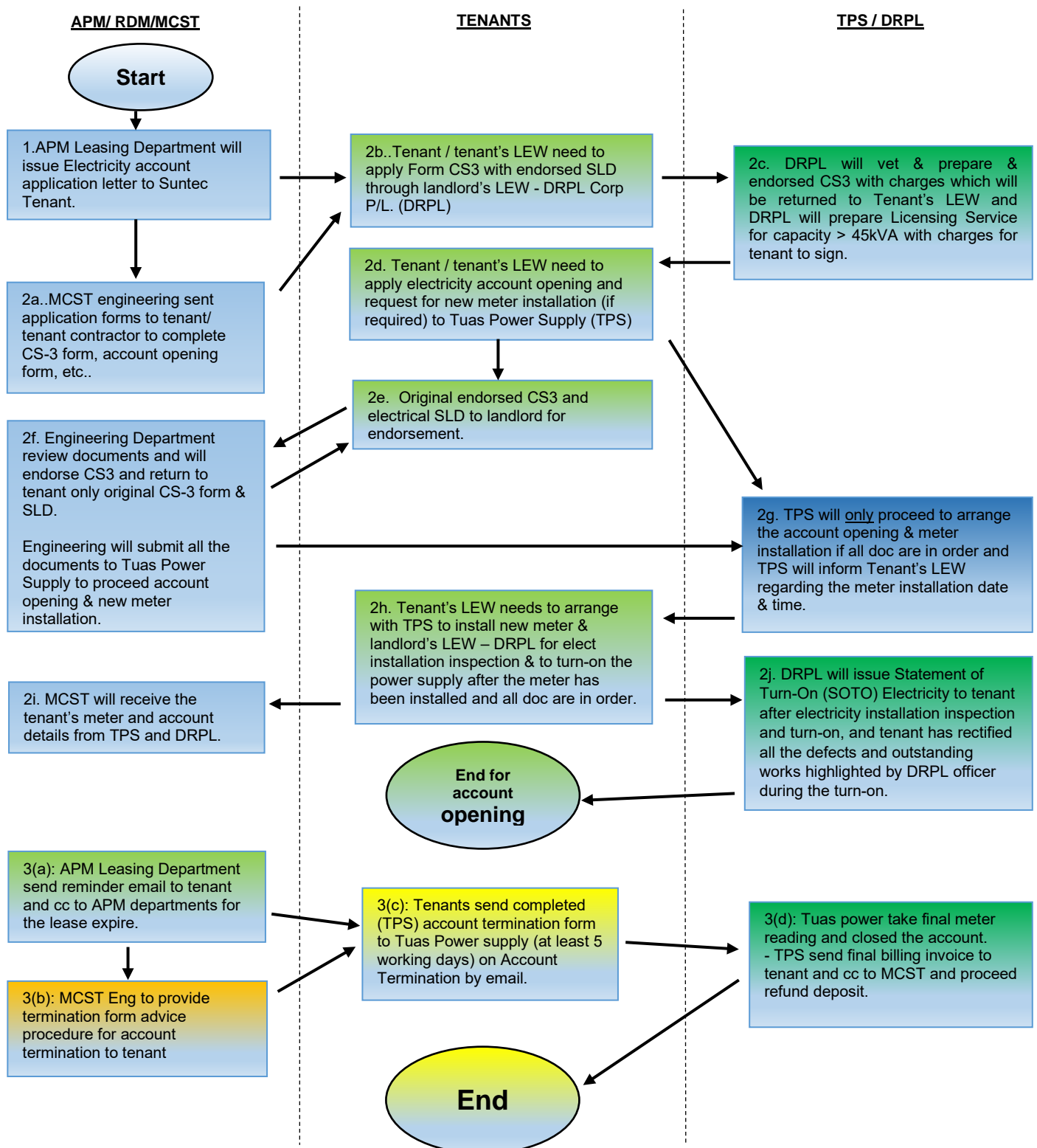
test

[View Queried Application](#)

End of Slides



Permanent Electricity Account Opening, Meter Installation, Installation Inspection, Power Turn-on, and Account Closing
(Workflow for HCH's Tenants)



Permanent Electricity Account Opening Workflow for Retail Tenants (Document Required & Charges by Energy Retailer – Tuas Power Supply)

Document required and the flow as follow:-

	Harmony Convention	Suntec REIT (Tower 4&5, Retail Mall)	Additional Documents Required
Opening (Form 1)	Account Opening Form for Model 2_Harmony Convention	Account Opening Form for Model 1_Suntec REIT	<ol style="list-style-type: none"> 1. Application for Utilities Account (Electricity) Letter Issued by APM Property Management 2. <ol style="list-style-type: none"> a. For Existing Meter, please complete Part 1A and attach picture of existing meter with First Meter Reading b. For Request of New Meter Installation, please submit completed FORM 2
Request for New Meter (Form 2)	Request for New Meter Installation Form		<ol style="list-style-type: none"> 1. Completed Form 1 2. Form CS 3 & Photo of installed external CT(if require 3 Phase CT meter) 3. Single Line Drawings
Termination (Form T/FMR)	Termination Form		

Note:

1. All Security Deposit to be standardized based on 3 mths and collected on 1st month's invoice.
2. All Opening Forms has to be accompanied by Application for Utility Account (Electricity) Letter issued by APM Property Management, please issue this letter to every new tenant.



CUSTOMER INFORMATION RECORD FORM
(For Database Setup / Licensing / Accounting Record Purpose)

*BUSINESS CONTACT INFORMATION			
Company Name:			
Date Business Commenced:		Company Registered No (UEN):	
Registered Company Address:			Unit No:
Building:		Country:	ZIP Code:
Telephone:	Fax:	E-mail:	
#Sole proprietorship / Partnership / Corporation / Other (Please specify) :			
Nature /Type of Business:			
Correspondence Address (if difference from registered address):			
			Unit No:
Building:		Country:	ZIP Code:
Telephone:	Fax:	E-mail:	
*ELECTRICAL INSTALLATION INFORMATION			
Site / Shop Name :			
Installation Address:			Unit No:
Building:		Country:	ZIP Code:
Person-In-Charge:		Designation:	
Telephone:	Direct / Ext:	Mobile No:	
Fax:	E-mail:		
Remarks:			
PROCUREMENT INFORMATION			
Person-In-Charge:		Designation:	
Telephone:	Direct / Ext:	Mobile No:	
Fax:	E-mail:		
Remarks:			
*ACCOUNTING INFORMATION			
Company Name :			
Billing Address:			Unit No:
Building:		Country:	ZIP Code:
Person-In-Charge:		Designation:	
Telephone:	Direct / Ext:	Mobile No:	
Fax:	E-mail:		
Payment Method Use:			
Remarks:			
*PLEASE SIGN & RETURN			
Signature:			
Name / Designation / Company Stamp:			
Date:			



CUSTOMER INFORMATION RECORD FORM

(For Database Setup / Licensing / Accounting Record Purpose)

FOR DRPL INTERNAL USE	
Commercial Type:	Building Name:
Approved Load:	License No:
Special Remarks:	

Note:

*** Mandatory field - to fill up the full information.**

#Delete which ever not applicable.

Form CS/3
Letter of Consent from the Landlord/Management Corporation

To: DRPL CORPORATION PTE LTD
10 Jalan Kilang
#08-04 Sime Darby Enterprise Centre
Singapore 159410
Telephone: +65 6273 3860
Fax No.: +65 6278 4010

ELECTRICITY SUPPLY TO _____
(Full Address of the Customer)

FOR _____
(Name of Customer)

TOTAL LOAD ALLOWED FOR: _____ AT _____ VOLTS

PART I

1. I have checked the loading of the electrical installation of the above mentioned building/complex and hereby confirm that the above mentioned load requirement can be catered for from the rising/horizontal mains system/main switchboard of the building/complex, and the total approved load to the entire building/complex will not be exceeded.
2. I have no objection for the above mentioned load to be connected to the rising/horizontal mains system/main switchboard of the building/complex.
3. The Electrical Installation License No. of the building/complex is _____.
4. The electrical installation of the building/complex from which this load is to be connected is

☐

Unmetered (i.e. without Master Account)

☐

Metered under Master Account No. _____.

5. I will check to ensure that the above mentioned installation is compatible with the electrical installation of the building/complex.

Signature of Licensed Electrical Worker

Date:

License No: ____ / _____

Tel No: _____

Name: _____

Address: _____ S (_____)

PART II

I hereby give consent for the above mentioned customer to tap electricity supply of a capacity indicated above from the rising/horizontal mains system/main switchboard of the building/complex.

Signature of authorised person

Date:

Name

Designation

APPENDIX 1: Endorsement & Turn-On Charges (Effective from 01 Oct 2019)

Before the first energization of the electricity supply line to its electrical installation, the Tenant is required to pay the Endorsement & Turn-on Charges to Suntec LEW as follows:

S/N	Work Description	Unit Rate
a.	Tenant's electrical installation of approved load – Not exceeding 60 Amps, Single Phase 230 Volts.	S\$400.00
b.	Tenant's electrical installation of approved load – Not exceeding 60 Amps, Three Phase 400 Volts.	S\$500.00
c.	Tenant's electrical installation of approved load – Not exceeding 150 Amps, Three Phase 400 Volts.	S\$800.00
d.	Tenant's electrical installation of approved load – Not exceeding 200 Amps, Three Phase 400 Volts.	S\$900.00
e.	Tenant's electrical installation of approved load – Not exceeding 400 Amps, Three Phase 400 Volts.	S\$1,000.00
f.	Tenant's electrical installation of approved load – Not exceeding 600 Amps, Three Phase 400 Volts.	S\$1,100.00
g.	Tenant's electrical installation of approved load – 800 Amps and above, Three Phase 400 Volts.	S\$1,200.00

1. All rates and fees are subject to GST.
2. Price quoted shall perform during office hours.



APPENDIX 2: ELECTRICAL LICENSING SERVICE

Suntec LEW will provide electrical licensing services to all tenants in Suntec City who have an electrical installation with approved load exceeding 45 KVA, based on the following terms and conditions:

(A) SCOPE OF SERVICES

The scope of services provided by Suntec LEW shall be as follows:-

1. Undertake to submit to the Energy Market Authority an application for the registration of your electrical installation;
2. Conduct visual inspection on **half-yearly** basis of the electrical equipment consisting of normal supply and essential supply, LV Main Switchboards.
3. Available for consultation on all matters relating to the electrical installation, its future extension and on any modification,
4. Provide 24-hour emergency service. Where the service of an Engineer is required, **S\$120.00** an hour subject to a minimum of **S\$240.00**. Where the service is rendered by other grades **S\$80.00** an hour subject to a minimum of **S\$160.00** on each occasion.
The above rates will apply to the following:-
 - a) Attend to any electrical matters on site; and
 - b) Attend to shut down maintenance and power outage to low voltage equipment; and
 - c) Licensed electrical worker attendance for SCDF inspection, if required.
5. Work on Saturdays, Sundays, Public Holidays and after normal office hours (8.30 am to 5.30 pm) shall be at one and half times the above rates quoted.

(B) ANNUAL FEE

Suntec LEW will levy an annual fee as follows:-

	Annual Fee
1. Tenant's electrical installation of approved load – Not exceeding 200 Amps, Three Phase 400 Volts.	S\$650.00
2. Tenant's electrical installation of approved load - Not exceeding 400 Amps, Three Phase 400 Volts.	S\$750.00
3. Tenant's electrical installation of approved load - Not exceeding 1000 Amps, Three Phase 400 Volts.	S\$1,000.00

Note:

1. All rates and fees are subject to GST.
2. The annual fee is to be paid in advance on yearly basis.
3. The annual fee quoted in the above table is valid till 30 Sep 2022.

(C) AGREEMENT FOR LICENSING SERVICES – LT Installation.

Suntec LEW and the tenant will execute a standard Agreement. Sample copy is attached.



APPLICATION FOR INTERBANK GIRO

(For both Payment and Refund)

PART 1 : FOR APPLICANT'S COMPLETION (fill in the spaces indicated with √)

Date :	Name of Billing Organisation ("BO") :				
√ _____	√ Tuas Power Supply Pte Ltd				
To : My / Our Bank ("Bank")	Billing Organisation's Customer Name				
√ _____	√ _____				
<table border="1"><tr><td>Swift BIC of our Bank</td></tr><tr><td>√ _____</td></tr></table>	Swift BIC of our Bank	√ _____	<table border="1"><tr><td>Billing Organisation's Customer Ref No.</td></tr><tr><td>_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ </td></tr></table>	Billing Organisation's Customer Ref No.	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Swift BIC of our Bank					
√ _____					
Billing Organisation's Customer Ref No.					
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____					
<p>(a) I/We hereby instruct the Bank to process the BO's instructions to debit and/or credit my/our account. Amounts so credited would constitute valid discharge of obligations due to me/us. If there is any error in information provided above such that payment is wrongly credited into the accounts of third party, the BO shall be discharged of any liability towards I/we for the same amount and I/we shall retrieve the payment from third party directly.</p> <p>(b) The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.</p> <p>(c) This authorisation will remain in force until terminated by the Bank's written notice sent to my/our address last known to the Bank or upon the Bank's receipt of my/our written revocation through the BO.</p>					
Customer's Account Name :	Contact (Office/Mobile) Number(s) :				
√ _____	√ _____				
<table border="1"><tr><td>Customer's Bank Account Number :</td></tr><tr><td>√ _____</td></tr></table>	Customer's Bank Account Number :	√ _____	Payment Limit (optional):		
Customer's Bank Account Number :					
√ _____					
√ _____	√ _____				
My/Our Company Stamp/Signature(s)/Thumbprint(s)* :					
√ _____					
(As in Financial Institution's records)					

PART 2: FOR BILLING ORGANISATION'S COMPLETION

Swift BIC	Billing Organisation's Account No.	Billing Organisation's Customer Ref No.
OCBCSGSGXXX	591-561428-001	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Swift BIC	Account No. To Be Debited / Credited	
_____	_____	

PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: Tuas Power Supply Pte Ltd
c/o Oversea-Chinese Banking Corporation Limited, Singapore
65 Chulia Street OCBC Centre Singapore 049513

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

- | | |
|---|---|
| <input type="checkbox"/> Signature/Thumbprint# differs from Financial Institution's records | <input type="checkbox"/> Wrong account number |
| <input type="checkbox"/> Signature/Thumbprint# incomplete/unclear# | <input type="checkbox"/> Amendments not countersigned by customer |
| <input type="checkbox"/> Account operated by signature/thumbprint# | <input type="checkbox"/> Others: _____ |

_____ Name of Approving Officer	_____ Authorised Signature	_____ Date
------------------------------------	-------------------------------	---------------

* For thumbprints, please go to the branch with your identification. # Please delete where inapplicable

Tuas Power Supply Pte Ltd 111 Somerset Road #13-06, TripleOne Somerset Singapore 238164
Tel: 6838 5565 / Fax: 6838 5595

Procedures for completing the Interbank Giro Application Form

Please refer to the Interbank Giro Application Template and **complete only Part 1** of the application form.

1. **“Date”** refers to the application date.
2. **“My / Our Bank”** refers to the name of the bank at which the designated bank account is opened for the purpose of debiting payment and crediting refund for Customer’s monthly electricity charges.
3. **“Customer’s Account Name”** refers to the name of the designated bank account holder as stated in the bank’s records.
4. **“Customer’s Bank Account Number”** refers to the account number of the designated bank account holder from which payment of Customer’s monthly electricity charges are debited and to which refund will be made. For customers using OCBC, HSBC and State Bank of India, please include the branch code together with the bank account number.
5. **“My/Our Company Stamp/Signature(s)/Thumbprint(s)”** refers to the account holder’s signature or thumbprint as per bank’s record. Where company’s stamp is reflected in the bank’s record, please provide an imprint of the company’s stamp on the Interbank Giro Application Form.
6. **“Billing Organisation’s Customer Name”** refers to name of the electricity account holder as reflected in the Electricity Retail Agreement and/or Acceptance Form For Electricity Supply and/or invoices and/or Tenant account opening form (where applicable).
7. **“Billing Organisation’s Customer Ref No.”** refers to Customer’s designated Tuas Power Supply’s electricity account number indicated on the top right-hand corner of the electricity invoice beginning with 10000XXXXX (for High-Tension Electricity Account); 20000XXXXX (for Low-Tension Electricity Account); or 312XXXXXXX, 313XXXXXXX and 32XXXXXXX (for Tenant Electricity Account).
8. **“Contact (Office/Mobile) Number(s)”** refers to Customer’s contact details.
9. **“Payment Limit (optional)”** refers to the limit by the account holder and communicated to the bank for the purpose of debiting payment from the designated bank account (where applicable).
10. Where amendments are required, (i) cross out the error, (ii) indicate the correct information, and (iii) counter-sign against the amendments made.
11. Do not use correction fluid to correct any error(s) on the application form.
12. For duly completed form(s), please forward the original signed copies to Tuas Power Supply for processing. Our address is as follow:

Tuas Power Supply Pte Ltd
111 Somerset Road
#13-06
TripleOne Somerset
Singapore 238164

REQUEST FOR ELECTRICITY SUPPLY BY TENANT (HARMONY CONVENTION_9300136836)

Please email this form to bda@tuaspower.com.sg or fax to 6838 5595 at least 5 working days (excluding Sat/Sun/PH) between 8.30am to 5pm

Documents Required

- 1) Completed **FORM 1**
- 2) Application for Utilities Account (Electricity) Letter Issued by APM Marketing Leasing Department
- 3) For Request of New Meter Installation, please submit completed **FORM 2**

RETAILER'S PARTICULARS

Tuas Power Supply Pte Ltd (Co Reg No 200004985K) of 111 Somerset Road #11-09, Singapore 238164 **Customer Service Hotline: 6838 5565**

TENANT'S PARTICULARS

Company Name: (as appear in RCB) or Personal Name					
Co Reg No:					
(For Proprietors or Partners of Business Only) NRIC/ FIN No.:	<input type="checkbox"/> I hereby consent to the collection, use and disclosure by Retailer of my personal data including my identification number for the purpose of the provision of electricity and other related services by Retailer.				
Type of Business	Office / Office with Server / Common Area / F&B / Retail / Entertainment / Supermarket (please circle accordingly)				Floor Area (sqf)
Premises Address: (attach list for multiple a/c)	Blk/House No.	Unit No.	Building Name	Street Name	Postal Code
Billing Address: (if different from above)	Blk/House No.	Unit No.	Building Name	Street Name	Postal Code
Contact Details: (Compulsory)	(Name)			(Designation)	
	(O/ HP)	(Fax)	(Email)	(Email for e-invoicing)	

SPECIAL TERMS AND CONDITIONS OF SUPPLY

Charges (Condition 1) : For the avoidance of doubt, the prevailing rates applicable to the Tenant as determined by the Retailer and agreed by the Landlord shall only apply for applicable months as stated in the contract from the initial commencement date of the first or original (unrenewed) Electricity Retail Agreement between the Landlord and the Retailer (which date shall be as notified or determined by the Retailer). Thereafter the rates shall be revised as determined by the Retailer.

Commencement Date : _____ (First meter reading will be done on this date)

*For commencement date which coincides with a previous account termination date, the new starting date shall be one (1) day after the above mentioned date.

Payment Period (Condition 1) : 14 days from the date of the statement or invoice.

Billing Period (Condition 1) : One month, except for the first and last month of Supply. (As the case may be)

Security Deposit (Condition 2) : Equivalent to 3 months average bill amount in Cash Deposit/Banker's Guarantee* or \$100, whichever is higher to be provided before or upon commencement of Supply via first invoice.

ACCOUNT DETAILS (Mandatory Information)

For existing tenant, please kindly indicate if you will like to console this account with the existing account: YES / NO (please circle accordingly)

If YES, Please indicate the account number to be consoled: _____

METERING ISSUES (Mandatory Information)

Existing Meter Available : YES / NO (please circle accordingly)

If NO, Please Proceed to Complete "REQUEST FOR NEW ELECTRICITY METER FORM"

AUTHORISATION, CONSENT AND APPLICATION

I/We hereby authorise the Landlord to negotiate, conclude and enter into an agreement (including any alterations, modifications, amendments or renewals thereof) with the Retailer for the supply of electricity on an en bloc basis to the building where the abovementioned Tenant's Premises is located ("Supply") and to do such acts and things and take all such steps as may be necessary, desirable or expedient in connection with or for the purpose of giving full effect to the Supply. The Supply hereunder shall continue irrespective of whether the Tenant's Premises becomes contestable.

I/we hereby unconditionally and irrevocably consent to the Supply by the Retailer and undertake and agree with the Landlord to observe, perform and be bound by the terms and conditions set out in this form and the Terms and Conditions for Electricity Supply overleaf. In the event of any breach of this consent by me/us including any purported revocation of this consent, I/we agree to indemnify the Landlord and the Retailer against all costs, loss, expense or liability howsoever sustained or incurred by them.

Signature & Name : _____

Designation: _____

Company Stamp : _____

Date : _____

STANDARD TERMS AND CONDITIONS OF ELECTRICITY SUPPLY ("Conditions")

Unless otherwise defined in these Conditions, capitalised words used in these Conditions have the meanings ascribed in this form ("Form").

1 Charges, Billing and Payment

- 1.1** The Tenant agrees and undertakes to directly pay the Retailer with effect from the Commencement Date the following charges relating to the supply of electricity ("Supply") to the Tenant's Premises:
- 1.1.1** all the charges stated in the Form with respect to all electricity Supplied to the Tenant's Premises in each Billing Period during the Supply Duration based on the reading from the designated meter(s) ; and
- 1.1.2** goods and services tax at the prevailing rate.
- 1.2** Unless otherwise set out in the "Charges" overleaf, if the MSSL and/or the TL and/or the Energy Market Company Pte Ltd ("EMC") revises the rates and/or structure of their respective charges with respect to the Supply to the Tenant's Premises (or any support service relating thereto) and/or any new charges are introduced by third parties approved by the EMA, the Retailer may pass through to the Tenant (whether such charges are levied on the Tenant or the Retailer), and the Tenant shall bear and pay, the rates or charges as so revised by the MSSL, the TL, the EMC and/or any charges as approved by the EMA.
- 1.3** Notwithstanding anything contained herein, should the Consumer upgrade any of its electrical installations so as to be able to increase its electricity consumption, the Consumer shall notify the Retailer and the Retailer reserves the right to revise the Schedule of Charges upon prior written notice to the Consumer.
- 1.4** The Tenant shall directly pay the Retailer the amount stated as due to the Retailer in any statement or invoice rendered by the Retailer within the Payment Period. Unless otherwise approved by the Retailer and the Landlord, all payments shall be made in S\$ via cheque or GIRO to the bank account designated by the Retailer.
- 1.5** If the Tenant fails to pay the Retailer any sum when due, the Retailer is entitled to charge a fee from time to time for every reminder issued to the Tenant for failure to make payment. In addition, the Tenant shall pay the Retailer late payment interest on the amount outstanding at the rate of 1% per month and such interest shall be compounded and accrued from the day the amount is due for payment until the day the amount is paid (whether before or after any judgement).

2 Security

- 2.1** The Tenant shall directly furnish the Retailer with the Security Deposit before the Commencement of Supply. The Retailer reserves the right to revise the Security Deposit amount in the event that (a) the Tenant fails to make any payment when due; or (b) the average monthly consumption increases; or (c) there is an increase in the relevant electricity tariff. The Retailer shall be entitled to retain the amount of the Security Deposit until 60 calendar days after the expiry or termination of the Supply Duration and may utilise at any time the whole or any part of such Security Deposit in payment of any sum due to the Retailer from the Tenant. The Retailer shall not be required to pay any interest on the Security Deposit.

3 Exclusion of Liability for Supply Interruption, Delays and Failure

- 3.1** The Tenant acknowledges that the Landlord and the Retailer has no control over the generation, transmission or distribution of electricity. Accordingly, no representation, warranty or obligation is made, given or assumed by the Landlord and the Retailer (whether under these Conditions, implied by law or otherwise) with respect to the Supply or transmission of electricity or to the Tenant's Premises and or any matter relating thereto, including the quantity, quality, stability, reliability or voltage of any Supply.
- 3.2** In addition, the Landlord and the Retailer shall not be liable to the Tenant for any and all losses, damages and or liability suffered or incurred by the Tenant caused by or as a result of any defect, inconsistency, failure, delay or interruption in or any reduction, surge or variation of the Supply and or transmission of electricity, wherever and whenever occurring; or any economic, consequential or indirect loss and or loss of revenue and or profits and or business or custom, howsoever and whenever caused or occurring including but not limited to any damage, loss, injury or liability incurred or sustained by the Tenant as a consequence of any act, default or omission of the Retailer's servants or agents or any error or omission in reading or recording any reading of any meter or in any statement prepared and or sent to the Tenant relating to the Supply.
- 3.3** Without prejudice to the generality of the foregoing, all warranties, representations or other undertakings implied at law or by custom are hereby excluded. Without prejudice to the generality of the foregoing, the total liability of the Landlord and the Retailer to the Tenant for any claims or losses howsoever arising hereunder shall not exceed S\$10,000.

4 Supply Duration and Termination

- 4.1** Subject to the provisions of this Condition 4, the Supply Duration will commence on the Commencement Date and will continue until terminated under the terms hereof.
- 4.2** The Landlord or the Retailer shall be entitled to terminate the Supply Duration immediately at any time by written notice to the Tenant if:
- 4.2.1** the Tenant fails or neglects to furnish the Security Deposit before the Commencement of the Supply or pay any sum which has become due or payable to the Retailer; or breaches or fails to perform any other obligations hereunder;
- 4.2.2** the Tenant becomes insolvent or is unable to pay its debts as they fall due; or any bankruptcy, winding up or judicial management proceedings is commenced with respect to the Tenant;
- 4.2.3** a receiver or manager is appointed over any of the assets of the Tenant;
- 4.2.4** the Tenant offers or submits a proposal to its creditors or any group of its creditors relating to the payment of its debts
- 4.2.5** the agreement between the Landlord and the Retailer is terminated; or
- 4.2.6** the lease or tenancy for the Tenant's Premises between the Landlord and the Tenant is terminated.
- 4.3** If the Tenant terminates the Supply Duration otherwise than in accordance with this Condition 4, the Tenant shall indemnify the Retailer and the Landlord against all costs, loss, expense, or liability (including hedging costs) sustained or incurred by the Retailer as a result of such termination.

5 Disconnection of Supply

- 5.1** The Landlord and/or the Retailer may, without notice or liability to the Tenant, disconnect the Supply to the Tenant's Premises in the event that the Tenant breaches any terms of this Agreement including but not limited to failure to pay all charges due and payable to the Retailer in a timely manner. The Retailer shall be entitled to charge such fee as determined by it for any disconnection or re-connection activity.

6 Meter

- 6.1** The Tenant shall not tamper, interfere with or do any act which may affect the accuracy of the meter, which shall be the property of the Landlord, Retailer or their contractors.
- 6.2** All costs of repair or replacement of inaccurate, damaged or lost meters shall be borne by the Landlord or the Retailer, unless such inaccuracy, damage or loss is due to the default or negligence of the Tenant. The Tenant shall provide all access, assistance and cooperation in connection with any installation, inspection, reading, servicing or replacement of any such meter. The Retailer shall be entitled to remove the Tenant's meter upon the disconnection or termination of the Supply. The Tenant shall indemnify the Retailer and the Landlord against all cost, loss and expense howsoever incurred by the Retailer or the Landlord in respect of any lost, stolen or tampered meter.
- 6.3** If the electricity meter does not in the reasonable opinion of the Retailer correctly register the amount of electricity supplied to the Tenant's Premises, the Retailer shall be entitled to charge such sum as it shall assess and/or revise the Charges for the estimated period of the inaccuracy. The Retailer may adjust billings based on readings previously taken from such meter. The Tenant agrees that the Retailer's estimation and adjustment shall be final and binding on the Tenant in the absence of manifest error.

7 Information

- 7.1** The Tenant shall provide all information and details as requested by, and render all assistance necessary to the Landlord and the Retailer in connection with the Supply.

8 General

- 8.1** Neither the MSSL, the TL, nor the EMC is or shall be considered as an agent or contractor of the Landlord or the Retailer.
- 8.2** The Landlord shall be entitled to assign and transfer all its rights benefits and obligations under these Conditions to such person as the Landlord shall determine. The Tenant shall not assign these Conditions without the prior written approval of the Landlord or the Retailer.
- 8.3** In the event the metering consumption for the Tenant's Premises is revised, then, notwithstanding any termination of the Supply of electricity to the Tenant, the Landlord and/or the Retailer shall be entitled to make the necessary adjustments to its bills and render an invoice reflecting the adjusted consumption to the Tenant, who shall promptly make payment within 14 days of the invoice.
- 8.4** In case any provision hereunder shall be, or at any time shall become invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not in any way affect or impair any other provision herein and this agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein.
- 8.5** No failure on the part of any party to exercise, and no delay on its part in exercising, any right or remedy under this agreement will operate as a waiver thereof, nor will any single or partial exercise of any right or remedy preclude any other or further exercise thereof or the exercise of any other right or remedy. The terms herein shall not be amended, varied or supplemented unless the parties so agree in writing.
- 8.6** This agreement shall be governed by and construed in accordance with the laws of Singapore. The Retailer shall pursuant to the Contracts (Rights of Third Parties) Act, have the right to enforce any Conditions of this agreement.
- 8.7** In the event of any dispute in connection with these Conditions, the parties shall attempt to amicably resolve the dispute or complaint, failing which they may refer the matter for mediation in the Singapore Mediation Centre. Notwithstanding the foregoing, the parties agree to submit to the non-exclusive jurisdiction of the courts of Singapore in respect of any claims or dispute hereunder.

9 Personal Data Protection

- 9.1** By submitting to the Retailer the personal/business particulars:
The Tenant (including the Tenant's employee, representative or authorised person (collectively "Representatives")) consent(s) to the collection, usage, disclosure, storage and processing of information about the Tenant and the Tenant's Representatives ("Data") including but not limited to the Tenant's Representatives name, title, address, identification number, telephone number, contact details and other personal details ("Personal Data").
- 9.2** The Retailer may, without prejudice to its rights at law, use the abovementioned Data including Personal Data for the purposes relating but not limited to (a) the Tenant's electricity business or related activities (b) processing of the Tenant's application or the entry or execution of the retail agreement between the Tenant and the Retailer or (c) to verify the details and/or information provided by the Tenant or the Tenant's Representatives in relation to the Tenant or the Representatives.
- 9.3** The Retailer may share, make available or transfer the Data including Personal Data, to third parties for the above purposes. Such third parties include but not limited to the Retailer's holding company, the Retailer's subsidiaries, agents and contractors.

REQUEST FOR NEW METER INSTALLATION

Please fax this form to 6838 5595 or email to customer@tuaspower.com.sg at least 5 working days (excluding Sat/Sun/PH) between 8.30am to 5pm.

Documents Required:

- 1) **Completed FORM 1** (Request for Electricity Supply by Tenant)
- 2) **FORM CS 3** & Photo of installed external CT(if require 3 Phase CT meter)
- 3) **Single Line Drawing**

Section 1: To Be Completed By Tenant's LEW

Tenant's Name: _____

Tenant's Premise Address: Blk/House No. _____ Unit No _____ Building Name _____

Street _____ Postal Code _____

Meter Type Recommended*:

- | | |
|--|---|
| <input type="checkbox"/> Single Phase | _____ Amps |
| <input type="checkbox"/> 3-Phase Whole Current | _____ Amps |
| <input type="checkbox"/> 3-Phase CT ** | CT Ratio: _____ / _____ A
(Line / External CT) |

** please tick accordingly*

****CT to be provided By Tenant with class 0.5**

The Tenant's appointed LEW shall be responsible for "turning-on/off" of main supply for such Meters as approved by the Landlord's LEW.

Requested Date & Time of Meter Commissioning: _____

Tenant's LEW's Details

Name : _____ Contact No: _____ Email Address: _____

_____	_____	_____
Signature & License Stamp	License No	Date

Section 2: To Be Completed By Tuas Power Supply Meter Agent

Meter Brand: _____ Issued By: _____

Meter ID: _____ Meter CT Ratio: _____ Meter Location: _____

Multiply Factor: 1 / 2 / 3 / 4 / 5 / Others: _____ Max Digit (Excl Decimal) : _____
(Please circle or specific the multiply factor - Cannot be 0 or Nil)

Meter Reading Upon Issued: _____ Date of Issue : _____

Meter Owner: Landlord / Tenant / TPS / Others _____ (Please circle one)

Acknowledgement by Tenant's LEW:

I have received the above mentioned meter in good condition from Tuas Power.

_____	_____	_____
Name & Signature	Company Stamp	Date
Contact No.: _____		

Note:

**Landlord has appointed Tuas Power Supply Pte Ltd to arrange meter installation for their tenants.
Should there be any faulty meter within the warranty period, Tenant shall contact to Meter Vendor directly.**

TERMINATION OF ELECTRICITY SUPPLY

Please email this form to bda@tuaspower.com.sg or fax to 6838 5595 at least 5 working days (excluding Sat/Sun/PH) between 8.30am to 5pm.

Date: _____

To: Tuas Power Supply Pte Ltd (Business Development Team)

TERMINATION OF ELECTRICITY SUPPLY

1. Please kindly arrange to stop the supply of electricity for:

Company Name _____

Electricity Account Number _____

Premise Address: Blk/House No. _____ Unit No _____ Building Name _____

Street _____ Postal Code _____

2. Date to stop supply _____ (day) _____ (month) _____ (year)
(at least 5 working days from the date of receipt for processing)

3. Meter Removed : Yes / No

Meter Owner: SPPG / Landlord / Tenant / TPS / Others: _____ (Please circle one)

If Yes, please return the meter to meter owner. For SPPG meter, please fax (6838 5595) the return slip to us.

For AMR Meter, please arrange with Tuas Power for meter removal.

4. Please send my final bill to:

New Mailing Address: Blk/House No. _____ Unit No _____ Building Name _____

Street _____ Postal Code _____

Signature: _____

Company Stamp: _____

Name: _____

Designation: _____

Contact No.: _____

Email for e-invoicing: _____

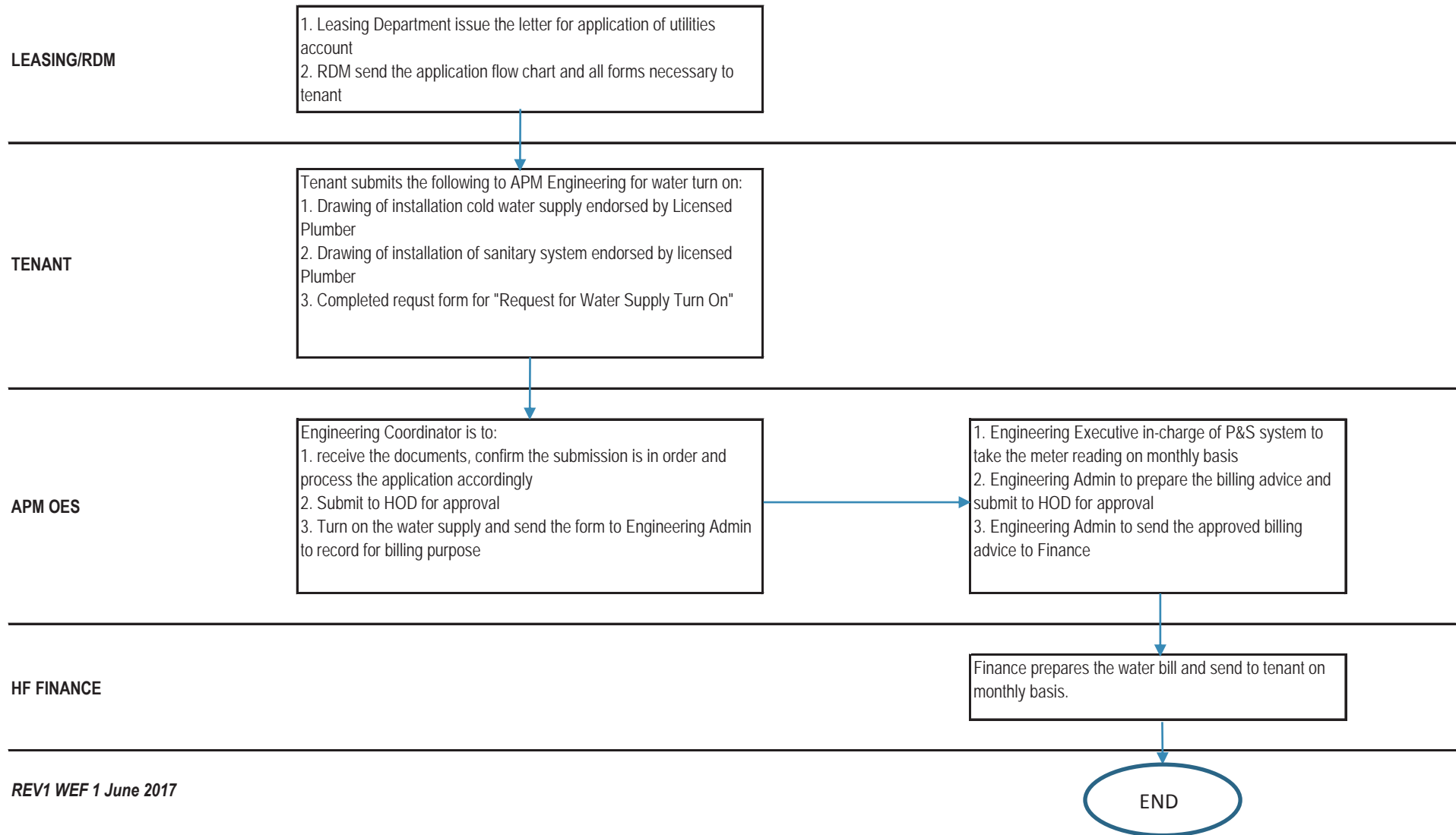
Note:

MCST 2197 has appointed Tuas Power Supply Pte Ltd to bill on behalf and proceed with account termination without Landlord's endorsement.

PROCESS FLOW CHART FOR
REQUEST OF WATER SUPPLY AT SUNTEC CITY FOR HF TENANT

APM PROPERTY MANAGEMENT PTE LTD

APPLICATION OF WATER SUPPLY - HARMONY CONVENTION (HF) TENANTS AT SUNTEC CITY



REV1 WEF 1 June 2017



PROPERTY MANAGEMENT PTE LTD

3 Temasek Boulevard, #B1-65A Suntec City Mall, Singapore 038983

Telephone: (65) 6825 2699

Facsimile : (65) 6337 2684

REQUEST FOR TURN-ON OF WATER SUPPLY

To: The Senior Manager, Engineering
APM Property Management Pte Ltd
As the Property Manager of Harmony Convention Holding Pte Ltd

Name of Tenant : _____

Location : West Wing, Suntec City Mall Unit Number : _____

I, _____ the undersigned, have engaged a Licensed Plumber to supervise and test the above Water Installation in accordance with the PUB Regulations and Requirements. I certify that the installation works have been completed and endorsed by the engaged Licensed Plumber. Hereby I would like to request for water supply TURN-ON as from _____ (date & time) at my premises.

Signature of Tenant & Company Stamp

Name : _____ Date : _____

Contact No : _____ (HP) _____ (Off)

FOR ENGINEERING DEPARTMENT USE

Appointment has been made to turn-on the water supply on _____ (date) at _____ am/pm.

Authorized Signature

Name :

Date :

FIRST METER READING

Meter No: _____ First Reading: _____ Date: _____

Signature of Tenant

Signature of Officer



SUNTEC CITY

Pre-Opening Inspection Checklist

Unit No: _____ [Retail / F&B / Kiosk / Tower Cube]

Shop & Tenant Name: _____

Inspection Date/Time: _____

	Items	Tick/Delete* where applicable			Remarks / Signatory / Outstanding items	Completion date
		Yes	No	NA		
1.	Fit-Out to Approved Design					
a.	Flooring					
b.	Ceiling					
c.	Wall/ Partition					
d.	Shop-front Finishes & Enclosure					
e.	Furniture/ Fixture/ Others					
f.	Signage /Light box /Window Display (i) Timer 8Am – 12Am (ii) TV 10Am – 10Pm				(i) YES / YES NO (ii) / NO	
g.	Signage – Unit No.				Gotham Book 30mm Ht	
h.	Signage – Operating Hours					
2.	General Touch-ups [Note: Installation at common area to be confirmed by IFM]					
a.	Touching up common ceiling					
b.	L-capping above shop-front / demising fin					
c.	Common Tile finishes					
e.	Others					
3.	Authority Approvals [Note: Operating without Fire Safety approval from SCDF is a violation of the Fire Safety Act]					
a.	Change of Use (URA)					
b.	MAA / QP cert for MAA waiver* / FSC / TFP / TOP / CSC / BCA ST / CBPU / ENV / LTA / BCA Advertising, etc. Others, to specify _____ _____					
c.	Authority/ SCDF Submission* : (i) Archi NOA (ii) M&E NOA (iii) FSC App in acknowledgment				Drawings Received*: (i) YES / NO (ii) YES / NO (iii) Date: _____	
d.	RI Form* : (i) Archi Form 1 (ii) M&E Form 1				Inspection Date: (i) Date: _____ (ii) Date: _____	
4.	Licenses					
a.	SFA license					
b.	Liquor license (SPF)					
c.	Entertainment license					
d.	Halal certificate (Muis)					
e.	Other licenses & inspections, e.g. Massage license / ECDA / MOH, etc. to specify _____					

	Items	Tick/Delete* where applicable			Remarks / Signatory / Outstanding items	Completion date
		Yes	No	NA		
5. Status of M&E and Utilities Opening [Note: M&E Services Installation to be confirmed by IFM]						
a.	Electrical Account & Turn On					
b.	Water Account & Turn On					
c.	Gas Account & Turn On					
d.	Air Condition Turn On					
e.	Others					
6. Operation matters [Please forward &/ contact below parties at below email address, detail contact list in Retail Tenancy Guide]						
a.	POS Form				Contact: POS vendor / Retail Marketing gina.teo@synthesis.bz ; apm-marketingretail@apmasia.com.sg	
b.	Pest Control Policy & Monthly Report				Contact: Tenancy Operations & Pest Control project_suntec@anticimex.com.sg apm-mallops@apmasia.com.sg	
c.	Sanitary System & / Exhaust Servicing Schedule & reports*				Contact: Tenancy Operations & Integrated Facilities Management (IFM) mcst-engineering@apmasia.com.sg apm-mallops@apmasia.com.sg	
d.	Letterbox Keys				Note: Letterbox keys & Pass Collection direct from MCST Reception when ready.	
e.	Tenant Bin Centre Security Pass					
f.	Operational Insurance					
g.	Covid-19 operational requirements: Safe-Entry & Safe distancing measures				Contact: Tenancy Operations apm-mallops@apmasia.com.sg	
7. Target commencement date						
	Hoarding Removal Date (Night only):		Targeted Trading Date:			

The Landlord and Tenant have jointly inspected the subject premises and acknowledge the above mentioned on the date of inspection. **Before official business commencement**, the outstanding rectification and/or actions to be taken, if any, are noted, to list below or attach list if required:

Acknowledgement

Inspected by Tenant:

Inspected by Landlord's Representative:

Authorised Signatory of Tenant & Company Stamp

Authorised Signatory of Landlord's Representative

Name & Designation of Authorised Signatory

Date:

Name & Designation of Authorised Signatory

Date:

For official use :		
Approval for Tenant to Start Trading		
Approved: Yes / No	Approved: Yes / No	Approved: Yes / No
Date:	Date:	Date:
Tenancy Operations:	Tenancy Design:	Retail Marketing:



Suntec City POS Interface Option Form [Ver 3]

Please fill out and return this form to facilitate your POS system connection. You may contact our POS system provider DCS Synthesis, POS Support 6652 0073 (office hours) for further clarifications.

Retailer Name: _____

Retail Shop Number: _____

Retailer Company Name: _____

POS Interface Contact Person (Retailer): _____ Contact Number: _____

Email: _____ Designation: _____

POS Interface Development Team: In-house IT / POS Vendor / IT Consultant (Not applicable for Option C)

Contact Name: _____

Contact Number: _____ Email: _____

POS Vendor / IT Consultant Company Name: _____ (Not applicable for In-house IT)

☐ **Option A (Upload from outlet, through internet FTP)**

Upload sales from outlet through internet FTP.

☐ **Option B (Upload from HQ, through internet FTP)**

Upload sales from HQ through internet FTP.

Note for Option A/B: You may incur one off cost by your own POS vendor if an interface program is required to ensure uploading of sales data to our server. DCS team shall send the POS interface specifications upon receiving this option form.

☐ **Option C (Do not yet have a POS System):**

If you have not purchased a POS machine, our vendor DCS Synthesis, has a number of options from cash register to PC Based Touch POS system that integrate with our POS system automatically at a preferred price starting from S\$ 1650 + GST. Below are some of the machine options:

Machine C1 : Quorion QMP2064

Machine C2 : Quorion QMP2164

Machine C3 : Quorion QMP2264

Machine C4: Quorion QMP5196/QMP5496

Machine C5: POSWORKS PC based POS Machine

Please contact POS Support 6652 0073

NOTE: Tenant has to subscribe for Broadband service with minimum upload speed of 512 kbps in order to upload sales files to Management Server.

Signed by:

Retailer Representative Name:

Date:

POS Interface Requirements

1. If there are more than 1 POS terminal in the outlet, the sales transactions of all POS must be consolidated into 1 file at designated PC or Server or POS before FTP transmission to Suntec Server.
2. POS interface program should have a function to transfer/upload sales files to the designated server FTP address: with user ID password access which will be provided before onsite implementation.
3. POS interface program should have a function that at any time when the tenant POS machine is not able to upload the sales data to Suntec server due to network problem, the tenant POS machine is required to store the unsuccessful day sales at the POS till the next schedule to send thru to Suntec server. If the tenant POS machine is not able to perform this function, DCS will install a FTP picker program to pick the files from the folder and send to Suntec server and monitor the sales transmission.
4. If the Tenant POS is not operational due to technical problem and not able to upload data from the outlet or HQ, the tenant representative has to update the Suntec Management immediately. Once the tenant POS is operational, Tenant has to upload the missing day sales to the FTP site or submit the missing sales data manually to Suntec Management team.

For further clarifications, please contact POS Support at 6652 0073

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

APPLICATION FOR ACCESS CARD (Form 1)

(FOR SUBSIDIARY PROPRIETORS, OCCUPIERS, TENANTS, STAFF OF APM PROPERTY MANAGEMENT)

* Delete where applicable

(A) APPLICATION INFORMATION

Type of Applicant: <i>(Please produce documentation or staff pass as required)</i> <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/> Subsidiary Proprietor <input type="checkbox"/> Occupier / Tenant		Date of Application: Mode of Payment: <input type="checkbox"/> NETS <input type="checkbox"/> Cheque	
Type of Card:	No. of cards required	Cost per card	Total Cost:
New card(s)		S\$0.00	
Additional card(s)		S\$10.00	
Damaged card(s)		S\$30.00	
Lost card – Tenant		S\$30.00	
Lost card – Visitors		S\$50.00	
Lost card – Service Provider		S\$50.00	
Lost Man			

To fill up online form at
<https://forms.gle/tLWeJQnhzqhNika68>

(B) TERMS & CONDITIONS:

1. The access card is issued to each individual and it is non-transferable.
2. The processing period may take up to **five (5) working days** upon submission of the completed application form.
3. The access card must be worn at all times when you are in our premises. It must be displayed prominently at the front.
4. The access card must be returned immediately after use. (i.e. no pass shall be retained after the stipulated date.)
5. A replacement fee of **S\$50.00 for Visitor and \$30.00 for tenant** shall be charged to the applicant for the loss or damaged of each pass, or failure to return the pass within the period specified above.
6. Additional access card is chargeable at a fee of S\$10.00 each and it is non-refundable. The fee is impose for administration & processing cost.
7. Any damage found on the access card must be reported immediately.
8. Duplication of the access card is strictly prohibited.
9. **A penalty shall be imposed on the applicant for any violation of the above.**
10. The Management Corporation – Strata Title Plan No. 2197 (Suntec City) reserves the right to amend, alter, add or delete any of the Terms & Conditions stated herein without any prior notice.

(C) PARTICULARS OF APPLICANT

Name of Company:		Business Registration No.	
Registered Address:			
Contact Person No. 1:		Designation / department:	
Contact Nos.: (General) (Direct)		Email Address:	
Contact Person No. 2:		Designation / department:	
Contact Nos.: (General)		Email Address:	

(D) PARTICULARS OF USERS

Full name of staff using the card	NRIC/Passport No.	Dept / Designation	For official use (Card Serial Nos.)
To fill up online form at https://forms.gle/tLWeJQnhzqhNika68			

Note: Please use a separate sheet if there is insufficient space.

(E) DECLARATION

I/We hereby declare that the above information given by me/us is true and accurate. I/We fully agree to abide by all terms & conditions stated under Section (B), and further undertake to be fully responsible for the card(s) issued to me/us.

Signature / Name

Company Stamp

Date

(F) FOR OFFICIAL USE

Card Serial Nos.:

Date of issue:

From: _____ to: _____

Name of Issuing Officer:

Signature / Date:

Name of Approving Officer:

Signature / Date:

(G) ACKNOWLEDGEMENT OF PASS

I hereby acknowledge receipt of the pass, in good and working condition.

Signature

Name

Date

END

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197
(SUNTEC CITY)**

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983
Tel : 6295 2888 Fax : 6294 0880

Fit Out Process & Requirement

APPENDIX F: Refund of Fitting Out Deposit

- 1) Refund of Fitting Out Deposit Checklist/Form
- 2) Specimen
- 3) Vendor / Payee Form

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(SUNTEC CITY)**

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Tel : 6295 2888 Fax : 6294 0880

FITTING OUT DEPOSIT REFUND FORM

Terms and Conditions:

- Upon completion of tenant's fit-out works and commencement of business, the tenant &/ contractor are required to submit all the drawings and documents, **including and not limited to Fire Safety Certificate (FSC) / Minor Additions and Alterations (MAA)** together with the fitting out deposit refund form to the MCST Office.
- A joint inspection with the MCST's Facilities and Engineering Department will be arranged after receipt of all drawings/ documents and upon completion of any outstanding works / defects as highlighted.
- The fitting out deposit will be refunded only upon the rectification of all outstanding works &/ defects highlighted by the MCST.
- Please note that the refund process is to be completed within 2 months from date of Tenant's business commencement. Failing which, MCST reserves the right to forfeit the fit-out deposit.**
- Fitting-out deposits not claimed after 6 months from the completion of works shall be forfeited.**

A. PARTICULARS		
Name & Address of *Subsidiary Proprietor / Occupier/ Tenant/ License:	Name & Address of Applicant (Authorized Representative * Designer/ Contractor):	
Contact Person:	Contact Person:	
Contact No: (O) (HP)	Contact No: (O) (HP)	
B. DETAILS OF WORK		
Nature of Job:		
Date of Business Commencement:		
Office / Shop Trading Name:		
Location of work: (Please tick the appropriate box)		
Office: Suntec Tower *1/ 2/ 3/ 4/ 5 Unit No: _____		
Retail: Suntec City Mall Unit No: _____		
C. Please submit 1 set of the following drawings in colour hardcopy on a scale of 1:50 (for purpose of inspection) with PE /LEW's endorsement. Upon site verification, do submit the final softcopy to MCST		
Description	Y/ N/ NA	Remarks
1. Fitting out Submissions		
a) Letter of Undertaking and indemnity for Building, Electrical, Plumbing & Sanitary		
b) Base Consultant (Archi / M&E*) appoint for vetting		
c) Letter of undertaking – Waiver of vetting by Base Consultant		
d) Letter of undertaking - Waterproofing		
2. Architectural / Interior Design		
a) Shop front & interior's elevations, sections, signage layout & installation details etc		
e) Floor/ Wall/ Ceiling finishes layout		
f) Reflected ceiling & lighting layout		
g) Furniture layout		
3. Electrical		
a) As-built drawings for lightings/ power layout, single line diagram with LEW's endorsement, cable routing layout plans and etc		
b) As-built layout for speakers		
c) Form CS/3 Letter of Consent from the Landlord / Management Corporation		

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Tel : 6295 2888 Fax : 6294 0880

Description	Y/ N/ NA	Remarks
d) Certificate of Compliance (Electricity)		
e) Statement of Turn on of Electricity		
f) License to operate electrical installation (EMA) (if more than 45kVA)		
g) Two individual engraved tag to be done on the following: <ul style="list-style-type: none"> • Shop Name & Unit # • Supply from 		
h) Earth Link Relay (ELR) Setting Engraved Tag (if more than 45kVA)		
i) Timer of Lighting for signage & shopfront (08:00am – 12:00am)		
4. ACMV		
a) As-built drawings for ACMV ducting, piping, kitchen exhaust ducting, auxiliary condensing unit and drainage layout etc		
b) Air-con balancing report		
5. Fire Protection		
a) As-built drawing for Fire Protection System (Sprinkler/ Fire - Suppression System/ Fire Extinguishing System) (With PE endorsement)		
6. Gas, Plumbing and Sanitary (If any plumbing work)		
a) As-built drawing for gas, plumbing and sanitary layout (With licensed gas services worker endorsement / licensed plumber endorsement)		
b) Schematic diagram for gas, plumbing and sanitary layout (With licensed gas services worker endorsement / licensed plumber endorsement)		
c) Statement of Turn on of Gas		
d) Certificate of Proof Test (Gas)		
e) Certificate of Final Pressure Test (Gas)		
f) Waterproofing warranty		
7. Submission Plan to and Approvals From Relevant Authorities		
a) Lodgment for Minor Additions and Alterations		
b) Fire Safety Certificate		
c) NEA License		
d) Entertainment License		
e) Liquor License		
f) Music License		
g) Others (Any other necessary Authority Approval for your business operation, please specify):TFP / TOP etc.		
h) Others (Any other licenses necessary for your business operation, please specify):		
8. Others		
a) Deviation of installation based on approved design / requirements		
b) Cat Ladder / platform / Access panels for FCU, its control panel and other M&E services for future maintenance		
c) Encroachment to common areas - signage / window display/TV/Fresh Air Fan/ Auxiliary Condensing Unit / other installations		
d) Damages to Common Areas' Floor / Wall/ Ceiling's Finishes		
e) Penalty from Violations of Houserules (any outstanding)		
Submitted By:	Received By:	
Signature:	Signature:	
Name:	Name:	
Date:	Date:	



Unit No:			
Shop & Tenant Name:			
For Official Use			
1st Site Inspection Date & Time:			
MCST 2197 Representatives	Remarks:	Refund	
		√	X
	All works are in order except for:		
Operations & Engineering Services			
<u>ACMV</u> Name & Signature:			
<u>Electrical</u> Name & Signature:			
<u>Fire Safety (Sprinklers & FSSB)</u> Name & Signature:			
<u>Gas</u> Name & Signature:			
<u>Plumbing & Sanitary</u> Name & Signature:			
<u>PA Speakers</u> Name & Signature:			
Facilities Management			
Name & Signature:			
Landlord Representatives			
Mall Operations/Retail Design Management			
Name & Signature:			

Tenant's Committed (Date of Rectification)	
---	--

Unit No:			
Shop & Tenant Name:			
For Official Use			
2nd Site Inspection Date & Time:			
MCST 2197 Representatives	Remarks:	Refund	
		√	X
	All works are in order except for:		
Operations & Engineering Services			
<u>ACMV</u> Name & Signature:			
<u>Electrical</u> Name & Signature:			
<u>Fire Safety Sprinklers & FSSB)</u> Name & Signature:			
<u>Gas</u> Name & Signature:			
<u>Plumbing & Sanitary</u> Name & Signature:			
<u>PA Speakers</u> Name & Signature:			
Facilities Management			
Name & Signature:			
Landlord Representatives			
Mall Operations/Retail Design Management			
Name & Signature:			

Tenant's Committed (Date of Rectification)	
---	--

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197
(SUNTEC CITY)**

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983
Tel : 6295 2888 Fax : 6294 0880

IMPORTANT POINTS TO TAKE NOTE:

1. All AS-built drawings should be submitted in **colour hardcopy on a scale of 1:50.**
2. After site verification, do submit the final softcopy of the As-built drawings in CD-ROM.
3. Please indicate the Shop name and unit No. in all AS-Built Drawing.
4. Please locate the access panel in the ACMV AS-Built drawing
5. Please indicate the air-con model no. in the ACMV AS-Built drawing.
6. Single line drawing **MUST** have LEW endorsement
7. Fire Protection System AS-Built drawing **MUST** have PE endorsement
8. Two respective engraved tag to be submitted indicating: (Refer to sample below)
 - i. Shop Name & Unit # - To be submitted to MCST to place in the riser room
 - ii. Supply from "<incoming supply source code>" - To be place in the unit DB. Provide photo for reference upon placing the tag.

ENGRAVED TAG (ELECTRICITY)



EARTH LINK RELAY (ELR) SETTING ENGRAVED TAG



Dimension of the engraved tags: Approx. 10cm by 2cm

Material type: Acrylic

CS/3 FORM

CERTIFICATE OF COMPLIANCE

STATEMENT OF TURN ON OF

Form CS/3
Letter of Consent from the Landlord/Management Corporation

To: **DNPL CORPORATION PTE LTD**
15 Jalan Klang
#09-04 Time Duty Enterprise Centre
Singapore 151410
Telephone: +65 6273 3862
Facsimile: +65 6273 4010

ELECTRICITY SUPPLY TO _____ (Full Address of the Customer)
FOR _____ (Name of Customer) AT _____ VOLTS
TOTAL LOAD ALLOWED FOR: _____ AT _____ VOLTS

PART 1

- I have checked the loading of the electrical installation of the above-mentioned building/complex and hereby confirm that the above-mentioned load requirement can be catered for from the existing/horizontal mains ground/floor switchboard of the building/complex, and the total approved load to the entire building/complex will not be exceeded.
- I have no objection for the above-mentioned load to be connected to the above-mentioned main switchboard of the building/complex.
- The Electrical Installation Licence No. of the building/complex is _____.
- The electrical installation of the building/complex from which this load is to be connected is _____.

I hereby give consent for the above-mentioned customer to have the above-mentioned load connected to the above-mentioned main switchboard of the building/complex.

Signature of authorized person: _____
Name: _____

Official Stamp of the Landlord/Management Corporation: _____

CERTIFICATE OF COMPLIANCE Appendix 1

Particulars of Electrical Installation

Name of Consumer: _____

Address of Installation: _____

Approved Load: _____ kW _____ VA

Electrical Installation Licence No.: _____

Consent to Connect: ☐ Consented to Connect with Power of _____ kW _____ VA
☐ Not applicable

I hereby certify that the above-mentioned electrical installation complies with the requirements of the Electrical Installation Regulations 2007 and the relevant Code of Practice for Electrical Installation, Singapore Standard, CP51:2004 (please specify other relevant code / standard, if applicable).

I hereby request for the energisation of the supply line to the said electrical installation on _____ (date).

Copy to: _____
Marked Support Services License: _____

STATEMENT OF TURN ON OF ELECTRICITY Appendix 3

ELECTRICITY SUPPLY TO _____ (Full Address of Customer)
AT _____ (Name of Customer)
ELECTRICAL INSTALLATION LICENCE NO.: _____

I agree that the above-mentioned electrical installation is suitable for connection to the electrical system. I certify that the supply line to the installation has been energised on _____ (date) at _____ (time).

Name & Signature of person responsible for energisation of supply line: _____ Licence No.: _____ Date: _____

I acknowledge that the supply line has been energised on the date and time indicated above.

Name & Signature of person responsible for the operation of the electrical installation: _____ Licence No.: _____ Date: _____

Name & Signature of Applicant or his representative: _____ NRIC / Passport No.: _____ Date: _____

(This form is applicable to domestic electrical installation only)

REP: ESR(Reg)(4)

CERTIFICATE OF FINAL PRESSURE TEST

STATEMENT OF TURN ON OF GAS

CERTIFICATE OF PROOF TEST

To: Senior Manager (Customer Projects)
City Gas Pte Ltd (as Trustee)

Attn: (City Gas) Project Co-ordinator

Your Ref No: _____

CERTIFICATE OF PROOF TEST

NAME OF PROJECT: _____
ADDRESS: _____
AS-BUILT DRAWING NOS: _____

(1) I hereby certify that the gas installation has passed the proof test on _____ (date) conducted in accordance with the Code of Practice for Manufacture and Installation of Gas Pipelines, Singapore Standard, CP51:2004 (please specify other relevant code / standard, if applicable).

Pressure Tested: _____ Duration: _____
Other additional test/pressure specify: _____

(2) I request that gas be "admitted" turned on to the gas installation.

Certified by: (Signature and Stamp of Designated Representative) Date: _____
Name: _____ FE / IDBW No.: _____
Note: "Admitted" not applicable

Witnessed by: (Signature of City Gas Project Co-ordinator) Date: _____
Name: _____

Copy given to: (please tick appropriate box) Name/Company/Signature

☐ Owner
☐ MCST
☐ Main Contractor
☐ Consultant
☐ Hawker Representative/Others

FORM G2B
© 2008

To: Senior Manager (Customer Projects)
City Gas Pte Ltd (as Trustee)

Attn: (City Gas) Project Co-ordinator

Your Ref No: _____

CERTIFICATE OF FINAL PRESSURE TEST

NAME OF PROJECT: _____
ADDRESS: _____
AS-BUILT DRAWING NOS: _____

(1) I hereby certify that the gas installation has passed the final pressure test on _____ (date) conducted in accordance with the Code of Practice for Manufacture and Installation of Gas Pipelines, Singapore Standard, CP51:2004 (please specify other relevant code / standard, if applicable).

Pressure Tested: _____ Duration: _____
First Test: _____
Second Test: _____
Other additional test/pressure specify: _____

(2) No person shall be allowed to carry out any further work on the installation without prior written consent from City Gas.

Certified by: (Signature and Stamp of Designated Representative) Date: _____
Name: _____ FE / IDBW No.: _____

Witnessed by: (Signature of City Gas Project Co-ordinator) Date: _____
Name: _____

Copy given to: (please tick appropriate box) Name/Company/Signature

☐ Owner
☐ MCST
☐ Main Contractor
☐ Consultant
☐ Hawker Representative/Others

FORM G2A
© 2008

CITYGAS
Working hard in the city

Date: _____
Our Ref: _____
Your Ref: _____

To: _____
Project Co-ordinator:
Name: _____

Dear Sir:

STATEMENT OF TURN-ON OF GAS TO NO. 2, TEMASEK BOULEVARD RM1-01

This is to inform you that in response to your application for turn-on of gas to the above-mentioned premises, we have on _____ (date) introduced clean gas at the nominal pressure of 0.01bar (gauge) into the gas installation of the above-mentioned premises. Kindly notify all relevant parties that gas has been turned on to the above premises and not to tamper with the gas installation.

If you are hereby informed that no further work on the above gas installation can be undertaken without our written consent.

Yours faithfully,

Name & Signature of City Gas Project Co-ordinator: _____ * Delete where applicable

Dear Sir:

I acknowledge that gas has been turned on to the gas installation of the above-mentioned premises on _____ (date) at _____ (time).

I will inform all relevant parties that gas has been turned on to the above premises and not to tamper with the gas installation.

Signature of Applicant or his Designated Representative: _____

Name: _____ NRIC/Passport No.: _____

Copy given to: (please tick appropriate box) Name/Company/Signature

☐ Owner
☐ MCST
☐ Main Contractor
☐ Consultant
☐ Hawker Representative/Others

Gas (Supply) Regulations 2008, Regulation 50(8): This statement is to be issued to the applicant (or a person authorized by the applicant) immediately after turn-on of gas supply to the gas installation.

CITY GAS PTE LTD (as Trustee)
20 Selegie Road, Singapore 118117
Customer Call Centre Tel: 1800-633-3333 / 1800-111-1111 (toll free) 6336 2768
www.citygas.com.sg

FORM G2H
© 2008

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197
(SUNTEC CITY)**

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983
Tel: 6825 2699 Fax: 6219 0900

VENDOR/ PAYEE FORM

NOTE:

PLEASE COMPLETE and indicate 'NA' where not applicable.

IMPORTANT:

1. This form must be signed by the Company's **AUTHORISED SIGNATORY**. Please contact **Ms Lee Chin Ling (Accounts Executive) (Tel: 6825 2857/ 6909 2668)** for enquiry.
2. To allow prompt payment of invoices, please ensure that **BANK DETAILS** is fully completed and signed by the Company's **AUTHORISED SIGNATORY** with an attachment of **COMPANY's BANK STATEMENT HEADER** as a supporting of Company's name and bank account number.

COMPANY INFORMATION & BANK DETAILS:

Company Name:	
Registered Address:	
Contact / Ordering Address (If different from above):	
Telephone:	Email Address:
Fax:	Website:
Contact Person and Department:	
Bank Account No.:	Currency of Payment:
Name as per Bank Account:	Country where bank is located:
Bank Address:	
Bank Code: Branch Code:	SWIFT Code / Sort Code / Bank Routing Number / Chips UID:

I / We hereby authorise MCST 2197 to credit payments due to me / us to the bank account stated. Amounts so credited would constitute valid discharge of obligations due to me / us.

The authorisation shall continue to be in force until I / We have expressly revoked it by notice in writing delivered to you. In the event of a change of bank account, I / We shall inform you in writing 30 days in advance before the change.

Authorised Signature:	Company Stamp:
Name:	Fax No.:
Designation:	Email address:
	Date: