

**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: _____

<u>For MCST 2197 (Suntec City) use only:</u>	
Received By: Facilities Management	Finance
<i>Name, Initial & Date</i>	<i>Name, Initial & Date</i>
Approved for Refund By: Facilities Management	Finance
<i>Name, Initial & Date</i>	<i>Name, Initial & Date</i>