



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

FITTING- OUT / RENOVATION MANUAL

OFFICE TOWER

The information contained in the Manual and Appendices are subject to change without prior notice. While every reasonable care is taken to provide the information, MCST PLAN NO. 2197 or ESR REAL ESTATE SERVICES MANAGEMENT PTE LTD or its representatives cannot be held responsible for any inaccuracies in the Manual and Appendices.

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WELCOME MESSAGE

We welcome you to Suntec City.

We compiled this Fitting-out / Renovation Manual to enable our occupants to maintain the infrastructure standards and ambience that befitting the status of the development. However, all plans and proposed works are still subject to the Building Authorities' approval.

ESR Real Estate Services Management Pte Ltd (ESR-RES) is the appointed Managing Agent by the Management Corporation Strata Title (MCST) Plan No. 2197 to manage the common property & facilities at Suntec City.

We endeavour to establish a long-term relationship with you and offer you good management services and look forward to your co-operation & support.

While we have taken every reasonable care to provide the information in this Manual, the information contained may be subject to changes. We reserve the right to make changes to the Manual without prior notice. In addition, ESR Real Estate Services Management Pte Ltd and the MCST or its representatives cannot be held responsible for any inaccuracies and occupants are advised to take their own precautionary measures and to exercise reasonable care and due diligence.

I GENERAL

1.0 OCCUPANT'S CONSULTANTS

1.1 Occupant's Consultants (Qualified Person) Responsibilities

Occupants are required to abide by all building by-laws to submit and obtain approval from the relevant Government Authorities for all proposed fitting-out works and any future alteration and addition works to the premises. For this, occupants are to engage a Qualified Person (QP) for submission of plans. Occupant's Qualified Person (QP) is required to forward to Suntec with a undertaking letter indicating their full responsibility for submission and obtaining the final certification from the Authorities.

2.0 Interior Designer/ Space Planners

2.1 Interior Designers

Occupants may appoint their preferred Interior Designers direct for quotations and negotiations on other details. However, this is subject to Suntec's prior review (for contractors that are debar from working in Suntec City).

3.0 General Fitting-Out Contractors

3.1 Occupants may appoint their preferred contractors direct for quotations and negotiations on other details. However, this is subject to Suntec's prior review (for contractors that are debar from working in Suntec City).

4.0 Mechanical (M & E) Contractors

4.1 Base Fire Protection System Contractor

To maintain the system design integrity and the consistent fire safety standards, Suntec has for the fire protection system, occupants are therefore required to engage the base Fire Protection System Contractors to carry out the fitting out works:

Fire Fighting Protection -Office	Chubb Singapore Pte Ltd
Contact Person	Mr Gary Ho Soo Twang (Account Manager) Hp: 96931827 Email: gary.ho@chubbfs.com.sg Mr Leong Tay Kay (Operation Manager) Hp: 8101 0708 Email: taykay.leong@chubbfs.com.sg

4.2 ACMV Contractors

To ensure efficient operation of the air-conditioning system, it is advisable to appoint a competent contractor (To perform air-balancing, testing and commissioning of all VAVs in the premises) – References:

Recommended ACMV Vendor - Office	AVM Engineering Pte. Ltd.
Contact Person	Mr Vinodharan (Project Engineer) Hp: 87303853 Email: Vinoth@avmengg.com Mr Manimurugan (A. Project Engineer) Hp: 83807086 Email: admin@avmengg.com

4.3 BMS and PA System Contractors

To maintain the system design integrity and the consistent Building management system controls, occupants are therefore required to engage the base BMS and PA System Contractors to carry out the fitting out works:

Recommended BMA/PA Vendor - Office	Honeywell Pte. Ltd.
Contact Person	Mr Charles Hp: 9661 8308 Email: charles.rajaratnam@honeywell.com

5.0 **LICENSED ELECTRICAL WORKER (LEW)**

5.1 Suntec's LEW (Licensed Electrical Workers)

To comply with the Public Utilities Act and Regulations, the Occupant must engage Suntec's LEW to apply for power turn-on (Form CS/3) for their premises. The Occupant shall pay the fees and expenses for such services direct to the LEW.

Appointed LEW - Office	DRPL Corporation Pte Ltd
Contact Person	Mr Ang Koh Seng Hp: 98355119 Office: 62733860 Email: kohseng.ang@drpl.com.sg ; admin.drpl@drpl.com.sg

6.1 OCCUPANT'S Responsibility

The base Project Consultants and registered Contractors are not agents or representative of MCST Plan No. 2197 (Suntec City). The Occupant remains responsible to negotiate with them for fees and details of work for their premises.

6.2 Suntec's Endorsement

The list of registered Contractors maintain by Suntec is not an endorsement by Management Corporation of their charges, performance and standards of workmanship. The Occupants remains responsible for the supervision of their work.

6.3 Suntec's Endorsement of OCCUPANT'S Submission Drawings

The endorsement of the Landlord as owner or the Management Corporation as land owner in the submission drawing does not constitute an approval on behalf of the MCST / Building Authorities. The Occupants must bear full responsibility and ensure compliance with all building by-laws and other regulations as may be introduced and applicable from time to time.

II SUBMISSION OF DRAWINGS

1.0 Overview

1.1 Phases

The Occupant shall submit their Fitting-out Drawings in phases, Preliminary Phase and Final Phase. The submission procedure is summarised in Table 1.

1.2 Drawing Size

In each submission, the drawings shall be uniform sizes of A0, A1 and A2 in hardcopy and high-resolution PDF. The drawings shall be in metric scales of 1:10, 1:20, 1:50, 1:100 and 1:200. Following the Building Authorities' guidelines, there shall be a title block at the bottom right-hand corner of the drawings, giving full information on the location of premises and the Occupant's name and address.

1.3 Number of Copies

Submission of soft copy drawings to the online Permit to Work Portal.

Improper and / or incomplete drawings will not be entertained or endorsed by Suntec and Suntec shall not be responsible for any delay in the fitting-out works and / or commencement of Occupant's business operations as a result of non-compliance.

1.4 Routing of submissions

The submissions shall be made to Office Operations Department of ESR Real Estate Services Management Pte Ltd (MCST Office, Suntec Tower Four, #B1-65). Soft copy of drawings to be submitted to office operations in high-resolution PDF format.

Email to: officeoperations@esr-res.com

1.5 Approval from Building Authorities

The Occupant is not allowed to start Fitting-out Work after obtaining Suntec's endorsement to their Drawings without a valid Permit to Work.

Prior to approval of commencement of fitting-out works, occupants must, at their own cost and expense, ensure they seek and obtain all necessary approvals and clearances from local authorities for their works. This includes

obtaining endorsements by architects, professional engineers, and licensed workers for electrical, plumbing, sanitary, etc., where applicable.

Before making such applications, approval is required from the MCST, which should include:

1. Single line diagram w licensed electrical worker endorsement
2. Reflected ceiling plan
3. Power plan
4. Plumbing & Sanitary plan and schematic diagram with licensed plumber endorsement (if applicable)
5. ACMV Plan
6. Fire protection plan with PE endorsement and layout plan for FSSD submission
7. Occupancy Load declaration to FSSD, if applicable

If there are comments and amendments from the authorities, the Occupant's Consultants shall be responsible to the Occupant to follow up and comply.

1.6 Changes after Suntec's Comments

Any changes required after Suntec's comments on the Drawings must be re-submitted to Suntec for further comments.

1.7 As-built Drawings

Upon completion of fitting-out work, the Occupant is required to submit to Suntec with 01 set of soft copy "as -built" drawings and 01 set of hard copy "as-built" drawings for records.

Completion "as-built" drawings to be submitted with PE/ LEW endorsement:

1. As-built drawing for Electrical (electrical and power layout) and Single line drawing
2. As-built drawing ACMV and balancing report
3. As- built drawing for fire protection and FSC/ MAA Certification
4. As-built drawing for plumbing and sanitary (with installation of wet pantry)
5. Any other drawings if required

1.8 Change of Use

Written Approval must be obtained from URA (where applicable) if there is any change of use to the premises. Technical clearance from SCDF/ FSSB/ LTA/ BCA are required (where applicable) through a QP (Qualified Person). Copies of such application / approval shall be submitted to Suntec City Management.

2.0 Preliminary Phase

2.1 Objective

The objective of the Preliminary Phase is to acquaint Suntec with the Occupant's plans, clarify discrepancies and agree on solutions with the Occupant's Consultants.

2.2 Contents of Submission

The submission shall of comprise the following:

- a) Key Plan
Showing the location of the premises.
- b) Preliminary floor plans
(Scale 1:100, 1:50) indicating interior layout and all materials and finishes.
- c) Reflected ceiling plans
(Scale 1:100, 1:50) indicating ceiling materials, various heights, location and type of all existing and proposed light fixtures, mechanical and electrical installations.
- d) Elevation and sections
(Scale 1:100, 1:50) showing concept, main entrances and front entrances, including any graphics and signage. Indicate all materials, finishes and method of fixing with all materials and finishes indicated.
- e) Catalogue cut-outs
Light fixtures and / or sketches of custom light fixtures.
- f) Mechanical & Electrical drawings
Indicating connected electrical load (e.g. single line diagram), total cooling and air conditioning load requirements, weight and location of heavy equipment or construction material.

- g) Typical interior sections (scale 1:100, 1:50) with all materials and finishes indicated (for retail units only).

2.3 Costs of Submission

The Occupant shall bear the costs and expenses incurred by his Consultants for the submissions.

2.4 Suntec's Review

Suntec will review the drawings and advise the Occupant as to whether they are "Accepted as Noted" or "Not accepted with Comments". The Occupant must incorporate the Consultants' comments, if any, into the Drawings for the Final Phase.

3.0 **Final Phase**

3.1 Marking of Submission

The submission shall be marked "FINAL" and stamped by the Occupant's Consultants.

3.2 Contents of Submission

The submission shall comprise:

- a) Key Plan
Showing the location of the premises.
- b) Floor Plans
(Scale 1:100, 1:50) indicating closure location, location of partitions and type of construction, placement of fixtures, floor patterns and materials.
- c) Reflected ceiling plans
(Scale 1:100, 1:50) indicating ceiling materials, various heights, location of all light fixtures.
- d) Main entrance elevation
(Scale 1:100, 1:50) indicating materials, colours and finishes.

- e) Signs and graphic details

(Scale 1:100, 1:50) drawings showing elevation and section views, letter style and size, colours, materials, method of installation, method of illumination.

- f) Mechanical & Electrical drawings

Full M&E drawings as prepared by consultants, indicating connected electrical load, total cooling and air conditioning load requirements, weight and location of heavy equipment, safes, etc, as well as masonry materials. All drawings to be endorsed by Professional Engineer.

- g) **An interior elevation sections and details** sufficient for construction (scale 1:100, 1:50 metric).

- h) **Fixture layout notice** showing number, size, finish and location of all fixtures.

- i) **Specifications** of building works.

- j) **Complete drawings and specifications** for structural. Mechanical, plumbing and electrical requirements, including details and performance characteristics regarding all fixtures, equipment and connections to the base building services, and all stamped by a Professional Engineer or Architect as required.

- k) **Mechanical & Electrical drawings** to indicate connected electrical load, total cooling and air-conditioning load requirements, weight and location of heavy equipment, safes etc, as well as masonry materials (e.g. single line diagram in distribution of electrical load, power and lighting layout).

3.3 Costs of Submission

The Occupant shall bear the costs and expenses incurred by his Consultants for all submissions.

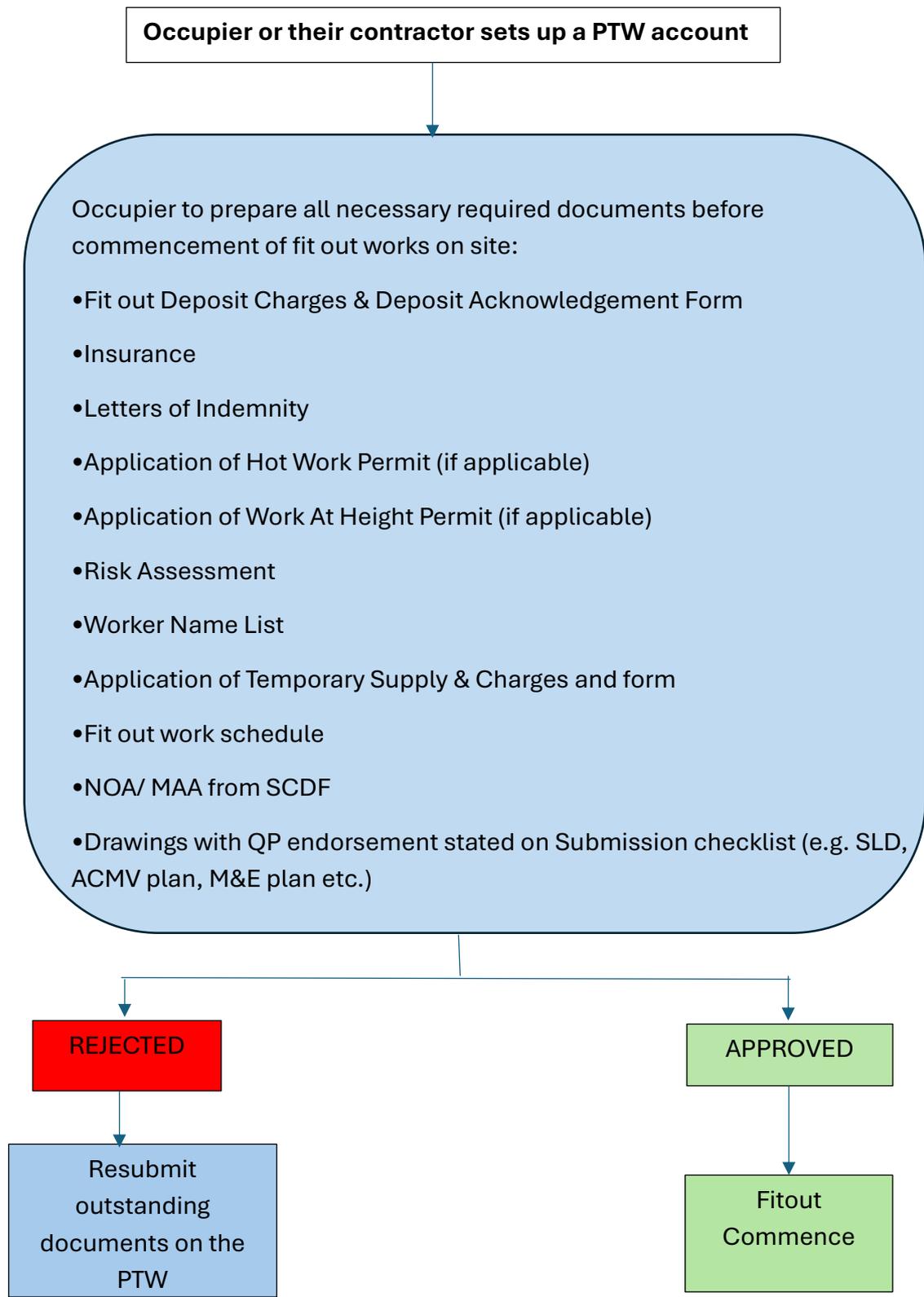
3.4 Suntec's Review

Suntec will review the drawings and advise Occupant as to whether the submission is "Accepted as Noted". The Occupant must incorporate Suntec's comments, if any, into the Drawings for Final Phase.

3.4 Approval from Building Authorities

Upon receiving Building Authorities' approval to the submission, the Occupant can then prepare to commence work at the Premises. The Occupant's Consultants are responsible to make amendments and re-submit it to the authorities through their consultants if the authorities have comments on the drawings submitted.

TABLE 1 : Occupant's Submission For Fitting out Work



III GUIDELINES FOR DESIGN OF FITTING-OUT WORK (OFFICE)

1.0 Architectural

1.1 General

The Occupant's design and construction shall comply with the Building Regulations.

1.2 Lease Line of Demised Premises

Where the main entrance of the Demised Premises is adjoining the Main Lift Lobby, the Lease Line of the Demised Premises is demarcated on the floor. The Occupant will have to design his main entrance such that they do not encroach beyond the Lease Line into the common area.

1.3 External Enclosure

- a) The external walls consist of an unitised curtain wall system of painted aluminium members and glass coated on the internal surface. The Occupant is required to take special care to avoid damaging the curtain wall trims. Making holes into the mullions or scratches to the glass coating will cause damage which is costly to repair. No drilling into or attachment to the curtain wall head, sill, glass or mullions will be permitted.
- b) No direct attachment or abutting the exterior glass of any construction is allowed. Attachments may be made to the dry lining area only.
- c) Partition ONLY to end at the mullions instead of wall to prevent future maintenance problem.

1.4 Ceilings

The Occupant may change the ceiling design and materials but the ceiling level must not be higher than the existing level. Innovative light fixtures may be used with Suntec's prior approval. No suspended loads, other than the normal suspended ceiling and lighting fixtures are to be attached to the underside of the ceiling structure without Suntec's written consent.

1.5 Floors

- a) No Heavy point loads shall be imposed on any floor areas of the Demised Premises without Suntec's written consent. No surfaces or projections potentially hazardous to pedestrian traffic will be allowed.

- b) All penetrations through the slab above or below the Demised Premises must have Suntec's prior approval. Occupant is to obtain PE's (civil or structural) endorsement on the penetration.

1.6 Partitions

Glass in partitions may extend down to the floor level. Tempered glass is to be used where required.

1.7 Internal Mechanical & Electrical Systems

- a) The Occupant shall install his own internal communication systems, linkage & coverage of the public address system, alarm systems, fire protection systems or smoke alarm systems, alarm systems as required by the Building Regulations. To protect the integrity of Suntec's mechanical and electrical systems in Premises, the Occupant must engage only Contractors registered with Suntec for this work.
- b) The internal alarm systems must be linked to the Occupant's own monitoring agencies.
- c) If Occupant wish to link to Suntec's monitoring system (subject to approval), they MUST engage Suntec's Term Contractor to carry out the work.

1.8 Doors

The Occupant must indicate on its submission the location of the main doors to the Premises. It is allowed to install doors of glass or timber designs. No aluminium and plastic doors and roller shutters will be allowed. The structural concrete floor must not be hacked to install floor closers.

1.9 Sunshades

The Occupant shall install only roll up type sunshades, grey in colour as approved by Suntec to maintain Suntec's aesthetic requirements.

1.10 Company Logo and Signages

- a) The design of proposed signages shall be submitted to Suntec for clearance before installation.
- b) For the Occupant occupying whole floors, Suntec may allow the company signage to be affixed to a suitable position in the common area of that floor (subject to a Licensed Agreement).
The Occupant is required to submit its design in large-scale drawings to Suntec for approval and clearance prior to fabrication.

1.11 Ramps

The Occupant shall indicate on its submissions the details of all proposed ramps.

2.0 Electrical

2.1 Suntec's Provision and Occupant's Work

Table 2 is a summary of Suntec's provision and a Guide as to what the Occupant can do when fitting-out its Premises. However, the Occupant must still indicate its proposed work in its submission for Suntec's Project Consultant's endorsement (if necessary).

2.2 Cost of Occupant's Work

The Occupant shall bear the cost of any approved addition / upgrade of mechanical and electrical works beyond the basic provisions.

3.0 Air- Conditioning & Mechanical Ventilation

3.1 Suntec's Provision and Occupant's Work

Table 3 is a summary of Suntec's provision and a Guide to what the Occupant can do when fitting-out his Premises. However, the Occupant must still indicate its proposed work in its submission for Suntec's Project Consultant's endorsement (if necessary).

3.2 Cost of Occupant's Work

The Occupant shall bear the cost of any approved addition / upgrade of mechanical and electrical works beyond the basic provisions.

4.0 Sanitary & Plumbing

4.1 Suntec's Provision and Occupant's Work

Table 4 is a summary of what Suntec has provided in the common areas. Any sanitary and plumbing works within the Occupant's premises are subject to Suntec's approval and a single line diagram (to be endorsed by PUB licensed plumber).

No coring works for installation of sanitary and plumbing. The Occupant has to sign a letter of indemnity & undertaking for the works done.

4.2 Cost of Occupant's Work

The Occupant shall bear the cost of any approved addition / upgrade of mechanical and electrical works beyond the basic provisions.

5.0 FIRE PROTECTION SYSTEM

5.1 Suntec's Provision and Occupant's Work

Table 5 is a summary of Suntec's provision and a Guide to what the Occupant can do when fitting-out its Premises. However, the Occupant must still indicate his proposed work in its submission for Suntec's Project Consultant's endorsement (if necessary).

5.2 Cost of Occupant's Work

The Occupant shall bear the cost of any approved addition / upgrade of mechanical and electrical works beyond the basic provision.

TABLE 2: Guide to Occupant's Work (Electrical)

ITEM	SUNTEC'S PROVISION	OCCUPANT'S WORK
Electrical Supply	Standard provision terminating at Isolator in the Electrical Riser Room.	Installation of wiring from Isolator and Client's Distribution Board and final sub-circuit wirings for lighting and power points. Application for Singapore Power's meter.
Lighting	Nil	Wiring up of light fitting and any additions or alterations.
Power Socket Outlets	Nil	Supply and install power wiring and socket outlets.
Telephones	Nil	Wiring from Telecom Riser and Telephone System. Apply direct to Singapore Telecom.
Public Address System	Standard provision of speakers for common areas.	Any addition of speakers and amplifiers wiring.
Emergency Light	Standard provision in accordance with Building Authorities' Requirements for common areas.	Any addition or alteration of light and wiring required by authority.
Master Antenna TV	Tap-off points available in the extra low voltage rider room.	Installation of wiring from tap-off point to tenant's premises. Subscribe directly with Starhub.

TABLE 3: Guide to Occupant's Work (Air Conditioning & Mechanical Ventilation)

ITEM	SUNTEC'S PROVISION	OCCUPANT'S WORK
Fresh Air Supply	Fresh air duct to Air Handling Unit.	Not Applicable.
Air Conditioning supply And return Air Ducts	Standard provision of air ducts.	Any addition or alteration to supply and return air ducts and diffusers.
Toilet Exhaust	Ductwork and fans for toilets in common areas.	Not Applicable.
Air Conditioning Unit	Air Handling Unit.	Not Applicable.
Chilled water and condenser water tap-off	Tap-off points are available in common corridors or in AHU room.	Installation with meter of pipework from tap-off point to tenant is premises for its fan coil unit(s) usage chargeable at prevailing rate.

TABLE 4: Guide to Occupant's Work (Sanitary & Plumbing)

ITEM	SUNTEC'S PROVISION
Cold Water Supply	Supply to toilets in common areas
Drainage	Floor traps and drainage in common toilets
Toilet	Toilets in common areas
Cleaners' Room	Common areas

TABLE 5: Guide to Occupant's Work (Fire Protection)

ITEM	SUNTEC'S PROVISION	OCCUPANT'S WORK
Sprinkler System	Sprinklers within ceiling void and office areas.	Any addition / alteration of sprinkler to suit layout. However, a charge of S\$300 (subjected to GST) is payable for each draining of water.
Wet Risers / Hose Reels	According to SCDF/ (FSB's) requirement.	Any Alteration to the system.
Portable Fire Extinguisher	Common Areas only.	Any addition required by Building codes.
Fire alarm	Common Areas.	Any addition required by Building codes.

IV FITTING-OUT WORK (OFFICE TOWERS)

1.0 OVERVIEW

1.1 Flow of Events

The flow of events of the Occupant's Fitting-out is summarized in Table 1.

1.2 Registered Contractors

Suntec maintain a list of registered fitting-out contractors. The list of registered fitting-out contractors is available for Occupant's information upon request. The occupant may approach these contractors direct for quotations and negotiations on other details. Other contractors may be considered subject to Suntec's prior review.

1.3 Occupant's Responsibility over Contractors

The Occupant is to comply with all Rules and Regulations and instructions from Suntec. The Occupant shall be responsible for the conduct of his appointed designers/ contractors.

1.4 Damage to Suntec's Properties

- a) The Occupant's contractors are responsible for the satisfactory completion of fitting-out works in his Premises. They will be responsible to make good the damages to Suntec's properties. If the damage is not made good and within the period specified by Suntec, Suntec reserves the right to take all necessary remedial action and charge all costs and expenses incurred against the Fitting-out Deposit.

- b) The Occupant is also responsible for Suntec's properties in the common areas of the storey they are working on. Accordingly, if Suntec's properties on that storey are damaged and the Occupant's contractor working on that storey have not made good the damage and within the period specified by Suntec, Suntec reserves the right to take all necessary remedial action and charge all costs and expenses incurred against the Fitting-out Deposit. If more than one Contractor is involved, the costs and expenses will be shared between and among the Contractors.

2.0 SCHEDULING OF WORK

2.1 Permit to start

Suntec will approve the fitting-out request when the Occupant fulfils the followings:

- a) Confirmation letter from Subsidiary Proprietor(SP) informing new lease of unit to the Occupant.
- b) Confirmation letter/email from Occupant indicating their appointed Designers / Consultants / Contractors.
- c) Submitted plans of proposed work to Suntec.
- d) Provide Suntec with copies of acceptable Insurance Policy Certificate.
- e) Paid fitting-out deposit and debris removal fee.
- f) Provide names/ addresses and contact numbers of his Contractors and their work schedules.
- g) Check for defects (if any) and submit report to Suntec.
- h) Submission of letter of Indemnity/ undertaking for plumbing & sanitary works, etc (where applicable).

2.2 During fitting-out

During the fitting-out the Occupant / Occupant's contractor shall:

- a) post a copy of the approved permit to work (from permit to work portal) inside the premises in clear plastic cover with double sided tape at reverse side and mounted properly onto the wall.

Sample Permit to Work

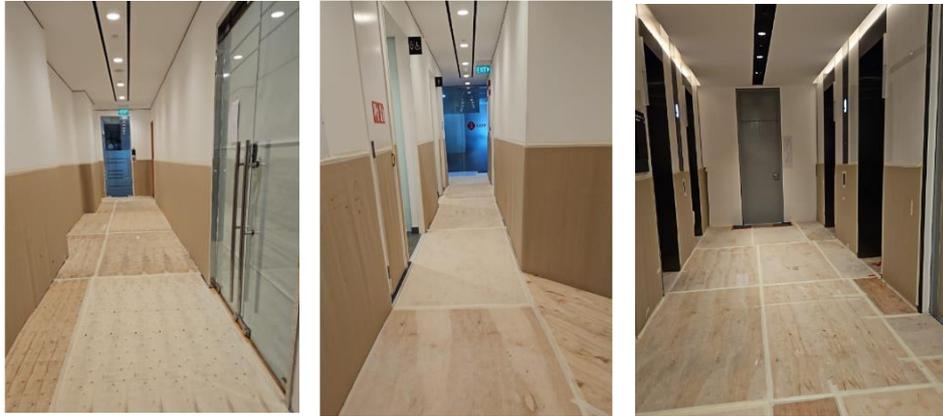
The image shows a 'Permit to Work' form, partially obscured by a clear plastic cover. The form is titled 'Application Details' and contains the following sections:

- Application Details:** Includes fields for 'Application No.', 'Issued Date', 'Valid Until', and 'Status'.
- PARTICULARS (ISSUANT):** Includes 'Company Name', 'Address', 'City', 'State', and 'Country'.
- PARTICULARS (APPLICANT):** Includes 'Company Name', 'Address', 'City', 'State', and 'Country'.
- DETAILS OF WORK:** Includes 'Location of Work', 'Nature of Work', 'Duration of Work', 'Start Date', 'End Date', 'Time of Day', 'Risk Assessment/Control', 'Safety Measures', 'Permit to Work No.', 'Permit to Work Issued By', 'Permit to Work Issued On', 'Permit to Work Valid Until', 'Permit to Work Valid From', 'Permit to Work Valid To', 'Permit to Work Valid From', 'Permit to Work Valid To', 'Permit to Work Valid From', 'Permit to Work Valid To'.
- WORKER'S LIST:** Includes 'Name', 'Role', 'Signature', 'Date'.
- ATTACHMENTS:** Includes 'Permit to Work Application Form', 'Permit to Work Application Form', 'Permit to Work Application Form', 'Permit to Work Application Form'.

- b) make available at the premises a set of approval plans.
- c) maintain good housekeeping.
- d) not carry out noisy work or other work that causes nuisance to other occupants during operation hours, 7.30am to 7.30pm (Mondays to Fridays); 8am to 2pm (Saturdays).

For All Level 4 of Suntec Tower 1, 2, 3 & 4, 5 the avoiding hours is from 8am to 10pm daily.

- e) Arrange with Suntec for a route for delivery of building material & disposal of debris.
- f) To protect the common corridor floor with thin plywood and wall with corrugated paper at height of 1.5m (see attached photos for good protection)



2.3 Site Supervisor

The Contractor shall station a full time Site Supervisor to take charge of site-work. The Supervisor must be present when work is being carried out.

2.4 Delivery of Materials

The Occupant / Occupant's contractor is required to furnish Suntec with the delivery schedules of building materials at least 7 working days in advance. Suntec reserves the right to specify the delivery times, routes and the precautions the Occupant / Occupant's contractor must take.

2.5 Storage of Building Materials

The Occupant / Occupant's contractor must ensure that his building materials, goods, etc are kept in the Premises with necessary precautions to prevent pilferage. The materials must not be left in the common property areas.

3.0 SECURITY

3.1 Workers' Access to Site

Before starting work, the Occupant's contractors are to provide a name list of their likely workers coming to work in the premises. Workers will have to obtain the service worker passes at the B2 loading bay pass office **daily** before commencing their work.

3.2 Passes

Only people holding security passes will be allowed onto the site. They must always display the passes while working on site. These passes are the properties of Suntec and must be returned to Suntec at the end of each workday. There will be a S\$50 charge for each spoilt or missing pass.

3.3 Working Hours

The normal working hours is from 7.30pm to 7.30am (Mondays to Fridays); from 2pm onwards (Saturdays) and Full Days for Sundays and Public Holidays.

For All Level 4 of Suntec Tower 1, 2, 3 & 4, 5 the normal working hours is from 10pm to 7am daily.

3.4 Security Arrangements for the Premises

The Occupant's Contractors shall be responsible for the security of the Demised Premises during the Fitting-out Period.

3.5 The Right to Search

- a) To safeguard Occupant's interests Suntec reserves the right to check and search the contents of bags or containers or any other article used to transport equipment, building materials and debris to or from the Premises.
- b) If there is any theft or mischief detected, Suntec will hand the case to the Police for investigations.

4.0 INSURANCE

4.1 Coverage

The Insurance Policies that the Occupant must take are All Risk Insurance Policy (Public Liability coverage) for any one claim and Worker's Compensation Policy for the workers. The Occupant must furnish Suntec with copies of the Insurance Policy Certificates or Cover Note (with payment receipt) before starting work.

Office Tower Under **Suntec REIT**, the insured parties are: "**Occupant, Contractors, The Management Corporation Strata Title Plan No. 2197 and/or its Managing Agents, ESR Real Estate Services Management Pte Ltd and/or HSBC Institutional Trust Services (Singapore) Limited (as trustee of Suntec Real Estate Investment Trust) c/o ESR Trust Management (Suntec) Limited for their respective rights and interests.**".

Office Tower Under **Other SPs**, the insured parties are: "**Occupant, Contractors, The Management Corporation Strata Title Plan No. 2197 and its Managing Agent, ESR Real Estate Services Management Pte Ltd**

The insured amount are as follows:

<u>Cost of Fitting Out / Renovation</u>	<u>Insured Amount</u>
Renovation Costs >S\$300,000.00	\$3,000,000.00
Renovation Costs BETWEEN S\$100,000.00 to \$300,000.00	\$2,000,000.00
Renovation Costs <S\$100,000.00	\$1,000,000.00

5.0 FITTING-OUT / REINSTATEMENT WORK DEPOSIT

5.1 Amount of Deposit

The Occupant is required to place with Suntec a refundable deposit as stipulated below (**The deposit is submitted by tenant, DO note the refund of deposit is strictly to TENANT only.**):

AREA OF PREMISES	DEPOSIT AMOUNT
Less than 5,000 sq ft	\$ 5, 000
5,001 Sq ft to 10,000 sq ft	\$ 10,000
10,0001 sq ft to 20,000 sq ft	\$ 20,000
More than 20,000 sq ft	\$ 30,000

Bank transfer to "Management Corporation Strata Title Plan No. 2197". Suntec will request for the above deposit to be topped up if there are excessive penalties (non-compliance of guidelines and/ or damages caused) before renewal of the Work Permit.

Bank transfer details (Email address for notification mcst2197_ar@esr-res.com, kindly quote your company name and unit number in related to the payment for easy reference):

Bank Name: United Overseas Bank Limited
 Bank Number: 7375
 Branch: 001
 Bank Address: 80 Raffles Place UOB Plaza 1Singapore 048624
 Swift code: UOVBSGSG
 Account No: 101-305-748-1
 Account Name: The Management Corporation Strata Title Plan No. 2197

5.2 Refund of Deposit

The Fitting-Out deposit, less penalties/administrative charges imposed or costs and expenses for Suntec's remedial works (if any), will be refunded without interest after satisfactory completion of Fitting-out Work and fulfillment of all requirements. The requirements include compliance with the entire documentation as indicated in Clause 17.0.

The Fitting- Out Deposit will be forfeited and retained by Suntec six (6) months after completion of all works including works and without compliance, to the satisfaction of Suntec, of any one of the following:

- no complete and proper submission of documents; or
- no relevant / final authorities' approvals; or
- no written request for refund (less all impositions, fees and penalties etc); or
- no correspondence address or latest correspondence address given.

5.3 Administrative Charges

- A S\$500.00 charge will be imposed on the contractor & / or occupier for each violation of Fitting Out Guidelines.
- A \$700.00 charge will be imposed on the contractor & / or occupier for violation that caused damage to Suntec's common area/ tenanted units/assets, goods or belongings.
- A \$1,000.00 charge will be imposed for each activation of false fire alarm.
- All penalties will be deducted from the Fitting Out/ Reinstatement Deposit.

6.0 UTILITIES

6.1 Electricity

Before commencement of fitting-out work, the Occupant's contractor shall apply to Suntec for temporary electricity supply to the Premises. Occupant is to apply to Singapore Power direct for metering to the premises. Meters are to be installed in Occupant's name, and the Occupant is to carry out his own wiring installation and pay all electrical retailer charges. The Occupant is to ensure that this part of work is completed before operating in the premises.

6.2 Water

The Occupant's Contractors are to arrange with Suntec for water supply to facilitate fitting-out work. A PUB sub-water meter shall be installed by the Occupant if there is any toilet or wet/ dry pantry (where applicable) within the Occupant's areas.

7.0 SAFETY PRECAUTIONS

7.1 Occupant's Responsibility

The Occupant must carry out all fitting-out work with due care to avoid injury and damage to persons and property. The Occupant's Contractors must also take appropriate safety measures for their workers on site

7.2 Rules & Regulations

The Occupant and contractor must adhere strictly to Suntec's Rules and Regulations which are, but are not restricted to, the following:

- a) No open fire or heating for boiling of water, cooking or other purposes within the building;
- b) No smoking which includes dispose of cigarette butts on site;
- c) Safety warning signs must be provided and displayed where necessary;
- d) When on site, all workers shall use the appropriate safety equipment;
- e) The Occupant shall provide and maintain adequate portable fire extinguishers (dry powder type) at the Premises.
- f) To carry out Pest Control in the unit(s).

8.0 NOISE, SMOKE AND DUST NUISANCE

8.1 Avoidance of Nuisance

All work such as spray painting, gluing of carpet or varnishing and those that create noise, smoke and dust nuisance must be avoided. For such works, they must be done only outside normal working hours. Contractors must provide extraction fans and flexible ducts to facilitate odour extraction at the respective floors during and after the work.

8.2 Temporary Hoarding, Dust Screens and Ventilation

During fitting-out work, the premises shall be enclosed on all sides with full height gypsum board hoarding & painted with an approved colour code – Nippon paint Color / code: White BS00E55. The supply and return air ducts in the premises shall be sealed off or fitted with filtration devices. The Contractor shall also provide ventilation fans.

9.0 HACKING AND WET WORK

9.1 Coring and Hacking

No coring or hacking of the floor slabs and walls will be allowed. Hacking may be allowed only with Suntec's written approval and clearance from Suntec's Consultant Engineer or a qualified P.E. (civil/ structural).

Coring work needs all the respective departments to acknowledge on the permit to work application

9.2 Wet Work

The Occupant's Contractors shall bring water into the premises by containers. No waterhose is allowed. There will be no wet polishing in the Office Tower. Separate work permit is required for wet works and such wet works shall be carried out ONLY after normal operation hours for the office to avoid disturbance to other Occupants.

Occupant's contractor to protect the area which mix the sand, cement and water to avoid water seeping to the lower floor.

9.3 Spray Paint / Works that Generate Smell and Dust

For Spray painting, the contractor needs to cover all aircon return grilles. Proper protection shall be taken to separate the working area.

Spray Painting and all carpentry glue works must be scheduled on weekends, sat 2pm – sun 10pm (subjected to change). For weekdays where there is gluing/ repainting, the work must stop at 5am.

Contractors need to provide their own extraction fan, air ionizer, etc and discharge air into the stairwell, open door at Level One and discharge to the Open space. All above works need 2 working day's advance notice informing Suntec's Engineering office to arrange for purging of air.

10.0 PRE-FABRICATION WORK

10.1 Pre-assembly

The Occupant's contractors are required to pre-fabricate components and parts off-site before bringing them to the premises, minimizing on-site work.

11.0 FACILITIES ON SITE

11.1 Use of Car Park

Unless authorized by Suntec's representative, no vehicle shall be parked on site or along the road. Loading and unloading shall be done only in designated loading bay.

11.2 Service Lifts

The Tower's Service lifts will be available to transport equipment and materials. When using these lifts, the Occupant's Contractors must not exceed the lift's capacity limit. The Contractors or their workmen are not allowed to use the passenger lifts for this purpose.

11.3 Accommodation for Workers

No worker is allowed to dwell at the site or at the Premises. Please notify Suntec City Management if you have a station security guard deployed.

12.0 **DEBRIS REMOVAL AND OFFICE CLEANING**

12.1 Debris Removal

The occupant shall ensure that their appointed Contractor(s) do not dispose debris, waste and surplus materials at the common areas including the Bin Centre. Dumping waste or material into floor traps, sinks, toilets, gullies and drains is also strictly prohibited. The Tenant is to maintain the cleanliness of their premises and common area at all times.

All debris shall be stored at units and arranged to cart away from unit to car park and/or loading & unloading bay only when waste transportation vehicles or Open top container have arrived.

12.2 Open Top Container

Occupant's contractor shall make arrangement for open top container for debris disposal offsite. For placing of **Open Top Container**, please liaise with our carpark department at carparkservices@esr-res.com.sg . There is fee on placing the OTC.

Unless otherwise stated, the occupant shall instruct their Contractor(s) to remove all construction debris from site daily. Skip tanks / Open Top Container (OTC) are not permitted to be parked overnight in the car park.

Should the Tenant not comply with the above, the MCST reserves the right to engage its debris removal services provider to carry out such works and charge the cost and administrative fee to the occupant or charge the cost against Fit Out deposit. Under such circumstances, the MCST shall not be held responsible for any losses or damage of material, tools and equipment, and items etc. while carrying out such removal work.

12.3 Cleaning

The Occupant's contractors are required to carry out cleaning to all affected common areas including corridors, ceiling, toilets, storerooms, lobbies and walkways as and when these areas are affected by the fitting-out work.

13.0 FLAMMABLE OR DANGEROUS MATERIALS

13.1 Contractor's Responsibility

The Occupant shall obtain prior permission from Suntec to use or keep at site flammable or dangerous materials. These materials must be properly kept and stored with all necessary precautions.

14.0 SCAFFOLDINGS AND WORK AT HEIGHT

14.1 Contractor's Responsibility

The Occupant shall obtain Suntec's prior approval before erecting the scaffolding. Permit to Work at Heights is required for carrying out any work above 3m height, as stipulated by WSH (Scaffolds) Regulations & WSH (Work at Heights) Regulations, refer: <https://www.mom.gov.sg/legislation/workplace-safety-and-health>

Occupant and Contractors are to take appropriate reasonably practicable safety measures to ensure safety of workers on site, e.g. PPE, harness, certified training to use scissors lift etc. For temporary structure (such as scaffolding) above stipulated height, PE approval must be included, and Tenant's Safety officer must be present during the set up.

15.0 POWER TOOLS AND MACHINERY

15.1 Contractor's Responsibility

The Occupant's contractor must inform Suntec in advance of any heavy electrical equipment or machines that is to be brought to the site. If approved, the assembly of machinery shall be completed before they are brought to site.

15.2 Power Tools

If power tools are used, they must not exceed 5 amp.

15.3 Welding

The Occupant's contractor must obtain Suntec's approval before carrying out welding works. Hot Work Permit application is necessary for cutting, welding, bracing etc. and must be submitted daily at least 3 working days before commencing any hot works with the main work permit application.

Tenants and Contractors are to take appropriate safety measures listed under Specific Instructions to ensure due care during hot works to eliminate and minimize injury or damage to persons or property.

A 'Hot Works Permit' is needed for welding work. Should the contractor need extension of the permit, they need to renew the permit on a daily basis. This is to be submitted together with:

- Risk assessment for the Hot works
- Welders Certificate
- Method of statement
- Name list of the Fire watch

The Contractor must arrange for prior notification to isolate the fire detector system. During the welding, the Contractor must provide sufficient fire safety precautions (ie. standby 2 extinguishers -dry powder type and other fire safety measures) as required by Suntec.

15.4 Fire Protection System (ie. Sprinkler System)

The fitting-out work may include re-location of the sprinkler pipes / heads. The Occupant's Contractors shall give at least 3 working days' advance notice to Suntec before the sprinkler system is drained. Occupant's contractors are to engage MCST'S nominated contractor to carry out all sprinkler works.

During the work period when the system is drained, the Contractor shall provide adequate number of fire extinguishers and other safety measures as required by Suntec.

Suntec will impose a fee of **\$300.00 (subjected to prevailing imposed GST)** payable to the MCST Plan No.2197 for recovery of water charges due to draining and for re-charging of the sprinkler system. All re-charging must be completed by 6pm on the same day and additional charges may be imposed if extension of time is required, subject to Suntec's approval.

All new sprinkler installation to submit to Authorities for approval and forward the As- built drawings to Suntec.

16.0 UPON COMPLETION OF WORK

16.1 Joint Inspection of Premises

- a) The Occupant shall notify Suntec for a joint-inspection to verify that the fitting-out work has been completed satisfactory. During this inspection, the ceiling shall be left open.
- b) The Occupant shall rectify defects pointed out and act on comments made during this inspection.

16.2 Documentation

The Occupant shall submit to Suntec:

- b) A certificate from his Architect or Designer or Contractor stating that all works have been completed as per approved drawings. Actual fitting-out period is to be confirmed by his Architect or Designer or Contractor.
- b) 03 sets of architectural and 03 sets of mechanical and electrical “as-built” drawings shall accompany this Certificate. Drawings to be endorsed by the consultants.
- b) Copies of Permits and Certificates issued by or as required by all the relevant authorities on the Fitting-out work.

16.3 Occupant’s Responsibility over Completed Work

The Occupant will be held responsible for the supervision and workmanship of his Contractors. Therefore, it is in the Occupant’s interest that he obtains from his Contractors the relevant Operation Manuals, copies of drawings and records and enter into Maintenance and Service Agreements for all installations made in the premises.

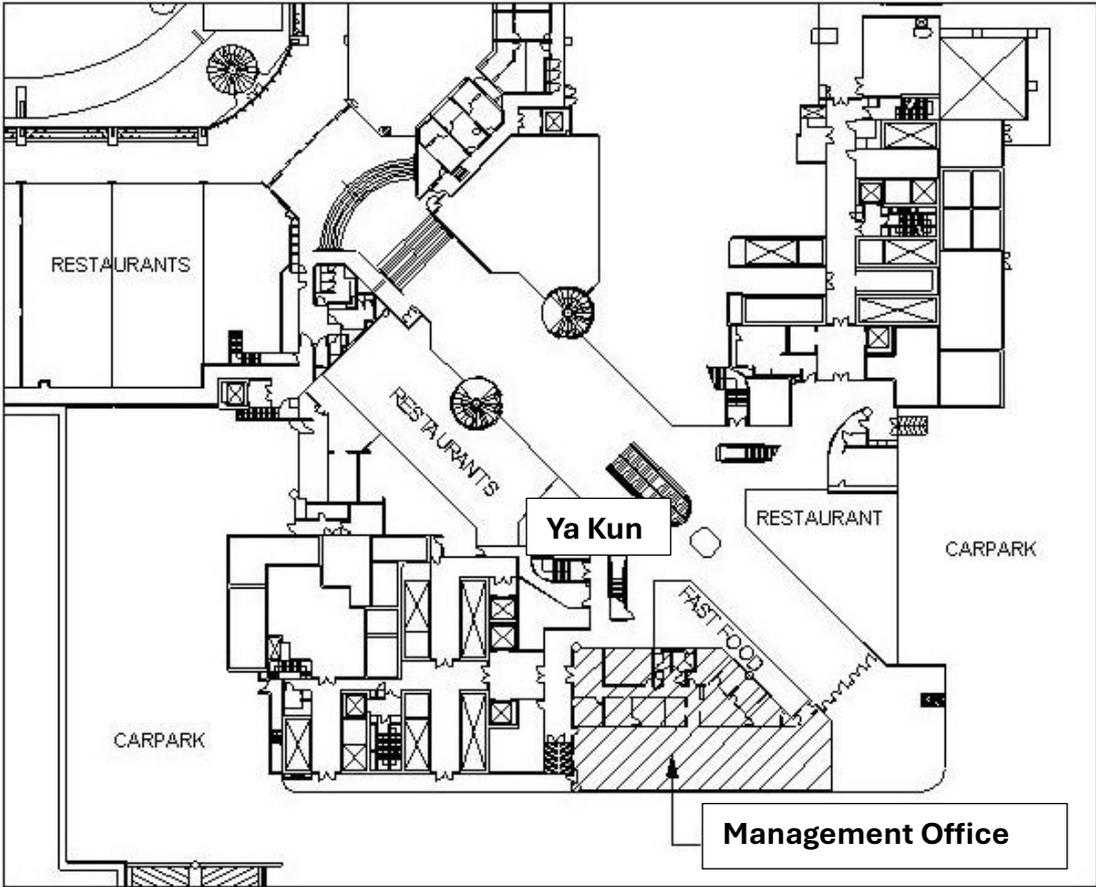
16.4 Registered Inspectors

Occupants shall engage Registered Inspectors (RI), as required by the authorities, for inspecting the Occupants’ architectural and mechanical and electrical works respectively on completion and to issue certificates on these works. Copies of the certificates are to be forwarded to Suntec.

16.5 Opening for Business

The Occupant shall notify Suntec in writing at least seven (7) days in advance of the date he intends to open for business or occupation. This is to enable arrangement to be made for testing of air-conditioning installation and other services to ensure that they are in proper working condition.

Management Office Location Map



TOWER 4 , 1ST BASEMENT - MANAGEMENT OFFICE

SPECIFICATIONS & PROVISION (Office)

1.0 THE BASE BUILDING FINISHES

1.1 External Enclosure

This consists of non-openable windows in painted aluminum frames and glazed with heat strengthened fixed glass. Spandrel areas below the aluminum sill consists of 12mm gypsum boards with painted finish on the inside. The columns are plastered and painted

1.2 Floors

The floors are monolithic concrete power float finished to receive carpets or other finishes

1.3 Ceilings

The ceilings are fitted with 600mm x 600mm brand mineral fibre board panels on an exposed aluminum grid system. The finished ceiling height is approximately 2.75m above finished floor level. The overall floor to floor height is 3.72m

1.4 Internal Walls

Internal walls will be gypsum board on metal studs with taped joints and painted finish

1.5 Doors

Doors to toilets and service areas are paint finished hung on metal door frames

1.6 Lobbies

The lift lobby floors are granite finished. The walls are finished with custom wall panels and ceilings are finished in modular mineral fiberboard with gypsum plaster finishes at the periphery. The lift doors are brushed stainless steel finished

2.0 DESIGN LOADS OF OFFICE TOWERS

2.1 Superimposed Dead Loads

Light weight partition = 1.0 kN/m²

(Raised computer flooring is subject to Structural Engineer's approval. Refer to Clause 1.5)

Superimposed Live Loads

Areas	Maximum Permissible Distributed Live Load (kN/m ²)
Office generally	2.5
Compactor Load	7.5 (Applied on 1.5m strip within an area of 3.0m from face of corewall)
Lobby	4.0
AHU and other M&E Rooms	7.5

2.2 Heavy Storage Areas

An area within 3m from the core wall is designed for an uniformly distributed load of 7.5 KN/m², to be applied over an area not exceeding 1.5m wide, for the location of compactors or similar heavy storage units.

3.0 **AIR CONDITIONING SYSTEM FOR SUNTEC TOWERS**

3.1 Design

The central air conditioning with variable air volume system is designed for 1 person per 10 sq m occupancy to give the indoor temperature of 24 Degree Celsius \pm 1 degree dry bulb.

3.2 Operating Hours (Offices)

The normal operating hours of the air conditioning system are:

DAY OF THE WEEK	TIME
Mondays through Fridays	8 am to 6 pm
Saturdays	8am to 1 pm (if applicable)
Sundays and Public Holidays	Off

Additional operating hours can be provided on prior arrangement and will be charged to Occupant.

3.3 Condensing Water System

A central condensing water system is available for Occupant's auxiliary air conditioning application. Occupant will be charged for its use.

3.4 Cooling Capacity

The air-conditioning cooling capacity provided for the office space for Suntec Towers 1 to 4 are as follows:

STOREY	COOLING CAPACITY KW PER FLOOR
44 th	158
33 rd through 43 rd	141
32 nd	172
31 st	170
30 th	180
28 th through 29 th	159
26 th through 27 th	162
24 th through 25 th	159
23 rd	160
14 th through 22 nd	161
12 th through 13 th	195
7 th through 11 th	185
6 th	209
4 th	129

3.5 Cooling Capacity

The air-conditioning cooling capacity provided for the office space for Suntec Towers 5 are as follows:

STOREY	COOLING CAPACITY KW PER FLOOR
18 th	228
17 th	352

12 th through 16 th	396
5 th through 11 th	395
4 th	315

4.0 LIFTS (For Suntec Tower 5)

4.1 Low Rise

DESCRIPTION	LIFT CAR DIMENSIONS (MM)		
	Width	Depth	Height
Passenger Lift: 6nos Serving Storeys: 2 nd , 4 th - 12 th Speed : 3.5m/sec Capacity : 1500kg / 22 persons	2000	1660	2700

4.2 High-Rise

DESCRIPTION	LIFT CAR DIMENSIONS (MM)		
	Width	Depth	Height
Passenger Lift: 4nos (per tower) Serving Storeys: 13 th – 18 th Speed : 4m/sec Capacity : 1500kg / 22 persons	2000	1660	2700

4.3 Others (For Suntec Tower 5)

DESCRIPTION	LIFT CAR DIMENSIONS (MM)		
	Width	Depth	Height
Firemen's / Service Lift: 1 no Serving Storeys: B1, B2, 1 st to 18 th Speed : 4 m/sec Capacity : 1500kg / 22 persons Size / Dimensions	2000	1660	3100
Carpark Lift: 2 nos Serving Storeys: B1, B2, 1 st – 2 nd Speed : 1m/sec Capacity : 1200kg / 17 persons Size / Dimensions	1900	1450	2880

5.0 LIFTS (For Suntec Towers 1 – 4)

5.1 Low Rise

DESCRIPTION	LIFT CAR DIMENSIONS (MM)		
	Width	Depth	Height
Passenger Lift: 4nos Serving Storeys: 1 st , 4 th , 6 th to 11 th (1 lift also serves B2 when required) Speed : 3.5m/sec Capacity : 1500kg / 22 persons	2000	1660	2700

5.2 Mid-Rise

DESCRIPTION	LIFT CAR DIMENSIONS (MM)		
	Width	Depth	Height
Passenger Lift: 6nos Serving Storeys: 1 st , 12 th to 27 th (1 lift also serves B2 when required) Speed : 5m/sec Capacity : 1500kg / 22 persons	2000	1660	2700

5.3 High-Rise

DESCRIPTION	LIFT CAR DIMENSIONS (MM)		
	Width	Depth	Height
Passenger Lift: 6nos (per tower) Serving Storeys: 1 st , 28 th and 43 rd (1 lift also serves B2 when required) Speed : 7m/sec Capacity : 1500kg / 22 persons	2000	1660	2700

5.4 Others (For Suntec Towers 1 – 4)

DESCRIPTION	LIFT CAR DIMENSIONS (MM)		
	Width	Depth	Height
Firemen's / Service Lift: 1 no Serving Storeys: B1, 1st to 44th B2 (when required) Speed : 4 m/sec Capacity : 1500kg / 22 persons Size / Dimensions	2000	1660	3100
Passenger Lift: 1 no Serving Storeys: 43 rd and 44 th Speed : 0.5 m/sec Capacity : 1020kg / 15 persons Remarks : Interior finishes and lighting in the car to be done by 44 th storey purchaser.	1700	1450	2450
Carpark Lift: 2 nos Serving Storeys: B1 and 1 st (B2 When required) Speed : 0.75 m/sec Capacity : 1500kg / 22 persons Size / Dimensions	2000	1660	2880

6.0 LIGHTING AND POWER

6.1 Design of Lighting

The recessed parabolic luminaries with integral and diffusers are designed to provide an average 450 lux illumination for the office areas.

6.2 Design of Electricity Supply

The electricity supply is designed for 20 w/m² lighting and 35 w/m² power for the office area.

6.3 Supply at Electrical Rooms

a) The electricity supply at Electrical Rooms is as follows:

STOREY	ELECTRICAL SUPPLY
33 rd to 44 th	<ul style="list-style-type: none"> • 2 nos 80 amp TPN
14 th to 32 nd	<ul style="list-style-type: none"> • 2 nos 80 amp TPN • 1 no 60 amp DP

12 th to 13 th	<ul style="list-style-type: none"> • 1 no 80 amp TPN • 4 nos 60 amp DP
6 th to 11 th	<ul style="list-style-type: none"> • 1 no 80 amp TPN • 5 nos 60 amp DP
4 th	<ul style="list-style-type: none"> • 3 nos 60 amp DP

7.0 UNDERFLOOR TRUNKING

7.1 Provision

3 compartment type underfloor trunking are laid at 2.8 m grid integral to the office floors for the running of power, telephone and data transmission lines.

8.0 COMPUTER EARTHING

8.1 Provision

“Clean” earthing for computers is available in the Data Riser at each floor.

9.0 FIRE PROTECTION SYSTEM

9.1 Design

The following systems are incorporated into the building:

- a) sprinklers
- b) wet risers
- c) hoses reels
- d) portable fire extinguishers (for common areas only)
- e) pressurised escape staircase

10.0 BUILDING AUTOMATION SYSTEM

9.1 Design

a) The intelligent building management system monitors :

- fire alarm
- building security
- air conditioning
- mechanical services
- electrical systems
- plumbing and drainage (pumping equipment)
- lifts and escalators

- public address system
- fire protection system

b) The system also controls:

- Air conditioning system
- Lighting system
- Mechanical ventilation system

GLOSSARY OF TERMS

The following Terms in this Manual shall have the meaning ascribed to them:

Base Building Materials	Materials commonly used in the public areas of SUNTEC CITY
Closure Line	Line establishing the maximum relationship of closure doors to the lease line.
Demising Column	Finished surface on end of demising wall, provided by Landlord.
Demising Walls	Walls dividing individual Occupants' or floor space
Design Control Area	The area between Lease line and Closure line over which Occupants should refer to the list of Acceptable materials in this Criteria. In any case, the landlord reserves the right to disapprove any material, signage or fixture over the whole shop.
Disciple Line	A shopfront control line. This line is the suggested height for transforms, door bulkheads or some other form of shopfront articulation.
Fitting-out Period	The period stipulated in the Lease when Occupiers renovates the premises

Fitting-out Plans/Drawings	All plans, specifications and designs relating to the fitting-out of the premises approved by Suntec in accordance to the rules and regulations prescribed
Fitting-out Work	All renovations and other work to the premises during the Fitting-out Period
Lease Line	Line establishing the leasable area.
Premises	The leasable area specified in the Occupant's Offer to Lease/ Lease Agreement.
Suntec	Suntec City
MCST	Management Corporation Strata Title Plan No. 2197.
SPs	Subsidiary Proprietors

APPENDIX D

SUNTEC CITY OCCUPANTS FITTING OUT CHARGES

Reimbursement of Electrical Charges (Office Tower)

<u>Areas of Occupant's Premises</u>	<u>Charge per Day</u> (During fitting out)	<u>Charge per Day</u> ⁺ (Business starts)	<u>For 3 Phase</u>
1. Not exceeding 5,000 ft ²	\$10 per day	\$20 per day	\$100 per day
2. 5,001 - 10,000 ft ²	\$20 per day	\$40 per day	\$150 per day
3. Exceeding 10,000 ft ²	\$40 per day	\$70 per day	\$200 per day

Reimbursement of Water Charges

	<u>Charge per month</u> (During fitting out)	<u>Charge per month</u> ⁺ (Business starts)
Office premises	\$50 per month	\$100 per month

Sprinkler Works (Drainage & Charging of water)

	<u>One Time Charge</u>
Office premises	\$300 per zone

+ Rates levied after business one month commencement of business/ occupation will be based on TWO times the above rates to deter occupants from delaying in their application of PowerGrid meter

All Above subject to GST

M&E Fitting-out Guidelines

Structural

1. There must be no hacking of the floor whatsoever, no matter how minor, unless prior written clearance is obtained from the base project's structural engineer, Maunsell Consultants (S) Pte Ltd or a qualified PE (Civil/ Structural). Such clearance must then be pasted prominently on site. Hence, frameless glass doors, if used, must be of type with door spring closers at the top (ie. suspended type).

Mechanical & Electrical Works

Plumbing & Sanitary Installation

1. All cold water pipes must be of copper pipe with braised joints only.
2. All sanitary and kitchen waste discharge pipes must be of hubless iron pipe.
3. All sanitary, kitchen waste pipes including gate valves must be properly labeled.
4. All new pipes have to be pressure tested (up to 10 bars) and ensure no leakage on the system.
5. Plumbing and sanitary drawings endorsed by PUB's licensed plumber is to be submitted.
6. Letter of indemnity/ undertaking to be submitted by occupier.
7. Waste discharge pipe connect to building vertical main pipe at washroom riser using pump system.
8. Occupant to apply for water meter and PUB sub-meter account directly with PUB.
9. To install water leak monitoring system at the pantry.
10. Ensure sufficient bracket installed on new cold and hot water stainless steel pipes to prevent any water hammering or vibration to the new piping.

ACMV Installation for Office Tower

1. For **hard plaster board ceiling** locations, **access panels** (650mm x 650mm) must be provided for all locations of Variable Air-Volume boxes (VAV), main duct damper controls, pressure sensors, and other landlord services to enable maintenance/ breakdown servicings.
2. All thermostats must be placed/ located **exposed** at the return-air end of the air diffusers and not concealed above ceiling.
3. All supply air diffusers must be indicated on the As-Built drawing and must include means of air-flow control. ie. **Butterfly dampers at the branch-off from main duct.**
4. All supply air tap-off from the main ducts must utilise VAV boxes for distribution. **No direct tapping-off** from the main duct without VAV control for supply air distribution is allowed.
5. All new additional Variable Air Volume boxes (VAV) must be indicated on the As-Built drawing and must be of **similar make and model** as the existing VAV to be compatible with the building's management system.
6. **To perform air-balancing, testing and commissioning of all VAV's in the office premises.** A copy of the test reports comprising individual thermostat setpoints and diffuser airflow setpoints is to be submitted to the MCST. You must engage qualified contractors

having the necessary palmtop computer and software who have undergone proper training with system supplier M/s Johnson Controls for this portion of the works.

7. Washable filter protection for AHU.

Electrical Installation for Office Tower

1. To provide copy of As-built single line drawing within occupier's Distribution Board (DB), enclosed in a clear plastic file protection.
2. To provide proper labelling for all MCB's, incoming/outgoing breakers, ELCB at occupier's DB.
3. To provide proper labelling for all light switches and switched- socket outlets.
4. All electrical conduits **above ceiling** must be of **Galvanised Iron (GI) type** and interconnecting wires enclosed in flexible GI conduits. **Trunkings** must be painted **ORANGE** in colour.
5. Occupiers to submit single line drawings and layout plans and loads table (2 copies) for review prior to the commencement of the works.
6. Separate aircon and electrical ducting.
7. Weekly inspection to be called by contractor during renovation period.

P. A. System

1. No dismantle/ relocate of speakers unnecessarily.
2. Contractor to carry out speaker testing before and after renovation with appointed Base Fire Protection System Contractor.
3. New trunking with labelling for P.A. system (for relocating of speakers).
4. As built drawings for new layout of PA speaker's location.

APPENDIX F

FITTING-OUT WORK SUBMISSION

Proposed Drawings	Submitted
Single Line Diagram with LEW endorsement	
Lighting Layout Plan with LEW endorsement	
Power Layout Plan with LEW endorsement	
ACMV Plan (with ductings, supply or return indicated) with QP endorsement	
Additional FCU routing Layout Plan with Specifications (if applicable) with QP endorsement	
Plumbing & Sanitary Plan & Schematics with License Plumber endorsement (if applicable)	
Fire Protection Plan with PE endorsement	
Reflected Ceiling Layout Plan	
Office Furniture Layout Plan	

Fitting Out Deposit (Refundable) Deposit strictly refund to tenant only	
Cheque issued by Tenant (payable to MCST Plan No. 2197)	
Fitting Deposit Receipt & Refund Record Form (endorsed by Tenant & Contractor)	

Insurance Cover Notes (SR Unit: Total 6 parties to be insured / SP Unit: Total 4 parties to be insured)	
Contractor's All Risk with Public Liability	
Work Injury Compensation	

Letters of Indemnity (on Tenant's Company Letterhead)	
General Fit Out Works	
Tapping of Electricity/ Electrical Provisions	
Plumbing & Sanitary (if applicable)	

Permit to Work (PTW)	
Permit to Work Form	
Risk Assessment Form	
Workers Name List	
Hot Work Permit (if applicable)	

Work Schedule	

Temporary Supply (If Required)	
Application form & Single Line Drawing (both endorsed by LEW)	
Cheque payment (non-refundable, inclusive of GST)	

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

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	_____	
	Subtotal	_____	
	GST	_____	
	Total	_____	
Payment Terms	With this application form, make cross cheque payable to: The MCST Plan No. 2197		

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
2. 5,001 - 10,000 ft ²		\$20 per day
3. Exceeding 10,000 ft ²		\$40 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/ DW Mgr

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 Management, Operations and Engineering Services
ESR Real Estate Services 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-out work/ 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-out works/ 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 Diagram.
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 is from _____ to _____.
6. I am full 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 CS3 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-out works/ 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 poor 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-out works/ 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

CERTIFICATE OF COMPLIANCE

Particulars of Electrical Installation

Name of Consumer: _____

Address of Installation: _____

Electrical Installation Licence No. _____ MSS Account No. _____

Approved load & Supply Voltage: _____ kW _____ Volts

- Generator(s) Installed: Operated in parallel with PowerGrid's network.
No. of generator: _____ Rating: _____ kVA
- Standby generator.
No. of generator: _____ Rating: _____ kVA
- Not applicable

Electrical Installation Design Certification

I certify that the design of the above-mentioned electrical installation complies with the requirements of the Electricity (Electrical Installations) Regulations 2002 and the relevant Singapore Standard Code of Practice. With the certification of compliance by the LEW responsible for the installation work as shown below, I hereby request for the energisation of the supply line to the said electrical installation on _____ (date).

Name & Signature of LEW responsible
for design of electrical installation*

Licence No.

Date

Electrical Installation Inspection Certification

I have supervised the work of the above-mentioned electrical installation and hereby certify that the electrical installation complies with the requirements of the Electricity (Electrical Installations) Regulations 2002 and the relevant Singapore Standard Code of Practice. I further certify that the technical requirements as stipulated by the person responsible for turning on the switchgear which controls the supply of electricity to the said electrical installation have been complied with.

Name & Signature of LEW responsible
for electrical installation work*

Licence No.

Date

* The same LEW may perform both design and installation work for the electrical installation.

Copy to:

Market Support Services Licensee

The Management Corporation Strata Title Plan No. 2197

3 Temasek Boulevard

#B1-65 Suntec City Mall

Singapore 038983

Application for Sprinkler Draining and Recharging

To: Operations & Engineering Services Department

Units No.	Office Tower / Retail Mall
Name of Company	
Address	
Person in Charge	
Telephone No.	
Fax No.	
Duration	
Charge	S\$300 (excluding prevailing imposed GST) for recharging the water per draining and charging. The charge is only applicable to normal office hours from 0900 hrs to 1700 hrs on weekdays.
Payment Terms	Paynow to MCST at Management Office with this application form.

P/S submitted together with the Permit to Work

For official use only:

ESR Real Estate Services Management Pte Ltd

Signature of Engineering Exe/ DM/ Mgr

Date

Chilled/Auxiliary Water Application

Annex A

Tower: _____

Unit: _____

S/n	Information Needed	Answers by Vendor
a.	Method of Statement and Information / Details / Specification of Tenant's Equipment Cooling Capacity (kW & RT)	
b.	Information on type of connection (chilled / auxiliary)	
c.	Information on type of meter to be install (BTU meter / Hour Run meter)	
d.	Information of estimation of tenant's equipment operation hour per month	

Submitted By: _____

Company Name: _____

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197
(SUNTEC CITY)
3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983
Tel: 6909 2699 Fax: 6219 0900

STANDARD TERMS AND CONDITIONS OF CHILLED / AUXILIARY WATER 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 MCST 2197 ("MCST") with effect from the Commencement Date the following charges relating to the supply of chilled/ auxiliary water ("Supply") to the Tenant's Premises:
- 1.1.1 all the charges stated in the Form with respect to all chilled/ auxiliary water 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.
- 1.1.3 The prevailing rates applicable to the Tenant as determined by MCST.
- 1.2 The Tenant shall directly pay the MCST the amount stated as due to the MCST in any statement or invoice rendered by the MCST within 14 days. Unless otherwise approved by the MCST, all payments shall be made in S\$ via GIRO to the bank account designated by the MCST. The Tenant shall keep their GIRO active and inform the MCST of any changes of GIRO in a timely manner.
- 1.3 If the Tenant fails to pay the MCST any sum when due, the MCST is entitled to charge a fee from time to time for every demand letter issued to the Tenant for failure to make payment. The demand letter will be sent upon due date, demanding full payments within 7 days from the date of the letter. In the event the Tenant still fails to make payment, clause 5 applies. In addition, the Tenant shall pay the MCST late payment interest on the amount outstanding at the rate of 12% per annum 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).
- 1.4 Any statement, invoice or demand letter is effectively rendered once the MCST sends such communications to the Tenant's registered email addresses stated on the account opening form (as amended via subsequent notices). The Tenant shall update the MCST of any amendments to registered email addresses in a timely basis by providing a written notice to mcst2197_AR@esr-res.com.

2 Security Deposit

- 2.1 The Tenant shall directly furnish the MCST with the Security Deposit (**based on 3 months of Tenant's Equipment Cooling Capacity x Landlord's pre-determined chilled or auxiliary water rates x Tenant's equipment operation hours**) before the Commencement of Supply. The MCST 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 chilled / auxiliary water rate.
- 2.2 The MCST 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 MCST from the Tenant. The MCST shall not be required to pay any interest on the Security Deposit.

3 Limitation / Exclusion of Liability

- 3.1 Save for the MCST's power to terminate the Supply Duration or disconnect the Supply to the Tenant's Premises, which the MCST is entitled to exercise under these Conditions 4 and 5, the Tenant acknowledges that the MCST has no control over the provision, channelling and/or flow of water to the Tenant's Premises. Accordingly, no representation, warranty or obligation is made, given or assumed by the MCST (whether under these Conditions, implied by law or otherwise) with respect to the Supply and/or any matter relating thereto, including the quantity, quality, reliability, frequency and/or continuity of the Supply.
- 3.2 Subject to Condition 3.3 below, the MCST's liability for any damages, costs and/or expenses of any nature whatsoever incurred and/or suffered by the Tenant as a result of and/or in connection with any disconnection, interruption and/or disruption to the Supply, whether arising in contract, tort, negligence, breach of statutory duty and/or otherwise, shall not exceed a sum to be calculated as follows:

[Landlord's pre-determined chilled or auxiliary water rates per hour] x [Duration of disconnection / interruption / disruption to the Supply (rounded off to the nearest minute)]

- 3.3 In no event shall the MCST be liable to the Tenant in contract, tort, negligence, breach of statutory duty and/or otherwise for any indirect, consequential, incidental and/or special damages, costs and/or expenses (including any economic loss or other loss of turnover, profits, business, goodwill and/or reputation) whatsoever incurred and/or suffered by the Tenant under and/or in connection with the Supply.
- 3.4 For the avoidance of doubt, Conditions 3.2 and 3.3 above do not seek to exclude or limit the MCST's liability for any death or personal injury resulting from the MCST's negligence.

4 Supply Duration and Termination

- 4.1 Subject to the provisions of this Condition 5, the Supply Duration will commence on the Commencement Date and will continue until terminated under the terms hereof.
- 4.2 The Landlord or the MCST 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 MCST; 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; or
- 4.2.5 the lease or tenancy for the Tenant's Premises between the Landlord and the Tenant is terminated.

5 Disconnection of Supply

- 5.1 The Landlord and/or the MCST 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 MCST in a timely manner.
- 5.2 In the event of such disconnection of the Supply, the Tenant shall on the MCST's demand pay the MCST all costs, fees, expenses and/or charges incurred by the MCST in connection with and/or arising from such disconnection and subsequent reconnection of the Supply. For this purpose, a statement or invoice by the MCST shall be conclusive evidence of the amount due and payable by the Tenant, absent any manifest errors.

6 Meter

- 6.1 The Tenant shall not tamper, interfere with or do any act which may affect the accuracy of the BTU/Hour Run meter ("meter") and its associated accessories such as cabling works, flow sensors, temperature sensors, etc., which shall be the property of the Tenant.
- 6.2 All costs of maintenance, repair or replacement of inaccurate, damaged or lost meters shall be borne by the Tenant. The Landlord and/or the MCST shall provide all access, assistance and cooperation in connection with any installation, inspection, reading, servicing or replacement of any such meter. The Tenant shall be responsible to remove the meter upon the disconnection or termination of the Supply. The Tenant shall indemnify the MCST and the Landlord against all cost, loss and expense howsoever incurred by the MCST or the Landlord in respect of any lost, stolen or tampered meter.
- 6.3 If the meter does not in the reasonable opinion of the MCST correctly register the amount of chilled/ auxiliary water supplied to the Tenant's Premises, the MCST shall be entitled to charge such sum as it shall assess and/or revise the Charges for the estimated period of the inaccuracy. The MCST may adjust billings based on readings previously taken from such meter. The Tenant agrees that the MCST's estimation and adjustment shall be final and binding on the Tenant in the absence of manifest error.

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

7 Information

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

8 General

- 8.1 In the event the metering consumption for the Tenant's Premises is revised, then, notwithstanding any termination of the Supply to the Tenant, the MCST 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.
- 8.2 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.
- 8.3 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.
- 8.4 The MCST reserves all rights to make amendments to the prevailing terms and conditions.
- 8.5 All statutory maintenance and certification requirements must be complied with and copies of all certificates must be lodged with the MCST when they are issued.

9 Dispute Resolution

- 9.1 In the event of any dispute, controversy or difference arising out of or in connection with the Supply which cannot be settled through negotiation, the MCST and the Tenant shall first refer the dispute to mediation at the Singapore Mediation Centre (SMC) (in accordance with SMC's Mediation Procedure in force for the time being) and/or any other mediation institute in Singapore agreed upon by the MCST and the Tenant, and the MCST and the Tenant agree to participate in the mediation and be bound by any settlement agreement reached.
- 9.2 If the dispute, controversy or difference is not settled by mediation despite the MCST and the Tenant's good faith attempts to do so, the MCST or the Tenant may commence proceedings in any competent Court in Singapore in respect of the said dispute, controversy or claim. The MCST and the Tenant hereby submit to the exclusive jurisdiction of the Courts of Singapore.

10 Personal Data Protection

- 10.1 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").
- 10.2 The Landlord and/ or MCST may, without prejudice to its rights at law, use the abovementioned Data including Personal Data for the purposes relating but not limited to (a) processing of the Tenant's chilled / auxiliary water supply turn-on application or (b) to verify the details and/or information provided by the Tenant or the Tenant's Representatives in relation to the Tenant or the Representatives.

<Tenant's Letterhead Here>

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

Dear Sir or Madam:

Letter of Undertaking and Indemnity for Fitting Out Works (the "Works")

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 Tower _____ # _____ (hereinafter called "the said premises").

I/We, _____ (Tenant's Company Name), 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,

Occupier

Signature and Company's Stamp

Date :

Tenant's Letterhead Here>

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

Dear Sir or Madam:

Letter of Undertaking and Indemnity for the Tapping of Electricity Provisions

In consideration of your granting us a permit to proceed with the Works, as attached hereto, in the premises known as Tower _____ # _____ (hereinafter called "the said premises").

I/We, _____ (Tenant's Company Name), 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,

Occupier

Signature and Company's Stamp

Date :

<Tenant's Letterhead Here>

The Management Corporation Strata Title Plan No. 2197

9 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 Tower _____ # _____ (hereinafter called "the said premises").

I/We, _____ (Tenant's Company Name), 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__.

Yours faithfully,

Occupier

Signature and Company's Stamp

Appendix C



Basement 2 Loading / Unloading Bays



OTC Holding Area
B2 Loading Bay (Pillar Y38 & Z37)

Permitted Hours: 10pm to 6am
(to clear out daily)

Please notify management of details
(date & duration) upon confirmation.