

## FOODXCHANGE RENOVATION APPLICATION CHECKLIST

Date of Application: \_\_\_\_\_ Unit No. : \_\_\_\_\_

Owner's/Tenant's Company Name: \_\_\_\_\_

Nature of Business : \_\_\_\_\_

Name of Owner/Tenant: \_\_\_\_\_ (Tel) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Hp) \_\_\_\_\_

Email: \_\_\_\_\_

Name of Person-in-charge: \_\_\_\_\_ (Tel) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Hp) \_\_\_\_\_

Email: \_\_\_\_\_

Renovation Contractor's Name: \_\_\_\_\_

Renovation Contractor 's Person-in-charge: \_\_\_\_\_ (Hp) \_\_\_\_\_

S/No.	Description/Drawings Submitted	Date Submitted	Remarks
1*	(Deposit \$2000) Bank: _____ Cheque No: _____ (*Deposit refund only issue to the Owner/Tenant)		
2*	Renovation Application Form (F01)		
3	Electrical Meter (Form CS/3 if applicable)		
4*	Fitting Out Works Permit (F04)		
5*	Owner/Tenant, if tenant, tenancy Agreement Yes/No?		
6*	Letter of undertaking by Renovation Contractor (F05)		
7*	Letter of Undertaking by Owner/Tenant (F06)		
8*	<b>Risk Assessment</b> for Renovation Works? Yes/No (Submit a set of copy)		
9*	Public Liability Insurance (\$2 million) <b>To indemnify "The MCST Plan No 3481"</b>		
10*	Workmen Comp		
11*	Architecture Drawing A1 Size		
12	Fire / Sprinkler Drawing (Form 07 Application for draining of sprinkler system)		
13	Electrical Drawing		
14	Air Con Drawing		
15	Mechanical Ventilation Drawing		
16	Plumbing Drawing endorsed by Licensed Plumber		
17	Gas Installation Drawing		
18*	Turn On SP Services Account		
19	SCDF Fire Safety Certificate		

Note: Works permit **ONLY** can be issued upon "\*" documents received by MA in order.

## APPLICATION FOR RENOVATION WORKS

### 1. PARTICULARS OF SUBSIDIARY PROPRIETOR/OCCUPIER

Name:		
Company Name:		
Person-in-charge:		
Address:		
Contact No.:	Hp No.:	Office:

### 2. PARTICULARS OF CONTRACTOR

Name of Company:		
Address of company:		
Contact no.:	Hp No.:	Office:
Person-in-charge:		

### 3. DETAILS OF RENOVATION WORKS

(All hacking, drilling, demolition and noisy works must be carried out after 6.00 p.m. on Monday to Friday; after 2.00 p.m. on Saturday; and from 9.00 a.m. on Sundays and Public Holidays.)

**NOTE: ALL RENOVATION ITEMS STATED BELOW ARE TO BE CARRYING OUT WITHIN THE UNIT. ANY WORK THAT CARRY OUT EXTERNAL I.E. STRATA PARKING LOT ARE STRICTLY SUBJECT PRIOR TO MANAGEMENT'S APPROVAL.**

Start Date:		
Completion Date:		
Renovation Items:		

### 4. UNDERTAKING BY SUBSIDIARY PROPRIETOR/OCCUPIER

I/We\* hereby agree and undertake to ensure that my contractor abide by all terms and conditions as attached and as set out in the By-Laws of FoodXchange @ Admiralty. I will abide **NOT** to change the use and or install any structure or gate e.g. metal gate, racking to enclose my strata lots as stated under Terms & Condition 5.2 & 5.3. I will abide if any change in use of strata parking lot other than parking of vehicle, I/We will submit all relevant document include Authority approval to Management prior to the commencement of the change and necessary alteration/renovation work.

\_\_\_\_\_  
 Signature of Subsidiary Proprietor/Occupier

\_\_\_\_\_  
 Date

Notes:

1. Cheques are to be made payable to: “**MCST Plan No. 3481**” for the \$2,000.00 renovation deposit.
2. Any renovation application requires at least 3 working days to be processed. For major renovation works which require submission of plans will take a longer processing period.

## CONTRACTOR'S REGISTRATION FORM

### 1. PARTICULARS OF CONTRACTOR

Name of Company:			
Address:			
Contact No.(s):	Hp:	Office:	

### 2. PARTICULARS OF WORKERS

A	Name of Person-in-charge	I/C / Passport & Work Permit No.:
1.		
2.		
3.		
4.		
5.		
B	Name of Sub-contractors/Workmen	I/C / Passport & Work Permit No.:
2.		
2.		
3.		
4.		
5.		

### 3. UNDERTAKING BY SUBSIDIARY PROPRIETOR/OCCUPIER'S CONTRACTOR

I/We\* shall abide by all the terms and conditions attached to this application form and the By-Laws and submit the **Risk Assessment** before commencement of renovation works. All hacking, drilling, demolition and noisy works must be carried out **after 6.00 p.m.** on Monday to Friday; after 2.00 p.m. on Saturday; and from 9.00 a.m. on Sundays and Public Holidays.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Date

## TERMS & CONDITIONS

<b>1.0</b>	<b>Deposit</b>
1.1	A minimum sum of S\$2,000.00 shall be deposited with The Management before the commencement of any renovation work in the unit. Crossed cheque is to be made payable to: “ <b>MCST Plan No.3481</b> ”. Note: <u>Reference to 6<sup>th</sup> AGM, it was unanimously agreed and resolved that all refundable deposits not claimed after thirty-six (36) calendar months from the day of submission will be forfeited, without reference to the depositors.</u>
1.2	Contractors shall be fully responsible for any damages at the common property caused by them and/or their workmen and their sub-contractors. <b>AND</b> damages shall be made good to the satisfaction of the Management within seven (7) days, failing which; The Management shall have the right to make good the damages caused and deduct the cost incurred from the deposit. The deposit will be refunded, free of interest, upon successful completion of the renovation works and rectification of any damages to the satisfaction of The Management. Refund of renovation deposit takes about 6 weeks to process upon completion of renovation and submission of all necessary approvals obtained from relevant authorities to the Management.
<b>2.0</b>	<b>Hours of Renovation Works</b>
2.1	All hacking, drilling, demolition and noisy works must be carried out <b>after 6.00 p.m.</b> on Monday to Friday; after 2.00 p.m. on Saturday; and from 9.00 a.m. on Sundays and Public Holidays. In the case where the noisy works will affect the neighboring units, the business hours of the affected units will have to be observed.
<b>3.0</b>	<b>Usage of Water and Electricity During Renovation</b>
3.1	No water and electricity will be provided by the management for renovation works in any units. Subsidiary proprietors and/or occupiers shall open their utility accounts with SP Services and PUB for supply of utilities to their units before any works commences.
<b>4.0</b>	<b>Execution of the Renovation Works</b>
4.1	No storage space will be provided on site. All articles/materials must be stored within the subsidiary proprietor/occupier’s premises/unit. <b>MCST Plan No.3481</b> shall not be held liable for any loss or damages caused to the subsidiary proprietor/occupier’s unit for the whole duration of the fitting out/renovation works.
<b>5.0</b>	<b>Indemnity</b>
5.1	Subsidiary Proprietor/Occupier shall keep the <b>MCST Plan No. 3481</b> fully indemnified in respect of any claims, losses, liabilities or damages made against, suffered or incurred by him, as a result of a breach by the subsidiary proprietor/occupier’s contractors and their sub-contractors, workmen, agents, of any of the terms and conditions mentioned in the By-Laws or as a result of any of the works undertaken by the Contractors in his unit.
5.2	Subsidiary Proprietor/Occupier shall ensure that <b>NO</b> additional and/or alternation work should be carry out other than works that are stated in either description of work or renovation work in unit. All additional and/or alteration work should tally with the submitted drawings. Note: Any unauthorized or unapproved additional and/or alteration works found during or after the completion, MCST Plan No. 3481 reserve the rights to demand Subsidiary Proprietor/Occupier to remove them within seven (7) calendar days. If found not removed by the stipulated time, MCST will engage contractor to remove and all removal & disposal costs, etc will be fully borne by Owner/Tenant. MCST shall not be liable for any damages, losses in relate during the removal & disposal process.
5.3	Any change in use of strata parking lot, Subsidiary Proprietor/Occupier are <b>REQUIRED</b> to submit all related documents (i.e. license/permit) to Management. Note: Any change of use found without proper submission made, MCST Plan No. 3481 reserve the rights to demand Subsidiary Proprietor/Occupier to remove the installation/fitting/item within seven (7) calendar days. If found not removed by the stipulated time, MCST will engage contractor to remove and all removal & disposal costs, etc will be fully borne by Owner/Tenant. MCST shall not be liable for any damages, losses in relate during the removal & disposal process.

5.4	In relate to item 5.3 on application for change of use to strata parking lot, owner/tenant is liable to all charges include increase in building gross floor area in view of the change of use. The increase in building's property tax and relevant charges will be borne by owner/tenant for approved application for item 5.3.
<b>6.0</b>	<b>Employment of illegal workers</b>
6.1	The subsidiary proprietor/occupier shall ensure that no illegal workers are employed by the contractors in any part of the renovation works in his unit. The subsidiary proprietor/occupier shall keep the Management indemnified from all claims, actions, proceedings, losses, damage, costs and expenses for which the Management shall or may be or become liable in respect of and to the extent that they may arise from any breach by the subsidiary proprietor/occupier or his Contractor and/or their sub-contractors of the provision of this clause.
6.2	For the purpose of this clause, "illegal workers" shall mean any persons who are not citizen of Singapore or who enter Singapore in contravention of the Immigration Act and / or who are employed in contravention of the Employment of Foreign Workers Act or any law or rules and regulations or any statutory modifications or re-enactment thereof for the time being in force regulating the entry, presence and employment of foreign persons in Singapore.
<b>7.0</b>	<b>Damages</b>
7.1	The subsidiary proprietor/occupier shall be fully responsible for any damages caused to the common areas by his contractors and/or by their workmen and sub-contractors. <b>AND</b> damages shall be made good to the satisfaction of the Management within seven (7) days, failing which; the Management shall have the right to make good the damages and deduct the cost from the deposit without prejudice to the Management's right to recover the remaining costs from the subsidiary proprietor/occupier and his contractors. Otherwise the deposit will be refundable to the subsidiary proprietor/occupier or contractor, free of interest, upon completion of the renovation works.
<b>8.0</b>	<b>Dumping of Debris</b>
8.1	The subsidiary proprietor/occupier shall be fully responsible for any damages caused to the common areas by his contractors and/or by their workmen and sub-contractors. Such damages shall be made good to the satisfaction of the Management within seven (7) days, failing which the Management shall have the right to make good the damages and deduct the cost from the deposit without prejudice to the Management's right to recover the remaining costs from the subsidiary proprietor/occupier and his contractors. Otherwise the deposit will be refundable to the subsidiary proprietor/occupier or contractor, free of interest, upon completion of the renovation works.
<b>9.0</b>	<b>Fire Sprinkler Works</b>
9.1	As stated in the By-Law 6.1.20 the subsidiary proprietor/occupier must engage the in-house fire sprinkler contractor to carry out any additional/alteration fire sprinkler works. A fee of <b>\$428.00</b> (inclusive of 7 % GST) being the cost of water and administration charge will be payable by the subsidiary proprietors and/or occupiers concerned for each draining of the sprinkler system to facilitate their renovation works. Additional charges by the in-house fire sprinkler contractor if any, to carry out the draining shall be borne by the subsidiary proprietors and/or occupiers concerned.

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

To: SP Services Ltd  
 111 Somerset Road #01-10  
 Singapore 238164

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 abovementioned building/complex and hereby confirm that the abovementioned 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 abovementioned 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 abovementioned 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 abovementioned customer to tap electricity supply of a capacity indicated above from the rising/horizontal mains system/main switchboard of the building/complex.

\_\_\_\_\_  
 Signature of authorized person Date: \_\_\_\_\_

\_\_\_\_\_  
 Name  
 Official Stamp of the  
 landlord/developer/management corporation

\_\_\_\_\_  
 Designation

## FITTING-OUT WORKS

Fitting-out works at Unit No.: \_\_\_\_\_ 8A Admiralty Street, Food Xchange @ Admiralty, Singapore 757437

**1. To be completed by Renovation Contractor**

Brief description of works: -

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Note: 1. To attached **Risk Assessment**

2. ALL RENOVATION ITEMS STATED BELOW ARE TO BE CARRYING OUT WITHIN THE UNIT. ANY WORK THAT CARRY OUT EXTERNAL I.E. STRATA PARKING LOT ARE STRICTLY SUBJECT PRIOR TO MANAGEMENT'S APPROVAL.

Date of Commencement: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Name of Main-Con: \_\_\_\_\_

Person-in-charge's Name: \_\_\_\_\_ Hp No.: \_\_\_\_\_

\_\_\_\_\_  
 Contractor's Authorised Signature

\_\_\_\_\_  
 Contractor Company's Stamp

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**2. To be completed by Owner/Tenant**

We confirmed that \_\_\_\_\_  
 is our renovation contractor and that the information stated above is correct.

\_\_\_\_\_  
 Authorizer's Signature

\_\_\_\_\_  
 Company Stamp

\_\_\_\_\_  
 Date

.....  
 ...

**3. For Official Use:**

This is to confirm that the above-named renovation contractor is permitted to carry out fitting-out work during the specific period.

\_\_\_\_\_  
 Authorised Signature  
 (Form 04)

\_\_\_\_\_  
 Date



Date ; \_\_\_\_\_

To : Renovation Contractor for 8A Admiralty Street Unit # \_\_\_\_\_ - \_\_\_\_\_  
 Food Xchange @ Admiralty Singapore 757437

**UNDERTAKING BY RENOVATION CONTRACTOR**

<b>A CHECKLIST FOR SUBMISSION OF DRAWINGS</b>		
1.	Architectural/Structural drawing plans (Size A1)	Two (2) sets
2.	Fire Sprinkler drawing plans (if additional/alteration to sprinkler system)	Two (2) sets
3.	Mechanical ventilation plans if any	Two (2) sets.
4.	Electrical drawing & single line drawing endorsed by LEW	Two (2) sets
5.	Air-conditioning plans	Two (2) sets
6.	Plumbing plans endorsed by licensed plumber	Two (2) sets
7.	Equipment installation plans if any	Two (2) sets

<b>B EXTERNAL WALLS</b>	
1.	No external wall is allowed to be hacked/break through for additional opening.
2.	No penetrations or drilling through floor slabs and window fittings are allowed.
3.	External doors and windows fitting are not allowed to be changed or modified.

<b>C LIGHTING, CAMERA(CCTV) &amp; AIR-CON TRUCKING DUCTING OUTSIDE UNIT</b>	
1.	Additional lighting outside their premises must be of standard 4 ft fluorescent fitting mounted on wall immediately outside their units or on the ceiling of the strata parking lots.
2.	All cables for installation of security camera, additional lighting and air-con trucking are to be run from within their units & <b>NO EXPOSED</b> cables allowed.
3.	<b>NO</b> cables or trucking, lighting fittings etc. at the facade of building.

<b>D AIR-CON</b>	
1.	All air-con condensing units must be located at the designated air-con ledge and must not have multiple layers.

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**Acknowledged by Renovation Contractor of above: -**

1. Checklist for submission of drawings.
2. External walls.
3. Lighting, camera (CCTV) & air-con trucking outside unit.
4. Air-Con.
5. Submission of **Risk Assessment**

\_\_\_\_\_  
 Name of Renovation Contractor/Stamp

\_\_\_\_\_  
 Signature of Renovation Contractor

(Form 05)

Date: \_\_\_\_\_



**UNDERTAKING BY OWNER / TENANT**

**RENOVATION WORKS AT UNIT # \_\_\_\_\_ - \_\_\_\_\_ FOOD XCHANGE @ ADMIRALTY**

I, owner/tenant will comply the following conditions: -

1.	All works are subjected to all relevant authorities' approval, including AVA, MUIS, NEA, URA, BCA, SCDF etc., and must comply with all relevant statutory requirements. They must also comply with all terms and conditions stated in the application form.
2.	You are to advise your consultant and/or interior designers to submit preliminary plans for endorsement before you can apply for the permit to commence renovation works.
3.	No unauthorized changes are permitted in the premises. You should engage consultants to regularize their requirements and will be responsible for the application of CSC for your respective unit(s).
4.	Work affecting the structural stability of the buildings is not allowed and no penetration/drilling through floor slabs and window fittings are allowed.
5.	You shall engaged Qualify Persons (QP - Professional Engineers) to certify that the works and fire safety works had been designed in accordance with the provisions of the Code Of Practice for Fire Precautions in Building 2007, the Fire Safety Act and its Regulations. The QP must also certify that the proposed fire sprinkler system had been designed in accordance with relevant code of practice for auto fire sprinkler system.
6.	You shall engaged Licensed Electrical Workers (LEW) to submit CS3 form to Power Supply to apply for electricity meter and for carrying out electrical works within your unit(s). Licensed Electrical Worker (LEW) shall be responsible to ensure all electrical works comply with good practice and the relevant code of practice. On completion, you are to forward the Management a copy of the as- built single line electrical drawing, single line diagram to be endorsed by the LEW.
7.	Installation of sanitary and plumbing facilities within the unit must be approved by Ministry of Environment (ENV) an installation works including water meter must be carried out by licensed plumber.
8.	You shall engage City Gas for the supply and installation of gas to your unit. No LPG gas cylinder is allowed in the estate.
9.	Public Liability Insurance (\$2M coverage) and workman compensation insurance policies must be taken up and copy of the policies submitted to The Management prior to work commencement.
10.	Your contractor must provide a list of the workers entering the estate (must have work permits if foreigners) five (5) days in advance
11.	You will also be required to submit a Letter of Undertaking to the Management that you shall be responsible for full compliance of the By-Laws by your renovation contractors.
12.	You are to place a renovation deposit of S\$2,000.00 payable to "MCST Plan No. 3481"
13.	Your renovation contractor will submit the Risk Assessment before commencement of works.

\_\_\_\_\_  
Authorized Owner/Tenant's Signature & Co Stamp

\_\_\_\_\_  
Name & Designation of Signatory

(Form 06)

To : MCST Plan No. 3481  
 8A Admiralty Street #01-38  
 Food Xchange @ Admiralty  
 Singapore 757437  
 Tel: 6481 7225 /6481 9232 Fax: 6481 3812

Note: Sprinkler Contractor Contact No.  
**AGROFIRE ELECTRICAL PTE LTD**  
 BLK 3005 Ubi Ave 3 #03-60  
 Singapore 408861  
 Mr. Lim HP: 9663 7136  
 Mr. Daren Ng HP: 8288 8319  
 Draining/Charging of sprinkler system  
**\$374.50** (inclusive of 7% GST)

### Application for Draining of Sprinkler System

We wish to de-pressurize and drain off the sprinkler pipe system via the control and drain valves at \_\_\_\_\_ storey to facilitate modification works to the sprinkler system at unit # \_\_\_\_\_ for M/s \_\_\_\_\_ from 9.00 a.m. to 3.00 p.m. on \_\_\_\_\_ (date) and agree to the conditions stated below.

We understand that by so doing, this will affect the sprinkler system at the said storey and therefore, we undertake to blank off the branch pipe at the working floor and make good and pressurize the sprinkler system immediately after completion of works by latest 1500 hours on the same day.

I must engage the **in-house fire sprinkler contractor** to carry out any sprinkler works as stated in the By-Law 6.1.20.

We agree to pay **\$428.00** (inclusive of 7% GST) to “**MCST PLAN NO. 3481**” being the fee for draining the sprinkler system per occasion, and any additional fees incurred shall be borne by us.

Requested By:

\_\_\_\_\_

**Name/Signature** **Date**

\_\_\_\_\_

**Company Name/Stamp**

- Request for draining of sprinkler system must be at least 1 week in advance in writing.
- Request for draining of sprinkler system during the weekends (Saturday or Sunday) would not be entertained.
- 2 sets of sprinkler system drawing and approved letter from FSB must be submitted to Management Office for reference and record.

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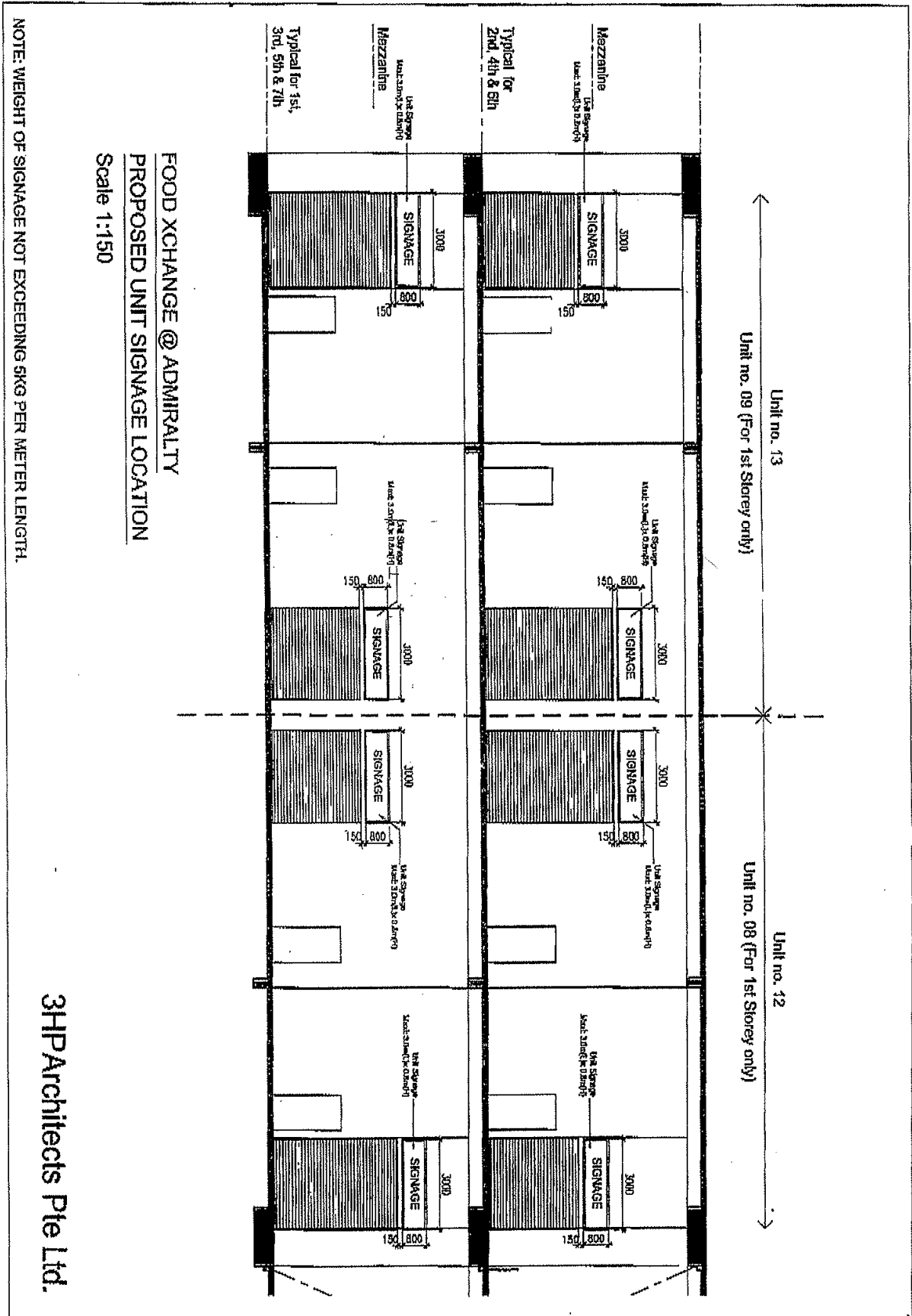
**For Official Use**

Sprinkler system was recharged for storey \_\_\_\_\_ on \_\_\_\_\_ (date) at \_\_\_\_\_ hours.

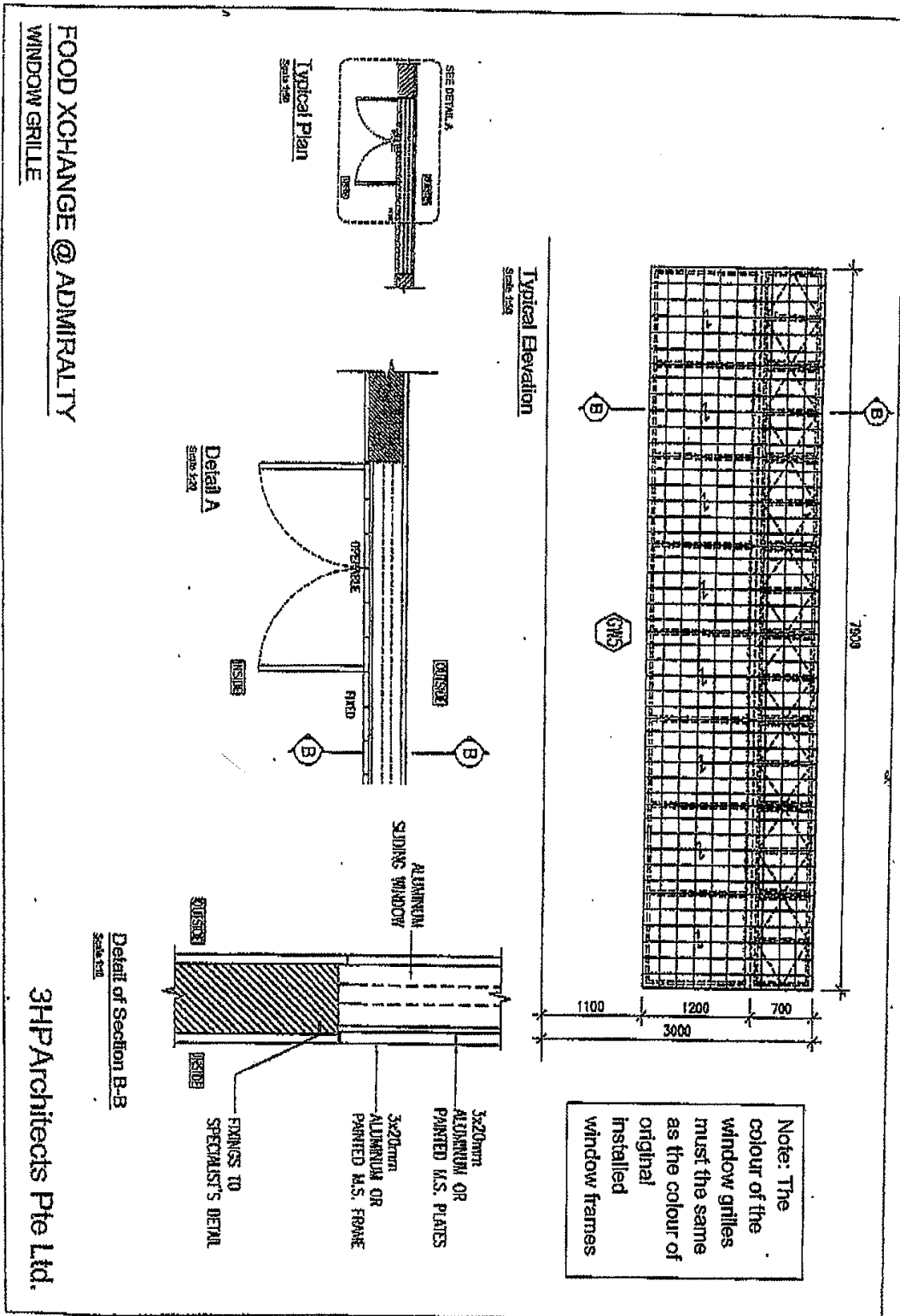
Fee paid : Bank \_\_\_\_\_ Cheque No. \_\_\_\_\_

Checked By: \_\_\_\_\_ Signature: \_\_\_\_\_

(Form 07)



ANNEX B



**Owner/Tenant to provide own Roof Top Exhaust Duct Opening**  
(Sample as below)

