



***The Management Corporation
Strata Title Plan No. 3481***

By-Laws

FOOD XCHANGE @ ADMIRALTY BY-LAWS

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1 PRELIMINARY

- 1.1 The following rules and regulations which constitute the By-Laws of the Estate are intended to promote harmonious communal relation for all occupiers and to protect all occupiers from annoyance and to preserve the reputation and prestige of the Estate thereof thereby providing maximum enjoyment of the Estate and its facilities.
- 1.2 All occupiers and their visitors, servants and invitees shall be bound by and conduct themselves in accordance with the By-Laws.

2 DEFINITION

- 2.1 In these By-Laws, unless the context otherwise requires:
- (a) "Management" and "Management Corporation" refers to the Management Corporation Strata Title Plan No. 3481 constituted with respect to the Estate pursuant to the Land Titles (Strata) Act (Cap. 158) which shall be read in relation to the Estate.
 - (b) "Estate" shall refer to the development of a 7-storey ramp up food facility comprising 282 factory units and a canteen on lot MK13-5591M & 5593V at 8A Admiralty Street, Singapore 757437 (Sembawang Planning Area).
 - (c) "Unit" refer to each of the separate factory unit comprised in the Estate which expression shall wherever the context so admits include any one or more or all such units.
 - (d) "Subsidiary proprietor" means the person or persons holding legal title to a unit.
 - (e) "Occupier" means the person or persons occupying the Unit(s) and includes tenants and other occupants, where applicable.
 - (f) "Guest" means a person other than an occupier who is on the Estate at the invitation of an occupier.
 - (g) "Employee" means a person employed by the subsidiary proprietor or occupier of the Unit.
 - (h) "Common areas" means all areas in the Estate with the exception of the Units.
 - (i) Unless the context otherwise requires, words importing the singular number include the plural number and vice versa.
- 2.2 The Management reserves the right to change any of these rules without prior notice given to subsidiary proprietors and occupiers.
- 2.3 All subsidiary proprietors and occupiers shall observe and comply with the By-Laws which may from time to time be amended, varied, enhanced or revoked on by the Management.

3 USE OF UNITS AND COMMON AREAS

3.1 Industrial Property / Tenancy

- 3.1.1 The units are private industrial properties **strictly meant the production of food for human consumption and shall be used as such, and shall comply with all applicable laws, regulations, directions, notices and other requirements of the relevant authorities and organisations (including but not limited to AVA, MUIS and NEA).They shall not be used for slaughtering of live poultry and animals** and illegal or other purposes such as workers' quarter incompatible with a private industrial estate. Any units found with such use would be subjected to appropriate actions to be taken against the subsidiary proprietors and/or occupiers concerned at the discretion of the Management.
- 3.1.2 The subsidiary proprietor acknowledges that it shall obtain, at its own cost and expense, all necessary licences, certification and permits required for the conduct of its businesses in the Unit and the use and occupation of the Unit from the relevant authorities and/or organisations (including but not limited to the Agri-food and Veterinary Authority of Singapore ("AVA"), Majlis Ugama Islam Singapura ("MUIS") and the National Environment Agency ("NEA").
- 3.1.3 The subsidiary proprietor acknowledges that the Vendor and the management corporation (when formed) shall not be responsible or liable for any failure on part of the subsidiary proprietor to obtain or renew the Permits.
- 3.1.4 Subsidiary proprietors must notify the Management of any tenancy/lease/sale of their units. They are required to furnish details of the tenancy/lease/sale and purchase including particulars of the new subsidiary proprietors and dates of completion.
- 3.1.5 The names and particulars of all occupants, contact numbers and other information required by the Management must be submitted by the subsidiary proprietors.
- 3.1.6 Every subsidiary proprietor who is not residing in Singapore shall appoint a local agent, provided that if the person occupying the subsidiary proprietor's unit is a member of the subsidiary proprietor's family, such a person being an adult (i.e. over 18 years of age) shall be deemed to be the local agent of the subsidiary proprietor.
- 3.1.7 Every subsidiary proprietor (not residing in Singapore) who appoints or has a local agent shall notify the Management in writing of the name, address and contact telephone numbers of the local agent and confirm to the Management the nature and scope of the authority given to the local agent prior to letting the local agent act on his behalf in any matter relating to his unit. In the event that such notice not given to the Management, the Management reserves the right, at its discretion, not to recognise the authority of the local agent to act on behalf of the subsidiary proprietor concerned, without being liable for any damage whatsoever thereof.
- 3.1.8 Every subsidiary proprietor who is not residing in Singapore shall if his local agent is not occupying the subsidiary proprietor's unit ensure that his appointed local agent conducts periodic inspections of the subsidiary proprietor's unit and assume responsibility for the contents therein.

3.1.9 References to the subsidiary proprietor herein shall where appropriate refer to the local agent of any subsidiary proprietor who is not residing in Singapore.

3.2 Building Structure

3.2.1 Subsidiary proprietors and/or occupiers may not do or keep in the Estate anything which may overload or impair the floors, walls or roofs thereof or cause an increase in insurance premium rates or the cancellation, invalidation or non-renewal of existing insurance policies. Subsidiary proprietors and/or occupiers in violation of this rule would have to indemnify the Management against any claims, suits, loss, damage, expense, costs or other liability caused by or arising from such violation, whether directly or otherwise.

3.3 Nuisance Act

3.3.1 Subsidiary proprietors and/or occupiers and visitors whilst within the estate must not create noise or engage in offensive conduct. Any person(s) using the common areas of the Estate especially between the hours of 7.00 a.m. and 6.00 p.m. shall do so as quietly as possible so as not to cause any disturbance or annoyance to others.

3.4 Refuse & Food Waste Disposal

3.4.1 The centralized bin centre provided in the Estate caters for disposal of normal domestic refuse and industrial food waste only. **Each unit are issued with one 660 for food and/or domestic waste at S\$160.00 per month (exclude 7% GST) which was placed at service corridor for daily disposal by the cleaners.** Any additional bin(s) and its cost are to contact m/s Chiang Kiong Environmental Pte Ltd for detail. Collections time is subject to review and frequency is **one time per day**. Subsidiary proprietors and occupiers must place all their domestic refuse and food waste neatly into appropriate plastic bags and tied securely before placing them into the wheeler bins provided. The Management will arrange for the cleaners to empty the wheeler bins daily by disposing off the domestic refuse and industrial food waste through the respective chutes' openings provided on every level. Subsidiary proprietors shall **not** bring their domestic refuse and/or food waste or bins from their units to the bin centre for daily disposal. Disposal of other industrial/trade waste which is bulky and/or hazardous such as unwanted pallets, furniture etc must be arranged by the respective subsidiary proprietors and/or occupiers concerned for disposal off site by cleaning company employed by the Management at their own expenses. Waste / Rubbish trucks will be allowed at the bin centre premises only and shall not be allowed to go beyond the bin centre or drive pass or go near to any units at all times. **Debris should not be brought from outside for disposal at the Estate's bin centre, failing which, appropriate actions shall be taken against the subsidiary proprietors and/or occupiers concerned.**

3.4.2 Nothing may be thrown or emptied out of the windows or doors into the common areas.

3.4.3 Should the Management have to arrange for any clearing, remedial or rectification works arising from any subsidiary proprietors' and/or occupiers' failure to comply with or violation of Rules 3.4.1 and 3.4.2 above, such works shall be charged at cost to

the subsidiary proprietors and/or occupiers concerned plus an administration fee of \$1,000.00 per occasion.

3.5 Gatherings/Funerals/Wakes

3.5.1 Religious activities, funerals and wakes shall not be held in the Estate premises, unless organised or approved by the Management. No political and illegal gatherings will be allowed to be held in the Estate premises.

3.6 Pets at Common Areas

3.6.1 Subsidiary proprietors and/or occupiers are not allowed to keep animals or birds which may cause annoyance to any subsidiary proprietors, occupants or visitors.

3.6.2 No livestock, poultry and other non-household pets shall be allowed in the Estate.

3.7 Advertisement/ Notices

3.7.1 No advertisements, circulars or notices may be posted at the lift lobbies or in other parts of the common areas by any person(s) except with the prior approval of the Management and upon such term as the Management deems fit.

3.8 Auctions/Garage Sales

3.8.1 No sale by auction may be conducted within the Estate common areas. The Management may in its discretion permit garage sales on prior written application subject to such term as the Management deemed fit, having regard to the well-being and security of the Estate and the subsidiary proprietors and/or occupiers.

3.9 Storage of Items

3.9.1 No explosives of any nature and hazardous chemicals may be kept, stored or used in the Estate or any units. Petroleum products which may be kept / stored shall be limited to the usual quantities incidental to the occupancy of a private factory unit.

3.9.2 No goods or other items may be stored in the common areas. No personal belongings such as furniture, boxes, wooden pallets, fork lifts, bicycles and other such articles may be placed or left on the common areas in such manner as to be an eyesore or pose an obstruction or hazard.

3.9.3 If upon reasonable notice being given, subsidiary proprietors and/or occupiers who refuse, fail or neglect to remove such articles as, in the opinion of the Management, are in violation of the rules above, the Management may arrange for the removal of such offending articles at the cost of the subsidiary proprietors and/or occupiers concerned without being responsible for any damage caused and losses suffered by them.

3.10 Sports

3.10.1 No sports are allowed in the common areas.

3.11 Transportation of Building Materials and Furniture

3.11.1 No person shall vandalize or dirty the passenger lifts in the Estate. No smoking, drinking or eating is permitted in all the lifts. Unless otherwise approved, passenger lifts shall be solely for passengers' use.

3.11.2 Subsidiary proprietors and/or occupiers shall **not** transport building materials, furniture or furnishings, equipment or machinery or any other bulky goods in any of the passenger lifts in the Estate.

3.12 Liability

3.12.1 Subsidiary proprietors and/or occupiers shall be liable for all costs and expenses incurred in replacing or restoring any damage to the common property if such damage is caused by them or their family members, guests, visitors, agents, licensees or invitees or contractors.

3.12.2 All subsidiary proprietors and/or occupiers and their family members, visitors, guests, agents, licensees or invitees shall observe and comply with all restrictions, rules and regulations which may from time to time be varied or amended by the Management.

3.13 Radio & TV Antennae

3.13.1 No radio, television or other antennae may be attached to or hung from the exterior façade and walls or be allowed to protrude through walls, windows, corridors or roofs of any units.

3.14 Restrictions on Awnings, Shades, Grilles, etc.

3.14.1 Subsidiary proprietors and/or occupiers shall not erect any air-conditioning units' condensers, extractor fans, awnings, shades screens, venetian blinds, bamboo chicks, window grilles, door grilles and other such items without prior written approval of the Management. Details on approved designs/patterns, colours, materials (to be non-corrosive), and method of fixing and locations of grilles may be obtained from the Management. Where approved, grilles shall be fixed within the units (i.e. not outside windows or on external walls). Where approved by the Management, installation of air-conditioning units' condensers shall be fixed on the designated air-conditioning ledges.

3.15 Restrictions on Hanging of Clothes, Linen, etc.

3.15.1 Textile items such as clothes, towels and linen may not be hung or placed in any area so as to be in view from the outside of the units. In particular, such textile items should not be hung from poles which protrude through the windows of the units or placed at the air-conditioning ledges, driveway, strata parking lots, etc.

3.16 Lifts

3.16.1 There are four passenger lifts (23-person capacity each) in the Estate.

- 3.16.2 Users are not allowed to prop open, obstruct lift doors or in any way interfere with the normal functioning of any lifts.
- 3.16.3 No lifts shall be used in the event of a fire outbreak. All subsidiary proprietors and/or occupiers shall leave their units by the fire escape staircases nearest to their units and proceed to the assembly area to be designated by the Management.
- 3.16.4 Children below the age of 7 years old should be accompanied by an adult when using the lifts.
- 3.17 Burning of Incense Paper
- 3.17.1 The Management may, upon request, permit the burning of joss sticks and incense paper at specific area designated for this purpose. Proper containers and/or containers provided by the Management must be used for the burning of incense paper.
- 3.17.2 No shrine for any purpose whatsoever shall be erected or placed on any part of the common areas within the Estate.
- 3.18 Directory Panel
- 3.18.1 The Management will provide 2 nos. of DISPLAY PANEL at 1st storey Main Lobbies. Subsidiary proprietors and/or Occupiers must notify the Management of the official names of their companies at least 2 weeks in advance in order for Management to process by completing the application form available from the Management office.
- 3.19 Interest on Late Payments
- 3.19.1 The interest payable in respect of any contributions not paid within 30 days when they become due and payable shall be at the rate of 20% per annum or such other rate as determined by the Management, calculated on a daily basis, be levied on all overdue contributions payable under the **Building Maintenance and Strata Management Act 2004** and such interest shall accrue from the expiry of 30 days after the due date when the contributions become due and payable.
- 3.20 Recovery of Legal Fees and Arrears
- 3.20.1 All legal fees including those on an indemnity basis, disbursements and incidental costs, incurred in the recovery of arrears of any contributions and such other sums owing to the Management by the subsidiary proprietors and/or occupiers shall be recovered from the subsidiary proprietors and/or occupiers concerned.
- 3.21 Breach of By-Laws
- 3.21.1 Where a subsidiary proprietor and/or occupier of a unit has breached any MCST by-laws or by-laws of the **Building Maintenance and Strata Management Act 2004 – Regulation** and/or breached any by-laws passed by the Management Corporation at its general meetings and where the Management incurs any cost, fees or expenses whatsoever in enforcing the said by-laws, the Management shall recover as a debt

all such cost, fees and expenses from the subsidiary proprietor and/or occupier concerned on full indemnity basis.

3.21.2 Administrative charge of **S\$200.00** would be payable for each incident to the MCST's Management Fund. The rates are subject to revisions from time to time as deemed fit by The Management. This administrative charge will also be over and above all legal fees, costs paid to other.

3.22 Clogged Pipe

3.21.1 All Subsidiary proprietors/occupiers or its employees shall not dispose of food waste, or materials which will cause pipe(s) to clog.

3.21.2 Strainers have to be provided at the gully trap or such places within the unit where sullage water and waste will flow into.

3.21.3 Should the Management arrange for clearing, remedial or rectification works arising from any subsidiary proprietors' (SP) and/or occupiers' failure to comply with or violation, a penalty will be imposed on the SP and/or occupiers concerned together with an administration fee of **S\$1,000.00** per incident.

3.22 Anti-littering at Common Areas

3.22.1 All Subsidiary proprietors and/or occupiers, its employees/guests of a lot shall not throw out/discharge any rubbish, dirt, materials, liquid, water or items from their lot onto the common property or any other lots.

3.23 Fire Hazard at Common Area

3.23.1 All Subsidiary proprietors and/or occupiers, its employees/guests of a lot shall not do anything or permit any of his employees, guests, contractors to do anything on the lot or common property that is likely to affect the operation of fire safety devices in the parcel or reduce the level of fire safety.

3.23.2 If the premises are fined by the relevant authority such as SCDF for contravention of a particular Acts, e.g. Fire Safety Acts, and the cause is attributed to the unit (s) concerned, the unit (s) shall bear the penalty imposed by the relevant authority/government agency.

3.24 Washing at Common Areas

3.24.1 All Subsidiary Proprietors / Occupiers shall not use common property for washing of utensils, equipments, doing of laundry or other usage that may result in causing a hazard, being a nuisance to its neighbours, or dirty the premises.

3.24.2 At all times, washing activities shall **ONLY** be carried out at unit internally.

3.25 Fire Alarm

3.25.1 All Subsidiary Proprietors / Occupiers shall not cause the fire system or its component to be activated through negligent actions, causing a fire alarm.

3.25.2 An administration fee of S\$1,000.00 will be imposed on per incident.

4 RULES AND REGULATIONS GOVERNING THE USE OF PARKING FACILITY

4.1 The height limit for vehicles entering the Estate is 4.5 metres.

4.2 All vehicles must be parked properly and considerately, without causing obstruction or affecting the smooth flow of traffic and/or inconvenience to other users.

4.3 Subsidiary proprietors and/or occupiers and vehicle owners shall obey all traffic signs in the Estate and keep the speed of their vehicles to not more than 15km/h while driving in the Estate.

4.4 Servicing and maintenance of vehicles are strictly prohibited within the Estate. Minor repair may be allowed in cases of breakdown but only to the extent necessary to get the affected motor vehicle started and removed from the Estate.

4.5 Visitors should park their vehicles only on the common parking lots. Hearses will not be allowed to enter and/or park on any strata and common parking lots in the Estate.

4.6 All subsidiary proprietors and/or occupiers and any other personnel shall observe all the rules governing the use of the parking facility in the Estate. Any infringement or non-compliance to the parking rules may lead to their parking privileges being withdrawn or cancelled. Any vehicle that is not parked on an authorized or designated parking lot or parked in an indiscriminate or inconsiderate manner within the Estate premises or a vehicle that is parked on more than one lot may at the absolute discretion of the Management be immobilized by the use of wheel clamps. The wheel clamps will be removed upon payment to the Management of an administration fee of \$150.00 inclusive of GST which payment is to be made during office hours. The Management shall under no circumstances be responsible for any loss or damage howsoever caused to any vehicle or any part or contents therein which has been wheel-clamped.

4.7 Washing of vehicles is strictly not allowed in the Estate.

4.8 Liability

4.8.1 Subsidiary proprietors and/or occupiers and their visitors, agents, licensees and invitees shall ensure that no damage is caused to any fittings and fixtures in the Estate and they shall be liable for the cost of making good any damaged caused by them.

4.8.2 All vehicles entering and/or parked within the Estate are at the vehicle owners' sole risk. Under no circumstances shall the Management be liable for any theft, loss,

damage or other misdemeanour howsoever caused to any vehicles, its equipment and/or contents therein.

4.9 Use of Common Parking Lots

4.9.1 The common parking lots are open round the clock. Only subsidiary proprietors and bona fide visitors to the Estate may park their vehicles on the common lots on a short term and first come first served basis comprising:

S/No.	Type of Common Parking Lots	Total No. Available
a)	Car	207
b)	Lorry	29
c)	Motorcycle	26

4.9.2 Common parking lots shall not be used for any recreation, storage or repair works.

4.9.3 Common parking lots are non-designated. No reservation of any common parking lots will be allowed.

4.9.3 No hearses will be allowed to enter the Estate or park on any common parking lots.

4.9.4 Subsidiary proprietors and/or occupiers may apply for season parking at the common parking facility subject to availability of the lots. Due to limited common parking facility available, each subsidiary proprietor/occupier can apply for only one lot. For control purpose, staffs of subsidiary proprietors and occupiers are required to apply for the season parking through their employers. Only 1st time applicants must each submit the Application Form of Season Parking Lot together with their crossed cheques in favour of "MCST Plan No. 3481" before the 28th of the preceding month in which the lots are applied for. The application forms are obtainable from the Management's office during office hours. Occupiers who are not subsidiary proprietors are required to submit copies of their tenancy agreements together with their application forms. For renewals, applicants only need to make their payments at the Management's office also before the 28th of the preceding month. The season parking lots allotted are not transferable and will be forfeited if they have been found to be used by others and/or the Management does not receive the payments by the last day of the preceding month.

4.9.5 Season Parking charges inclusive of GST for the common parking lots are as follows:

Type of Vehicle	Season Parking Charge
Cars	\$90.00 per lot per month
Motorcycles	\$15.00 per lot per month
Lorries and	\$120.00 per lot per month

The Management Corporation shall be empowered to revised the charges as if deemed fit.

4.9.6 Applicants may apply for season car parking lots for 1 month, 3 months, 6 months or 1 year, the minimum being 1 month. Validity period should be aligned to complete at the end of a calendar month. Full rate will be charged even if the application is for less than a month's duration.

4.10 Use of Strata Car and Lorry Parking Lots

4.10.1 There are **564** strata car parking lots and **282** strata lorry parking lots in the Estate.

4.10.2 Only cars, lorries and 20-footer containers belonging to the subsidiary proprietors and/or occupiers may park on the strata lorry parking lots outside their units. No hearses and 40-foot containers will be allowed to park on any strata lots.

4.10.3 All subsidiary proprietors and/or occupiers must register their vehicles with the Management by submitting the "Registration for Strata Parking Lots" form to the Management.

4.11 Commercial Vehicles

4.11.1 Vehicles and machinery like skid/IOS tanks, forklift, generator, welding machine, air-compressor, lifting equipment, etc. will NOT be allowed entry into the Estate unless prior written approval from the Management is obtained.

4.11.2 For parking of heavy vehicles exceeding 5 tonnes each, subsidiary proprietors and/or occupiers must make application to the Management to obtain the Vehicle Parking Certificate ("VPC") issued by the Land Transport Authority (LTA). A one-time administration charge of **\$225.00 per VPC** would be payable by the applicant to the Management. The rates are subject to revisions from time to time as deemed fit by the Management.

4.12 Enforcement

4.12.1 The Management may tow away and/or use wheel clamps or other devices to immobilise any motor vehicles parked within the Estate which is not registered with the Management or at the Security Guardhouse or are found to have parked indiscriminately or illegally or in such manner that violated the By-Laws herein. Where applicable, towing charges and/or an administrative fee of \$150.00 inclusive of GST shall be paid by the owner or driver of the defaulting vehicles before the wheel clamps or immobilising device may be removed. Late payment charges of \$50.00 per day or part thereof shall be payable for any period beyond the first 24 hours. Payment may be made at the Management's office during office hours or at the Security Guardhouse at other times.

4.12.2 The Management shall not be liable for any damage caused to any vehicles or losses to its content therein when the vehicles are being immobilised whilst in the Estate.

4.12.3 In this By-Laws, "immobilisation device" means any device or appliance designed or adapted to be fixed to any part of a vehicle for the purpose of preventing the vehicle

from being driven or otherwise put in motion, being a device or appliance of such type approved by the Management Corporation or their servants or agents.

4.13 Notice of Changes of Particulars

4.13.1 Subsidiary proprietors and/or occupiers and season parking motorists must keep the Management informed of any changes to their vehicles' registration and IU numbers.

4.14 Power to Detain and Remove Vehicles

4.14.1 Where any vehicle is parked on any common property, along the driveway or in any open space within the Estate in contravention of any rules, by-laws, or appears to have been abandoned on any common property or in any open space within the Estate the Management shall at its sole discretion:-

- (a) remove the vehicle to a place of safety or any other place and detain it; or
- (b) prevent the removal without its consent by fixing an immobilisation device to the vehicle; or
- (c) dispose off or sell the abandoned vehicle by auction, after giving one month's notice to the relevant authority of the intention of the Management, when the immobilisation device fixed in accordance with the house rule or by-Law is not claimed by the vehicle owner or subsidiary proprietor or occupier after one month of its detention or immobilisation.

4.14.2 Where the Management has fixed an immobilisation device to the vehicle or removed any vehicle to a place of safety or any other place pursuant to this paragraph:

- (a) they shall, with reasonable despatch, give notice in writing to the owner of the vehicle as to the procedure by which he may secure the release of the vehicle, and such notice shall be served on the owner of the vehicle;
- (b) in the case where the vehicle has been removed to a place of safety or any other place, by post; or
- (c) in the case where an immobilisation device has been fixed to the vehicle, by affixing the notice onto the windscreen or any conspicuous part of the vehicle.

4.14.3 No vehicle which has been removed or detained by the Management or its servants or agents to which an immobilisation device has been fixed in accordance with this house rule or by-law shall be released to the vehicle owner of the vehicle except :-

- (a) By or under the direction of the Management; and
- (b) Upon the owner of the vehicle having paid all expenses incurred by the Management and such other charges as may be imposed under these house rule or by-laws.

- 4.14.4 Where an abandoned vehicle has been sold or otherwise disposed of under subparagraph 4.14.1 (c) above, the proceeds of the sale of disposed vehicle shall used to defray the payments of any expenses incurred in carrying out the provisions of this house rule or by-law and thereafter shall be applied in payment of all charges and fines payable under these house rules or by-laws, costs on an indemnity basis, and the surplus, if any, shall be returned to the registered owner of the vehicle, free of interest.

5 UNIT REMOVAL

5.1 Prior Notice

- 5.1.1 Subsidiary proprietors and/or occupiers shall submit to the Management an application in the prescribed form accompanied with a refundable security deposit of \$2,000.00 by cheque payable to “**MCST Plan No. 3481**” at least 7 days prior to any unit removal.

- 5.1.1.1 All refundable deposits not claimed after **thirty-sixty (36)** calendar months from the day of submission will be forfeited without reference to the depositors.

- 5.1.2 Particulars of all workers, the removal contractors and their workmen must be furnished to the Management. It shall be the duty of the subsidiary proprietors and/or occupiers to inform their workers and contractors of the By-Laws herein stipulated.

- 5.1.3 Removal by each unit may be carried out between **9.00 a.m.** and **6.00 p.m.** on Monday to Sunday and Public Holiday. On special written request, the Management may at its discretion and on such terms as it deemed fit, grant approval for removal outside the specified hours.

5.2 Security

- 5.2.1 All removal contractors and their workmen must report to the Security Guardhouse for verification of their identities. The Management reserves the right to refuse entry to any person whose identity cannot be verified or ask such person to leave the Estate.

- 5.2.2 All contractors and their workmen shall obtain from the Security Guardhouse identification passes and shall wear the passes issued to them at all times whilst in the estate. Security personnel is authorised to question any person found in the Estate without a valid pass.

- 5.2.3 Subsidiary proprietors and/or occupiers concerned shall be responsible for the good conduct and behaviour of all their removal contractors and their workmen while they are within the Estate.

- 5.2.4 No workers, contractors or workmen shall loiter in any part of the common areas. All contractors and their workmen shall confine themselves to the units concerned and to the areas leading from the units to the removal vehicles.

5.2.5 Any persons found misbehaving or behaving suspiciously may be asked to leave the Estate immediately.

5.3 Use of Lifts

5.3.1 All passenger lifts in the Estate shall **not** be used for removal and movement of goods.

5.3.2 No heavy and bulky items and/or equipment may be transported in any of the passenger lifts in the Estate which has maximum capacity of 23 persons each.

6 **RENOVATION WORKS**

6.1 **Guidelines**

6.1.1 General

6.1.1.1 All subsidiary proprietors and/or occupiers and their contractors must exercise their utmost care during the course of their renovation works by taking appropriate measures to ensure that they or their workmen do not litter, deface or damage any parts of the Estate's finishes and M&E services.

6.1.1.1 Subsidiary proprietors and/or occupiers shall ensure that there are no obstruction to fire escape routes, hose-reels and other fire-fighting equipment during their renovation works.

6.1.1.2 Subsidiary proprietors and/or occupiers shall ensure that their contractors take all necessary safety precautions during the course of their renovation works.

6.1.1.3 Subsidiary proprietors and/or occupiers are advised to instruct their contractors to co-operate fully with the managing agent and maintenance and security staff, failing which their contractors will be barred from working in the Estate.

6.1.2 Contractors' Workmen

6.1.2.1 The contractors of all subsidiary proprietors and occupiers must register all their workmen using the Registration Form obtainable from the Management's office at least 5 working days before any works commence.

6.1.2.2 The contractors of all subsidiary proprietors and/or occupiers must apply for contractors' passes for all their workmen involved in the renovation works. They must ensure that all their workmen wear their passes whilst in the Estate as any of their workmen found not wearing their passes shall be treated as trespassers and will be asked to leave the Estate.

6.1.2.3 For better control and security, all contractors' workmen should be properly attired in identifiable uniform with their companies' names printed on their uniform.

- 6.1.2.4 Subsidiary proprietors and/or occupiers shall ensure that their contractors' workmen behave well while in the Estate and they do not cause any nuisance, smell, noise, vibrations or inconvenience to other occupants in the Estate. A supervisor should be appointed to take charge of the workmen.
- 6.1.2.5 Subsidiary proprietors and/or occupiers shall ensure that their contractors' workmen confine themselves to the units in which they are working. All contractors' workmen are not allowed to loiter on any parts of the common areas. Any workmen found misbehaving or behaving suspiciously will be asked to leave the Estate immediately.
- 6.1.3 Hours of Renovation Works
- 6.1.3.1 The Management shall avail the contractors and his workmen access into the Estate between 9.00 a.m. and 10 p.m. daily.
- 6.1.3.2 All hacking, drilling, demolition and noisy works must be carried out after 6.00 p.m. on Monday to Friday; after 1.00 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 neighbouring units, the business hours of the affected units will have to be observed.
- 6.1.3.3 On special written request, the Management may at its discretion and on such terms as it deemed fit, grant approval for renovation works to be carried out outside the specified hours.
- 6.1.4 Usage of Water and Electricity During Renovation
- 6.1.4.1 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.
- 6.1.4.2 Any unauthorised tapping of electrical and water supply from the common areas is illegal and offenders will be reported to Police and relevant Authority.
- 6.1.5 Removal of Debris
- 6.1.5.1 All subsidiary proprietors and/or occupiers shall ensure that the debris generated by their renovation works is removed from site daily or at such interval so directed by the Management or its representatives.
- 6.1.5.2 If the debris is not removed as required, the Management will proceed to engage other contractors or workmen for the task and the cost arising thereof will be charged to the subsidiary proprietors and/or occupiers by deducting from their security deposits at the rate of \$500.00 per lorry load calculated to the nearest whole lorry load per occasion.
- 6.1.5.3 The labour cost for the removal of debris shall be calculated at the rate of \$80.00 per workman per day. The Management and its representatives shall not be responsible for any such loss of stocks, goods, parts etc whilst carrying out such clearance.

- 6.1.6 Storage of Materials and Obstruction to Common Passage, Fire Escape, etc
- 6.1.6.1 Subsidiary proprietors and/or occupiers shall ensure that their contractors keep their materials, goods and equipment within their units as any obstruction caused to the common corridors, fire escape routes, etc., shall be immediately cleared away by the Management without notice and all cost incurred shall be charged to the subsidiary proprietors and/or occupiers concerned.
- 6.1.7 Illegal Use of Units
- 6.1.7.1 Subsidiary proprietors and/or occupiers shall ensure that their contractors do not use their units or any part of the Estate as temporary accommodation for their workmen or for any illegal purpose.
- 6.1.8 Painting & Varnishing Works
- 6.1.8.1 Subsidiary proprietors and/or occupiers shall ensure that all works which generate foul and irritable smells should be carried out off site or outside office hours or on weekends and public holidays.
- 6.1.9 Toilet Facility
- 6.1.9.1 Workmen of the subsidiary proprietors' and/or occupiers' contractors shall use the toilets within their units. Any contractors or their workmen caught urinating and/or defecating in any common areas will be expelled and barred from the Estate immediately and the subsidiary proprietors and/or occupiers concerned will bear the cost of cleaning the affected areas.
- 6.1.10 Parking for Contractors
- 6.1.10.1 All contractors should park their vehicles at the common car and lorry parking lots. However, contractors of subsidiary proprietors and/or occupiers delivering or loading/unloading goods, materials and equipment to their units may park on the strata car and lorry lots within their units if they are available. No parking on driveways will be allowed at all times.
- 6.1.11 Protection to Existing Finishes
- 6.1.11.1 Subsidiary proprietors and/or occupiers shall ensure there is sufficient protection to the pathway and wall areas where their contractors' workmen will use.
- 6.1.11.2 Subsidiary proprietors and/or occupiers shall be liable for the full cost of making good any damage caused to other units and/or any parts of the common areas by their contractors and indemnify the Management for any claims arising therefrom.
- 6.1.12 Hot Work
- 6.1.12.1 Hot work should be kept to the minimum to reduce the risk of fire and activation of the fire alarm system.

- 6.1.12.2 Subsidiary proprietors and/or occupiers must ensure that their contractors inform the Management in writing if any hot work (e.g. cutting and welding using oxy-fuel gas flames or electric arc welding equipment, etc.) has to be carried out in their units by submitting the duly completed Hot Work Permit form which are obtainable from the Management's office.
- 6.1.12.3 Hot work may commence only after the Management has given its prior consent on the Hot Work Permit form. Before the commencement and during the progress of any hot work, Subsidiary proprietors and/or occupiers must ensure that their contractors take all necessary precautionary and fire safety measures including the provision of suitable and sufficient portable fire extinguishers.
- 6.1.12.4 No hot work shall be carried out within close proximity of any sprinkler points, heat and smoke detectors and electrical wirings. Duly completed Hot Work Permit form must be posted at the hot work area at all times while the hot work is in progress. Contractors who fail to comply with the hot work policy will be barred from entering the Estate permanently.
- 6.1.13 False Alarm Due to Renovation Works
- 6.1.13.1 If any false fire alarm is activated by the renovation works, the subsidiary proprietors and/or occupiers concerned shall pay all costs imposed by the Singapore Civil Defence Force and/or Decentralized Alarm Monitoring Company as a result of the false alarm. Such cost may be deducted from the security deposits.
- 6.1.14 Security Deposits
- 6.1.14.1 Subsidiary proprietors and/or occupiers will be required to place security deposits of \$2,000.00 each by cheque made payable to "MCST Plan No. 3481". Security deposits will be refunded free of interest upon completion of the renovation works if the Management is satisfied that no damage has been caused to any common areas and that all debris and unused, unwanted or waste materials have been cleared and removed from the Estate and that the Fire Certificate for their units have been submitted to the Management.
- 6.1.14.2 The Management shall be entitled to recover from the subsidiary proprietors and/or occupiers any sum due to the Management for the removal of any debris or for the repair of any damaged caused to the common properties from the deposits. The Management shall refund the balance of security deposits to the subsidiary proprietors and/or occupiers concerned free of interest if the Management is satisfied that all the repairs/replacement works are completed. If the security deposits are not sufficient to offset the total cost to be deducted by the Management, the difference shall be paid by the subsidiary proprietors and/or occupiers concerned within seven days of the Management's written notification failing which interest at the rate of 10% per annum, calculated on daily basis, shall be levied until full payment is received by the Management.
- 6.1.14.3 The relevant "as-built" unit layout and services plans and copies of authorities' approvals shall be submitted to the Management upon the completion of the renovation work before the security deposit less any deductions can be refunded.

6.1.15 Indemnity

6.1.15.1 In any case where the Management is subjected to loss, damage and expense or cost is exposed to any penalty under any prevailing law or regulation as a result of or arising out of any act or omission on the part of any subsidiary proprietors and/or occupiers, or any family members of any subsidiary proprietors and/or occupiers, the Management shall be indemnified by the subsidiary proprietors and/or occupiers concerned in respect of all and any part of such loss, damage, expense, cost or penalty. Should the subsidiary proprietors and/or occupiers concerned refuse, fail or neglect to indemnify the Management against such loss, damage, cost or penalty, the same shall be recoverable from the subsidiary proprietors and/or occupiers concerned by way of a civil suit, in which the Management shall further be entitled to costs on an full indemnity basis.

6.1.16 Signage

6.1.16.1 Subsidiary proprietors and/or occupiers may install their company signs in front of the roller shutters directly above the main entrances to their units. No other signs are allowed to be installed at any other parts of the common areas without the Management's approval.

6.1.16.1 All company signs to be installed above the main entrances to any units must be submitted to the Management for clearance before installation.

6.1.16.2 The lengths of the company signs to be installed above the main entrances shall not exceed **the lengths of the roller shutters** at the respective main entrances. The total height of the each signboard should not exceed **800 mm** and shall be installed in such manner that the base of the signboard is 150 mm above the top of the existing roller shutter. For lighted signs, the thickness / depth of the signboards should be 125 mm and must not exceed **130 mm**.

6.1.16.3 For unlighted company signs to be installed at any other location other than above the main entrances of the units, the design and method of fixing must be approved by Management before installation work can proceed.

6.1.16.4 All subsidiary proprietors and/or occupiers must submit elevation drawings and details showing their proposed company signs with specification of the material used and method of fixing.

6.1.16.5 Subsidiary proprietors and/or occupiers must submit their proposals and drawings in both reduced and full-size to the Management for consideration and approval at least one month before actual construction. They will be responsible for making good any damage caused to the common areas resulting from the fixing of their company signs.

6.1.17 Door Grilles

6.1.17.1 Subsidiary proprietors and/or occupiers may install door grilles at their main doors behind the timber doors and roller shutters within their own strata boundary subject

to the Management's and relevant authorities' approvals on the design, size, location and operation of the door grilles depending on the intended use of their units.

6.1.17.2 No door grilles are allowed outside the timber doors and roller shutters visible from the common areas.

6.1.17.3 All door grilles are to be kept open when the units are in use.

6.1.18 Window Grilles

6.1.18.1 Subsidiary proprietors or occupiers shall not make any alteration to the windows installed in the external walls of the subdivided building without having obtained the approval in writing of the Management.

6.1.18.2 Subsidiary proprietors and/or occupiers may install window grilles at their windows and openings within their units subject to the Management's and relevant authorities' approvals on the design, size, locations and operation depending on the intended use of their units.

6.1.18.3 Grilles to windows and openings shall conform to the design and colour scheme recommended by the project Architect and the drawing is obtainable from the Management Office.

6.1.18.4 All grilles shall be installed behind the windows and the boundary line of door ways (i.e. within the units).

6.1.18.5 The colour of the window grilles shall be similar to that of the window frames within the units.

6.1.19 Electrical Works

6.1.19.1 Meter Board is provided for each factory unit. Power supplies to all units are as follows:

Type	Maximum Power Supply
Factory units \leq 300 m ²	100A, 3-phase
Factory units $>$ 300 m ²	125A, 3-phase

6.1.19.2 All electrical installations within the units shall be carried out by the subsidiary proprietors and/or occupiers at their own expenses. No such installation may commence until written approval has been obtained from the Power Supply Ltd.

6.1.19.3 Subsidiary proprietors and/or occupiers may engage their own Licensed Electrical Workers (LEW) to submit the application forms to Power Supply and for carrying out the electrical works within their units.

6.1.19.4 No upgrading of electrical supply is allowed unless detailed drawings have been submitted by the subsidiary proprietors and/or occupiers and approved by the Management's Licensed Electrical Worker. Subject to availability of electrical supply,

a non-refundable processing fee (**the exact amount to be advised at the time of application**) must be submitted together with the application. This processing fee is subjected to revisions from time to time as deemed fit by the Management.

- 6.1.19.5 All electrical works must be carried out by competent contractor and testing to be approved by the Singapore Power Pte Ltd.
- 6.1.19.6 Subsidiary proprietors and/or occupiers must connect the exit lights, emergency light and MV fans to their electrical supplies.
- 6.1.19.7 No light fittings and any CCTV cameras shall be installed in the common passageway.
- 6.1.19.8 Subsidiary proprietors and/or occupiers shall submit and obtain necessary approvals from Singapore Power for opening of electrical supply account. They shall submit to the Management a copy of the relevant information submitted to the Singapore Power and the single-line drawing for the Management's reference and retention.
- 6.1.19.9 Subsidiary proprietors may install additional light fittings at the soffit within their strata parking lots if required. Only 4ft x 1ft suspended batten fluorescent light fittings should be used. The method of fixing them and their proposed locations within their strata parking lots must be approved by the Management before installation can proceed.
- 6.1.20 Fire Sprinkler System
 - 6.1.20.1 A single layer of sprinkler system has been provided at standard height. Any additional installation of sprinkler pipes and points within the units must be approved by the Fire Safety Bureau (FSB) and carried out by the licensed contractor appointed by the Management at the expenses of the subsidiary proprietors and/or occupiers concerned.
 - 6.1.20.2 If isolation of sprinkler system is required, the subsidiary proprietors and/or occupiers concerned must inform the Management at least one week in advance.
 - 6.1.20.3 Should it be found necessary to drain the sprinkler network, the subsidiary proprietors and/or occupiers must liaise with and obtain permission from the Management for the discharging and recharging of the sprinkler system and shall comply with the rules and regulations governing the use and modification of the Sprinkler System in force at that time.
 - 6.1.20.4 A fee of \$428.00 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. Appointment must be made at least one (1) week in advance with the Management. This rate is subjected to revisions from time to time as deemed fit by the Management. **Additional charges by the Management's contractor, if any, to carry out the draining shall be solely borne by the subsidiary proprietors and/or occupiers concerned.**

- 6.1.20.5 Should the subsidiary proprietors and/or occupiers wish to isolate the Fire Protection System in the areas/zones where the workmen would be carrying out works, they must notify the Management in writing stating the zone(s), time and duration of the isolation at least one week in advance.
- 6.1.20.6 During the period of isolation or water being discharged from the Sprinkler System, the subsidiary proprietors and/or occupiers concerned shall ensure that adequate fire precautions are taken and appropriate numbers of 9 kg dry chemical fire extinguishers have been placed prominently inside their units. The subsidiary proprietors and/or occupiers must ensure that their contractors do not damage any of the Fire Protection System thereby activating a false fire alarm in the Estate. The subsidiary proprietors and/or occupiers must also ensure that the Sprinkler System is charged back within the same day and before their contractors leave the site.
- 6.1.20.7 Two (2) sets of the Sprinkler System drawings and approval letter from FSB must be submitted to the Management for reference and file record.
- 6.1.20.8 Subsidiary proprietors and/or occupiers' contractors shall ensure that the Fire Protection System is in good working condition after the completion of their fitting-out works.

6.1.21 Sanitary and Plumbing

- 6.1.21.1 Installation of sanitary and plumbing facilities within the units must be approved by the Ministry of the Environment (ENV) and the installation works including water meter must be carried out by a licensed plumbing contractor approved by the Management.
- 6.1.21.2 Where the installation and modification works involve the construction of wash area, the subsidiary proprietors and/or occupiers concerned must ensure that waterproofing membrane/material is laid below the cement screed so as to prevent possible water leakage or seepage to the units below. Where necessary, the subsidiary proprietors and/or occupiers should ensure that the original waterproofing element remains intact and must engage the original installer to make good the affected areas so as not to nullify the existing waterproofing warranty.
- 6.1.21.3 Subsidiary proprietors and/or occupiers shall not create new floor traps or bring in new water supply to their units.

6.1.22 Air –Conditioning Units

- 6.1.22.1 The subsidiary proprietors and/or occupiers may install and shall maintain the air-conditioning units within their units at their own expenses.
- 6.1.22.2 The condensers of the air-conditioning units should be installed on the designated air-conditioning ledges (which have been designed to take up to 1.5 kN/m²) and must **not** be placed at the common areas and external façade. Condenser units of the cold room may be placed outside the air-con ledges and within the strata units' boundaries on a case by case basis to be approved by the Management. The ledges shall not be converted to other use

- 6.1.22.3 All condensers should be seated on the air-conditioning ledges with approved brackets and must not be suspended from the ceiling or walls for aesthetic reason.
- 6.1.22.4 Four sets of single-line drawing for the air-conditioning ducting and drainage pipe layout plan prepared by licensed contractor must be submitted to the Management for approval.
- 6.1.22.5 All drainage pipes from the air-conditioner units shall be connected to the nearest floor trap(s) within the units. No drainage pipes are allowed to be installed at the external walls and common areas.

6.2 Technical Requirements

6.2.1 Drilling and Penetration Works

- 6.2.1.1 No penetrations and drilling through floor slabs, party walls and window fittings are allowed.

6.2.2 Structural & Builder's Works

- 6.2.2.1 The building has cast in-situ concrete structure with post-tensioned beams and slabs. Cutting and/or forming of channels/grooves in the structural floor slabs (for cable trunking, etc.) are strictly prohibited. Subsidiary proprietors and/or occupiers and their consultants must ensure that this prohibition is strictly enforced upon their contractors. However, drilling for installation of light fittings should not exceed 25 mm depth. Any drilling deeper than this depth requires the approval of the Professional Structural Engineer appointed for the renovation works.
- 6.2.2.2 The Management will not permit any major structural alterations to the building. Application for minor alterations may be considered where special circumstances warrant. But the merit of each case will be evaluated and decided at the absolute discretion of the Management.
- 6.2.2.3 It will be the subsidiary proprietors' and/or occupiers' sole responsibility to highlight areas within their units where heavy loading may occur resulting from particular equipment or works by providing full information of the equipment or works concerned so that the structural implications could be properly assessed. In any case, the loading must not exceed the designed load capacity.
- 6.2.2.4 Any demolition or erection of brick walls within the units must be supervised and certified by a Professional Engineer to the effect that the existing floor slabs can withstand the additional load of the brick walls.
- 6.2.2.5 No structural part of the building in the Estate shall be tampered with under any circumstances.
- 6.2.2.6 All units have power float concrete floor. Granite or Marble slabs or Ceramic floor tiles should be laid on top of the floor with the use of adhesives. Screeding of floor is

not necessary with such method. The designed live permissible load shall reduce accordingly.

- 6.2.2.7 No strengthening of the walls in any units will be allowed.
- 6.2.2.8 Addition of brick wall requires the submission of plans to BCA by a Professional Engineer as it may affect the structure.
- 6.2.2.9 All structural works within the units by the subsidiary proprietors and/or occupiers concerned will be the responsibility of their own Professional Engineers.
- 6.2.2.10 All equipment must be checked for the loading. For any object such as heavy machinery, safes, the subsidiary proprietors and occupiers should consult their own Professional Engineers so that they do not exceed the design live loads and pose structural risk to the building. Equipment loading within the design live loads does not require submission. Equipment exceeding the design live loads must be highlighted to the Management. The design live loads are as follows:

Location	Loading Capacity (kN/m ²)
1 st storey factory production areas	15.0
2 nd to 7 th storeys factory production areas	12.5
Mezzanine ancillary area for office	3.5
Vehicular access ramp	15.0
Roof	1.5
M & E Equipment area	7.5
Air-conditioning ledges	1.5

6.2.3 Utility Accounts

- 6.2.3.1 All subsidiary proprietors and occupiers must apply to the relevant authorities for the various utility accounts for supply of utilities to their units.
- 6.2.3.2 For electricity accounts, consultants of subsidiary proprietors and/or occupiers must submit electrical single-line diagram and the appropriate forms duly completed for endorsement by the Estate's Licensed Electrical Worker ("LEW") and clearance by the Management.
- 6.2.3.3 Subsidiary proprietors and/or occupiers concerned shall bear the cost of the LEW's Endorsement fee on CS3 form.
- 6.2.3.4 For the opening of water and gas supply accounts, subsidiary proprietors' and/or occupier's licensed plumber / qualified person must submit schematic diagrams and other necessary documents for the Management's comment and endorsement. Upon endorsement by the Management, these documents will be returned to the subsidiary proprietors' and occupiers' consultants for their submissions to the relevant authorities.
- 6.2.3.5 All additions and/or alterations to the units that affect the warranties of the existing services and finishes must be undertaken by the original contractors or suppliers responsible for the initial installations.

6.2.4 Payment of Fees

6.2.4.1 Subsidiary proprietors and/or occupiers shall pay directly to the respective Project's consultants and Licensed Electrical Worker ("LEW") for any endorsement of plans and/or full consultancy service for their units. The rates should be negotiated by the subsidiary proprietors and/or occupiers concerned directly with the respective Project's consultants and LEW.

6.2.5 Responsibilities of Subsidiary Proprietors And/or Occupiers

6.2.5.1 Subsidiary proprietors and/or occupiers shall be responsible for their applications of all Statutory Authorities' approvals in respect of their renovation works prior to the commencement of the renovation works through the Management.

6.2.6 Responsibilities of Subsidiary Proprietors' and/or Occupiers' Architects/Interior Designers

6.2.6.1 Subsidiary proprietors' and/or occupiers' architects and or interior designers shall be responsible for the full compliance with all Statutory Regulations, requirements and proper supervision of the renovation works within their units and shall obtain the final approvals from the relevant authorities for the completed works.

6.2.7 Assistance from Management's Representatives

6.2.7.1 The Management or its representatives will render whatever assistance the subsidiary proprietors and/or occupiers may need on technical matters and guidelines relating to the proposed renovation works in their units.

6.3 Submission of Plans

6.3.1 General

6.3.1.1 All plans must be accompanied by a covering letter with the following information:

- a) Unit no. of the premises to be renovated;
- b) No. of sets of drawings submitted; and
- c) The names and contact nos. of the persons responsible for the plans.

6.3.1.2 All proposed works must be coloured and all existing works to be demolished or dismantled shall be shown in yellow dotted lines.

6.3.1.3 All plans must be stamped and signed by the subsidiary proprietors and/or occupiers. The signatories' full names and designations should also be clearly indicated on the plans.

6.3.1.4 The plans should also bear the names and signatures of the qualified persons preparing the plans.

6.3.2 Prior to Design Work

6.3.2.1 All Subsidiary Proprietors and/or occupiers are advised to instruct their architects and/or interior designers to consult the Management prior to commencing any design work to ensure compliance with the requirements of the Management and avoid abortive works.

6.3.3 Preliminary Plans

6.3.3.1 Subsidiary proprietors and/or occupiers are advised to instruct their architects and/or interior designers to prepare preliminary plans (4 sets) and consult the Management to facilitate approval. Failure to do so may result in the plans being not approved by the Management.

6.3.4 Submission to the Management

6.3.4.1 Subsidiary proprietors' and/or occupiers' architects must submit 4 sets of drawings in A1 size for the proposed renovation works in their units to the Management for endorsement.

6.3.4.2 The Management will highlight items which they consider unacceptable or not in compliance with the Estate By-Laws.

6.3.4.3 Subsidiary proprietors' and/or occupiers' architects / interior designers will then amend their drawings to comply with the Management comments within three weeks and resubmit them for the Management vetting.

6.3.4.4 Subsidiary proprietors' and/or occupiers' architects / interior designers are requested to fully co-operate with the Management advices to avoid repetitive resubmission and hence unnecessary delay to their clients' renovation works.

6.3.5 Bearing of Risk on Commencement of Works on Site

6.3.5.1 The Management's endorsement on renovation drawings should not be construed as approvals by the Building Authorities and any consequent losses incurred as a result of non-approval will be entirely at the sole risk of subsidiary proprietors and/or occupiers concerned.

6.3.6 Submission of Plans to the Management

6.3.6.1 Notwithstanding the above, no work will be allowed to commence on site unless the following are received by the Management or its appointed Managing Agent:

- a) One copy of the approved renovation plans with the Management's and Authorities endorsements to be forwarded to the Management's representative on site;
- b) Security Deposits by the subsidiary proprietors and/or occupiers concerned;

- c) Letters of Authorization and Indemnity properly endorsed by subsidiary proprietors and/or occupiers concerned; and
- d) Registration Forms duly completed and signed by the contractors of the subsidiary proprietors and/or occupiers.

6.4 Consultants of Subsidiary Proprietors / Occupiers

6.4.1 Drawings Formation & Convention

6.4.1.1 All drawings submitted must be in A1 size paper. Any drawings not in compliance with this requirement will be returned not vetted to the architects / interior designers of the subsidiary proprietors and/or occupiers concerned.

6.4.1.2 The set of drawings must include a site plan showing the location of the Estate, layout plans of the unit(s) and sectional views of the various elevations as required by the Building Authorities.

6.4.1.3 The following should be shown in the design drawings of the subsidiary proprietors' and/or occupiers' consultants:

- a) Partition layout clearly indicated;
- b) Escape routes clearly indicated;
- c) Door positions and fire rating clearly indicated;
- d) Finishes to walls, floors, ceilings, etc clearly indicated;
- e) Usage of areas and the contents of store rooms clearly specified;
- f) Existing and proposed positions of existing sprinkler points and smoke detectors clearly indicated;
- g) Lighting layout clearly indicated and lighting load calculations are attached;
- h) Air-conditioning layout is to be clearly marked. Air-conditioning load calculations must be attached;
- i) Additional plumbing requirements to be clearly marked. Where hacking through walls or floor slabs are required, these must be highlighted and the route of the piping works, etc. to be clearly marked. Elevation and Sectional drawings should also be provided;
- j) All plans must be produced on a scale of 1:100;
- k) All plans which will result in any alterations to or penetration of ceilings or services above ceilings must be submitted to the Management in transparency form; and

- l) Any other related items.

All variations to the Architectural, Structural and M&E drawings must be distinguished distinctly in the plans and appropriately coloured, according to the colour codes stipulated by the Building Control Branch.

6.4.2 Submission of As-Built Drawings

6.4.2.1 Upon completion of the renovation works, the subsidiary proprietors and/or occupiers' consultants shall submit two (2) sets each of the following as-built drawings:

- a) Certified true copies of Building Authorities' approved plan;
- b) Electrical installation plan with single-line diagram;
- c) Air-conditioning installation plan including FCU (if any);
- d) Fire Protection installation plan including Halon Gas system (if any); and
- e) Plumbing installation (if any).

6.4.3 Materials Used in Renovation Works

6.4.3.1 Subsidiary proprietors and/or occupiers should use dry demountable wall partitions within their units as "wet trades" should be avoided. Only in special circumstances where security or fire rated enclosures are absolutely necessary that brick or block work partitions may be allowed and this will be subjected to the Structural Engineer's review of the loading. Approval will be granted on the merit of each case.

6.4.3.2 All wall, floor and ceiling finishes must be of such quality and finishes that are in keeping with the standards set for the Estate. They must be fire resistant and in compliance with the local building regulations. Critical areas, for instance areas adjacent to facade, frontage and windows may be subjected to further design material requirements to ensure that they complement with the overall theme.

6.5 Commencement of Renovation Works

6.5.1 Application of Permit

6.5.1.1 All plans for the proposed renovation works must be endorsed by the Management before subsidiary proprietors and/or occupiers can apply for the Permit to commence renovation works.

6.5.1.2 Only subsidiary proprietors and/or occupiers may apply for permit to carry out the renovation works to their units. Applications of permit to carry out the renovation works may be made at the Management's office during office hours and must be accompanied by the drawings endorsed by the Management.

6.5.2 Letter of Undertaking

6.5.2.1 Subsidiary proprietors and/or occupiers will also be required to submit a Letter of Undertaking to the Management that they shall be responsible for full compliance of the By-Laws by their renovation contractors.

6.5.3 Renovation Schedule

6.5.3.1 Subsidiary proprietors and/or occupiers must inform the Management the schedules of their renovation works at least TWO weeks before the commencement of the works. Works may not commence until written approval to commence work has been granted.

6.5.4 Contractors to Report to Security Personnel Daily

6.5.4.1 Contractors of subsidiary proprietors and/or occupiers and their workmen must report to the Security Guardhouse for verification of their identities before they proceed to their units. The Management reserves the right to refuse entry to any persons whose identities cannot be verified or to ask any such person to leave the Estate.

6.5.4.2 All contractors and their workmen shall obtain from the Security Guardhouse identification passes and shall wear their passes at all times whilst in the Estate. Security personnel is authorised to question any persons in the Estate found without displaying their passes.

6.5.5 Use of Common Areas

6.5.5.1 Packing and crating materials must be removed and disposed of off site daily by the subsidiary proprietors and occupiers concerned and at their expenses. Unwanted, unused or waste materials, debris, etc. may be placed into open top container(s) to be provided by the subsidiary proprietors and/or occupiers at their expenses. The open top container(s) should be placed at the area designated by the Management. Subsidiary proprietors and/or occupiers should not bring in debris outside the Estate for disposal into the open top container(s) or bin centre.

6.5.5.2 No unwanted, unused or waste materials, debris, etc. may be left on the corridors, lift lobbies, fire escape staircases or any other common areas in the Estate. If found such material will be removed at the expenses of the subsidiary proprietors and/or occupiers concerned.

6.5.6 Liability of Subsidiary Proprietors and/or Occupiers

6.5.6.2 All renovation works shall be confined to the boundaries of the units concerned.

6.5.6.3 Subsidiary proprietors and/or occupiers must ensure there are adequate protections to the common property during the delivery or removal of materials, equipment and supplies. The subsidiary proprietors and/or occupiers and their contractors shall use the staircase designated (if any) for that purpose by the Management.

6.5.6.4 Subsidiary proprietors and/or occupiers shall be responsible for the conduct and behaviour of their appointed contractors. Any damage caused to the common property and equipment caused by their moving of furniture, supplies, renovation or building materials or other personal effects shall be made good or repaired at the expenses of the subsidiary proprietors and/or occupiers concerned and where any equipment is irreparably damaged, it shall be replaced at the cost of the subsidiary proprietors and/or occupiers concerned.

6.5.7 Notification and Deposits to Management

6.5.7.1 Renovation works that require submission of notification and deposits to the Management are as follows:-

- a) Changing of wall and/or floor tiles;
- b) Demolition of walls, new partitioning, installation of windows and grilles;
- c) Repositioning of internal doors and/or walls;
- d) Installation of false ceilings;
- e) Installation of built-in cabinets and wardrobes and other large fixtures;
- f) All works involve bringing in sand or cement;
- g) Installation and /or alterations of electrical, plumbing works and air-conditioning piping;
- h) Removal of any major articles; and
- i) Installation and /or alteration of Fire Protection System

6.5.8 Renovation Works That Will Not Be Approved

6.5.8.1 Approval will NOT be granted for the following:

- a) Works affecting the structural stability of buildings, such as removal of beams, columns or load bearing walls. Where there is doubt, the Management will consult qualified professionals at a fee to be borne by the subsidiary proprietors and occupiers concerned. The subsidiary proprietors and/or occupiers concerned will be informed of the fee payable before such consultations are made;
- b) Laying of multi-split air-conditioning trunking along the external walls of building;
- c) Changing of windows, door and grilles other than the designs approved by the Management;
- d) Installation of air-compressor units on external walls;
- e) Roller shutter doors and timber doors of the units shall not be removed;

- f) Erection of mezzanine floors within the units;
- g) No removal of glazing in the units; and
- h) Relocation of any sanitary pipes and fittings which will affect the sewerage system of the Estate.

6.5.9 Plans for partitioning, demolition of walls, drilling of holes on walls or any other renovations, additions/alterations to the existing units must first be endorsed by competent consultants appointed for the renovation works and approved by the relevant authorities and the Management.

6.5.10 Copies of such plans, endorsements, approvals and any other supporting documents must be submitted to the Management at least TWO weeks before the commencement of the works.

6.5.11 Subsidiary proprietors and/or occupiers are advised to consult the Management if in doubt of any procedures necessary in obtaining approval for any additions / alterations or any other renovation works to their units.

6.5.12 Subsidiary proprietors and/or occupiers shall furnish the Management with a list of all the electrical or mechanical equipment to be used for the renovation works at least one week before the commencement of the renovation works. No heavy-duty hacker or air-compressor breaker shall be used under any circumstances.

6.5.13 For all renovation works which require or involve clearance or/and any submissions to authorities, approval for the application of commencement of the works must be obtained before the works may commence.

6.5.14 Subsidiary proprietors and/or occupiers shall not alter the frontage elevation.

6.5.15 Subsidiary proprietors and/or occupiers shall note that hacking of floor slabs within their units is strictly prohibited and any damages caused to existing waterproofed slabs shall be made good at their costs.

7 INSURANCE

7.1 General

7.1.1 The Management will insure the building and its common fixtures and fittings against damage by fire and extraneous perils. Fittings and fixtures within all the units and belonging to all subsidiary proprietors and occupiers are not covered under this insurance policy.

7.2 Insurance Coverage By Subsidiary Proprietors' and Occupiers' Contractors

7.2.1 Subsidiary proprietors and/or occupiers shall ensure that their renovation contractors take up the following insurance policies before the commencement of any works in their units:

- a) Workmen's Compensation;
- b) All risk including Public Liability up to minimum coverage of Singapore Dollars Two Million Only (\$2,000,000.00) for any one accident. The details of this policy should be submitted to the Management for approval prior to any works commencing on site; and
- c) Any other insurance which the subsidiary proprietors and/or occupiers may deem necessary.

7.2.2 The policies shall also cover the principal's properties not forming part of the works to be deemed as third party's property. The details of this policy should be submitted to the Management for approval prior to any works commencing on site.

7.2.3 Copies of the above insurance policies shall be lodged with the Management before commencement of any works at site.