

**LUXURY CONCORD SDN BHD** (1037692-T)

Trinity Aquata Management Office, B-G-01, Ground Floor,  
 No. 2, Jalan 1/141, Off Lebuhraya Sungai Besi, 57100 Kuala Lumpur.  
 Tel: 03-2771 3630 Fax: 03-2771 3631  
 Email: [aquata.mgmt@gmail.com](mailto:aquata.mgmt@gmail.com)



## INSTALLATION / RENOVATION APPLICATION FORM

<b>Resident Name</b>					<b>Parcel / Unit No.</b>	
<b>Contact No.</b>	<b>H/P</b>		<b>H</b>		<b>O</b>	
<b>Name of Contractor</b>					<b>NRIC/Passport No</b>	
<b>Contact No.</b>	<b>H/P</b>		<b>H</b>		<b>O</b>	

### PART A

#### PERMISSION FOR INSTALLATION / RENOVATION WORKS

I wish to apply for permission to carry our installation / renovation works to my unit as detailed on the plan attached:

<b>(a)</b>	<b>Description of Works:</b>
<b>(b)</b>	<b>Duration of Works: Commence: ..... Complete: .....</b>
<b>(c)</b>	<p><b><u>Declaration:</u></b></p> <p>I hereby undertake to ensure that the above installation / renovation works will not hinder the issuance of the Certificate of Completion and Compliance (CCC) by the appropriate authorities.</p> <p>I understand that any such alteration or addition thereon erected by me without approval from the relevant authority may render me liable to prosecution and/or demolition now or in the future by the statutory authorities.</p> <p>I will relinquish my rights to the defect liability period on the portion of works which is directly or indirectly affected by my works.</p> <p>I undertake to observe all conditions laid out in the House Rules and any liquidated damages suffered by you as a result of the installation / renovation works or negligence on my part shall be borne by me.</p> <p>Yours Faithfully,</p>   <div style="border-top: 1px solid black; width: 30%; margin-bottom: 5px;"></div> <div style="margin-bottom: 5px;">Name:</div> <div style="margin-bottom: 5px;">NRIC/Passport No.:</div> <div style="margin-bottom: 5px;">Date:</div>

In applying for approval, the Proprietor and Contractor undertaken to abide by and be subjected to the following terms and conditions:-

#### **TERMS AND CONDITIONS**

1. I/We\* agree to place a refundable Installation / Renovation deposit of RM1,000.00 (Minor) / RM 3,000.00 (Major) (refundable deposit shall be paid in **the form of Cash/Cheque/Bank Draft and made payable to "LUXURY CONCORD SDN.BHD"** and (non-refundable construction handling charges of RM200.00 (payment shall be by either cash or cheque or bank draft) for the whole duration of the renovation works within three (3) working days prior to the commencement of works, inclusive of any such extension approved by you. The refund of deposit will be subjected to the Management's inspection upon completion of renovation works (Clause 2 below).
2. I/We\* undertake to remove any renovation debris and to advise the Contractor, his employees, servants of agents (hereinafter collectively referred to as "the Contractor") to exercise due care and consideration to the common areas and private properties, failing which, the Management may deduct such reasonable sums from the deposit sum for any damage caused or debris left by the contractor. Should the deposit be insufficient, I/We\* undertake to settle the shortfall in full within three (3) working days of notification from the Management.
3. I/We\* undertake not to obstruct the flow of any pipes leading to and from the condominium unit under renovation. I/We\* accept full responsibility and liability for costs incurred if such obstruction is caused by myself/ourselves\* and/ or Contractor for whatsoever reason.
4. I/We\* understand that the Contractor would have to abide by the rules and regulations set out in the attached notes to the Contractor.
5. I/We\* agree to abide by the renovation guidelines stated in the house rules.
6. In the event of any breach in the terms and conditions herein committed by me/ us\* and/ or the Contractor, the Management may at their absolute discretion take any action deemed appropriate.
7. I/We\* hereby declare that the variation works as described above, will not affect the status of the Certificate of Fitness for Occupation and the Strata Title Act. I/We\* understand that any such works executed by me/us\* without prior approval of the relevant authorities, henceforth may render me/us\* liable to prosecution and the demolition or removal of the said works by any competent Authority. I/We\* shall obtain such approval if so required and shall not under any circumstances hold the developer responsible.
8. In additional, I/We\* shall relinquish my/our\* rights to the twenty four (24) months Defect Liability Period as stipulated in the Sales & Purchase Agreement on the portion of works which is directly or indirectly affected by the variation works and shall have no claims thereafter.

\_\_\_\_\_  
Purchaser's/ Representative's Signature\*

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

**Note: (Owner's representative should produce an authorization letter from the purchaser)**

Representative's Name : \_\_\_\_\_

NRIC/Passport No\*. : \_\_\_\_\_

Contact No. : (R) \_\_\_\_\_ (O) \_\_\_\_\_

: H/P \_\_\_\_\_

*\*delete if not applicable*

## REGULATIONS GOVERNING CONTRACTORS

### CARRYING OUT RENOVATION WORKS

1. The permitted time for carrying out renovation works are restricted to the following hours:-

Mondays to Fridays	:	9.00 am - 5.00 pm
Saturdays	:	9.00 am - 1.00 pm

**No work is permitted to be carried out on Sundays & Public Holidays.**

2. A refundable installation / renovation deposit of RM1,000.00 / RM3,000.00 and non-refundable construction handling charges of RM200.00 (payable to “**LUXURY CONCORD SDN.BHD**” by way of cash/cheque/bank draft) is required before any permitted renovation work is carried out. Owner(s) has to ensure that they have sign-off from their defect works complaint prior to the application for Renovation Work Permit. The deposit will be refunded less penalty charges (if any) upon verification by our staff that the contractors have complied with all requirements stated in the rules and regulations. The owner or contractor has to submit “Notice of Completion on renovation Works” to the Management Office so that the inspections date for the particular unit can be scheduled.
3. All contractors, his employees, servant of agents (hereinafter collectively to as “the Contractor”) must produce their renovation permit issued by the Management Office first before registering themselves at the Guard House and obtaining the security passes. These passes must be clearly displayed by the holders at all times and return to the Guardhouse at the end of their visit. The Contractor will be required to pay RM200.00 for each replacement of lost or damaged security passes.
4. Any misconduct by the workers is the responsibility of the contractor. Foreign workers must have a legal work permit. Workers are not allowed to wander/loiter in the apartment/retail areas. It is the contractor’s responsibility to ensure that the workers do not cause any damage or vandalize the common area properties.
5. Construction materials such as sand, rocks, cement, and etc must be carried in and out by placing into bags and all mixing work of such material will have to be done in the unit concerned.
6. Contractor has to ensure that all the construction materials, equipment or tools are to be placed in the unit. Common areas such as corridor, staircase and parking lots are forbidden.
7. All renovation debris and other materials shall be removed and handled in a manner so as not to cause damage or litter the common areas, obstruct flow of pipes or cause inconvenience whatsoever to the residents and others. **Remaining materials and debris are not allowed to be discharged into the refuse chamber or into the sewer system.**
8. The Main Refuse Chamber is solely for the residents’ usage. No Contractor is allowed to use them to dispose their debris. The Contractor is to dispose their renovation debris and other materials at the end of each day or be kept within the unit concerned until disposal. Any Refuse Chamber or common areas found to contain items of contractors’ debris; the Contractor with work in progress would be penalised. The Management reserves the right to deduct the penalty charges (amount which will be determined by the Management) from deposit sum received.
9. The Contractor shall not loiter in places meant for residents only and/or make a nuisance of themselves to the residents and others or solicit for customer/ business.
10. The Contractor shall allow their vehicle’s trunk to be checked by Security Guard.

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11. No demolitions of wall and/or any extension or alteration on the existing structure of the building or window is allowed prior to the issuance of strata titles. All cost and incidental cost and make good defects due to your failure adhere to our instruction will have to be borne by you.
12. All grilles for external windows must be installed internally and must be in accordance with the specification, design and colour approved by the Management, Architect and Authority. **No installation of awning is allowed.** This is to protect the aesthetical appreciation of the building.
13. Renovation works that are not allowed:-
  - a) Renovation/ Replacement of windows
  - b) To hack or break down the walls
  - c) To increase the floor height
  - d) The pipeline or sewerage systems to be covered with bricks
  - e) To change the location of the front and back door
  - f) To change/ add the floor tiles of the outside unit such as corridor, staircase, etc.
  - g) Renovation of the common area
  - h) Installation of additional air-conditioner unit
  - i) To use hacker or concrete breaker
  - j) To use/ illegal connect the electricity or water from the common property or other unit
  - k) To change the pipeline and sewerage system
15. Any Contractor, who fails to observe the rules and regulations, may be asked to leave and/ or prohibited from entering the premises.
16. In the event of any breach in the rules and regulations herein committed by the Contractor, Management may at their absolute discretion take any action deemed appropriate against the owner and/ or Contractor.
17. The management reserves the right to add, delete or amend any of the rules and regulations when deemed necessary.
18. All occupants are required to submit to the management two (2) weeks in advance for approval for the following drawings relating to any structural alternations or deviation from the approved plans before commencement of renovation works:-
  - (a) Renovation Plan
  - (b) Method Statement of the work
  - (c) Authority Approval Letter

I/We\*, the owner(s) of the Unit No. \_\_\_\_\_ hereby acknowledge that the above rules and regulations have been briefed to me and I/we\* fully understand and agree to comply for the interest of all parties concerned.

\_\_\_\_\_  
Signature of Purchaser

Name : \_\_\_\_\_

NRIC : \_\_\_\_\_

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

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## CONTRACTOR'S REGISTRATION FORM

<b>Name of Contractor</b>					
<b>Business Registration No.</b>			<b>Date</b>		
<b>Person In Charge</b>			<b>Unit No.</b>		
<b>Contact No.</b>	<b>H/P</b>		<b>Duration Period</b>	<b>From</b>	
	<b>O</b>			<b>To</b>	
<b>Company Address</b>					

No	Name of Workers	NRIC/Passport No.*
1		
2		
3		
4		
5		
6		
7		

<b>Description of Work:</b>

\_\_\_\_\_  
Signature of Purchaser

Name : \_\_\_\_\_

NRIC : \_\_\_\_\_

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