

**HANDOVER FORM  
CAPITAGREEN**

To: Jones Day Unit No: # 01-02

Attn: Stephanie Ng

Postal Address: 21 Church Street

Contact Number 61231234

- 1 The Landlord and Tenant have jointly inspected the subject premises, and both parties agree to hand over / take over the above-mentioned unit(s) respectively in the condition specified below:

S/N	Description	Detail
<b>1.0</b>	<b>ARCHITECTURAL</b>	
1.1	Flooring	Raised Floor with 23 nos of bare service outlet boxes by Eclipse Size: 600 x 600mm Quantity : 1 Lot
1.2	Ceiling Panel	Mineral Fibre Ceiling Panel by AMF Thermatex Thermofon Size : 600 x 600 x 15 mm Quantity : 1 Lot
1.3	Walls	Glass panel and dry wall Quantity : 1 Lot
<b>2.0</b>	<b>AIR CONDITIONING AND MECHANICAL VENTILATION</b>	
2.1	Air Conditioning Diffusers	Swirl diffusers (SF 600) by Connols-Air (S) Pte Ltd Quantity : 46 nos.
<b>3.0</b>	<b>ELECTRICAL</b>	
3.1	Power Supply	100A (TPN) Normal Power Distribution Board for 78 W/m <sup>2</sup> Quantity : 2 numbers
3.2	Light Fitting	2 x 14W T5 (16mm) Recessed Mounted Luminaire with high frequency electronic ballast, by Davis, Model CAUW414T5S Quantity 9 numbers
3.3	Emergency Lightings	Emergency Lightings Quantity : 10 numbers
3.4	Electrical Power Point	Electrical Power Points by brand: MK Quantity : 3 numbers
3.5	Lighting Switches	Single Switch by MK Quantity : 2 numbers

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S/N	Description	Detail
<b>4.0</b>	<b>FIRE PROTECTION SYSTEM</b>	
4.1	Sprinkler System	Concealed Fire Sprinkler System Quantity : 1 lot
4.2.	Fire Extinguisher	4.0 kg ABC Dry Powder Quantity : 3 numbers
4.3	Public Address Speaker	PA speakers, brand: TOA by TOA Electronics Pte. Ltd. Quantity : 14 numbers
4.4	Exit Lights	Exit Lights Quantity : 1 number
4.5	Fire Call Point	Fire Alarm Call Point Quantity : 2 numbers
4.6	Fire Hose Reel	Fire Hose Reel with cabinet Quantity : 1 number
4.7	Fire Bell	Fire Bell Quantity : 2 numbers
<b>5.0</b>	<b>PLUMBING AND SANITARY</b>	
5.1	Floor Drain	Floor Drain Quantity : 1 lot
5.2	Water Supply Point	Water Supply Pipe Quantity : 1 lot
<b>6.0</b>	<b>EXTRA LOW VOLTAGE (ELV) SERVICES</b>	
6.1	Telephone Line	Telephone lines per unit Quantity : 100 pairs
6.2	Mobile Phone Antenna	Mobile phone antennas Quantity : 2 numbers

**Comments:**

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The Tenant confirms that the premises are in a satisfactory condition for handover by the Landlord.

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- 2 The Landlord hereby hands over to the Tenant the above premises with the following sets of keys:-
- a) 43 access card no
  - b) 2 mail box key
- 3 Please acknowledge your acceptance and confirm that the premises are in a satisfactory condition by signing the acknowledgement below. You hereby also confirm that upon the expiry or termination of the lease, you will yield the premises up in the accordance with the lease's provisions and will return the sets of keys and access cards to the Landlord.

Premises handed over by:

Premises taken over by:

.....  
**Authorised Signatory for Landlord**

.....  
**Authorised Signatory for Tenant**

Victor Leung.....  
**Name & Designation of  
Authorised Signatory**

Stephanie Ng.....  
**Name & Designation of  
Authorised Signatory**

Mar 1 2015

Mar 1 2015.....




**Date**

**Date**








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## Appendix 2: Existing Condition

S/N	Description	Attachment
1.0	ARCHITECTURAL	
1.1	Flooring	
1.2	Ceiling Panel	
1.3	Walls	
2.0	AIR CONDITIONING AND MECHANICAL VENTILATION	

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S/N	Description	Attachment
2.1	Air Conditioning Diffusers	
<b>3.0</b>	<b>ELECTRICAL</b>	
3.1	Power Supply	
3.2	Light Fitting	 
3.3	Emergency Lightings	

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S/N	Description	Attachment
3.4	Electrical Power Point	
3.5	Lighting Switches	
<b>4.0 FIRE PROTECTION SYSTEM</b>		
4.1	Sprinkler System	
4.2.	Fire Extinguisher	

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S/N	Description	Attachment
4.3	Public Address Speaker	
4.4	Exit Lights	
4.5	Fire Call Point	
4.6	Fire Hose Reel	
4.7	Fire Bell	



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S/N	Description	Attachment
<b>5.0</b>	<b>PLUMBING AND SANITARY</b>	
5.1	Floor Drain	
5.2	Water Supply Point	
<b>6.0</b>	<b>EXTRA LOW VOLTAGE (ELV) SERVICES</b>	
6.1	Telephone Line	
6.2	Mobile Phone Antenna	

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**Appendix 3: Defect List**

S/N	Description	Remark
1.1	Flooring	<p>1. Cracks found on flooring Area 2. Scratches found on flooring Area.</p> 