

RENOVATION APPLICATION & APPROVAL FORM

Condo Name: _____

Unit No. applying: _____

Name of Subsidiary Proprietor (owner): _____

Contractors Information

Company Name and Address:

Name of Contact Person(s):

I/C of Contact Person(s):

Contact nos: Office:

Handphone:

Email:

Please tick appropriate box

Attached are (please check the appropriate number)

- 1) Details of Renovation to be carried out
- 2) Schedule / Program of renovation
- 3) Drawing Plans
- 4) Approvals from relevant authorities
- 5) Any other documents

Commencement Date:

Completion Date:

Duration of Work:

Period of Hacking Works:

Type of Noisy Works:

ALL WORKS MUST COMPLETE BY 6PM SHARP. NO WORK ON HOLIDAYS, SATURDAYS AND SUNDAYS.

Electrical / Electrical modification works

As required under the Electricity Act (Cap. 89A) and Electricity (Electrical Installation) Regulations, all condominium home owners / shop owners who will be carrying out electrical works (including electrical modification works) during the renovation are required to:-

(I) apply electrical testing to SP Services Ltd or engage Licensed Electrical Worker (LEW) of the MCST to do the testing ; and

(II) to submit the Certification of Completion (COC) that is duly endorsed and signed by SP Services or the said LEW for record purpose.

LEW: Please get info from the page where you downloaded this form.

Any subsidiary proprietor who fails to comply with the above will be prosecuted under the constitutional law of Singapore.

I / We agree to the following;

1) pay the admin fee (non-refundable) and / or refundable deposit as stated below; 2) indemnify the Management against:

- the cost of making good damage to common property and removal of debris left on common property.
- Any legal proceedings or suits arising from such works regardless of whether or not it has risen from the negligence of the owner, contractor or any of their servants or agents.

We acknowledge that notwithstanding any approval granted by the MCST for the stipulated renovation to be carried out, it is still our responsibility to seek relevant professional advice as well as to obtain relevant statutory authorities' approval before carrying out the renovation. We will undertake to provide full and total protection of the common property, lift, panel, floor and lobbies with canvas padding when transporting materials, etc...

Admin Fee & Deposit Required: Refer to Email

- 1) Please sign this document, scan it and email as attachment back to MCST.
- 2) Remember to pay admin fee via PayNow and Deposit via EDP+.
- 3) Please print out 2 copies of the following page of NOTICE or works, fill it up and drop physical copy into our management mailbox.

Name & Signature Signature of Contractor / Company of Subsidiary Proprietor Stamp

Date:

NOTICE OF WORKS

All works only from 9am to 5pm. Saturdays, Sundays and Holidays NO work.

Unit:

Date of Works Begin:

Date of Works End:

Hacking Noise expected.

Your kind consideration is very much appreciated.

BY ORDER

MCST

Certification of Completion / Discharge

Unit :

Defects / Irregularities Location / Description

1. Debris not removed
2. Dirtied Areas
3. Damaged Walls
4. Damaged Floors
5. Damaged lifts
6. Damaged Electrical Installations
7. Damaged Landscape
8. Damaged planter boxes
9. Others

We have jointly inspected the premises and agreed to the remarks stated above.

The following damages to the common property have arisen and / or the following cleaning up / removal of debris has to be carried out:

We agree that in view of the defects / irregularities, a sum of \$ _____ payable to MCST will be deducted from the security deposit and the remaining sum of \$ _____ refunded to _____.

Name / Signature of Contractors

Date: