

THE MANAGEMENT CORPORATION STRATA TITLE NO. 3831
#01-02 Farrer Park Suites, 80 Owen Rd, Singapore 218896

RENOVATION APPLICATION & APPROVAL FORM

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 ☐ 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:

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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: Idelux Engineering. Tel 6831-7886. . Email: chngeh@idelux.com.sg

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 required deposit and / or administrative fee (non-refundable) 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...

Deposit Required: \$2,000. Crossed Cheque payable to MCST 3831

- 1) Please sign this document, scan it and email as attachment back to MCST3831.
- 2) Drop cheque into our management mailbox 01-02.

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3) Print 2 copies of the notice of works and put into our management box 01-02.

Name & Signature

Date:

Signature of
Contractor / Company of Subsidiary
Proprietor Stamp

Date:

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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
MCST3831

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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:

[illegible]

We agree that in view of the defects / irregularities, a sum of \$ _____ payable to MCST 3831 will be deducted from the security deposit and the remaining sum of \$ _____ refunded to _____.

Name / Signature of Contractors
Date:

for MCST 3831