

## FLOW CHART FOR PERMIT TO WORK

**Tick one only:**

New A&A

Reinstatement

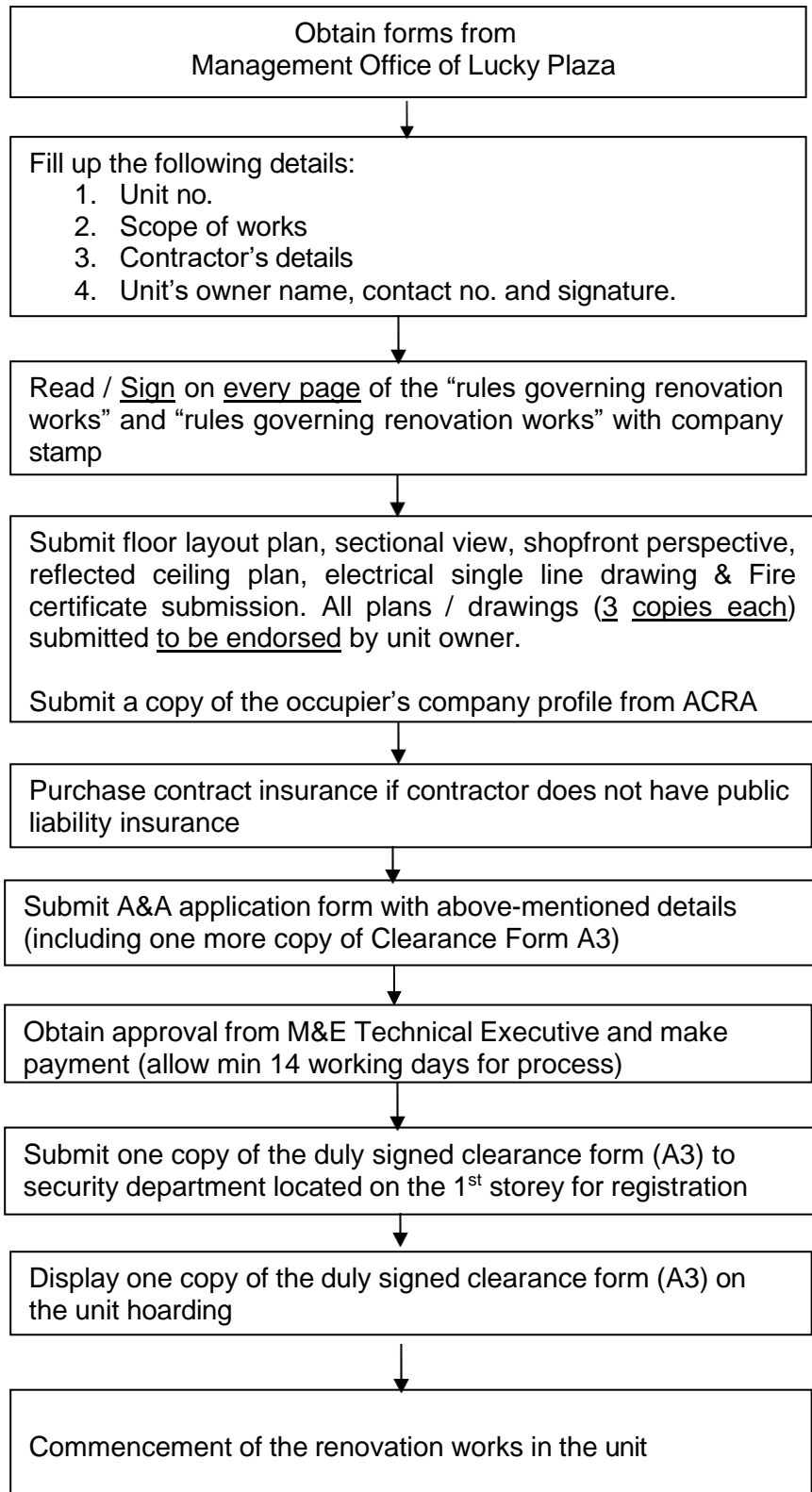
Fiber Optic

Unit No: \_\_\_\_\_

For enquiries, please call  
M&E Department at 6235  
3294.

**Important Note:**  
The MCST reserves the  
right to reject any application  
that does not strictly follow  
the requirements stated in  
the A&A forms.

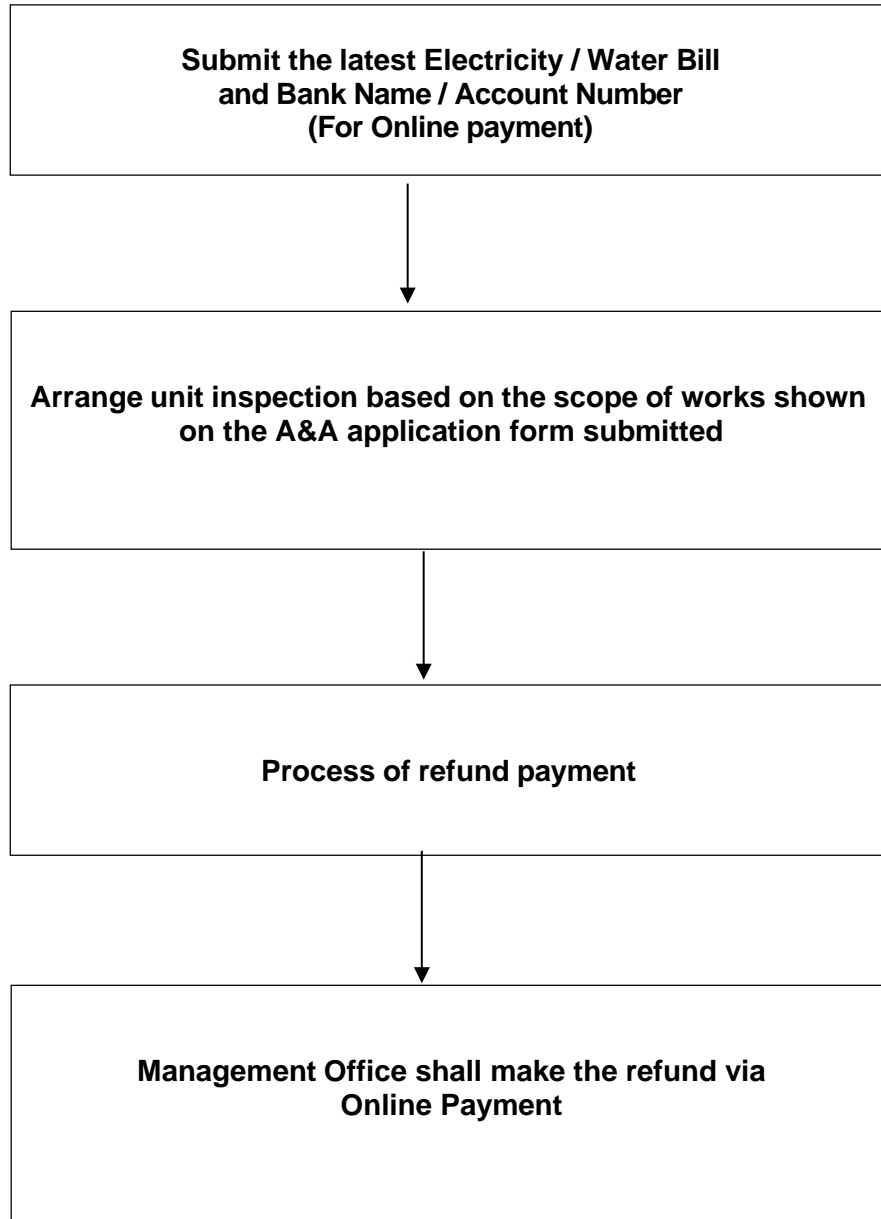
**Revised w.e.f 28<sup>th</sup> Oct 2024**



### Personal Data Protection Act (PDPA) Compliance

By providing the information contained in this form, you agree and consent to Management and its authorized representatives and / or Managing Agent collecting, using, and sharing the information within the context of this application.

## REFUND OF RENOVATION DEPOSIT



## Checklist for collection of deposits

Instructions:

- \* Ensure that the relevant departments have been informed and initial in the appropriate column before Proceeding.
- \* HOD to fill in the correct amounts and initial against the relevant items once M&E dept has verified that everything is in order.
- \* All payments for deposits are to be accompanied with a fully completed copy of this form. Incomplete forms will not be accepted.
- \* When receiving cheques, please check that the payee name/date/amount is correct.

Unit Number: \_\_\_\_\_

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

### Refundable Deposits (No GST)

	ITEM	AMOUNT (S\$)	Δ	DEPARTMENT IN CHARGE	M&E HOD
a)	A&A			M&E	
b)	Water Supply			M&E	
c)	Fibre Optic Installation			M&E	
d)	Exhaust Duct			M&E	
e)	Food Outlet			Building	
f)	Entertainment Outlet			Building	
g)	Amenities & Services			Admin	
h)	TOL Air Con			Marcom	
i)	TOL CATV			Marcom	
j)	TOL Gas-Pipe			Marcom	
k)	TOL Telco			Marcom	
l)	Others (please specify):				

Δ Pending Council approval

### Non-refundable Payments (GST to be included)

	ITEM	AMOUNT (S\$)	DEPARTMENT IN CHARGE	M&E HOD
a)	A&A admin fee		M&E	
b)	Water Drainage fee for Sprinkler		M&E	
c)	Tapping electricity		M&E	
d)	Electricity Upgrading		M&E	
e)	Provision of grease trap		Building	
f)	Loading Bay *		M&E & Building	
g)	Amenities & Services		Admin	
h)	Others (please specify):			

\* Use of loading bay from 8.00 pm to 8.00 am. The charge per day rate is \$40.00 (subjected to GST).

\* Approved by Centre Manager: \_\_\_\_\_

### For use by Accounts Department:

Received : \_\_\_\_\_

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

Payment mode : \_\_\_\_\_

Receipt no : \_\_\_\_\_

Rejected date : \_\_\_\_\_

Reason : \_\_\_\_\_

Our Ref:

Date:

Dear Sir / Madam

**APPLICATION FOR ALTERATION AND ADDITION / REINSTATEMENT WORKS TO UNIT # \_\_\_\_\_, LUCKY PLAZA**

Your application to carry out the above works as stated in your Application form A **must be approved by your Landlord** of the above premises.

Prior to commencement of work, you shall comply with the Management Corporation's terms and conditions for the issuance of the A&A Permit, including the following:

- (a) A copy of the occupier's company profile from ACRA.**
- (b) Payment of a non-refundable approval fee of **S\$218.00 (S\$200.00 + 9% GST)**;
- (c) Placement of a refundable **S\$3,000.00** security fee with the Management Corporation as deposit to offset any costs incurred if you fail to comply with the rules and conditions. Upon completion of the works, you shall submit the following documents to the Management Corporation for refund of your deposit:
  - (i) Copy of Receipt for item (b) above.
  - (ii) Copy of your SP Services bill showing electricity / water meter being installed and charges paid for your unit # \_\_\_\_\_, Lucky Plaza].

In carrying out the above alteration and addition works, you are required to comply with the rules governing A&A works stated in Appendix I, copy of which is enclosed for your signature.

Yours faithfully  
**MCST Plan No. 651**

for Centre Manager

encl.

**TO : THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 651  
304 Orchard Road  
#06-50 Lucky Plaza  
Singapore 238863**

Dear Sir

**APPLICATION FOR APPROVAL TO CARRY OUT ALTERATION AND ADDITION / REINSTATEMENT WORKS TO UNIT # \_\_\_\_\_, LUCKY PLAZA**

I/We wish to apply for approval to carry out the above alteration and addition / reinstatement works, the particulars of which are given hereunder and in the attached drawings.

**Proposed Alterations & Additions / Reinstatement Works:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Drawings required:      Layout Plan of Shop: 3 copies (Scale 1:100)  
                                  Elevation Drawings of installations/equipment/fixtures – 3 copies  
                                  & Sectional Drawing – 3 copies  
                                  (Other Drawings – see Flow Chart)

BizFile                   :      (1 copy of occupier's company profile from ACRA – see Flow Chart)

The following are the particulars of my contractors:

Name of Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No.: \_\_\_\_\_

Person-in-Charge: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Personal particulars of workers:**

<b>Name</b>	<b>NRIC No.</b> (last 3 digits and alphabet)	<b>Trade</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Particulars of Shop:**

The above-mentioned unit will be used as \_\_\_\_\_  
(stated whether it is a jewellery shop, electronics shop, optical shop, tailor shop, shoes shop, etc)

And the main shop name to be fixed in my shop is \_\_\_\_\_

**[Submit a copy of the occupier's company profile from ACRA]**

**Name of Applicant, Postal Address and Tel / Hp Number**

(If applicant is made by a Company, state Company's Name)

Name of Applicant / Occupier: \_\_\_\_\_

Postal Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Name of Signatory in Block Letter**

\_\_\_\_\_  
**Date**

Telephone No.: \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No.: \_\_\_\_\_

Person-in-Charge of works: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_  
**Name of Signatory in Block Letter**

**Cheque Collector's Contact** : \_\_\_\_\_ (HP)  
: \_\_\_\_\_ (Office)

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**THIS PORTION TO BE FILLED BY SUBSIDIARY PROPRIETORS**

To : MCST Plan No. 651 Date : \_\_\_\_\_

Dear Sir

I have no objection to the above applicant applying for approval to carry out alteration and addition works at Unit No. \_\_\_\_\_, Lucky Plaza

The applicant is me / my tenant / my\*\* \_\_\_\_\_

I have rented out my unit to the applicant for \_\_\_\_\_ years. The date of commencement of the lease is \_\_\_\_\_.

Yours faithfully

Signature of Subsidiary Proprietor/s \_\_\_\_\_

Name of Subsidiary Proprietor/s \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Company Stamp (if appropriate) \_\_\_\_\_

\*\* Delete accordingly.

<p align="center"><b>FOR OFFICIAL USE</b></p>
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<p align="center"><b>Application is approved / disapproved</b></p>
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<p>_____</p> <p>Approving Officer</p>	<p>_____</p> <p>Date</p>
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Please see Management Corporation's letter ref: \_\_\_\_\_ dated \_\_\_\_\_ addressed to the Applicant.

**PAYMENT SCHEDULE FORM (A2)**  
**UNIT # \_\_\_\_\_ LUCKY PLAZA**

**PAYMENT DETAILS:**

The following Payments shall be made in crossed cheque marked "A/C Payee Only" to Management Corporation Strata Title Plan No. 651 upon submission of Application for Alterations & Additions relevant works. (In the event of disapproval, the refundable balance will be refunded within 14 days).

	<i>Item</i>	<i>Area (m<sup>2</sup>)</i>	<i>Unit Rate*</i>	<i>Amount</i>
<b>A</b>	<b>Administrative Fees</b>			<b>\$ Non-refundable</b>
<b>B</b>	<b>Security Deposit for Application of A + A</b>			<b>\$ Refundable</b>
<b>C</b>	<b>Reinstatement Deposit on occupation of common areas</b>			<b>\$ Per month</b>
<b>D</b>	<b>Fee for Provision of Amenities – Extra Refuse Disposal from Bin Centre/Compactor</b>			<b>\$ Per month</b>
<b>E</b>	<b>Fee for Provision of Amenities - Extra Security Services after 10:00p.m.</b>			<b>\$ Per month</b>
<b>F</b>	<b>Fee for degreasing of Grease Trap</b>			<b>\$ Per month</b>
<b>G</b>	<b>Fee for Provision of Extra Central Air-con to offset heat-load</b>			<b>\$ Per month</b>
<b>H</b>	<b>Charge for electricity/water/others to specify</b>			<b>\$ Non-refundable</b>
<b>I</b>	<b>Charge for Provision of Car Park Lots to meet URA requirements</b>			<b>\$ Non-refundable</b>
<b>J</b>	<b>Charge for Provision of Amenities/Additional Electricity Supply (Common area).</b>			<b>\$ Non-refundable</b>
<b>K</b>	<b>Fee for TOL for common areas (not applicable to commercial lettable spaces) ( ) to be issued.</b>		<b>S\$20/m<sup>2</sup></b>	<b>\$ Per Annum</b>
<b>L</b>	<b>Fee for Provision of Grease Trap to meet change of usage (one-time)</b>			<b>\$ Non-refundable</b>
<b>M</b>	<b>Charge for hire of Hoarding/Light Wall Canvas/Car Park Lot for temporary Refuse Bin/Other Storage.</b>			<b>\$ Non-refundable</b>
<b>N</b>	<b>Charge for sprinklers bleeding, air re-balance etc. (drainage)</b>		<b>S\$100 each drainage</b>	<b>\$ Non-refundable</b>
<b>O</b>	a) Fee for tapping of CATV for 3 years. b) Overhead corridor signboard \$3.09/3 years			\$ _____ 3 years \$ _____ 3 years

**TOTAL FEE/CHARGES/DEPOSIT**

**S\$ \_\_\_\_\_ (incl. GST)**

**INSTRUCTION FOR FUTURE INVOICING (original copy to S.P. copy to Tenant)**

Item \_\_\_\_\_ above payable by S.P. Commencement Date of payment to Items \_\_\_\_  
 Item \_\_\_\_\_ above payable by Tenant. To invoice monthly on Item: \_\_\_\_\_

\_\_\_\_\_ Consent to A+A/fees By Subsidiary Proprietor

\_\_\_\_\_ Consent to A+A/fees By Tenant

**DEPOSIT REFUND/FORFEITED**

**APPROVED FOR REFUND BY:**

Cheque #:

Date:

Centre  
Manager:

Deposit Paid:

Less Deduction:

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

Item of Non-Compliance:  
(see C.F. returned on )

Amt. to refund:

**REFUND TO: \_\_\_\_\_ CHEQUE NO.: \_\_\_\_\_ DATE: \_\_\_\_\_**

**\*\* Unit Rate for Fees/Charges available for inspection on Application.**

## CLEARANCE FORM (A3)

This is to certify that the Contractor/workmen shown below are permitted to enter the Building and to commence work subject to compliance with all requirements herein and the terms and conditions stated on the Permit/Contract/TOL/Purchase Order as applicable:

PARTICULARS		
Contractor's Name: _____ Tel / Fax / HP : _____ Address : _____ Workmen's Name & NRIC / WP No: Pass Issued [✓] (Fill in only the last three digits and alphabet) NRIC/WP. No _____ [ ] NRIC/WP. No _____ [ ] NRIC/WP. No _____ [ ] NRIC/WP. No _____ [ ]  <b>Description of Work</b> _____ _____ _____ _____	Subsidiary Proprietor's Name: _____ Tenant's Name: _____ Unit No.: _____ Lucky Plaza Supervisor's Name: _____ Telephone to contact: HP _____ Office _____ Fax _____	
<b>DURATION OF WORKS (Estimated)</b>		
	<b>Start (Date/Time)</b>	<b>End (Date/Time)</b>
<b>Noisy Work Hour only between:</b>		

The following requirements (as ticked in box) shall be duly complied with:

REQUIREMENTS ON SECURITY/HOUSEKEEPING	
<input type="checkbox"/> Passage way will not be occupied by Contractor/Equipment/Materials <input type="checkbox"/> Anti dust hoarding is hired or put up (unless exempt in writing) <input type="checkbox"/> Noisy/Polluting works to be carried out after 9.00 p.m. <input type="checkbox"/> Cargo lifts to be used for transportation of materials & debris before 10.00 a.m. and after 10.00 p.m.	<input type="checkbox"/> Debris will be removed by 5pm through Level 3 Loading Bay <input type="checkbox"/> Workmen are registered & issued with security Passes <input type="checkbox"/> No Vehicle taller than 2.08m shall enter Multi-Storey Car Park <input type="checkbox"/> Heavy Power tools exceeding 2kW is not used <input type="checkbox"/> No connection to gas/water/drainage/electricity unless approved

REQUIREMENTS RELATING TO M&E WORKS	
The items (shown ticked in box) on right is checked and unlikely to affect installations as ticked to be taken by Contractor/Tenant/Subsidiary Proprietor.	<input type="checkbox"/> Electrical Wiring (Size) not exceeded by load and overload Breaker ELCB installed <input type="checkbox"/> Air Con Ducts & return-Air are not affected <input type="checkbox"/> Chilled Water Balance is not affected <input type="checkbox"/> Dust/Paint Spray will not enter AHUs <input type="checkbox"/> Cable for Public Address System are not cut/damaged <input type="checkbox"/> Sprinklers are not altered & sprinklers points comply with Regulations <input type="checkbox"/> Common Water Supply, Water or Grease Piping is not installed w/o approval <input type="checkbox"/> CCTV/CATV signal is not affected <input type="checkbox"/> Structural Works/Loading/Safe if approved by MC will be certified by P.E. <input type="checkbox"/> Quantity/Quality/Delivery Order and safety procedures are to be checked by AMO Technician <input type="checkbox"/> To submit Inspection Form <input type="checkbox"/> Others

FOR OFFICIAL USE	
I recommend commencement of work subject to requirements shown in ticked boxes above. Liaised and checked by M&E Technical Executive.	
Signature: _____	Date _____

Copy:  Security  File  Tenant/Contractor



## Hot Work Permit

This permit can be obtained from 'MCST651'		Permit No.:	
This permit is valid for one (1) day. Application must be at least three (3) days in advance			
<b>PART 1: APPLICATION - TO BE COMPLETED BY CONTRACTOR (GDS)</b>			
Work Performed by:		Name & Signature of Contractor	
Name of Supervisor in Charge:			
Location: (Attach plan layout)			
Date of Work:		Duration: From:	To:
			No. of Workers:
<b>Work Description:</b>			
<b>Safety Requirements to be complied with Prior Application of hot work permit:</b>			
<input type="checkbox"/> Cordon off or barricade work area	<input type="checkbox"/> Install flashback arrestors		
<input type="checkbox"/> Provide warning signs	<input type="checkbox"/> No incompatible work is allowed e.g. painting or spray painting works.		
<input type="checkbox"/> Equipment must be in good condition and ELCB provided for electrical instrument.	<input type="checkbox"/> Mount gas cylinders on trolley		
<input type="checkbox"/> Provide ventilation and additional lighting if working in enclosed or dark areas.	<input type="checkbox"/> Area free from combustible materials (carpeted floors must be covered with fire blankets)		
<input type="checkbox"/> Standby fire watchman & fire extinguisher	<input type="checkbox"/> Attach sketch of hot work area to permit		
<b>Work Description</b>		<b>Equipment to be used:</b>	
<b>PART 2: CHECK BY 'MCST 651'</b>			
<b>Comments (if any)</b>			
The above-mentioned work is: <b>APPROVED / NOT APPROVED</b>			
Name:	Signature:	Date/Time	
<b>PART 3: NOTIFICATION OF WORK COMPLETION BY CONTRACTOR</b>			
The above work was completed on:		Signature	Date/Time:
Name:	Signature:	Date/Time	
<b>Note:</b>			
<ol style="list-style-type: none"> <li>1. ORIGINAL Permit to be displayed within the worksite for the duration of the work, and to be returned to the WSH Operations Executive upon completion of work to close the permit.</li> <li>2. WSH Operations Executive to verify work completed and that worksite is in proper order before closing the Permit to work.</li> </ol>			

This Agreement is made on the \_\_\_\_\_ day of \_\_\_\_20\_\_\_\_ between \_\_\_\_\_

(Business/Company Registration No. \_\_\_\_\_  
of \_\_\_\_\_ Singapore \_\_\_\_\_

(hereinafter referred to as the "Occupier") of the one part and the Management Corporation Strata Title Plan No. 651 of 304 Orchard Road #06-50 Lucky Plaza Singapore 238863 (hereinafter known as the "Corporation") of the other part.

## **WHEREAS**

- A. The Corporation is the management corporation in charge of the running and management of the building known as Lucky Plaza, Orchard Road, Singapore (hereinafter known as the "Corporation").
- B. The Occupier is a tenant or subsidiary proprietor of a subsidiary lot within the Building (hereinafter known as the "Unit").
- C. The Occupier is desirous of engaging contractors (hereinafter known as the "Contractors") in order to carry out addition and alteration works to the Unit (hereinafter known as the "Works").

In consideration of the Corporation allowing the Occupier to carry out Works to the Unit, parties agree as follows:

## **SECTION I** – applicable to all Occupiers

### **1. Security Deposit**

The Occupier shall be liable to pay to the Corporation all and any extra costs expenses or losses as a result of a breach of any of the terms and conditions herein and the Corporation may forfeit the security deposit to defray such costs expenses or losses. A certification of a breach of the terms and conditions by an officer of the Corporation shall be conclusive evidence of the same.

### **2. Insurance & Indemnity**

- a. Without prejudice to Clause 2(b) below, the Occupier shall procure, maintain and pay all premiums and charges for the necessary insurances to cover Occupier's All Risk, Workmen's Compensation, Public Liability and third party's or occupier's claims for loss and damage arising out of the works and the Corporation shall be named as joint beneficiary of all such insurances.
- b. Occupier's All Risk (CAR) Policy – The Occupier shall take out the policy in the joint names of the Corporation to provide for all risks cover in respect of damages arising from the Works including Third Party Liability. The minimum sum assured for Third Party Liability shall be \$100,000 for minor and \$1,000,000 for major Works for any one accident with unlimited number of claims during the period of insurance. A copy of the insurance policy and evidence of the payment of premiums in the form of stamped receipts must be forwarded to the Corporation prior to the commencement of Works.

- c. Workmen's Compensation Policy – The Occupier shall ensure that his Contractor shall take out the necessary policy to cover all its Workmen and designated/nominated sub-contracted workmen engaged under the contract for the Works at the site or elsewhere whilst engaged in the Works. The policy is to be endorsed with an extension to cover all workers on site, whether the Work Injury Compensation Act applies to such workers or otherwise and must be sufficient and adequate to meet all claims arising out of or in the course of or by reason of the carrying out of the Works.
- d. The Occupier shall take up and pay all premiums, prepare, negotiate and settle all claims with the insurer in respect of the insurance policies referred to in Clauses 2(a) and (b) above and any other policy which they consider necessary to safeguard their interests and to fulfill these terms and conditions. All excesses or deductibles incurred shall be borne by the party taking up the policy.
- e. The Occupier shall indemnify the Corporation and keep the Corporation indemnified against any and all breach of Clause 2 herein whether the breach is committed by the Occupier and/or his Contractor.

3. **Application To Be Made**

This Application for Works to be carried out to a unit is deemed to be submitted jointly by the Occupier and the Subsidiary Proprietor. The Subsidiary Proprietor and the Occupier shall be jointly and severally liable to ensure compliance with all by-laws, terms and conditions and other requirements of the Corporation (a copy of the by-laws is displayed on the Corporation's Notice Board). Notwithstanding that all payment of charges/fees/deposits required by the said by-laws, terms and conditions and requirements of the Corporation, the Corporation may, at the Corporation's sole discretion, be invoiced either to the Subsidiary Proprietor or the Occupier or both. The Subsidiary Proprietor and the Occupier shall not be entitled to any refund of the Deposit until and unless a Indemnity/Discharge Form is signed by both the Subsidiary Proprietor and the Occupier.

4. **Consent of Subsidiary Proprietor**

The Occupier shall obtain the approval and consent of the Subsidiary Proprietor to the submission of the Application.

5. **Compliance with Terms and Conditions**

The Subsidiary Proprietor shall ensure that the Occupier complies with all by-laws, terms and conditions and other requirements of the Corporation.

6. **Security Deposits / Administrative Fees**

The fees set out at Annex E are subject to such changes or revisions as may be determined by the Corporation from time to time. The Corporation shall notify the Occupier of such amendment or revision from time to time. In the event that the Occupier does not object to such amendment or revision within 14 days after receipt of such notice, the Occupier shall be deemed to have agreed to pay such amended or revised fees as aforesaid. In the event that the Occupier does not agree to such amended or revised fees, the Occupier shall remove all renovations installed pursuant to the Application and reinstate the Unit to the condition that is was in immediately prior to the said renovations.

**7. Provision of Amenities**

“The occupier shall pay the Corporation fees and charges for provision of amenities and related services at the rate set out in Annex F herein and such fees and charges as are set out in the Supplementary By-law passed at the AGM on 30 June 2008 as may be revised from time to time by the Corporation in a general meeting. The Occupier’s attention is further drawn to Section 32(10) of the Building Maintenance and Strata Management Act 2004 which provides that:

“the management corporation or subsidiary proprietor, mortgagee in possession, lessee or occupier of a lot shall be entitled to apply to the court –

- (a) for an order to enforce the performance of or restrain the breach of any by-law; or
- (b) to recover damages for any loss or injury to person or property arising out of the breach of any by-law from, any person bound to comply therewith, the management corporation or the managing agent”

**8. Application Procedure**

The Occupier shall ensure that his Contractor complies with the following procedure for submission and approval of Works:

- Step 1: Submit completed Application with drawings at least 14 days in advance for major Works, Works affecting the structure or common installations or works involving change of use.
- Step 2: Provide further particulars/drawings as may be required by the Corporation within 7 days of the Corporation’s request, failing which, the application shall be deemed withdrawn.
- Step 3: The Occupier shall endorse or re-submit drawings as required by the Corporation and obtain the signature, consent and endorsement of the Subsidiary Proprietor to all such applications, drawings, submissions and re-submissions.
- Step 4: The Occupier shall make payments and agree to make periodic payments according to the Payment Schedule (Form A2).
- Step 5: The Occupier shall ensure that his Contractor obtains Workmen Security Passes, Loading Bay Entries and Clearance Forms which are to be checked and signed by the Maintenance Officer at the Security Department at Level 1 whenever the Contractor wishes to access the areas covered by these passes.
- Step 6: The Contractor installs the anti-dust hoarding. Failing to comply with the above procedure may lead to disruptions in Works and delivery of material/equipment through the Loading Bays during inspections by Security Personnel.
- Step 7: The Occupier shall arrange with the Corporation for an inspection of completed Works.

9. **Commencement of Work**

The Contractor/Occupier shall give the Corporation no less than fourteen (14) days prior written notice for major alterations and additions, works affecting the common property, structure of the Unit, works involving food and drink and works intended to accommodate or reflect a change-of-use of the unit as defined in the Planning Act.

10. **Daily Removal of Debris**

The Occupier shall ensure that his Contractor:

- a. removes all debris and unwanted items from the Unit to a rear-end loader between 8.00 pm to 9.00 am daily and not at any other time for disposal to the approved dumping site outside Lucky Plaza. The rear-end loader shall be provided by the contractor and placed at the MCST designated area only. The applicant shall pay MCST at \$40.00 (subject to prevailing GST) per day.
- b. removes large amounts of debris in smaller manageable portions; and
- c. carries out all such removal via the approved cargo lifts 3 and 4 and loading bay at Level 3 and not any other lift or bay.
- d. to provide proper protection to common floor at lift lobby & lift interior (wall & floor) at apartment block lifts.

11. **Housekeeping/Transportation/working hours**

The Occupier shall ensure that his Contractors and their Workmen shall comply strictly and carry out all works within the following working hours:

- a. **Podium Block (Shopping Area)**  
Non-noisy works : 8.00 am to 10.00 pm  
Approved Hacking/Drilling/Painting: 9.00 pm to 6.00 am (following day)
- b. **Tower Block (Residential Area)**  
Non-noisy works : 8.00 am to 5.00 pm  
Approved Hacking/Drilling/Painting: 10.00 am to 5.00 pm
- c. In the event that the Occupier, his Contractor or any of their Workmen breaches Clause 10 herein, the Corporation shall be entitled to revoke its approval for the Application and the Works and/or forfeit the security deposit to defray rectification and cleaning up costs as well as administrative charges. Upon such revocation of approval, the Occupier shall cease all Works at the Unit and ensure that his Contractor ceases Work forthwith.
- d. Should the Corporation need to carry out cleaning up of debris left by the Occupier, the Occupier shall indemnify the Corporation for such charges up to a maximum of \$1,000 per lorry load plus administration fees and expenses of up to \$1,000.
- e. The Occupier shall install full height anti-dust boarding stretching across the entire length of the shop front before commencement of A&A works.

12. **Compliance with Building Control Divisions and Other Relevant Government Regulations**

The Occupier shall ensure that their proposed works have been submitted to all relevant government authorities for approvals relating to Change-of-use (LTA/URA), car park Deficiency (LTA/URA), Liquor License and Pub/Lounge/Nightclub (CID/Licensing Department), Food/Drink Outlet (NEA/MEMR/Fire Safety & Shelter Department, Water/Electricity turn-on (Singapore Power Services), Advertising (SLA/BCA) and other relevant Government Departments and ensure that their works comply with the same before submission for Corporation's approval.

13. **Fire Protection System**

- a. The Occupier shall ensure that all sprinklers comply fully with all fire-safety measures (including payment of all fees) and that they are certified to be in accordance with regulations on drawings by Professional Engineers/specialists).
- b. The Occupier shall pay to the MCST 651 a sum of \$100/- (exclude GST) water drainage.
- c. The Occupier shall contact the building in-house term contractor for any consultation/cost to carry out Sprinkler works.

Address: Sprinkler Fire Systems Pte Ltd.  
32 Ang Mo Kio Industrial Park 2  
#07-16 Sing Industrial Complex  
Singapore 569510 (Mr. Ong)  
Tel: 64818311 / Fax: 64814066

14. **Air-Conditioning**

- a. The Occupier shall pay the Corporation and indemnify the Corporation against all cost of reduced and rebalancing of air-conditioning and extra-consumption for heat load from lighting and equipment in excess of 20 watt/m<sup>2</sup>.
- b. The Occupier shall not seal or impede in any way the return air path to Air Handling Units (AHU) at the ceiling level.
- c. The Occupier shall ensure that all works relating to Food Outlet/Pub/Lounge/Night Club/Clinic have been approved under licensing conditions as stipulated by the National Environment Agency and Ventilation Exhaust Fans/System, Electronic Air-Cleaners meet minimum air-change and discharge point requirements in accordance with all government rules/regulations and approved by Corporation on drawings submitted.
- d. The Occupier shall ensure that the central air-conditioning ducting, return-air grill and air-flow is not obstructed by boosters/extraction fan accessories or any other form of blockage.
- e. The Occupier shall ensure that the central air-conditioning heat-load or aesthetic appearance of the Building is not affected by any split/independent air-conditioners or condensers/compressors.
- f. Any obstruction of return air path is allowed on a case-by-case basis only if drawings are approved by specialists/Professional Engineers.
- g. The Occupier shall verify all air-change requirements of segregated kitchens, toilets and exhaust ventilation.

15. **Structural Work/Heavy Loading**

- a. The Occupier shall ensure that there is no hacking, coring or anything which may cause distress to the main structure of the building, including the beams and columns.
- b. Should any work affect the structural members/components of the Building, including works such as hacking, coring of ceiling, heavy article loading and any related temporary structural works, the Occupier shall procure a Professional Structural Engineer to certify that such Works will not compromise the safety of the Building, such certification to be at the sole expense of the Occupier.
- c. The Occupier shall first submit certification by a Structural Engineer to the Management Office for any work involving construction and demolition of block wall/flooring/opening and installation of heavy items such as safes weighing more than the permissible load (usually 4kN per m<sup>2</sup>) prior to commencement of such works.

16. **Usage of A Lot**

The Occupier shall ensure that the use of the lots conform to the approved use. The Occupier shall comply with all URA planning and BCA's requirements and obtain the consent of the Corporation before applying for change of usage of the Unit which may be different from the approved use.

17. **Quality-Standard Furnishing, Signboard, Showcase & Exterior Window**

The Occupier shall ensure that all external showcasing, window and roller shutters are of acceptable quality and finish in line with the Corporation's upgrading/refurbishment standards and by-laws and to uphold the standard/image/ambience of the Building. The Corporation reserves the right, at its sole discretion, to request for any modification found unsuitable.

18. **External Doors/Doors Closing**

The Occupier (applicable only to external-facing Units) shall ensure that the Unit is installed with auto-closing doors in compliance with OTTV (Overall Thermal Transfer Valve) regulations.

19. **Signage**

- a. The Occupier shall not install any signboard without the prior approval of the Corporation. Such approval or endorsement by the Corporation shall not amount to or imply approval for installation of the signboard.
- b. The Occupier shall ensure that signboards installed anywhere along the shop front are of the internally illuminated box type which comply with Corporation's requirements on material, thickness, finish, design, shape, size and construction. Signboards shall not be over 150 mm thick.

- c. The shop front signboard shall display only business name and particulars of the business and services offered.
- d. The Occupier shall not install neon signs along the shop front.
- e. The Occupier shall ensure that signboards do not protrude into the common area.
- f. The Occupier of Units with doors leading out of the building or facing the external corridor shall install air curtains to prevent the loss of cooled air. The Occupier shall not install door that swings into the common corridor. Swinging of door into the common corridor is encroaching on the common area, which is not allowed.
- g. The Occupier shall ensure that burglar alarms, plastic signs, advertisement posters, spot lights, fluorescent lights and other electrical or electronic items do not occupy or encroach upon any part of the common property without the prior written consent of the Corporation.

20. **General Requirements**

- a. The Occupier shall not modify or tamper with any structure or part of the structure of the Building unless it has been certified by a Professional Engineer and approved by the Corporation.
- b. The Occupier shall ensure that his Contractor and their Workmen exercise due care in carrying out alterations/additions and that floor slabs, adjoining walls and units or common property is not damaged in the process of their Works.
- c. The Occupiers shall pay and indemnify the Corporation for any extra cost in the maintenance/management of the Building incurred arising out of or as a result of the Corporation's consent/endorsement for any change-of-use to any part of the lot, such amount to be determined by the Corporation. It is the responsibility of the Occupier to comply with all relevant legislation and by-laws and submit to all relevant authorities for approval and Corporation for endorsement, at their own expense, any anticipated increase in such costs and expenses before proceeding with any change-of-use. If any such Work is carried out prior to obtaining endorsement for any reason whatsoever, the Occupier undertakes to comply with the relevant legislation and by-laws and pay and indemnify the Corporation for extra cost as aforesaid.
- d. The Occupier shall ensure that his Contractor and the Works do not cause any disturbance, annoyance, inconvenience or nuisance to other occupiers, Occupiers, subsidiary proprietors and visitors of the Building in the course of carrying out any Work on the premises or at any other time.
- e. The Occupier shall ensure that his Contractor and their Workmen do not use the passenger lifts and escalators for debris or waste or for transport of materials or equipment.
- f. The Occupier shall ensure that his Contractor and their Workmen do not puncture any wall/floor/retaining wall in any part of the Building's structure unless such puncture has been certified by Professional Engineers and accepted by the Corporation



- g. The Occupier shall not connect any drainage or waste pipe to the Building's main drainage system without Corporation's prior written consent.
- h. The Occupier shall bear, indemnify and keep indemnified the Corporation against the cost of connecting the sanitary piping from the Unit to the main drainage system of the Building if the Corporation is required to undertake any corrective or remedial work to correct any flaw or shortcomings in the existing drainage pipes of the Unit.
- i. The Occupier shall allow the Corporation and the employees or agents if the Corporation needs to enter the unit for the purposes of inspecting the Work at any time during the Work.
- j. The Occupier shall comply with OTTV requirements in the design and construction of the front entrance including automatic closing doors facing the exterior. Should any alteration be required, they shall do so at their own cost.
- k. The Occupier shall effect all repairs to the common property affected by any Works deemed necessary by the Corporation or any competent authority.
- l. The Occupier shall carry out any repair and rectification work if requested by the Corporation in the event that the Works cause any leak to adjoining shops or common property of the Unit at the Occupier's own cost and expense.
- m. The Occupier shall comply with and observe all relevant statutes, laws building and other regulations, by-laws and directions of any competent government authority notwithstanding anything in this terms and conditions or that the Corporation has given its written consent or endorsement.
- n. The Occupier shall take all steps to remedy any excessive noise level caused by any equipment installed.
- o. The Occupier shall indemnify the Corporation against all damages, losses, loss of life, accidents, injuries, claims, actions, proceedings, demands, liabilities and consequential losses arising out of the Works carried out by any of their Contractors, consultants, agents, employees which the Corporation may suffer or incur arising out of or as a result of the Works to the said premises.
- p. The Occupier shall indemnify the Corporation against all damages, losses, loss of life, accidents, injuries, claims, actions, proceedings, demands, liabilities and consequential losses arising out of the Works carried out by any of their Contractors, consultants, agents, employees or visitors which the Corporation may suffer or incur arising out of or as a result of a change of use of the premises.
- q. The Corporation may but is not obliged to do any act or thing if the Occupier is unable to comply within the specified time. Any cost incurred by the Corporation in so doing shall be reimbursed to the Corporation immediately on demand.
- r. For security reasons, the Occupier shall ensure that all entry accessible to the shopping centre are closed daily at 10pm.

- s. Any notice, letter or any other document required to be served delivered or given may be served delivered or given to the Occupier by leaving the same addressed to the Occupier at the premises or sent to the Occupier by ordinary post at its address registered with the Corporation. A notice sent by ordinary post shall be deemed to be sent at the time when it would usually be delivered at the address in due course.
- t. The Occupier shall not carry out demolition of wall, partitioning and carry out any additions and alterations to the existing shopping unit without the prior written approval from the Building Construction Authority and the Corporation.
- u. The Subsidiary Proprietor shall give a letter of undertaking to the Corporation that it will be fully responsible for the Contractor's compliance with the terms and conditions governing the Works.
- v. The Occupier shall inform the Corporation of the date of commencement of Works.
- w. The Occupier shall comply with all building by-laws and other laws rules and regulations and where necessary, seek approvals from the relevant authorities. The Corporation is not an approving governmental authority and its approval for any Works does not imply or mean approval from the relevant authorities.
- x. The Occupier shall not install doors which open into the common corridors. Doors fitted with door closers must not be of the sustained open type in order to ensure that doors are not left open.
- y. The Occupier shall not install any booster/extraction fan in the central air-conditioning ducting.
- z. The Occupier shall ensure that the return air path to the Air Handling Unit at the ceiling level is not seal or obstructed in any way.
- aa. The Occupier shall not alter/modify any electrical circuit/upgrade by exceeding the originally permitted electricity supply due to the limited supply capacity at the building main electricity allocated to the Unit by the main electricity circuit board of the Building.
- bb. The Occupier shall ensure that his Contractor shall not to place tables and chairs or other articles of any kind in the common passageway.
- cc. The Occupiers shall not install light fittings or other fixtures in the common passageway.
- dd. The Occupiers shall use best endeavors and exercise due care and diligence to keep airborne dust/noise levels caused by demolition work to a minimum so as not to create a nuisance to the neighboring units. Use of pneumatic equipment for demolition works on site is strictly prohibited.
- ee. The Occupiers shall under no circumstances use explosives or burn debris or any material on site.
- ff. The Occupiers shall install temporary full height (floor to ceiling) protective gypsum board hoarding painted white across the entire length of the shop front. Hoarding drawing to be submitted for approval.

- gg. The Occupier shall ensure that their workmen produce their identification to the Security Office at the 1<sup>st</sup> storey in exchange for a Visitor's Pass prior to the commencement of Works. The Visitor's Pass shall be exchanged for the workmen's identification at the end of the day. Workmen found without a Visitor's Pass may be asked to leave immediately.
- hh. The Occupier shall not leave any renovation debris in common areas. The Occupier shall remove all debris to an approved dumping ground at the Contractor's/Occupier's own expense.
- ii. The Occupier shall ensure that his Contractor and their workmen shall not cause any damage to common areas. Such damages shall be made good to the satisfaction of the Corporation within seven (7) days, failing which the Corporation shall have the right to make good the damages and deduct the cost from the deposit without prejudice to the Corporation's right to recover the remaining costs from the Occupier as a debt to the Corporation.

## 21. **Sewerage and Sanitary Works**

- a. The Subsidiary Proprietor and/or Occupier shall ensure that sewerage and sanitary works (including payment of all fees) comply fully with the Code of Practice on Sanitary Plumbing and Drainage System and that they are certified to be in accordance with regulations on drawings by Professionals / Specialists
- b. The Subsidiary Proprietor and/or Occupier shall pay to the Corporation's qualified person (QP) a sum of \$500.00 (non- refundable) for endorsement of the Subsidiary Proprietor's and/or Occupier's proposed sewerage and sanitary works involving water connection and discharge to any of the building's discharge stack / building's main drain lines.

## 22. **Hairdressers, Beauty Salons, Manicure Shops**

### 22.1 PUB User Account

All occupiers must get permission from the MCST before attempting to utilize water from the building provision and/or laying water pipes. Upon approval, the occupier shall apply water user accounts and meters from PUB for PUB billing purpose.

### 22.2 Requirements for Plumbing Work

- a. The Occupier must engage a PUB licensed water plumber to submit the application for sub-metering of water with the relevant authority and to install the sub-meter.
- b. The Occupier shall install Wash Basin Strainers and Floor Trap Strainers to prevent chokage of the building waste pipes and regularly maintain the unit's floor traps and wash basins.
- c. The Occupier shall also pay a security deposit \$1,000 and agree that Corporation has a right to use the security deposit to defray any cost and expenses as a result of a violation of these terms and condition.

- d. The Occupier shall sign a Letter of Undertaking in Annex C
- e. The Occupier shall submit completed application with drawings showing:
  - (i) Layout of the internal plumbing in the unit.
  - (ii) Layout of the drainage system serving the unit up to the point of connection to the public sewer system.

## 23. **Food and Beverage Establishment**

### 23.1 PUB User Account

All occupiers must get permission from the MCST before attempting to utilize water from the building provision and/or laying water pipes. Upon approval, the occupier shall apply water user accounts and meters from PUB for PUB billing purpose.

### 23.2 Requirements for Plumbing Work

The alterations to the existing plumbing sanitary system shall be carried out by PUB licensed plumbers. Such installation shall be in strict compliance with the regulations and requirements laid down by PUB.

- a. Cast iron pipes, gate valves, check valves shall be used for water supply, and properly supported with acceptable pipe hangers. All waterline tapping shall be provided with isolating gate valves.
- b. All floor drains shall be provided with strainers. All sewer and waste lines shall be provided with floor clean out.
- c. Sewer and waste lines connected to kitchen sinks which discharge greasy waste of heavy oil are advised to use extra heavy cast iron pipes and fittings to withstand heavy water pressure etc. during monthly servicing.
- d. Occupier is required to install grease traps directly under washing sinks. All grease trap installation shall be provided with vent on its outlet and clean out before the tapping point.
- e. The forming of any core-holes through any concrete walls or floor slabs to accommodate waste pipe is generally forbidden, unless otherwise approved by MCST in the event of absolute necessity. In this event, Occupier must submit a plan showing the piping route such core-holes additional requirements and the section details of penetrations through the affected wall and floor slabs.
- f. The MCST shall have the absolute right to grant or reject the application, or impose conditions considered necessary for such works, including: -
  - (i) the positions and the manner by which such core-holes are to be formed;
  - (ii) the forming of core-holes shall be endorsed and supervised by the Qualified Persons employed by the Occupier

- (iii) Occupiers shall be responsible and pay all costs and expenses for making good any damages sustained to the building or any part thereof, arising from the forming of such core-holes, to the complete satisfaction of the MCST.
- (iv) other conditions may be imposed by the MCST as it seems fit.
- g. In relation to any kitchen, the threshold at entrance doorway should be of 50mm high minimum. Watertight floor construction should be provided at wet areas and the waterproof membrane must be turned up at least 300mm high above floor level at the walls. All waterproofed areas shall be flood tested for at least twenty-four (24) hours and carried out in the presence of the MCST's representative.

### 23.3 Kitchen Mechanical Ventilation

- a. Mechanical ventilation equipment are required for the kitchens of food and beverage establishments
- b. The occupiers' installed Kitchen Exhaust Duct (KED) must meet the Fire Safety Requirement as required by relevant fire codes regulated by Singapore Civil Defence Force (SCDF), including but are not limited to the following requirement: -
  - (i) Setback is needed from the KED when it runs outside an eating establishment / industrial unit. No unprotected opening of occupied area within 1.5 m or 3 m from KED.
  - (ii) The exhaust ducts and kitchen hoods (including the interior) shall be degreased and cleaned at least once every 3 months. The work shall be carried out by a specialist and the records of cleaning and degreasing shall be kept by the owner / operator for verification by relevant authority.
- c. Exhaust system for kitchen shall conform to the following specifications:
  - (i) Exhaust ducts should be welded connection and of B.I. gauge #16. It should be insulated with 50cm thick, 48kg/m<sup>3</sup> density fiber-glass board with aluminum foil. Duct should be leak tested using water prior to installation.
  - (ii) Occupier shall provide oil trap with drain valve, vibration connector, fire-proof at exhaust fan and exhaust duct hanger at maximum distance of 2 meters.
  - (iii) Kitchen exhaust duct should be provided with access opening properly bolted and sealed for easy access during cleaning.
  - (iv) Kitchen exhaust hoods should be stainless steel and mounted with grease filters, oil drain and explosion proof lighting fixtures
  - (v) Exhaust fan should be either propeller type or centrifugal blowers and completed with noise attenuator (silencer). Forwarded curved fan should not be used for kitchen exhaust. Motor should be totally enclosed, fan-cooled Class F insulation.
- d. Occupier is required to install fresh air supply fans and connection ducting at their own costs.
- e. Liquid Petroleum Gas (LPG) cylinder is not allowed to be used in Lucky Plaza.

## **SECTION II – FOOD OUTLETS – Applicable to Occupiers of Food Outlets only**

24. After completion of the Works, the Occupier shall ensure that:
- a. All food sold in Lucky Plaza shall be factory prepared, cooked and delivered to the unit. If there is any cooking to be done within the unit, the Occupier shall submit to the Corporation a professional consultant's proposal on the installation of a proper ducted exhaust duct system so that there will be no emission of odour/smell/oil mist within the premises, neighboring premises and common passageways.
  - b. There is no spillage or encroachment of the food outlet into the common corridor areas.
  - c. The Occupier shall engage a PUB licensed water plumber to carry out the application of sub-metering of water with the relevant authorities.
  - d. The Occupier shall place a deposit of \$3,000 with the Corporation and undertake to comply with clauses a. and b. above. Should there be any spillage or encroachment of the food outlet into the common corridor areas, the Corporation shall have the right to apply the said deposit towards additional rental and administrative costs without compromising its rights to take further action against the Subsidiary Proprietor and the Occupier for the breach.
  - e. Where there is a kitchen, the Occupier shall seek the approval from the Fire Safety and Shelter Bureau and Singapore Civil Defence Force for the installation of a full height partition wall kitchen.
  - f. The Occupier shall erect a permanent partition, made of glass or otherwise, of which, at least 2 thirds shall be fixed (non-removable/sliding) to separate and prevent tables and chairs spilling over into the common corridors.
25. **Gas Supply/Gas Cylinder Usage/Inflammable**
- a. The Occupier shall submit hot works application forms to the Management Office for clearance before commencement of any such work. The Occupier shall submit Application Forms to Power Gas for use and turn-on of gas and install leakage detecting systems where necessary and comply with all safety regulations.
  - b. The Occupier shall not and shall ensure that all his invitees and guests do not use LPG cylinder for cooking at all times. The use of LPG cylinder for cooking is forbidden under the Fire Safety Regulations in an air-conditioned environment in a commercial building.
  - c. The Occupier shall trace and identify any concealed gas pipes in the wall/floor at their own expense.
  - d. The Occupier shall provide the Corporation with a drawing of their proposed gas pipe routing of their unit.

- e. The Occupier shall ensure that gas pipes are installed by a licensed gas contractor at the Occupier's own cost and ensure that it is done in accordance with the submitted drawing.
- f. The Occupier shall submit a copy of the installation plan for clearance prior to installation of pipes.
- g. Should a TOL be necessary, the Occupier shall pay the following administrative fees in advance by the first day of the TOL Term.
  - i. TOL Fee           \$630.00 per annum
  - ii. 9% GST           \$ 56.70
  - Total           \$686.70 per annum

26. **Signboard/Signage**

The Occupier shall first obtain permission from all relevant government authorities and comply with all advertising regulations for the installation of signboards, signages or signs prior to installation. The Occupier shall ensure that any such signboard, signage or sign does not protrude from the shopfront and shall comply with Clause 18 hereinabove.

27. **Undertaking**

The Occupier shall sign a Letter of Undertaking Form in Annex A.

28. **Schedule of Fees and Charges**

The Occupier has to pay water and grease trap security deposit and other charges as listed in Annex F (ii).

### **PART III – ENTERTAINMENT OUTLET –**

Applicable to Occupiers of Entertainment Outlets only

#### **29. Sound level**

- a. The Occupier shall ensure that the doors to the unit are kept closed at all times during operating hours and the doors must be of the self-return or non-hold door closer/spring type.
  - b. The Occupier shall install soundproof materials on the walls and ceiling of the unit.
  - c. The Occupier shall ensure that all sound system speakers, including woofers/bass bins are not hung from the ceiling. Instead, they shall be placed on sound absorption damper on the floor.
  - d. The Occupier shall arrange for a joint inspection with the Corporation to determine the maximum sound level permissible. The maximum sound level shall be subject to the sole discretion of the Corporation who may revise the same as and when it deems fit and particularly, when it receives complaints from neighboring units.
30. The Occupier shall install a CCTV surveillance camera on the shop-front for the purpose of assisting the relevant authorities with investigations into any incident at the shop-front and record activity outside the unit for a period of 7 days. All recorded material must be made available upon the Corporation's request and daily recordings must be available up to the 7<sup>th</sup> day.
31. The Occupier shall maintain all fittings inside periodically to keep all piping, plumbing and sanitary fittings in good working condition and ensure that they do not cause any chokage to the main utility system in the building. The Occupier shall indemnify the Corporation against any cost or expense that may be incurred by the Corporation as a result of a breach of this clause.
32. The Occupier shall ensure that patrons to the Unit behave in an orderly manner and shall give full support and co-operation to the Corporation and/or relevant authorities regarding any incident to such patrons.
33. The Occupier shall pay for all other charges and extra amenities charges such as extended security after 10.00 pm. The Occupier shall also pay a security deposit of \$3,000 and agree that Corporation has a right to use the security deposit to defray any cost and expense as a result of a violation of these terms and conditions.
34. The Occupier shall take up a Third-Party Liability Policy in the joint name of the Corporation with coverage of \$500,000.00 to provide protection against legal liabilities for death or bodily injury and / or loss or damage to third party property arising out of the operation of the pub business.
35. The Occupier shall submit to Corporation a copy of all approved documents and licenses from URA, NEA, SPF, Liquor Licensing Board and the relevant authorities.
36. The Occupier shall ensure that no air-con condenser unit is placed inside the unit or in the false ceiling.
37. The Occupier shall sign an undertaking in the form contained in Annex B.



## **SECTION V – 5<sup>TH</sup> STOREY MEDICAL SUITE –**

Applicable to Occupiers of 5<sup>th</sup> Storey Medical Suite only

38. The Occupier shall ensure that the raised flooring inside a room where there is a basin or sink is waterproofed and an access opening created no more than 1.5m from the wash basin or sink.
39. The Occupier shall ensure that the waste discharge pipes are run-exposed (except for sufficient length to be connected to the ball valve floor trap and water tested for leakages).
40. The Occupier shall ensure that all water supply pipes run above the false ceiling and that any vertical drop must be concealed inside existing partitioning (i.e., vertical pipe run must be exposed).
41. The Occupier shall give three (3) day's prior written notice to the Corporation and arrange for the Corporation's representative to witness the braze and pressure testing of all water supply pipe joints and ensure that such testing are done in accordance with the relevant and current code of practice.
42. The Occupier shall ensure that any water heater installed must be approved by the relevant authorities with a pressure relieve valve and the pipe for hot water discharge at least 2m away from the ball valve floor trap.
43. The Occupier shall use carpet vinyl tiles for the raised flooring of entirely dry rooms such as waiting lounge.
44. The Occupier shall ensure that the area around heat detectors is not obstructed for ease of inspection and maintenance. Access openings of the raised floor must be marked, labeled and removable and not screwed down.
45. The Occupier shall ensure that the area around ball valve floor traps is not obstructed for ease of inspection and maintenance. Access openings of the raised floor must be marked, labeled and removable and not screwed down.
46. The Occupier shall be responsible for the maintenance of the vacuum drainage system / drainage system with the strata unit.
47. The Occupier shall take up a Third-Party Liability in the joint name of the Corporation with coverage of \$500,000.00 to provide protection against legal liabilities for loss or damage to third party property arising out from the use of the vacuum drainage system / drainage system within his strata lot.

**PART IV – WATER FROM MAINS –**

Applicable only to Occupiers which tap water from the mains

48. The Occupier must engage a PUB licensed water plumber to submit the application for sub-metering of water with the relevant authority and to install the sub-meter.
49. The Occupier shall install Wash Basin Strainers and Floor Trap Strainers to prevent chokage of the building waste pipes and regularly maintain the unit's floor traps and wash basins.
50. The Occupier shall also pay a security deposit of \$1,000 and agree that Corporation has a right to use the security deposit to defray any cost and expense as a result of a violation of these terms and conditions.
51. The Occupier shall sign an undertaking in the form contained in Annex C.
52. The Occupier shall submit completed application with drawings showing:
  - (a) Layout of the internal plumbing in the unit.
  - (b) Layout of the drainage system serving the unit up to the point of connection to the public sewer system.

**PART V – REMITTANCE SHOPS –**

Applicable only to Occupiers of Remittance Shops only

53. The Occupier shall take all reasonable steps to ensure that his customers' queues do not stretch into the common corridor or his customers gather on the common corridor after the renovation.
54. The Occupier shall not display, conduct or demonstrate his trade or canvas for business nor in any way occupy or encroach upon any part of the common property.
55. The Occupier shall not store or place any merchandise / queue posts on the common property.
56. The Occupier shall also pay a security deposit of \$3,000 and agree that Corporation has a right to use the security deposit to defray any cost and expense as a result of a violation of these terms and conditions.
57. The Occupier shall sign an undertaking in the form contained in Annex E.

IN WITNESS WHEREOF parties have hereunto set their hand on the date hereinabove stated

\_\_\_\_\_  
**for and on behalf of**

Name:  
Designation:

\_\_\_\_\_  
**for and on behalf of**  
The Management Corporation Strata  
Title Plan No. 651

Name:  
Designation: Center Manager

\_\_\_\_\_  
**for and on behalf of**

Name:  
Designation:

\_\_\_\_\_  
**for and on behalf of**

Name:  
Designation: M & E Technical Executive

**ANNEX A**

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**LETTER OF UNDERTAKING TO THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 651  
ON THE OPERATION OF FOOD OUTLET AT LUCKY PLAZA**

I/We, \_\_\_\_\_ the tenant of shop unit no. \_\_\_\_\_ hereby undertake to comply with the above-mentioned terms and conditions of the Management Corporation. If any of the above-mentioned terms and conditions is breached by us, the Management Corporation shall have the liberty to disconnect our water supply and M&E services to our unit, until such breach is rectified to the satisfaction of the Management Corporation and/or shall have the liberty to deduct or forfeit the \$3,000.00 security deposit.

The Occupier shall take up a Third-Party Liability in the joint name of the Corporation with coverage of \$2,000,000.00 to provide protection against legal liabilities for loss or damage to third party property arising from the use of the cold room / drainage system within his strata lot.

The Management Corporation reserves the right to request us to undertake further terms and conditions as and when found necessary.

\_\_\_\_\_  
Name of Applicant/s

\_\_\_\_\_  
Unit No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNEX B**

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**LETTER OF UNDERTAKING TO THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 651  
ON THE OPERATION OF ENTERTAINMENT AT LUCKY PLAZA**

I/We, \_\_\_\_\_ the tenant of shop unit no. \_\_\_\_\_ hereby undertake to comply with the above-mentioned terms and conditions of the Management Corporation. If any of the above-mentioned terms and conditions is breached by us, the Management Corporation shall have the liberty to disconnect our water supply and M&E services to our unit, until such breach is rectified to the satisfaction of the Management Corporation and/or shall have the liberty to deduct or forfeit the \$3,000.00 security deposit.

The Management Corporation reserves the right to request us to undertake further terms and conditions as and when found necessary.

\_\_\_\_\_  
Name of Applicant/s

\_\_\_\_\_  
Unit No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNEX C**

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**LETTER OF UNDERTAKING TO THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 651  
ON THE TAPPING OF WATER FROM THE MAINS**

I/We, \_\_\_\_\_ the tenant of shop unit no. \_\_\_\_\_ hereby undertake to comply with the above-mentioned terms and conditions of the Management Corporation. If any of the above-mentioned terms and conditions is breached by us, the Management Corporation shall have the liberty to disconnect our water supply and M&E services to our unit, until such breach is rectified to the satisfaction of the Management Corporation and/or shall have the liberty to deduct or forfeit the \$1,000.00 security deposit.

The Management Corporation reserves the right to request us to undertake further terms and conditions as and when found necessary.

\_\_\_\_\_  
Name of Applicant/s

\_\_\_\_\_  
Unit No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNEX D**

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**LETTER OF UNDERTAKING TO MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 651  
ON THE INSTALLATION OF FIBRE OPTIC CABLES ALONG COMMON CORRIDOR**

I/We, \_\_\_\_\_ the tenant of shop unit no. \_\_\_\_\_ hereby undertake to comply with the above-mentioned terms and conditions of the Management Corporation. If any of the above-mentioned terms and conditions is breached by us, the Management Corporation shall have the liberty to disconnect the fibre optic cable and M&E services to our unit, until such breach is rectified to the satisfaction of the Management Corporation and/or shall have the liberty to deduct or forfeit the \$1,000.00 security deposit.

The security deposit of \$1,000.00 will be refunded to me/us after my/our vacation of the premises and removal of the fibre optic cables from the common property.

The Management Corporation reserves the right to request us to undertake further terms and conditions as and when found necessary.

\_\_\_\_\_  
Name of Applicant/s

\_\_\_\_\_  
Unit No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNEX E**

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**LETTER OF UNDERTAKING TO THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 651  
ON THE OPERATION OF REMITTANCE SHOP AT LUCKY PLAZA**

I/We, \_\_\_\_\_ the tenant of shop unit no. \_\_\_\_\_ hereby undertake to comply with the above-mentioned terms and conditions of the Management Corporation.

If Clause 53, 54, 55, 56 or 57 is breached by us, we will at our costs install a glass panel across the shop front of my premises.

We shall also indemnify and keep the Management Corporation indemnified against any fine, cost, claim, expense, loss, penalty, proceedings, action, judgment or order (whether issued by the Court or by any Government Authority) arising out of or relating to such customer queues stretching from our premises into your common corridor.

The Management Corporation reserves the right to request us to undertake further terms and conditions as and when found necessary.

\_\_\_\_\_  
Name of Applicant/s

\_\_\_\_\_  
Unit No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**SCHEDULE OF FEES / A&A SECURITY DEPOSITS AND ADMINISTRATIVE FEES  
[APPLICATION FOR A&A WORKS]  
[A&A DEPOSIT REFUNDABLE UPON COMPLETION OF A&A WORKS]**

ITEMS		Up to 49m <sup>2</sup>	50m <sup>2</sup> to 99m <sup>2</sup>	100m <sup>2</sup> to 449m <sup>2</sup>	500m <sup>2</sup> to 1999m <sup>2</sup>	2000m <sup>2</sup> & above
<b>Strata Unit</b>	A & A Deposit (Refundable)	S\$3,000	S\$3,000	S\$3,000	S\$3,000	S\$3,000
	Admin Fee (Non-Refundable) Subject to prevailing GST	S\$200	S\$200	S\$200	S\$200	S\$200

**\*\* Revised with effect from 1<sup>st</sup> October 2023**

**SCHEDULE OF FEES / WATER SUPPLY DEPOSIT / GREASE TRAP FEES  
[SECURITY DEPOSIT REFUNDABLE UPON VACATION OF PREMISES]**

ITEMS		Up to 49m <sup>2</sup>	50m <sup>2</sup> to 99m <sup>2</sup>	100m <sup>2</sup> to 449m <sup>2</sup>	500m <sup>2</sup> to 1999m <sup>2</sup>	2000m <sup>2</sup> & above
<b>Food / Drink Outlets (Non-cooking)</b>	A. Security Deposit (Refundable upon vacation of premises)	S\$3,000	S\$3,000	S\$3,000	S\$3,000	S\$3,000
	B. Water Supply Deposit (Refundable upon vacation of premises)	S\$1,000	S\$1,000	S\$1,000	S\$1,000	S\$1,000
	C. Provision of Grease Trap	(i) One-time disbursement. S\$1,000	S\$2,000	S\$3,000	S\$4,000	S\$5,000
	(ii) Monthly degreasing Maintenance fee.	S\$75 pm	S\$112.50 pm	S\$206 pm	S\$244 pm	S\$275 pm

ITEMS		Up to 49m <sup>2</sup>	50m <sup>2</sup> to 99m <sup>2</sup>	100m <sup>2</sup> to 449m <sup>2</sup>	500m <sup>2</sup> to 1999m <sup>2</sup>	2000m <sup>2</sup> & above
<b>Food / Drink Outlets (Cooking)</b>	A. Security Deposit (Refundable upon vacation of premises)	S\$3,000	S\$3,000	S\$3,000	S\$3,000	S\$3,000
	B. Water Supply Deposit (Refundable upon vacation of premises)	S\$1,000	S\$1,000	S\$1,000	S\$1,000	S\$1,000
	C. Provision of Grease Trap	(i) One-time disbursement. S\$1,500	S\$2,500	S\$4,000	S\$6,000	S\$8,000
	(ii) Monthly degreasing Maintenance fee.	S\$112.50 pm	S\$225 pm	S\$412.50 pm	S\$487.50 pm	S\$550 pm

ITEMS		Up to 49m <sup>2</sup>	50m <sup>2</sup> to 99m <sup>2</sup>	100m <sup>2</sup> to 449m <sup>2</sup>	500m <sup>2</sup> to 1999m <sup>2</sup>	2000m <sup>2</sup> & above
<b>Night Club, Lounge, Pub &amp; Karaoke</b>	A. Security Deposit (Refundable upon vacation of premises)	S\$3,000	S\$3,000	S\$3,000	S\$3,000	S\$3,000
	B. Water Supply Deposit (Refundable upon vacation of premises) – [if applicable]	S\$1,000	S\$1,000	S\$1,000	S\$1,000	S\$1,000

ITEMS		Up to 49m <sup>2</sup>	50m <sup>2</sup> to 99m <sup>2</sup>	100m <sup>2</sup> to 449m <sup>2</sup>	500m <sup>2</sup> to 1999m <sup>2</sup>	2000m <sup>2</sup> & above
<b>Other Strata Lot</b>	A. Water Supply Deposit (Refundable upon vacation of premises)	S\$1,000	S\$1,000	S\$1,000	S\$1,000	S\$1,000

**SCHEDULE OF FEES / PROVISION OF AMENITIES  
[DEPOSIT REFUNDABLE UPON VACATION OF PREMISES]**

ITEMS		Up to 49m <sup>2</sup>	50m <sup>2</sup> to 99m <sup>2</sup>	100m <sup>2</sup> to 449m <sup>2</sup>	500m <sup>2</sup> to 1999m <sup>2</sup>	2000m <sup>2</sup> & above
<b>Night Club, Lounge, Pub &amp; Karaoke</b>	(i) Provision of Amenities include the increased cleaning & security services)	S\$115 pm	S\$115 pm	S\$230 pm	S\$345 pm	S\$690 pm
	(ii) Deposit (Refundable upon vacation of premises)	S\$690	S\$690	S\$1,380	S\$2,070	S\$4,140

ITEMS		Up to 49m <sup>2</sup>	50m <sup>2</sup> to 99m <sup>2</sup>	100m <sup>2</sup> to 449m <sup>2</sup>	500m <sup>2</sup> to 1999m <sup>2</sup>	2000m <sup>2</sup> & above
<b>Food / Drink Outlets (Non-Cooking)</b>	(i) Provision of Amenities include the increased of cleaning, security & refuse haulage services)	S\$77.50 pm	S\$77.50 pm	S\$115 pm	S\$232.50 pm	S\$465 pm
	(ii) Deposit (Refundable upon vacation of premises)	S\$465	S\$465	S\$690	S\$1,395	S\$2,790

ITEMS		Up to 49m <sup>2</sup>	50m <sup>2</sup> to 99m <sup>2</sup>	100m <sup>2</sup> to 449m <sup>2</sup>	500m <sup>2</sup> to 1999m <sup>2</sup>	2000m <sup>2</sup> & above
<b>Food / Drink Outlets (Cooking)</b>	(i) Provision of Amenities include the increased of cleaning, security, refuse haulage services & AHU cleaning services)	S\$115 pm	S\$115 pm	S\$230 pm	S\$345 pm	S\$690 pm
	(ii) Deposit (Refundable upon vacation of premises)	S\$690	S\$690	S\$1,380	S\$2,070	S\$4,140

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

To : The Management Corporation  
Strata Title Plan No. 651  
304 Orchard Road  
#06-50 Lucky Plaza  
Singapore 238863

Dear Sirs,

**APPLICATION FOR APPROVAL TO OBTAIN UPGRADING OF ELECTRICAL SUPPLY,  
#\_\_\_\_\_LUCKY PLAZA**

I / We \_\_\_\_\_, (\*Subsidiary Proprietor / Tenant of the abovementioned unit hereby undertake to submit \*my / our application for the upgrading of electrical supply from \_\_\_\_\_amp. (\_\_\_\_\_phase) to \_\_\_\_\_amp (\_\_\_\_\_phase).

\*I / We confirm \*my / our understanding and agreement to comply with the Management Corporation’s terms and conditions for the upgrading of electrical supply, including the following:

- (i) Payment of a one-time upgrading fee of \$100 / - per Amp per phase.
- (ii) Installation / Extension of wiring tap-off unit and protective device form the bus bar to \*my /our own unit (“individual system”) and thereafter maintenance of the individual system at \* my / own cost.
- (iii) Make \*my / our own arrangements to obtain the necessary licenses, permits, etc. relating to the laying of the individual system from the relevant government authority.

For the purpose of this application, \* I / We enclose cheque no. \_\_\_\_\_ for the amount of \$\_\_\_\_\_for upgrading fee.

Yours faithfully,

Signature: \_\_\_\_\_ Name of Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_ Company Stamp: \_\_\_\_\_  
(applicable if applicant is a company)

Date of Submission: \_\_\_\_\_

**FOR OFFICIAL USE**

1. RECEIPT of Application Form / Payment By: \_\_\_\_\_

2. Work Progress: Completion: \_\_\_\_\_

3. \_\_\_\_\_ Receipt \_\_\_\_\_ No: \_\_\_\_\_

**APPLICATION FOR UPGRADING / TURN-ON OF ELECTRICITY TO UNIT # \_\_\_\_\_,  
LUCKY PLAZA**

**1. APPLICATION FORM**

Every application for approval for upgrading of electricity supply to a shop unit must be made on the Application Form M2 which can be obtained from the Management Office.

**2. ELECTRICAL INSTALLATION**

- (a) Application for turn-on of electricity supply whether or not due to change of business / occupier or due to rewiring has to be submitted in the following manner:
  - (i) SP Services Form CS/3 and single-line diagram filled, signed and submitted for MC for processing.
  - (ii) The same SP Services Form CS/3 and single-line diagram are submitted to the licensed Professional Electrical Engineer (M/s ON Engineers Pte Ltd, Tel: 67954666 Er. Wan Siew Kay Tom) for endorsement.
  - (iii) The same SP Services Form CS/3 and single-line diagram are then submitted to the SP Services for load application.
- (b) Under no circumstance is the MC to be held liable for any consent hereby given as all applications are subject always to endorsement by the Licensed Professional Electrical Engineer with or without further conditions or direction to tap electricity from alternative distribution board (D/B) at the applicant's expense depending on electrical loading condition at the particular location.
- (c) The endorsement by the Licensed Professional Electrical Engineer and the approval form from the SP Services must be given before any work of electrical supply / installation or rewiring is commenced.
- (d) The by law of the MC as lodged on 29 May 1989 (passed at the EGM held on 9 May 1989) states:

By-law No. 11(a)

"A subsidiary proprietor shall not effect supplies for water, electricity or gas to his lot without first obtaining the prior written consent of the management corporation and having the application for SP Services sub-meters duly endorsed by the management corporation, failing which the management corporation reserves the right to cut off such supply without reference to the subsidiary proprietor and all costs and expenses incurred in so doing shall be charged to and be paid for by the subsidiary proprietor."

**3. COMMON AREA**

- (a) If work on the common area is involved, the Contractor shall submit Clearance Form (A3) personally to the MCST Management Office, Tel: 62353294 BEFORE COMMENCING WORK so that works can be checked by our M&E Department.

**4. BLACKOUT CAUSED BY CONTRACTOR**

- (a) Please advise your contractor and their workers to exercise care and consideration when carrying out work in the shop unit / common area. They shall install and maintain the proposed electrical installation / extension in the good and workmanlike manner so as not to cause any BLACKOUT in the building.
- (b) In this respect, you shall keep the Management Corporation indemnified against all actions, claims and demands that may be lawfully brought or made against the Management Corporation by any person by reason of anything done by your contractors.

**5. OTHER RULES GOVERNING RENOVATION WORKS**

- (a) Other rules and governing the renovation or electrical upgrading / turn-on will be given. You are required to confirm that you have read the full set of the rules governing renovation works and agree to abide by them.

**6. FEE PAYABLE**

One-time upgrading fee at a rate of \$100.00 per amp per phase is payable to the Management Corporation for the upgrading of electrical supply to the shop unit.

**NOTE:**

The Management Corporation may take up one month or more to approve / disapprove complicated cases or installations involving upgrading to higher amperage than (No. 6) above, for example:

- (i) from 30 amp (single phase) to 60 amp (3 phase)
- (ii) from 60 amp (single phase) to 60 amp (3 phase)

Yours faithfully  
THE MANAGEMENT CORPORATION  
STRATA TITLE PLAN NO. 651

\_\_\_\_\_  
For MCST Plan No. 651

I, \_\_\_\_\_ Subsidiary Proprietors / tenant of 304 Orchard Road,  
# \_\_\_\_\_ Lucky Plaza, confirm I have read the above directions and agree to abide by them.

\_\_\_\_\_  
Signature and Company Stamp

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

To : The Management Corporation Strata Title Plan No. 651

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

Dear Sirs,

We hereby apply for permit to commence work on the following:

Unit No.																									
Subject / Nature of Work																									
Management Corporation Approval Letter																									
Name and Address of Subsidiary Proprietors																									
Date of Commencement																									
Type of Work																									
Location of Proposed Work																									
Safety / Precautionary Measures	<p>Are the existing services in the common area affected by your proposed work?</p> <table border="1"><thead><tr><th>Existing Services</th><th>Yes</th><th>No</th></tr></thead><tbody><tr><td>(a) Electrical Wiring</td><td></td><td></td></tr><tr><td>(b) Aircon Ducts</td><td></td><td></td></tr><tr><td>(c) Cable for Public Address System</td><td></td><td></td></tr><tr><td>(d) Sprinkler System</td><td></td><td></td></tr><tr><td>(e) Plumbing System</td><td></td><td></td></tr><tr><td>(f) CCTV</td><td></td><td></td></tr><tr><td>(g) Others</td><td></td><td></td></tr></tbody></table>	Existing Services	Yes	No	(a) Electrical Wiring			(b) Aircon Ducts			(c) Cable for Public Address System			(d) Sprinkler System			(e) Plumbing System			(f) CCTV			(g) Others		
Existing Services	Yes	No																							
(a) Electrical Wiring																									
(b) Aircon Ducts																									
(c) Cable for Public Address System																									
(d) Sprinkler System																									
(e) Plumbing System																									
(f) CCTV																									
(g) Others																									

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: No: \_\_\_\_\_(O) \_\_\_\_\_(Hp) \_\_\_\_\_(F)

Person-in-Charge: \_\_\_\_\_ Email: \_\_\_\_\_

**Personal Particular of Workers**

<u>Name</u>	<u>Last 4 NRIC No.</u>	<u>Trade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(This list will be used for attendance check by Security Department. Those not in the list will be deny entry)

**NOTE:**

- a. Contractor engaged upon doing the work in any common area must submit this form personally to the MCST Management Office, Tel: 6235 3294 BEFORE COMMENCING WORK so that works can be checked by our M&E Department before leaving the site.
- b. Before contractors / workers start work they have to produce their identification to the Security Office at 1<sup>st</sup> storey in exchange for a Contractor Pass returnable at the end of the day. Contractor's workman without Contractor Pass may be asked to leave the building by the Security Personnel.





## Application Form - Small Construction Package 2.5

**I declare that my business meets the following requirement:**

- P No known loss or claims for this project at the time of application.
- P The proposed insurance has not been declined, cancelled, refused by any other insurance company.

<b>PRODUCER'S NAME / ACCOUNT CODE</b>
ANCHOR MULTILINK PTE LTD / 01035

**Summary of your policy:**

<b>Total Premium after GST</b>	
S\$	428.00
<b>Type of Work:</b>	
Building Works: Addition & Alteration (BWIA)	

**Details of your policy:**

Benefits	Percentage of CW	Sum Insured	Premium Rate	Premium
### Contractor All Risk				
Contract Works (CW)	-	S\$ 8,000.00	0.2250%	
Professional Fees	5%	S\$ 400.00	0.2250%	
Removal of Debris	5%	S\$ 400.00	0.2250%	
Principal's Existing Property	-	S\$ -		
Section 1 Total		S\$ 8,800.00		S\$ 19.80
### Third Party Liability				
Third Party Liability	-	S\$ 1,000,000.00	-	Included in Section 1
### Workmen Injury Compensation				
Wages	50%	S\$ 4,000.00	0.6000%	S\$ 24.00
Total				S\$ 43.80
Minimum Premium				S\$ 400.00
Premium Charged Excluding GST				S\$ 400.00
<b>Premium Charged Including GST</b>				<b>S\$ 428.00</b>

**Applicable Policy Excess**

Section I:

- Principal existing property; Act of god; Collapse; Designer risk S\$5,000 each and every loss
- All other loss S\$2,500 each and every loss

Section II:

- Vibration, Removal or Weakening of Support; Water/Flood, Underground Services; Concealed Services 10% of loss, subject to minimum S\$7,500 each and every claim
- Other Third Party property damage S\$2,500 each and every claim

**Details of your Project**

Main Contractor's Name: \_\_\_\_\_

Sub-Contractor's Name: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Tel: (HP): \_\_\_\_\_ (O): \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Project Location: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

Landlord's Name (if applicable): \_\_\_\_\_

Nature of Project: \_\_\_\_\_

Construction Period: From \_\_\_\_\_ To \_\_\_\_\_ (Maximum 12 months)  
(MM/DD/YYYY) (MM/DD/YYYY) **Backdating of policies is not permitted.**Maintenance Period: From \_\_\_\_\_ To \_\_\_\_\_ (Maximum 12 months)  
(MM/DD/YYYY) (MM/DD/YYYY)**Please attach a copy of the letter of acceptance/ award and/or works order.****Payment Method**Please choose only **ONE** payment mode **Cash/Nets**

Make your payments at our AXA Customer Centre at AXA Tower during office hours (Monday to Friday, 9.00am to 5.30pm).

Please do not send cash by post.

 **Cheque**

Crossed and made payable to AXA Insurance Pte Ltd.

Please indicate the Product, Company's Name, Company's Registration Number, Agent Code and Contact Number clearly on the back of the cheque.

Please do not send post-dated cheques.

Bank: \_\_\_\_\_ Cheque Number: \_\_\_\_\_

 **Credit Card**

Make payment:-

- by downloading the AXS app to make payments online from the comfort of your home anytime, any day; or
- at AXS stations located island-wide; or
- by completing the Credit Card Authorization Form and email it to us at [creditcardpayment@axa.com.sg](mailto:creditcardpayment@axa.com.sg)

**Declaration****IMPORTANT NOTES**

1. Under Section 25(5) of the Insurance Act Cap 142 or any subsequent amendment thereof, you are to disclose in this Application form, fully and faithfully, all the facts which you know or ought to know, otherwise the policy issued may be void.
2. No insurance is in force until AXA Insurance Pte Ltd confirms acceptance of this Application form.
3. This policy is protected under the Policy Owners' Protection Scheme which is administered by the Singapore Deposit Insurance Corporation (SDIC). Coverage for your policy is automatic and no further action is required from you. For more information on the types of benefits that are covered under the scheme as well as the limits of coverage, where applicable, please contact your insurer or visit the GIA or SDIC websites ([www.gia.org.sg](http://www.gia.org.sg) or [www.sdic.org.sg](http://www.sdic.org.sg)).

I/We confirm the details given are true and correct and we have not withheld any material information regarding this Application form. This Application form shall form the basis of the contract between me/us and AXA Insurance Pte Ltd and I/we will accept a policy subject to the terms and conditions of the Policy.

\_\_\_\_\_  
Signature of Proposer/ Company's Stamp\_\_\_\_\_  
Date (MM/DD/YYYY)



*Lucky Plaza*

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO.651**

304 Orchard Road #06-50 Lucky Plaza Singapore 238863 Tel: 6235 3294 Fax: 6734 4764 Website: www.luckyplaza.com.sg

**COMPLIMENTARY UNIT LISTING**

Based on availability, each shop unit may enjoy a complimentary unit listing in our non-interactive directories, interactive digital directory and also in Lucky Plaza’s website.

(A) DIGITAL DIRECTORIES

(B) WEBSITE

The non-interactive directories are located at Lift Lobby 1 & 2 from Basement 1 to Level 6. The interactive digital directory which comprises of all units listing in Lucky Plaza is located at Level 1 beside the Information Counter.

In order for your unit to be listed on the directories and website, please fill in the information in the table below.

<b>Shop Name</b>																			
<b>Unit No.</b>	#			-															
<b>Business Trade</b>																			
<b>Contact No.</b>	+	6	5																
<b>Fax No.</b>	+	6	5																
<b>Email</b>																			
<b>Website</b>																			

Please note that all Subsidiary Proprietors / Tenants / Occupiers are required to notify MCST Plan 651 should there be any change of tenant / shop name within one (1) month upon commencement of business to enjoy the complimentary unit listing on the directories and website. An admin fee of \$10 (subjected to GST) will be charged after one (1) month of business commencement.

Please submit this form to the Marketing & Communication Department for processing.



*Lucky Plaza*

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO.651**

304 Orchard Road #06-50 Lucky Plaza Singapore 238863 Tel: 6235 3294 Fax: 6734 4764 Website: www.luckyplaza.com.sg

SECURITY DEPARTMENT  
Attn: SSS / SS

**USE OF LOADING BAY**

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

Unit No.: \_\_\_\_\_

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

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

Date: (1) \_\_\_\_\_

(2) \_\_\_\_\_

8.00 a.m. to 8.00 p.m.

Time Period:

8.00 p.m. to 8.00 a.m.

For use by MCST Plan No. 651

Yours faithfully  
THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 651

Name / Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

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

## SUPPORTING DOCUMENTS FOR A&A / REINSTATEMENT / FIBRE OPTIC

1. Scope of works.
2. Method of Statement.
3. Copy of Contractor's & Tenant's ACRA.
4. Layout Plans, Section views, shopfront perspective, ceiling plan, lighting plan and Endorsed Electrical single line diagram. CS-3 form (if applicable) to be submitted to Building LEW (3 copies only- for submission to units owned by FEO)
5. Risk Assessment & Public Liability Insurance – (cover letter to include 3 parties: MCST651, Tenant and/or Owner & Contractor) & Contractor's All risk / Work Injury Compensation.
6. Worker's name list.
7. Tenancy Agreement (For new tenants).
8. Letter of Undertaking (For residential only).
9. For any alteration/relocation/additional of sprinkler's head – Contractor **MUST** get **ENDORSED** Drawings from Building Sprinkler Term Contractor and Submission to SCDF letter for acceptance/approval.
10. Safety Issues – ALL workers must have attended MOM SIC.  
  
For working at height – all workers must have obtained and pass MOM WAH Course.
11. All temporary electricity supply for renovation shall be \$30 (single phase) per day and \$90 (three phase) per day. All fees subject to prevailing GST.

The above documents **MUST** be submitted together with the A&A form and the cheques or by via Online banking.

ALL above supporting documents **MUST** be stamped and signed off by Tenant or Landlord.

Revised on 28 October 2024.