

WCEGA PLAZA

1 Bukit Batok Crescent Singapore 658064

FORM A

APPLICATION FOR FITTING-OUT WORKS

Date : _____

To: The Management of WCEGA Plaza & Tower
c/o Newman & Goh Property Consultants Pte Ltd
Blk 125A Lorong 2 Toa Payoh #02-134
Singapore 311125

Dear Sir / Madam

PROPOSED FITTING-OUT WORKS TO # _____ - _____ OF WCEGA PLAZA

We have thoroughly read and understood the Guide for Fitting-Out Works, and submitted herewith:

2 Copies of Proposed Fitting-Out Plans (Excluding Statutory Submission sets).

Description of Renovation Works:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

1 Copy of Work Schedule

1 Copy of Certificate of Insurance Coverage

Public Liability

Workmen's Compensation

1 Copy of List of Particulars of Main/Sub-Contractors, Supervisors and Workers

Fees Security Deposit (\$1,000.00) Cheque: _____
(Cheque payable to "MCST 3564")

Sprinkler System Drain-Off - (From _____ to _____)
Water borne fee (\$200.00) Cheque: _____
(Cheque payable to "MCST 3564" Rates will be subjected to 7% GST payable)

Temporary Electricity Supply @ \$15/day (\$_____) Cheque: _____
(Cheque payable to "MCST 3564" Rates will be subjected to 7% GST payable)

Total no. of days required: _____ (From _____ to _____)

Vetting Fee (\$100.00) Cheque: _____
(Cheque payable to "MCST 3564" Rates will be subjected to 7% GST payable)

1 Copy of Statutory Permits _____

Subsidiary Proprietors/Tenants are required to engage MCST's appointed contractor to carry out any works involving the FIRE SPRINKLER PROTECTION SYSTEM (FSPS) within the unit.

We, the undersigned, undertake to indemnify the Management and hold it harmless from and against all claims, actions, and proceedings, costs (including legal costs on an indemnity basis), demands, expenses, losses and liabilities which may be incurred by or instituted against the Management by reason if or arising from our errors, omissions, negligence in the course of the fitting-out works. We understand that we are NOT permitted to commence the proposed works until a written approval is granted by the Management.

It is absolute our duty to consult a consultant / PE / QP or any professional party to ensure proper Statutory Submission is carried out.

Unit *Owner/Tenant

Name : _____

Mailing Address: _____

Contact No. : _____ (O) _____ (H)
_____ (M) _____ (Fax)

Email. : _____

Signature: _____

Main Contractor

Name : _____

Mailing Address: _____

Contact No. : _____ (O) _____ (H)
_____ (M) _____ (Fax)

Email. : _____

Signature: _____

NOTE: By providing your personal data and information, you agree and give consent to MCST 3564 and its related service providers in collecting, using and disclosing such information for the purposes of contacting you in event of any emergencies, and related purposes. If I am providing information on behalf of someone else, I declare and warrant that I have informed the individual about the purpose (s) for the collection, use and/or disclosure of personal data and have obtained the said individual's clear and unambiguous consent for such collection, use and/or disclosure.

WCEGA PLAZA

1 Bukit Batok Crescent Singapore 658064

FORM B

UNDERTAKING FOR FITTING-OUT WORKS

Undertaking letter: _____

Submission dated: _____

Date: _____

To: The Management of WCEGA PLAZA & TOWER

UNDERTAKING LETTER
FITTING-OUT WORKS AT # _____ - _____, WCEGA PLAZA
SUBMISSION SET – FORM (A) DATED _____

We understand that drilling and hacking of the structural floor slab is strictly prohibited without the written consents of the Project Structural Engineer. Should approval be given, prior to any drilling, all points must be marked out using "steel cover meter" or appropriate equipment to determine the positions of the post-tension cables. Separate written approval must be obtained from the Management prior to commencement of any drilling and / or hacking works. **Any demolition or erection of wall must be certified and supervised by the Project Structural Engineer to the effect that the wall is non-load bearing or the existing floor slab can withstand the additional load of that wall.**

We undertake to submit to the Management the PE's certificate of supervision upon completion of the works and to apply for all the necessary completion certificates from all relevant Authorities, and thereafter submit the certificates to the Management for record.

We will comply with all FSSB requirements and if required, we will obtain the necessary clearance from Fire Safety & Shelter Bureau (FSSB) and the required RI inspection pertaining to the sprinkler & partition work and submit a copy of the application / clearance / permit to the Management accordingly.

We will comply with all URA/BCA requirements and guidelines and if required, we further undertake to submit and obtain approval from URA, BCA or any other relevant authority whichever is applicable, for the works carried out and undertake to furnish the permit to the Management, if applicable under the Building Control Regulations.

We understand that the floor loading of the unit is _____ KN/m², and undertake that any installations erected will not exceed this limit.

We understand that the floor loading of the unit is _____ KN/m², and undertake that the total imposed load arising from any installations done, goods storage or any other usage will not exceed this limit.

WCEGA PLAZA :	2 nd Storey to 9 th Storey	: 10 kn/m2
	Driveway & Ramp	: 13 kn/m2
	RC Flat Roof with Car Park	: 5.0 kn/m2

We undertake that the proposed Air-con brackets and any other fastening devices/installation are adequate and stable for its purpose, and comply with the Authorities' requirements. The air-con compressor shall not protrude above the Air-con ledge provided.

We undertake that the works carried out will not deviate from the plans submitted. Should there be further works required, we undertake to submit the plans to the Management for approval before commencement, and subsequently to all the relevant Authorities for approvals and clearances. A copy each of the approval and clearance shall be submitted to the Management.

If in the event of damages caused to Common Property (e.g. Structural floor slab, building, etc.) the assessment by the Management and/or its QP/PE shall be final and conclusive and shall not be questioned on any account whatsoever. All cost of rectification shall be borne by us.

Signed by Owner: _____

Unit Owner (particulars as below):

Name: _____

Address: _____

I / We, hereby undertake that the works carried out shall adhere strictly to the renovation submission dated _____ . I / We understand the above terms and undertake to comply as above.

Signed:

Company Stamp:

Tenant (particulars as below):

Name: _____

Address: _____

I / We, hereby undertake that the works carried out shall adhere strictly to the renovation submission dated _____ . I / We understand the above terms and undertake to comply as above.

Signed:

Company Stamp:

Professional Engineer (particulars as below):

Name: _____

Address: _____

I / We, hereby undertake that the works carried out shall adhere strictly to the renovation submission dated _____ . I / We understand the above terms and undertake to comply as above.

Signed:

Company Stamp:

Main Contractor (particulars as below):

Name: _____

Address: _____

I / We, hereby undertake that the works carried out shall adhere strictly to the renovation submission dated _____ . I / We understand the above terms and undertake to comply as above.

Signed:

Company Stamp:

WCEGA PLAZA
1 Bukit Batok Crescent Singapore 658064

FORM C

**CONTRACTOR'S REGISTRATION FORM
(TO BE COMPLETED BY CONTRACTOR)**

Name of Occupant : _____

Work Location : No. 1 WCEGA Plaza Unit No. _____

Name of Company : _____

Address : _____

Description of Works : _____

Date of Commencement : _____ Expected Date of Completion: _____

Person-In-Charge / Site Supervisor : _____ NRIC No. / Work Permit No.: _____

Telephone No. : _____ Mobile No.: _____

Vehicle Type : _____ Vehicle Reg. No.: _____

We hereby furnish the management a list of our workmen / Sub-Contractor / Consultant and their particulars.

A.	Name of Workmen / Sub-Contractor	NRIC/Passport No./Work Permit No.	Expiry Date Of Work Permit
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____
7)	_____	_____	_____
8)	_____	_____	_____
9)	_____	_____	_____
10)	_____	_____	_____

B. Particulars of Qualified Person /Architect

Name of Company : _____

Address : _____

Person-In-Charge : _____

Telephone No. : _____ Mobile No.: _____

C. Particulars of M & E Consultant

Name of Company : _____

Address : _____

Person-In-Charge : _____

Telephone No. : _____ Mobile No.: _____

D. Particulars of Licensed Electrical Technician / Electrician

Name of Company : _____

Address : _____

Person-In-Charge : _____

Telephone No. : _____ Mobile No.: _____

We hereby confirm that all foreign workers employed on the site of the above Unit for the carrying out of the fitting-out works have legal and valid work permits issued by the relevant authorities.

We also undertake that we shall not at any time during the performance of any part of the fitting-out works for the above Unit employ or permit or cause the employment, whether by ourselves or any of our Sub-Contractors, of any illegal foreign workers at the above Unit.

We further agree to indemnify the Management / MCST 3564 of any claims, actions, proceedings, damages or costs brought against, incurred or suffered by you by reason of any breach on our part of the above undertaking.

Signature & Co.'s Stamp
(to be signed by the Contractor)

Name of Signatory, Contact No. & Date

Terms & Conditions for Renovation / Fitting-Out Works

Applications for Renovation / Fitting-Out Works

1. Application for fitting-out work is to be made on the prescribed forms which are available at the Management Office.
2. Tenants and/or lessee of units are required to obtain the Subsidiary Proprietor's approval for any renovation works prior to submission of renovation application to the Management.
3. Two sets of scale drawings in A3 size paper, showing the unit layout (including elevation drawings), proposed builders' M & E works and a completed form is to be submitted to the Management together with the security deposit.
4. Other than the renovation security deposit of \$1,000 paid by the Contractor, the Applicants or his Contractors shall pay a non-refundable vetting fee of \$100 + GST payable to "MCST 3564" for the application of all fitting-out works. The renovation security deposit of \$1,000 would be refunded upon clearance of Management's inspection on the completion of renovation and all as-built drawings are to be submitted to the Management.
5. The original Permit for the fitting-out works must be clearly displayed, during fitting-out periods, outside the unit door/wall for our security check.
6. No installing of individual company signage at unit entrance in all units is allowed prior to receipt of written approval from the Management.
7. Installation of additional intermediate floor and/or mezzanine floor for the unit is strictly prohibited. The Management will be required to inform URA or relevant Authority on the non-compliance.
8. All Permits are issued with a 1 month validity and are renewable up to a maximum of 4 months. Any extension beyond the 4 months' period would be considered as a new application.
9. These rules and regulations are subject to revision at the sole discretion of the Management as and when necessary.

Working Hours and Durations

1. Work can only be carried out within the following times:

Monday to Friday	-	9:00 a.m. to 6:00 p.m.
Saturday	-	9:00 a.m. to 1:00 p.m.
Noisy/Hacking works	-	after office hours, Sunday and Public holidays

2. The Applicant shall ensure that the works to be carried out will not in any way affect the structure of the building or the common property, nor will it in any way cause any nuisance or affect the peacefulness of the other Occupants.

Protection and Care of Common Area

1. All finishes, fittings, fixtures and facilities provided in the development should not be tempered with or damaged during the removal and fitting-out periods.
2. Applicants are to ensure that their Contractors take every care and precaution by providing protective covers on the common area (particularly the lift, passageways leading to the Unit, road, drains) during the transportation of building materials / debris and furniture etc.
3. A floor mat must be placed at the door entrance to prevent workers working in the Unit from dirtying the common area. Protective covers should be provided by the Applicant or his Contractor at their own expenses.
4. So as not to inconvenience other Occupants/Visitors, only designated lifts and staircases are allowed for the transportation and removal of building materials or debris during fitting-out.

Foreign Worker

1. As it is an offence to employ illegal foreign workers to carry out any fitting-out works, Applicants are to ensure strict compliance by their Contractors that no illegal foreign workers are employed and all foreign workers employed on the site of the fitting-out works shall have valid work permits from the relevant authorities.
2. The Applicants and/or their Contractors shall be solely liable for any penalties, fines or other order imposed by the relevant authorities or any court having jurisdiction pursuant to the commission of any offences relating to the employment of illegal foreign workers.
3. The Applicants shall further indemnify the Management from any losses, penalties, fines or other orders of court which may be imposed or incurred by the Management relating to any employment by the Applicants and/or their Contractors or Sub-Contractors of illegal foreign workers.
4. To assist the Management in their routine inspection, the Applicant's Contractors are required to supply a list of their workers on site as per the prescribed form at regular intervals or as and when requested by the Management.
5. No worker shall be allowed to loiter in any place other than in the Unit concerned. Any worker found misbehaving or refusing to comply with the security procedures will be removed from site and barred from entry.

Removal of Debris

1. Contractors are required to remove their own debris daily or at any such interval so directed by the Management or its representative.
2. Contractors are not allowed to place any rubbish outside the Unit at all times.
3. No building debris is allowed to be disposed of at the common area, in the bins placed at/along the common areas or the Bin Centre under any circumstances.

Joint Inspection

1. Upon completion of the fitting-out works, the Applicant shall notify the Management for joint inspection to ensure the site is in satisfactory condition. The Applicant shall allow the authorised officer of the Management access to the Unit at any time during the renovation period for the purpose of checking that only authorized work is carried out.
2. The refund of the renovation deposit would be issued free of interest upon the completed and satisfactory inspection by the Management team. Any damages howsoever caused to the common areas will be deducted from the renovation deposit accordingly.

NOTE: By providing your personal data and information, you agree and give consent to MCST 3564 and its related service providers in collecting, using and disclosing for the purposes of contacting you in event of any emergencies and related purposes. If you are providing information on behalf of someone else, you declare and warrant that you have informed the individual about the purpose(s) for the collection, use and/or disclosure of personal data and have obtained the said individual's clear and unambiguous consent for such collection, use and/or disclosure.