

01C

APPENDICES TO FIT-OUT GUIDELINES

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01C-1a APPENDICES TO FIT-OUT GUIDELINES

GLOSSARY OF TERMS & ABBREVIATIONS

In this Design & Fit-Out Guide for the fit-out works and unless the context requires otherwise, the following words and expressions have the following definitions listed in the Table.

GLOSSARY OF TERMS & ABBREVIATIONS	
TERM	DEFINITIONS
Authorities	Relevant government agencies, semi-governmental agencies, Statutory or regulatory Authorities, including but not limited to the following: • Building and Construction Authority (BCA) • Central Building Plan Unit (CBPU) • City Gas Singapore (City Gas) • Fire Safety and Shelter Department (FSSD) • InfoComm Media Development Authority (IMDA) • Land Transport Authority (LTA) • National Environmental Agency (NEA) • Public Utilities Board (PUB) • Singapore Civil Defence Force (SCDF) • Singapore Land Authority (SLA) • Singapore Power (SP) • Urban Redevelopment Authority of Singapore (URA) • National Parks Board (NParks)
Base Building	Overall project development construction, including Common Areas and structure/services within the Premises under the responsibility of the Landlord .
Base Building Consultants	Building professionals which include Architect, Designer, Structural Engineer, M&E Engineer, Quantity Surveyor, Land Surveyor and/or Project Manager responsible for all issues relating to the Base Building Works.
Base Building Works	Any works relating to the Base Building Envelope or services.
Common Area	If the Building is subdivided and registered under the Land Titles (Strata) Act, Chapter 158 (the "Act") the parts of the Building which are within the definition of common property under the Act; or, If the Building is not subdivided and registered under the Act, the parts of the Building which would reasonably be treated as common parts of the Building for common use or benefit if the Building had been subdivided and registered under the Act.
Certificate of Statutory Completion (CSC)	Certificate issued by the Commissioner of Building Control for building works completed in accordance with the Statutory requirements
Finished Floor Level (FFL)	The level of the finished floor.
Minor Addition /Alteration (MAA)	Certificate issued by the Commissioner of SCDF for lodgement of fire safety works applicable to permitted minor addition / alteration work scope, to be advised by QP.
Fire Safety Certificate (FSC)	Certificate issued by the Commissioner of SCDF for completed fire safety works.
Lease Line	The line indicated in the Lease Agreement establishing the extent of the Tenant's Premises.
Licensed Electrical Worker (LEW)	An electrical contractor authorised to perform works in Singapore.
Nominated Sub-Contractor (NSC)	A Contractor approved by the Landlord to perform work on the Base Building structure and services .
Qualified Person (QP)	A person who is registered as an Architect under the Architects Act or registered as a Professional Engineer under the Professional Engineer Act in Singapore and is responsible to submit building plans to the Authorities and ensure that the works are carried out in accordance with the approved plans.
Registered Inspector (RI)	A person who is a Registered Inspector under the Fire Safety Act in Singapore and qualified to inspect fire safety works which requires a Temporary Fire Permit or Fire Safety Certificate. An Architectural RI is specialised in architectural and building aspects of the fire safety provisions whereas an M&E RI is specialised in the mechanical and engineering aspects of the fire safety provisions.
Temporary Fire Permit (TFP)	A Temporary Fire Permit issued by the Commissioner of SCDF for completed fire safety works. Such a permit is usually issued with written directions to comply with any non-conformance of fire safety requirements within a specified period.
Temporary Occupation Permit (TOP)	The Permit granted by the Commissioner of Building Control allowing temporary occupation or use of the Premises / Base Building before the issuance of the Certificate of Statutory Completion when not all of the Statutory Requirements have been met. The Commissioner may grant the Permit with conditions for compliance with the Statutory Requirements within a specified period.

01
GETTING
STARTED

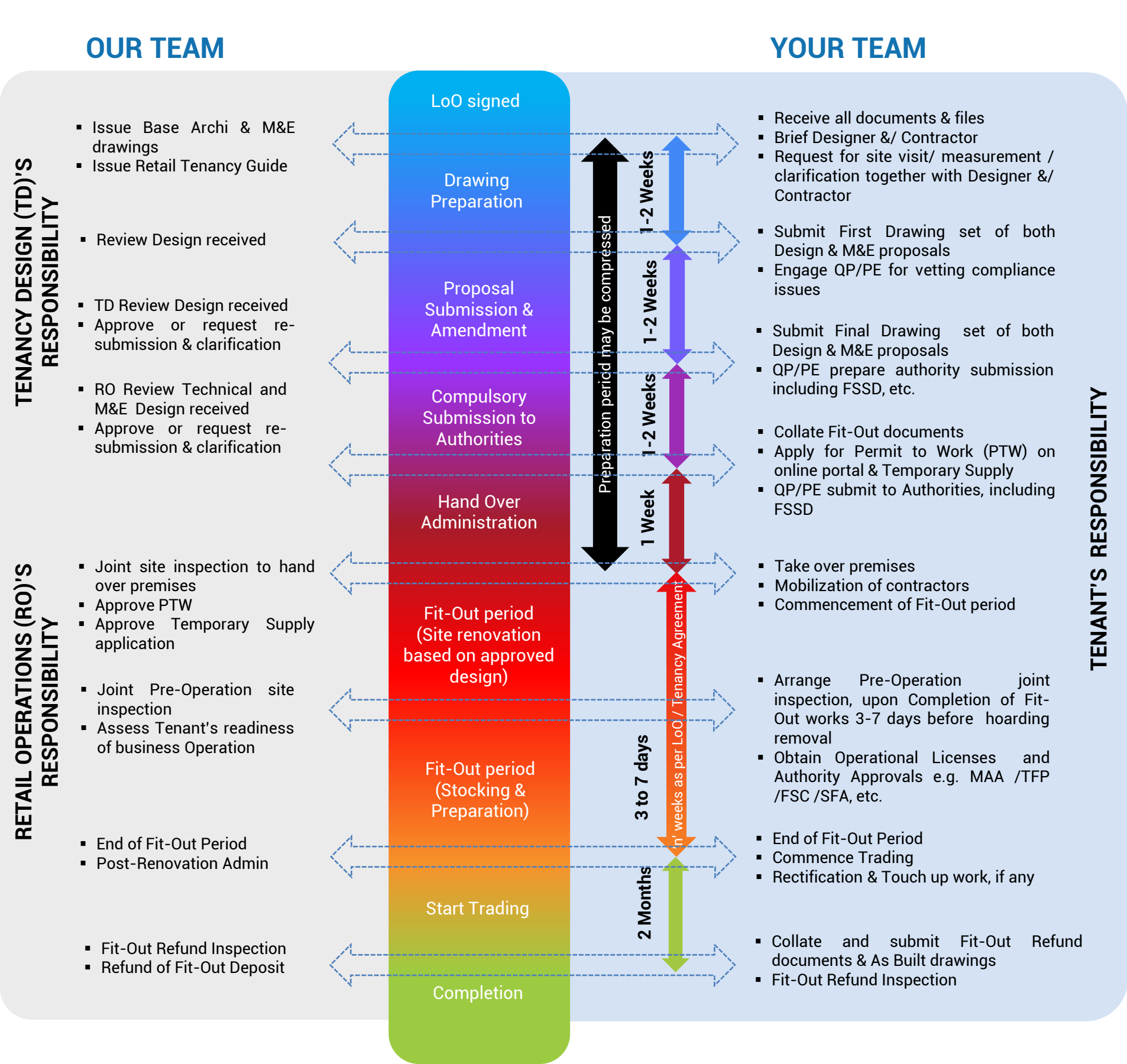
02
DESIGN
APPROVAL

03
BEFORE
FIT-OUT

04
FIT-OUT

05
BEFORE
TRADE

06
COMPLETION



For Submission criteria and how to submit, please refer to 01.2 [PROCESS STEP 02: DESIGN APPROVAL | FIT-OUT PROPOSAL SUBMISSION](#).

The following references are examples of submitted drawings and documentation. Tenants are required to submit their design drawings of similar quality and clarity to expedite the approval process.



SUBMISSION CHECKLIST INTERIOR &

ARCHITECTURAL DRAWING SET

Y / N

Note:

This checklist is meant as a guide on the minimal drawing requirement.
All layout & detail drawings except renderings to come with annotation & dimensions.

1	Hoarding Design	Layout & Elevations with full specifications c/w PE endorsement for stability Artwork of hoarding graphics	
	Preliminary Approval Documents	All updated drawings required from preliminary approval, if any	
2	Concept & Store reference	ID concept deck & Retail operations deck for reference Precedent of the proposed store	
3	Floor Layout Plans	Plan indicating layout of fixtures and circulation: ☐ Partition Layout with proposed closure ☐ Fixtures & Furniture Layout ☐ Floor Finishes layout - indicating layout of flooring material and changes in level / ramps ☐ Sitting Layout plan (F&B units) - Plan to indicate sitting capacity	
	Kitchen equipment plan & list (F&B units)	Plan indicating layout of equipment List showing the corresponding equipment with finishes & dimensions Catalogue of key equipment, e.g. display etc.	
4	Reflected Ceiling Plans	Plan indicating integrated layout of ceiling design, lighting and ceiling services	
	Shop Front Elevations	Elevation of shop front with full material specifications and dimensions	
5	Artist's Impression	Fully coloured and rendered artist impression of the shop design	
6	Detailed Elevations & Sections	Interior elevation & sections with full material specifications, dimensions and full detailing	
7	Signage, Graphic & Display Intent	Full specifications, impression and artwork of all signage, graphics and display used in the shop design	
8	Finishes, Furniture & Fittings Schedule	Full specifications of all materials, furniture, fittings, light fittings used	
9	Sample Board	The corresponding physical sample board of proposed materials	

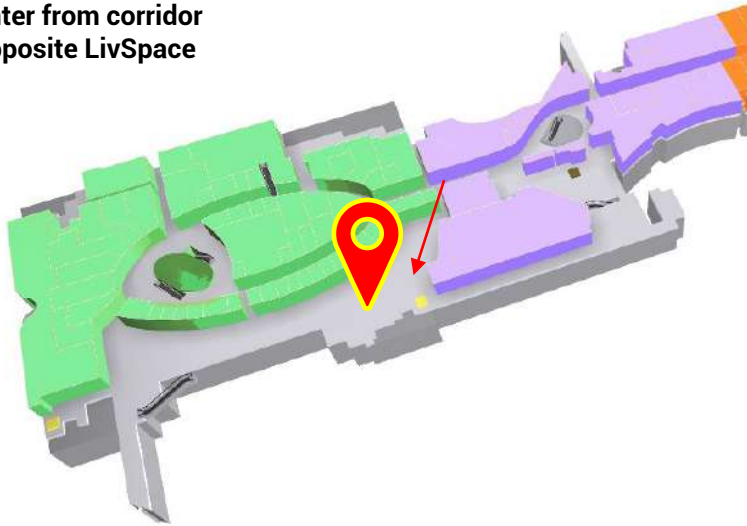
For Submission criteria and how to submit, please refer to 01.2 [PROCESS STEP 02: DESIGN APPROVAL | FIT-OUT PROPOSAL SUBMISSION](#).

The following references are examples of submitted drawings and documentation. Tenants are required to submit their design drawings of similar quality and clarity to expedite the approval process.

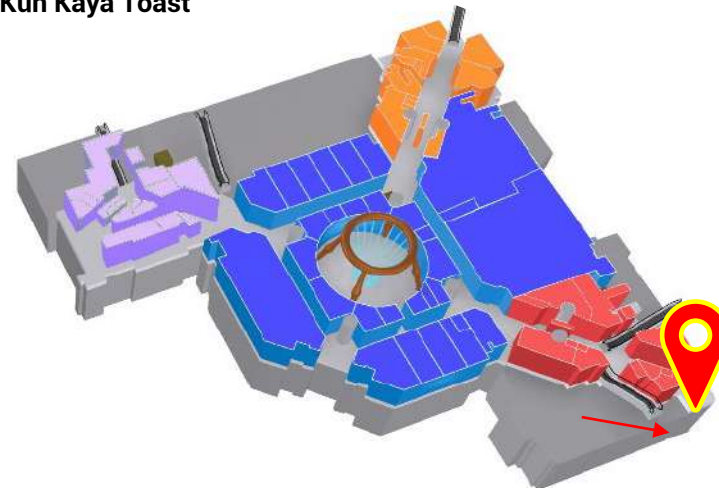
SUBMISSION CHECKLIST TECHNICAL		
DRAWING SET		Y / N
Note: This checklist is meant as a guide on the minimal drawing requirement. All layout & detail drawings except renderings to come with annotation & dimensions.		
Air-condition	Ducting Layout plan with air flow specifications c/w PE endorsement	
Auxiliary Air-Condition	☐ Auxiliary Air-Condition equipment layout plan ☐ Ducting Layout with air flow specifications c/w PE endorsement ☐ Pipe routing to CU space layout ☐ CU space layout plan ☐ Equipment specifications and catalogue	
Electrical services	☐ Lighting Layout with circuitry c/w LEW endorsement ☐ Power layout c/w LEW endorsement ☐ Single line diagram c/w LEW endorsement	
Kitchen equipment plan & list (F&B units)	☐ Plan indicating layout of equipment ☐ List showing the corresponding equipment with power consumption	
Fire Protection services	☐ Sprinkler Layout c/w PE endorsement ☐ Hose reel Layout c/w PE endorsement, where applicable	
Plumbing & Sanitary services	☐ Plumbing piping Layout c/w LP endorsement ☐ Sanitary piping layout c/w LP endorsement	
Kitchen Mechanical Ventilation	Exhaust layout with ducting, equipment (KEF, EAC, & hood, etc.) c/w PE endorsement Fresh Air layout with ducting, equipment (FAF, etc.) c/w PE endorsement Gas-leak panel diagram c/w PE endorsement Equipment specifications and catalogue, e.g. KEF, FAF, Air Cleaner with UV & electrostatic functions	
Toilet / Shower room Mechanical Ventilation	Toilet Exhaust layout with ducting, equipment (TEF, etc.) c/w PE endorsement Toilet Fresh air layout with ducting, equipment (FAF, etc.) c/w PE endorsement	
Gas services	Gas piping Layout c/w LGW endorsement Single line diagram c/w LGW endorsement	
Smoke Curtain	Smoke zone Layout plan with extraction air flow specifications c/w PE endorsement Smoke curtain layout, elevation & details c/w PE endorsement	
STRUCTURAL		
FT Coring	☐ Sanitary piping layout highlighting proposed new FT c/w PE endorsement ☐ Method of statement & scan report c/w PE endorsement	
Heavy Equipment / Raised Floor /Catwalk	☐ Proposal layout, Load calculation &/or load spreading c/w PE endorsement ☐ Method of statement and installation detail c/w PE endorsement	

Suntec Real Estate Services Management Pte Ltd		MCST Plan no. 2197	
Office Reception :	6909 2888	MCST Office Reception :	6825 2699
<u>Operating hours:</u> Mondays to Fridays 9:00am to 5:30pm Closed during lunch hour from 12.30pm to 1.30pm daily		<u>Operating hours:</u> Mondays to Fridays 9:00am to 5:30pm Closed during lunch hour from 12.30pm to 1.30pm daily	
<u>Mailing address:</u> 3 Temasek Boulevard, #B1-65A, Suntec City Mall, Singapore 038983		<u>Office & Mailing Address:</u> 3 Temasek Boulevard, #B1-65, Suntec City Mall, Singapore 038983	
<u>Office address:</u> 1 Raffles Boulevard, Level 2 Crescent 1, Suntec City Convention Centre, Singapore 039593		Note: Access to MCST office is opposite Office Tower 4 B1 Lift Lobby, located at Atrium (Tower 3 & 4) /Red zone. See Map Below.	
Note: Access to Suntec Real Estate Services Management Office is via Level 2, Atrium (Convention Centre) / Green zone. See Map Below.			

L2 part plan
 Enter from corridor
 opposite LivSpace



B1 part plan
 Around corner from
 Ya Kun Kaya Toast



Suntec City Assistance Hotline	Contact no.	Tenancy Design	Team Contact
Central Fire Command Centre (CFCC) 24 hr Hotline	6266 1501	GROUP EMAIL : TenancyDesign@suntec-res.com For assistance (office hours only)	69092878 69092819 69092838
Online PTW Portal		Retail Operations	
Website: https://ptw.mcst2197.com.sg Download Fit Out Guide & Forms, refer to FAQ on website. Tenants and/or Contractors applying PTW's on tenant's behalf are to create their own login account by registering at above portal.		GROUP EMAIL : retailoperations@suntec-res.com For assistance (office hours only) After office hours, to contact CFCC	
		Contact Retail Operations	



STRUCTURAL ENGINEER

Refer to **01.2** for Conditions for Mandatory Appointment
Contact details for Base Consultant are as follows:

Company **KK Lim & Associates Pte Ltd**
Telephone 6377 0036
Contact: Mr Yeo Seow Bon
Mobile: 9233 3035
Email: yeoseowbon@kklim.com.sg

ARCHITECTURAL QP

Refer to **01.2** for Conditions for Mandatory Appointment
Contact details for Base Consultant are as follows:

Company **Staarch Pte Ltd**
Telephone: 6224 2030
Contact: **Mr Samson Tan**
Mobile: 9273 6500
Email: sam@staarch.com

BUILDING'S LEW (LICENSED ELECTRICAL WORKER)

Refer to **01.2** for Conditions for Mandatory Appointment
Contact details for the NSC are as follows:

Company: **DRPL Corporation Pte Ltd**
Building LEW: Mr Ang Koh Seng

Telephone: 6273 3860
Fax: 6278 4010
Contact 1: Mr. Yong Chee Wai
Email: cheewai.yong@drpl.com.sg

SMOKE CONTROL QP

Refer to **01.2** for Conditions for Mandatory Appointment
Contact details for Base Consultant are as follows:

Company **SHEVS IFT Consultants Pte Ltd**
Contact : Mr Lin Hoong Tat
Mobile: 6812 1399 / 9620 6248
Email 1: enquiries@shevs-services.com
Email 2: htlin@shevs-services.com

SMOKE CURTAIN & FIRE SHUTTER

Refer to **01.2** for Conditions for Mandatory Appointment
Contact details for the NSC are as follows:

SMOKE CURTAIN
Company **IDAS Technology Pte Ltd**
Telephone 6745 9766
Contact: Ms. Chloe Lim
Mobile: 9002 3197
Email: chloe.lim@idastech.com.sg

FIRE SHUTTER

Company **K. A. Fabric Shutters Pte Ltd**
Telephone 67471747
Contact: Mr. Gary Lim
Mobile: 8189 7873
Email: [garylim@ka.com.sg](mailto:garyl原因@ka.com.sg)

APPOINTED ELECTRICITY SUPPLY VENDOR

Company **Flo Energy Singapore Pte Ltd**
Telephone: 6223 1000
Email: tms@floenergy.sg

FOR TENANTS' ACTION

Useful Links

Board of Architects	Board of Architects (BOA) ☐ https://www.boa.gov.sg ☐ https://www.boa.gov.sg/find-architects/register-of-architects/
Professional Engineers	Professional Engineers Board Singapore (PEB) ☐ https://www.peb.gov.sg ☐ https://www.peb.gov.sg/pe_general_pe.aspx

PUBLIC ADDRESS SPEAKERS/ FIRE ALARM SYSTEM

Refer to **01.2** for Conditions for Mandatory Appointment
Contact details for the NSC are as follows:

Company **Honeywell Pte Ltd**
Contact 1: Mr. Lim Yew Sheng
Mobile: 9766 5980
Email: yewsheng.lim@honeywell.com

Contact 2: Mr. Charles Rajaratnam
Mobile: 9661 8308
Email: charles.rajaratnam@honeywell.com

FIRE PROTECTION SYSTEM

Refer to **01.2** for Conditions for Mandatory Appointment
Contact details for the NSC are as follows:

Company **Chubb Singapore Pte Ltd**
Contact 1 Mr. Gary Ho Soo Twang (Account Manager)
Mobile: 9693 1827
Email: gary.ho@Chubbfs.com

Contact 2 Mr Sandra (Operation Manager)
Mobile: 9687 5460
Email: sandra.ramasamy@Chubbfs.com

ABF WORKS

Refer to **01.2** for Conditions for Mandatory Appointment
Contact details for the NSC are as follows:

Company **Starhub Ltd**
Contact 1: Mr. Derrick LIAM Kar Aik
Mobile: 8233 2066
Email: derrick.ka.liam@starhub.com

Contact 2: Mr. Teo Hsien Wen Jaryl
Mobile: 9100 7571
Email: jaryl.hw.teo@starhub.com

Contact 3: Mr. Royston TAN Eve Peng
Mobile: 9188 9900
Email: royston.ep.tan@starhub.com

PEST CONTROL POLICY & MONTHLY SERVICE REPORTS, WHERE APPLICABLE

For any further enquiries, please contact RO or the following vendor.
Contact details for the NSC are as follows:

Company **Rentokil Initial Singapore Pte Ltd**
Telephone: 6347 8138
Contact: Mr. James Wong
Asst. Business Development Manager
Mobile: 8333 5510
Email: james.wong@rentokil-initial.com

SANITARY WASTE PIPE MAINTENANCE NOMINATED VENDOR

For any further enquiries, please contact RO or the following vendor.
Contact details for the NSC are as follows:

Company **AJ Jetting Pte Ltd**
Telephone: 65 6562 6161
Contact: Mr Velu
Mobile: 9634 2694
Email: info@ajjetting.com.sg

POS SYSTEM VENDOR

For any further enquiries, please contact RM or the following vendor.
Contact details for the NSC are as follows:

Company **DCS Synthesis**
Contact: POS Support
Telephone: 6652 0073
Contact: Retail Lease Admin
Email: ESR-LARetail@suntec-res.com

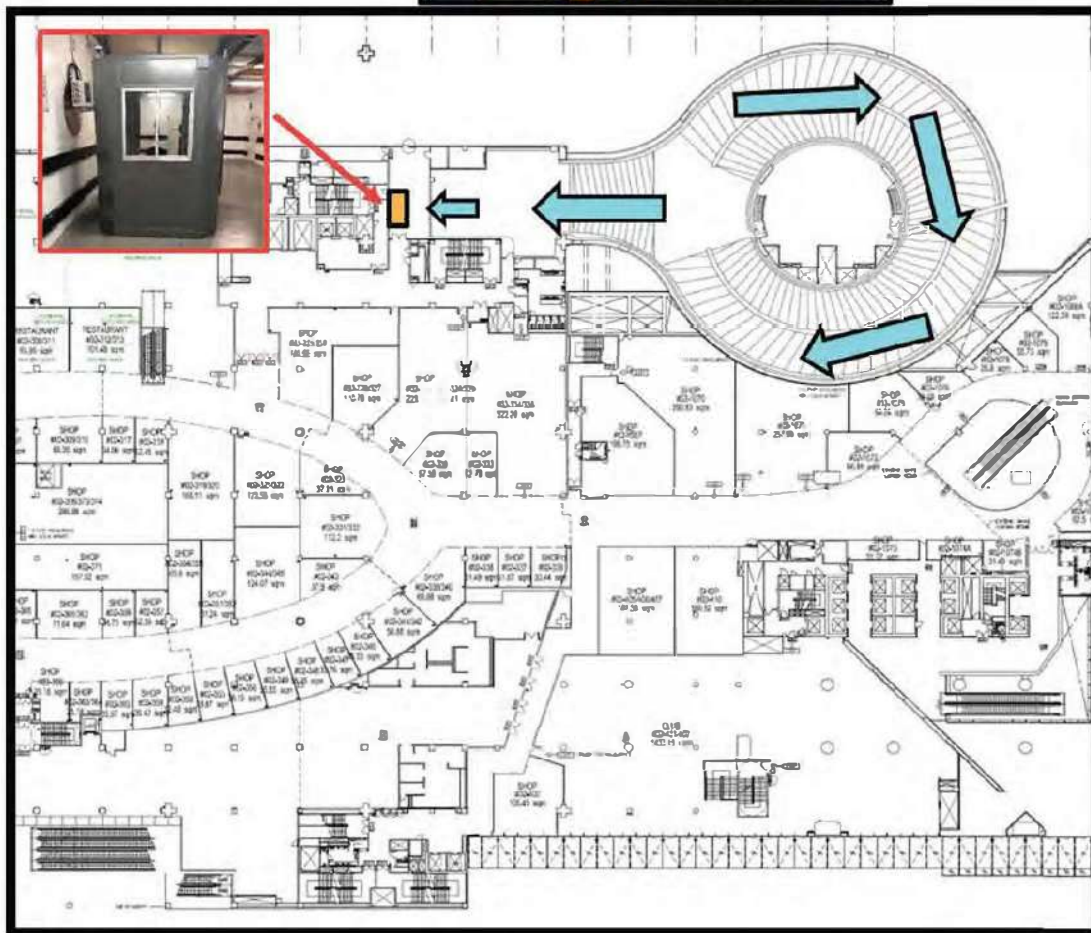
THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

3 Tomasek Boulevard #B1-65, Suntec City Mall, Singapore 038983
Tel: 6295 2888 Fax: 6835 7751

Pass Exchange Counter (Atrium Convention Level 2 Loading Bay)



From Level 1
Spiral Ramp
(near Carpark E)



Legend:



Travel Route



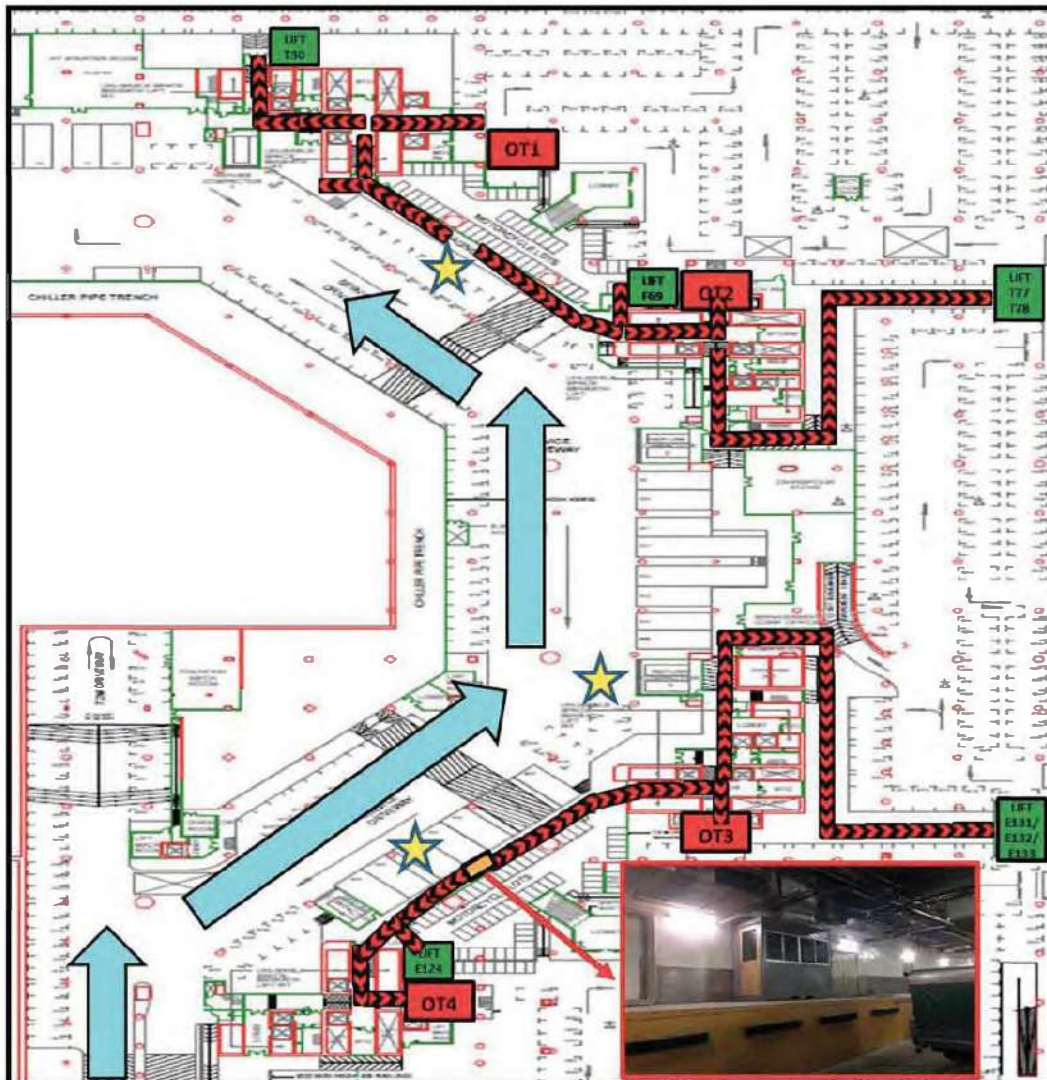
Pass Exchange Counter

Level 2
Loading / Unloading Bays

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3 Tommasck Boulevard #B1-65, Suntec City Mall, Singapore 038983
Tel: 6295 2888 Fax: 6835 7751

Pass Exchange Counter (Atrium 3&4 Basement 2 Loading Bay)



Basement 2 Loading / Unloading Bays

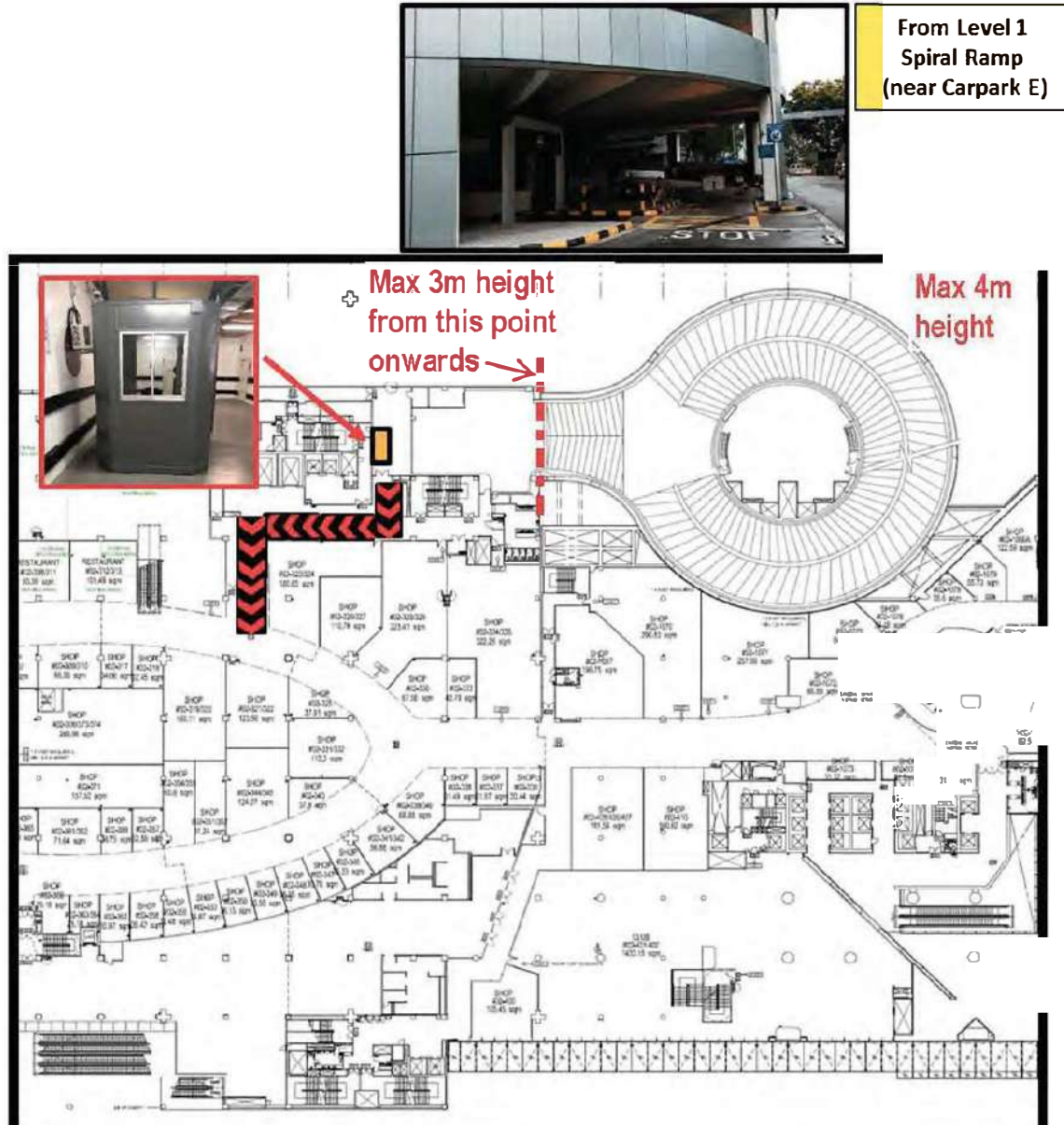
Legend:

	Office Tower		Pass Exchange Counter
LIFT	Lift number		Delivery route
	★		Loading/Unloading Bay
	↑		Travel Route

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

3 Tomasek Boulevard #B1-65, Suntec City Mall, Singapore 038983
Tel: 6295 2888 Fax: 6835 7751

Delivery Route to Atrium Convention Retail Mall



Legend:



Delivery Route



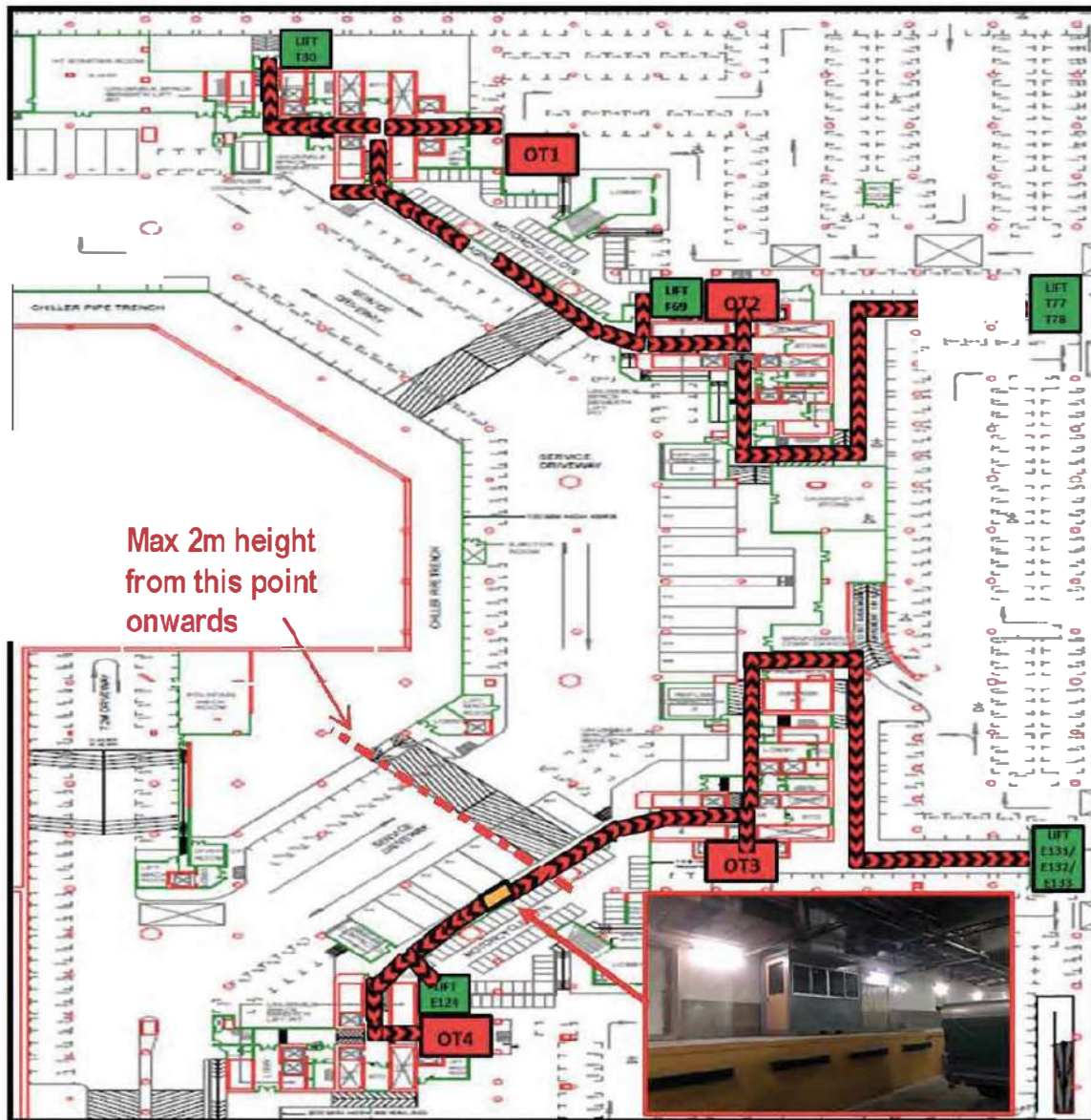
Pass Exchange Counter

Level 2 Loading / Unloading Bays

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

3 Tomasek Boulevard #B1-65, Suntec City Mall, Singapore 038983
Tel: 6295 2888 Fax: 6835 7751

Delivery Route to Retail Mall (Atrium 1 & 2 and Atrium 3 & 4)



Max
3.5m
height

Basement 2 Loading / Unloading Bays

Legend:

- | | | | |
|---|--------------|---|-----------------------|
|  | Office Tower |  | Pass Exchange counter |
|  | Lift number |  | Delivery route |

FORMS FOR TENANTS WITH LEASES UNDER

- **SUNTEC REIT**
- **HARMONY CONVENTION HOLDING PTE LTD**

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197
(SUNTEC CITY)**

Our Ref: _____

FITTING-OUT DEPOSIT RECEIPT & REFUND RECORD

(To be completed during the submission of deposit)

Building & Unit No : _____

Deposit Amount : _____ Cheque No : _____

Deposit Paid By (Cheque Payer) : _____

Deposit Refund to ("Party") : _____

Scheduled Fitting-Out Period (Est.) : _____

We confirm that the deposit will be refunded to the "**Party**" as mentioned above.

We agree that this deposit, after deducting all charges or penalties where applicable, will only be refunded when the fitting-out works and all the required submissions to MCST 2197 is completed within 2 months from the date of tenant's business commencement. Failing which, MCST reserves the right to forfeit the fitting out deposit. Fitting-out deposits not claimed after 6 months from the completion of works shall be forfeited.

(SIGNATURE & DATE BY UNIT OCCUPIER)

Name :

Title :

Company:

(SIGNATURE & DATE BY CONTRACTOR)

Name :

Title :

Company:

For MCST 2197 (Suntec City) use only:

Received By:

Retail Operations

Finance

Name, Initial & Date

Name, Initial & Date

Approved for Refund By:

Retail Operations

Finance

Name, Initial & Date

Name, Initial & Date

COMPANY LETTERHEAD

The Management Corporation Strata Title Plan No. 2197 (Suntec City) and/or its Managing Agents, Suntec Real Estate Services Management Pte Ltd and/or HSBC Institutional Trust Services (Singapore) Limited (as trustee of Suntec Real Estate Investment Trust)

3 Temasek Boulevard
#B1-65 Suntec City Mall
Singapore 038983

Dear Sir or Madam,

**Letter of Undertaking and Indemnity for _____ (the "Works") at _____
_____ (premises).**

IN CONSIDERATION OF YOUR GRANTING OR HAVING GRANTED ME/US A PERMIT TO ALTER / AMEND / UNDERTAKE / PROCEED WITH THE WORKS, AS ATTACHED HERETO, IN THE PREMISES KNOWN AS # _____ (HEREINAFTER CALLED "THE SAID PREMISES").

I/We, _____ (Tenant's Company Name) hereby undertake that I/we shall be liable and responsible for all and any loss and damage caused by the Works to the works system, the said premises or any adjacent or neighboring premises or any part of the building or any of your property arising as a result of or in consequence of such alterations/amendments/works and I/we undertake to repair and make good such loss and damage at my/our cost, within the time specified/ reasonable time, and if we fail to do so, you are entitled to repair/remedy same and we shall forthwith on demand reimburse you all cost and expense whatsoever incurred for making good the said works.

I/we further undertake to indemnify you against all and any claim for damages by any persons who suffered damage as a result of or in consequence of the aforesaid.

Dated _____ day of _____ (month) _____ (year).

Yours faithfully,

Tenant

Signature and Company's Stamp

Date :

COMPANY LETTERHEAD

The Management Corporation Strata Title Plan No. 2197 (Suntec City) and/or its Managing Agents, Suntec Real Estate Services Management Pte Ltd and/or HSBC Institutional Trust Services (Singapore) Limited (as trustee of Suntec Real Estate Investment Trust)

3 Temasek Boulevard
#B1-65 Suntec City Mall
Singapore 038983

Dear Sir

Letter of Undertaking and Indemnity (Plumbing and Sanitary)

IN CONSIDERATION OF YOUR PERMITTING *ME/ US TO ALTER THE EXISTING PLUMBING AND SANITARY IN THE PREMISES KNOWN AS

_____ (HEREINAFTER CALLED "THE SAID PREMISES").

*I/We, _____ (Tenant's Company Name) hereby undertake that *I/we shall be responsible for any chokage caused to the plumbing and sanitary system or any other damaged caused to the said premises or any part of the building or any adjacent or neighbouring premises or any of your property arising as a result of or in consequence of such alternation and *I/ we undertake to repair and make good such damage at *my/ our cost.

I/we further undertake to indemnify you against all and any claim for damages by any person who has suffered damages as a result of or in consequence of the aforesaid chokage and damages.

Dated _____ day of _____ (month) _____ (year).

Yours faithfully,
Tenant

Signature and Company's Stamp
Date :

COMPANY LETTERHEAD

The Management Corporation Strata Title Plan No. 2197 (Suntec City) and/or its Managing Agents, Suntec Real Estate Services Management Pte Ltd and/or HSBC Institutional Trust Services (Singapore) Limited (as trustee of Suntec Real Estate Investment Trust)

3 Temasek Boulevard
#B1-65 Suntec City Mall
Singapore 038983

Dear Sir or Madam:

Letter of Undertaking and Indemnity for the Tapping of Temporary Power and/or Water Supply

IN CONSIDERATION OF YOUR GRANTING US A PERMIT TO PROCEED WITH THE WORKS, AS ATTACHED HERETO, IN THE PREMISES KNOWN AS # _____ (HEREINAFTER CALLED "THE SAID PREMISES").

I/We, _____ (Tenant's Company Name) hereby undertake that I/we shall be liable and responsible for all and any loss and damage caused by the Works to the works system, the said premises or any adjacent or neighboring premises or any part of the building or any of your property arising as a result of or in consequence of such works and I/we undertake to repair and make good such loss and damage at my/our cost, within the time specified/reasonable time, and if we fail to do so, you are entitled to repair/remedy same and we shall forthwith on demand reimburse you all cost and expense whatsoever incurred for making good the said works.

I/we further undertake to indemnify you against all and any claim for damages by any person who suffered damage as a result of or in consequence of the aforesaid.

In addition, I/we shall be fully responsible for the servicing/maintenance/repair of the above Works within the said premise.

Upon moving out, I/we shall reinstate all affected electrical services and/or Works to their original position/condition.

Dated _____ day of _____ (month) _____ (year).

Yours faithfully,

Tenant

Signature and Company's Stamp
Date :

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

VIOLATION OF FITTING-OUT REGULATIONS

CHARGES

The following charges shall be deducted from the Fit-Out Deposit for the following violation:

S/n	Violation	Penalty	Remarks
1	Commencement of work without a valid PTW	\$500.00 per occasion (subject to GST)	subject to suspension of works
2	Failure to display Security Pass		
3	Failure to display valid PTW. Contractor must display the PTW outside the Unit for the entire duration of the renovation.		
4	Failure to carry out necessary protection to Common Property. Contractor to provide adequate protective coverings e.g. plywood, Perspex or canvas at all times to the common properties.		
5	Failure to ensure all works to be confined within the leased premises. Under no circumstances will any Works be allowed to be carried out at the common areas. All equipment and materials must be strictly stored within the leased premises and no storage space will be provided at the common areas. Obstruction to common property is strictly prohibited at all times.		
6	Failure to comply with approved working hours that would cause noise, smell and/or dust nuisance.		
7	Failure to upkeep cleanliness of the Common Property. All common areas are to be kept clean at all times. All dirt and stains at common areas are to be removed immediately by the Contractor to the satisfaction of The Management.		
8	Failure to dispose unwanted and/or bulky items at designated area. No debris is allowed to be placed along the common areas or staircase. All debris and surplus materials arising from the renovation works shall be disposed offsite and all surfaces must be cleaned to the satisfaction of The Management.		

9	Failure to comply with the Retail Tenancy Guidelines and Mall's House Rules	
10	Damages to Common Property	Repair and rectification works to the common property which was resulted by the Contractor's mishandling will be carried out by The Management. All costs and expenses whatsoever incurred from the repair and rectification works shall be charged and payable by The Contractor within the agreed stipulated time.
11	Loss / Misuse of Security Pass	\$50.00 per pass
12	False Alarm Activation	\$1,000.00 per occasion
	Others:	
13	Employment of illegal workers	To be reported to the relevant authorities
14	Failure to comply with Workplace Safety and Health Act	To be reported to the relevant authorities
15	All other items identified by The Management being deemed as violation by The Contractor.	The Management shall impose the necessary penalties, being reimbursement of costs derived, caused by the Contractor

Additional Fit-Out Deposit shall be submitted by The Contractor to The Management once the remaining amount of the initial deposit is less than half of its original amount after the deductions of the above mentioned charges are made. The Management shall not be responsible for cost incurred or delays of the works resulting from suspensions due to infringement of the Terms and Conditions. The Management shall in its own discretion take all steps necessary to ensure the relevant party is held responsible for the violations.

ACKNOWLEDGEMENT

The Contractor shall acknowledge receipt of a copy of the Retail Tenancy Guidelines and House Rules. The Contractor is deemed to have understood the Terms and Conditions stated therein and undertake to abide by the requirements as stipulated by The Management.

Company

Name & Contact

Signature & Company Stamp

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983
Tel: 6909 2699 Fax: 6219 0900

FITTING OUT DEPOSIT REFUND FORM

Terms and Conditions:

1. Upon completion of tenant's fit-out works and commencement of business, the tenant &/ contractor are required to submit all the drawings and documents, **including and not limited to Fire Safety Certificate (FSC) / Minor Additions and Alterations (MAA)** together with the fitting out deposit refund form to the MCST Office.
2. A joint inspection with the MCST's Retail Operation and Engineering Department will be arranged after receipt of all drawings/ documents and upon completion of any outstanding works / defects as highlighted.
3. The fitting out deposit will be refunded only upon the rectification of all outstanding works &/ defects highlighted by the MCST.
4. Please note that the refund process is to be completed within 2 months from date of Tenant's business commencement. **Failing which, MCST reserves the right to forfeit the fit-out deposit.**
5. **Fitting-out deposits not claimed after 6 months from the completion of works shall be forfeited.**

A. PARTICULARS		
Name & Address of *Subsidiary Proprietor /Occupier/ Tenant/ License:	Name & Address of Applicant (Authorized Representative * Designer/ Contractor):	
Contact Person:	Contact Person:	
Contact No: (O) (HP)	Contact No: (O) (HP)	
B. DETAILS OF WORK		
Nature of Job:		
Date of Business Commencement:		
Office / Shop Trading Name:		
Location of work: (Please tick the appropriate box)		
Office: Suntec Tower *1/ 2/ 3/ 4/ 5 Unit No: _____		
Retail: Suntec City Mall Unit No: _____		
C. Please submit 1 set of the following drawings in colour hardcopy in A3 (for purpose of inspection) with PE /LEW's endorsement. Upon site verification, do submit the final softcopy to MCST		
Description	Y/ N/ NA	Remarks
1. Fitting out Submissions		
a) Letter of Undertaking and indemnity for Building, Electrical, Plumbing & Sanitary		
b) Base Consultant (Archi / M&E*) appoint for vetting		
c) Letter of undertaking – Waiver of vetting by Base Consultant		
d) Letter of undertaking - Waterproofing		
2. Architectural / Interior Design		
a) Shop front & interior's elevations, sections, signage layout & installation details, etc.		
b) Floor/ Wall/ Ceiling finishes layout		
c) Reflected ceiling & lighting layout		
d) Furniture layout		
3. Electrical		
a) As-built drawings for lightings/ power layout, single line diagram with LEW's endorsement, cable routing layout plans and, etc.		
b) As-built layout for speakers		
c) Form CS/3 Letter of Consent from the Landlord / Management Corporation		

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983
Tel: 6909 2699 Fax: 6219 0900

Description	Y/ N/ NA	Remarks
d) Certificate of Compliance (Electricity)		
e) Statement Of Turn On of Electricity		
f) License to operate electrical installation (EMA) (if more than 45kVA)		
g) Two individual engraved tag to be done on the following: • Shop Name & Unit # • Supply from		
h) Earth Link Relay (ELR) Setting Engraved Tag (if more than 45kVA)		
i) Timer of Lighting for signage & shopfront (08:00am –12:00am)		
4. ACMV		
a) As-built drawings for ACMV ducting, piping, kitchen exhaust ducting, auxiliary condensing unit and drainage layout, etc.		
b) Air-con balancing report		
5. Fire Protection		
a) As-built drawings for Fire Protection System (Sprinkler/ Fire - Suppression System/ Fire Extinguishing System) with PE endorsement		
6. Gas, Plumbing and Sanitary (If any plumbing work)		
a) As-built drawings for gas, plumbing and sanitary layout (With licensed gas services worker endorsement / licensed plumber endorsement)		
b) Schematic diagram for gas, plumbing and sanitary layout (With licensed gas services worker endorsement / licensed plumber endorsement)		
c) Statement of Turn On of Gas		
d) Certificate of Proof Test (Gas)		
e) Certificate of Final Pressure Test (Gas)		
f) Waterproofing warranty		
7. Submission Plan to and Approvals from Relevant Authorities		
a) Lodgment for Minor Additions and Alterations		
b) Fire Safety Certificate		
c) SFA License		
d) Entertainment License		
e) Liquor License		
f) Music License		
g) Any other necessary Authority Approval for your business operation, please specify): TFP / TOP etc.		
h) Any other licenses necessary for your business operation, please specify):		
8. Others		
a) Deviation of installation based on approved design / requirements		
b) Cat Ladder / platform / Access panels for FCU, its control panel and other M&E services for future maintenance		
c) Encroachment to common areas - signage / window display/TV/Fresh Air Fan/ Auxiliary Condensing Unit / other installations		
d) Damages to Common Areas' Floor / Wall/ Ceiling's Finishes		
e) Penalty from Violations of House rules (any outstanding)		
Submitted By:	Received By:	
Signature: Name: Date:	Signature: Name: Date:	

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983
Tel: 6909 2699 Fax: 6219 0900

Unit No:			
Shop & Tenant Name:			
For Official Use			
1st Site Inspection Date & Time:			
MCST 2197 Representatives	Remarks:	Refund	
		√	X
All works are in order except for:			
Engineering Department			
<u>ACMV</u> Name & Signature:			
<u>Electrical</u> Name & Signature:			
<u>Fire Safety (Sprinklers & FSSB)</u> Name & Signature:			
<u>Gas</u> Name & Signature:			
<u>Plumbing & Sanitary</u> Name & Signature:			
<u>PA Speakers</u> Name & Signature:			
Retail Operation Department			
Name & Signature:			
Tenant Committed:			
Date of Rectification:			



REQUEST FOR ELECTRICITY SUPPLY BY TENANT (SUNTEC REIT TENANTS AT SUNTEC TOWER 1-5 & SUNTEC CITY MALL)

FORM 1

Please email to tms@floenergy.sg at least 5 working days (excluding Sat/Sun/PH) between 9.00am to 5.30pm.

Documents Required

- 1) Completed **FORM 1**.
- 2) Application for Utilities Account (Electricity) Letter Issued by Suntec RES Marketing Leasing Department.
- 3) a. For Existing Meter, please complete Part 1A and attach picture of existing meter with First Meter Reading.
b. For Request of New Meter Installation, please submit completed **FORM 2**.
- 4) Security deposit payment made to MCST 2197 (We accept PayNow to UEN S98MC2197E and bank transfer).
- 5) Completed GIRO form to be submitted to MCST 2197.

Company Name: (as appear in RCB)			
Co Reg No:			
Type of Business	Office / Office with Server / Common Area / F&B / Retail / Entertainment / Supermarket (please circle accordingly)		Floor Area (sqf)
Premises Address: (attach list for multiple a/c)			
Billing Address: (if different from above)			
Contact Details: (Compulsory)	(Name)		(Designation)
	(O)	(HP)	(Email)
	Email for e-Invoicing		

PART 1A – TO BE COMPLETED ONLY IF THERE IS EXISTING METER

*For Request for New Meter Installation, please proceed to complete FORM 2.

Commencement Date: _____ (First meter reading will be done on this date)

*For commencement date which coincides with a previous account termination date, the new start date shall be one(1) day after above mentioned date.

METER INFORMATION (Details to be completed by Tenant's LEW)

Meter ID	
Meter Type	Single Phase Whole Current / 3-Phase Whole Current / 3-Phase LT CT-operated (Please circle one)
Meter Location	
Multiply Factor	
Max Digit (Excl. Decimal)	
Meter Reading Date	
First Meter Reading	

I / We the tenant, hereby agree(S) to be bound by Standard Terms and Conditions (attached behind) which I / we have read and fully understand.

Charges : The prevailing rates applicable to the Tenant as determined by MCST 2197.
Security Deposit : As set forth in Table 1, subject to subsequent adjustments.
Payment Period : 14 Days from the date of the statement of invoice.
Late Payment Interest : 12% p.a.
Re-connection fees : \$300 + GST

Signature of Tenant _____ Company Stamp _____ Date _____

PART II – TO BE ENDORSED BY MCST 2197 FOR PROCESSING:

Security Deposit collected by MCST 2197 to reflect on first invoice: \$ _____

Name & Signature _____ Company Stamp _____ Date _____

STANDARD TERMS AND CONDITIONS OF ELECTRICITY SUPPLY ("Conditions")

Unless otherwise defined in these Conditions, capitalised words used in these Conditions have the meanings ascribed in this form ("Form").

1 Charges, Billing and Payment

- 1.1 The Tenant agrees and undertakes to directly pay the MCST (Landlord) with effect from the Commencement Date the following charges relating to the supply of electricity ("Supply") to the Tenant's Premises:
- 1.1.1 all the charges stated in the Form with respect to all electricity Supplied to the Tenant's Premises in each Billing Period during the Supply Duration based on the reading from the designated meter(s) ; and
- 1.1.2 goods and services tax at the prevailing rate.
- 1.2 The Tenant shall directly pay the MCST (Landlord) the amount stated as due to the MCST (Landlord) in any statement or invoice rendered by the MCST (Landlord) within the Payment Period. Unless otherwise approved by the MCST (Landlord) and the Landlord, all payments shall be made in S\$ via GIRO to the bank account designated by the MCST (Landlord). The Tenant shall keep their GIRO active and inform the MCST (Landlord) of any changes of GIRO in a timely manner.
- 1.3 If the Tenant fails to pay the MCST (Landlord) any sum when due, the MCST (Landlord) is entitled to charge a fee from time to time for every demand letter issued to the Tenant for failure to make payment. The demand letter will be upon due date, demanding full payments within 7 days from the date of the letter. In the event the Tenant still fails to make payment, clause 5 applies. In addition, the Tenant shall pay the MCST (Landlord) late payment interest on the amount outstanding at the rate of 12% p.a. and such interest shall be compounded and accrued from the day the amount is due for payment until the day the amount is paid (whether before or after any judgement).
- 1.4 Any statement, invoice or demand letter is effectively rendered once the MCST (Landlord) and/or the Retailer sends such communications to the Tenant's registered email addresses stated on the account opening form (as amended via subsequent notices). The Tenant shall update the MCST (Landlord) of any amendments to registered email addresses in a timely basis by providing a written notice to mcst2197_AR@suntec-res.com and hello@floenergy.sg.

2 Security

- 2.1 The Tenant shall directly furnish the MCST (Landlord) with the Security Deposit before the Commencement of Supply. The MCST (Landlord) reserves the right to revise the Security Deposit amount in the event that (a) the Tenant fails to make any payment when due; or (b) the average monthly consumption increases; or (c) there is an increase in the relevant electricity tariff. The MCST (Landlord) shall be entitled to retain the amount of the Security Deposit until 60 calendar days after the expiry or termination of the Supply Duration and may utilise at any time the whole or any part of such Security Deposit in payment of any sum due to the MCST (Landlord) from the Tenant. The MCST (Landlord) shall not be required to pay any interest on the Security Deposit.

3 Exclusion of Liability for Supply Interruption, Delays and Failure

- 3.1 The Tenant acknowledges that the Landlord and the MCST (Landlord) has no control over the generation, transmission or distribution of electricity. Accordingly, no representation, warranty or obligation is made, given or assumed by the Landlord and the MCST (Landlord) (whether under these Conditions, implied by law or otherwise) with respect to the Supply or transmission of electricity or to the Tenant's Premises and or any matter relating thereto, including the quantity, quality, stability, reliability or voltage of any Supply.
- 3.2 In addition, the Landlord and the MCST (Landlord) shall not be liable to the Tenant for any and all losses, damages and or liability suffered or incurred by the Tenant caused by or as a result of any defect, inconsistency, failure, delay or interruption in or any reduction, surge or variation of the Supply and or transmission of electricity, wherever and whenever occurring; or any economic, consequential or indirect loss and or loss of revenue and or profits and or business or custom, howsoever and whenever caused or occurring including but not limited to any damage, loss, injury or liability incurred or sustained by the Tenant as a consequence of any act, default or omission of the MCST (Landlord)'s servants or agents or any error or omission in reading or recording any reading of any meter or in any statement prepared and or sent to the Tenant relating to the Supply.
- 3.3 Without prejudice to the generality of the foregoing, all warranties, representations or other undertakings implied at law or by custom are hereby excluded. Without prejudice to the generality of the foregoing, the total liability of the Landlord and the MCST (Landlord) to the Tenant for any claims or losses howsoever arising hereunder shall not exceed S\$10,000.

4 Supply Duration and Termination

- 4.1 Subject to the provisions of this Condition 4, the Supply Duration will commence on the Commencement Date and will continue until terminated under the terms hereof.
- 4.2 The Landlord or the MCST (Landlord) shall be entitled to terminate the Supply Duration immediately at any time by written notice to the Tenant if:
- 4.2.1 the Tenant fails or neglects to furnish the Security Deposit before the Commencement of the Supply or pay any sum which has become due or payable to the MCST (Landlord); or breaches or fails to perform any other obligations hereunder;
- 4.2.2 the Tenant becomes insolvent or is unable to pay its debts as they fall due; or any bankruptcy, winding up or judicial management proceedings is commenced with respect to the Tenant;
- 4.2.3 a receiver or manager is appointed over any of the assets of the Tenant;
- 4.2.4 the Tenant offers or submits a proposal to its creditors or any group of its creditors relating to the payment of its debts
- 4.2.5 the agreement between the Landlord and the MCST (Landlord) is terminated; or
- 4.2.6 the lease or tenancy for the Tenant's Premises between the Landlord and the Tenant is terminated.

5 Disconnection of Supply

- 5.1 The Landlord and/or the MCST (Landlord) may, without notice or liability to the Tenant, disconnect the Supply to the Tenant's Premises in the event that the Tenant breaches any terms of this Agreement including but not limited to failure to pay all charges due and payable to the MCST (Landlord) in a timely manner. The MCST (Landlord) shall be entitled to charge such fee as determined by it for any disconnection or re-connection activity. Please note that a \$300.00 reconnection fee will be chargeable.

6 Meter

- 6.1 The Tenant shall not tamper, interfere with or do any act which may affect the accuracy of the meter, which shall be the property of the Landlord, MCST (Landlord) or their contractors.
- 6.2 All costs of repair or replacement of inaccurate, damaged or lost meters shall be borne by the Landlord or the MCST (Landlord), unless such inaccuracy, damage or loss is due to the default or negligence of the Tenant. The Tenant shall provide all access, assistance and cooperation in connection with any installation, inspection, reading, servicing or replacement of any such meter. The MCST (Landlord) shall be entitled to remove the Tenant's meter upon the disconnection or termination of the Supply. The Tenant shall indemnify the MCST (Landlord) and the Landlord against all cost, loss and expense howsoever incurred by the MCST (Landlord) or the Landlord in respect of any lost, stolen or tampered meter.
- 6.3 If the electricity meter does not in the reasonable opinion of the MCST (Landlord) correctly register the amount of electricity supplied to the Tenant's Premises, the MCST (Landlord) shall be entitled to charge such sum as it shall assess and/or revise the Charges for the estimated period of the inaccuracy. The MCST (Landlord) may adjust billings based on readings previously taken from such meter. The Tenant agrees that the MCST (Landlord)'s estimation and adjustment shall be final and binding on the Tenant in the absence of manifest error.

7 Information

- 7.1 The Tenant shall provide all information and details as requested by, and render all assistance necessary to the Landlord and the Retailer in connection with the Supply.

8 General

- 8.1 Neither the MSSS, the TL, nor the EMC is or shall be considered as an agent or contractor of the Landlord or the Retailer.
- 8.2 The Landlord shall be entitled to assign and transfer all its rights benefits and obligations under these Conditions to such person as the Landlord shall determine. The Tenant shall not assign these Conditions without the prior written approval of the Landlord or the Retailer.
- 8.3 In the event the metering consumption for the Tenant's Premises is revised, then, notwithstanding any termination of the Supply of electricity to the Tenant, the Landlord and/or the Retailer shall be entitled to make the necessary adjustments to its bills and render an invoice reflecting the adjusted consumption to the Tenant, who shall promptly make payment within 14 days of the invoice.
- 8.4 In case any provision hereunder shall be, or at any time shall become invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not in any way affect or impair any other provision herein and this agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein.
- 8.5 No failure on the part of any party to exercise, and no delay on its part in exercising, any right or remedy under this agreement will operate as a waiver thereof, nor will any single or partial exercise of any right or remedy preclude any other or further exercise thereof or the exercise of any other right or remedy. The terms herein shall not be amended, varied or supplemented unless the parties so agree in writing.
- 8.6 This agreement shall be governed by and construed in accordance with the laws of Singapore. The Retailer shall pursuant to the Contracts (Rights of Third Parties) Act, have the right to enforce any Conditions of this agreement.
- 8.7 In the event of any dispute in connection with these Conditions, the parties shall attempt to amicably resolve the dispute or complaint, failing which they may refer the matter for mediation in the Singapore Mediation Centre. Notwithstanding the foregoing, the parties agree to submit to the non-exclusive jurisdiction of the courts of Singapore in respect of any claims or dispute hereunder.
- 8.8 MCST (Landlord) reserves all rights to make amendments to the prevailing terms and conditions.
- 8.9 The Tenant shall be responsible for the maintenance of all installed electrical services within the premises.
- 8.10 All statutory maintenance and certification requirements must be compiled with and copies of all certificates must be lodged with the Landlord when they are issued.

9 Personal Data Protection

- 9.1 By submitting to the Retailer the personal/business particulars:
The Tenant (including the Tenant's employee, representative or authorised person (collectively "Representatives")) consent(s) to the collection, usage, disclosure, storage and processing of information about the Tenant and the Tenant's Representatives ("Data") including but not limited to the Tenant's Representatives name, title, address, identification number, telephone number, contact details and other personal details ("Personal Data").
- 9.2 The Retailer may, without prejudice to its rights at law, use the abovementioned Data including Personal Data for the purposes relating but not limited to (a) the Tenant's electricity business or related activities (b) processing of the Tenant's application or the entry or execution of the retail agreement between the Tenant and the Retailer or (c) to verify the details and/or information provided by the Tenant or the Tenant's Representatives in relation to the Tenant or the Representatives.
- 9.3 The Retailer may share, make available or transfer the Data including Personal Data, to third parties for the above purposes. Such third parties include but not limited to the Retailer's holding company, the Retailer's subsidiaries, agents and contractors.

**REQUEST FOR NEW METER INSTALLATION**

Please email to tms@floenergy.sg at least 5 working days (excluding Sat/Sun/PH) between 9.00am to 5.30pm.

Documents Required:

- 1) **Completed FORM 1** (Request for Electricity Supply by Tenant)
- 2) **FORM CS 3** & Photo of installed external CT (if require 3 Phase CT meter)
- 3) **Single Line Drawing**

Section 1: To Be Completed By Tenant's LEW

Company Name: _____

Premise Address: Blk/House No. _____ Unit No _____ Building Name _____

Street _____ Postal Code _____

Meter Type Recommended*: (refer to page 2 for the respective meter size/dimension)

- | | |
|--|---|
| ☐ Single Phase | _____ Amps |
| ☐ 3-Phase Whole Current | _____ Amps |
| ☐ 3-Phase CT ** | CT Ratio: _____ / _____ A
(Line / External CT) |

** please tick accordingly*

***CT to be provided By Tenant with class 0.5*

The Tenant's appointed LEW shall be responsible for "turning-on/off" of main supply for such Meters as approved by the Landlord's LEW.

Requested Date & Time of Meter Commissioning: _____

Tenant's LEW's Details

Name : _____ Contact No: _____ Email Address: _____

Signature & License Stamp

License No

Date

Section 2: To Be Completed By Flo Energy (Meter Vendor)

Meter Brand: _____

Issued By: _____

Meter ID: _____ Meter CT Ratio: _____

Meter Location: _____

Multiply Factor: 1 / 2 / 3 / 4 / 5 / Others: _____

Max Digit (Excl Decimal) : _____

(Please circle or specific the multiply factor - Cannot be 0 or Nil)

Meter Reading Upon Issued : _____

Date of Issue : _____

Meter Owner: Landlord / Tenant / Flo / Others _____ (Please circle one)

Section 3: To Be Completed By Tenant LEW Upon Completion Of Meter Installation**Acknowledgement by Tenant's LEW/Representative:**

I have received the above mentioned meter in good condition from Flo Energy

Name & Signature

Company Stamp

Date

Contact No.: _____

Landlord has appointed Flo Energy Singapore Pte Ltd to arrange meter installation for their tenants.

Should there be any faulty meter within the warranty period, Tenant shall notify Flo Energy (Email: tms@floenergy.sg)

Remarks:

For **100A and below**, Direct Connection Meter Type is required.

For **100A and above**, CT Meter Connection Type is required, the class accuracy for the current must be at Class 0.5. The Tenant's appointed LEW shall be responsible for "turning-on/off" of main supply for such Meters as approved by the Landlord's LEW.

Note: Landlord has appointed **Flo Energy Singapore Pte Ltd** to arrange meter installation for their tenants. Notify Flo Energy at least 5 working days before the scheduled meter installation date. Prior to meter installation, meter compartment with all necessary electrical wiring needs to be done.

Meter Size:



Single-Phase Meter

Dimensions (L X W X H): 210 x 131.6 x 85.8 (mm)



3-Phase Meter (Whole Current)

Dimensions (L X W X H): 216.5 x 170.5 x 87 (mm)



3-Phase CT Meter

Dimensions (L X W X H): 214 x 170 x 89.9 (mm)

APPLICATION FORM FOR INTERBANK GIRO

PART 1 : FOR APPLICANT'S COMPLETION (fill in the spaces indicated with ✓)

Date :

Name of Billing Organisation ("BO") :

The Management Corporation

Strata Title Plan No. 2197

To : Name of Financial Institution :

Billing Organisation's Customer's Name :

Branch :

Billing Organisation's Customer's Reference Number :

- (a) I/We hereby instruct you to process the BO's instructions to debit my/our account
- (b) You are entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- (c) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.

My/Our Name(s) :

My/Our Contact (Tel/Fax) Number(s) :

My/Our Account Number :

My/Our Company Stamp/Signature(s):

PART 2 : FOR BILLING ORGANISATION'S COMPLETION

SWIFT BIC	Billing Organisation's Account No.
UOVBSGSGXXX	1013057481

SWIFT BIC	Account No. To Be Debited

Billing Organisation's Customer Ref No.

The Management Corporation Strata Title
Plan No. 2197

3 Temasek Boulevard #B1-65

Suntec City Mall

Singapore 038983

Attn : Finance Department

Tel : 6825 2814

Fax : 6337 2684

PART 3 : FOR FINANCIAL INSTITUTION'S COMPLETION

To : The Billing Organisation

This Application is hereby REJECTED (please tick) for the following reason(s) :

☐

☐

☐

Signature/Thumbprint# differs from Financial Institution's record

Signature/Thumbprint# incomplete/unclear#

Account operated by signature/thumbprint#

☐

☐

☐

Wrong account number

Amendments not countersigned by customer

Others :

Name of Approving Officer

Authorised Signature

Date

Please delete where inapplicable

Table 1 - Security Deposit Amount for Permanent Electricity Supply (SR Tenants)

Supply Current (A) for Single Phase Supply	Supply Current (A) for Triple Phase Supply	Security Deposit Required
Up to 65	Up to 21	\$900
--	22 to 63	\$2,700
--	64 to 104	\$4,200
--	105 to 195	\$8,100
--	196 to 250	\$10,200
--	251 to 320	\$13,200
--	321 to 390	\$15,900
--	391 to 640	\$26,100
--	641 to 779	\$31,800
--	780 to 1391	\$57,000
--	1392 to 1669	\$114,000

Note:

1. Please submit Request For Electricity Supply Form to MCST Office at #B1-65, Suntec City Mall at least 5 working days in advance.
2. Bank Transfer or Cheque for security deposit shall be submitted to MCST together with the account opening form.

Bank Name: United Overseas Bank Limited

Bank Number: 7375

Branch: 001

Bank Address: 80 Raffles Place UOB Plaza 1, Singapore 048624

Swift code: UOVBSGSG

Account No: 101-305-748-1

Account Name: The Management Corporation Strata Title Plan No. 2197

Cheque: Payable to "The MCST Plan No. 2197"

Should you require any further clarification, please contact the following:

- a) Mr Kyaw Soe Moe (Engineering) Email:
kyawsoemoe@suntec-res.com
- b) Individual Person-In-Charge (Retail Ops)
Email: retailoperations@suntec-res.com

Form CS/3
Letter of Consent from the Landlord/Management Corporation

To: DRPL Corporation Pte Ltd
10 Jalan Kilang #08-04
Bt Merah Enterprise Centre
Singapore 159410
Tel: +65 6273 3860
Fax: +65 6278 4010

ELECTRICITY SUPPLY TO _____
(Full Address of the Customer)

FOR

(Name of Customer)

TOTAL LOAD ALLOWED FOR: _____ AT _____ VOLTS

PART I

1. I have checked the loading of the electrical installation of the above mentioned building/complex and hereby confirm that the above mentioned load requirement can be catered for from the rising/horizontal mains system/main switchboard of the building/complex, and the total approved load to the entire building/complex will not be exceeded.
2. I have no objection for the above mentioned load to be connected to the rising/horizontal mains system/main switchboard of the building/complex.
3. The Electrical Installation License No. of the building/complex is _____.
4. The electrical installation of the building/complex from which this load is to be connected is

☐

Unmetered (i.e. without Master Account)

☐

Metered under Master Account No. _____.

5. I will check to ensure that the above mentioned installation is compatible with the electrical installation of the building/complex.

Signature of Licensed Electrical Worker

Date: _____

License No: ____ / _____

Tel No: _____

Name: _____

Address: _____ S (_____)

PART II

I hereby give consent for the above mentioned customer to tap electricity supply of a capacity indicated above from the rising/horizontal mains system/main switchboard of the building/complex.

Signature of authorised person

Date: _____

Name

Designation

APPENDIX 1: Endorsement & Turn-On Charges (Effective from 01 Oct 2019)

Before the first energization of the electricity supply line to its electrical installation, the Tenant is required to pay the Endorsement & Turn-on Charges to Suntec LEW as follows:

S/N	Work Description	Unit Rate
a.	Tenant's electrical installation of approved load – Not exceeding 60 Amps, Single Phase 230 Volts.	S\$400.00
b.	Tenant's electrical installation of approved load – Not exceeding 60 Amps, Three Phase 400 Volts.	S\$500.00
c.	Tenant's electrical installation of approved load – Not exceeding 150 Amps, Three Phase 400 Volts.	S\$800.00
d.	Tenant's electrical installation of approved load – Not exceeding 200 Amps, Three Phase 400 Volts.	S\$900.00
e.	Tenant's electrical installation of approved load – Not exceeding 400 Amps, Three Phase 400 Volts.	S\$1,000.00
f.	Tenant's electrical installation of approved load – Not exceeding 600 Amps, Three Phase 400 Volts.	S\$1,100.00
g.	Tenant's electrical installation of approved load – 800 Amps and above, Three Phase 400 Volts.	S\$1,200.00

1. All rates and fees are subject to GST.
2. Price quoted shall perform during office hours.



APPENDIX 2: ELECTRICAL LICENSING SERVICE

Suntec LEW will provide electrical licensing services to all tenants in Suntec City who have an electrical installation with approved load exceeding 45 KVA, based on the following terms and conditions:

(A) SCOPE OF SERVICES

The scope of services provided by Suntec LEW shall be as follows:-

1. Undertake to submit to the Energy Market Authority an application for the registration of your electrical installation;
2. Conduct visual inspection on **half-yearly** basis of the electrical equipment consisting of normal supply and essential supply, LV Main Switchboards.
3. Available for consultation on all matters relating to the electrical installation, its future extension and on any modification,
4. Provide 24-hour emergency service. Where the service of an Engineer is required, **S\$120.00** an hour subject to a minimum of **S\$240.00**. Where the service is rendered by other grades **S\$80.00** an hour subject to a minimum of **S\$160.00** on each occasion.
The above rates will apply to the following:-
 - a) Attend to any electrical matters on site; and
 - b) Attend to shut down maintenance and power outage to low voltage equipment; and
 - c) Licensed electrical worker attendance for SCDF inspection, if required.
5. Work on Saturdays, Sundays, Public Holidays and after normal office hours (8.30 am to 5.30 pm) shall be at one and half times the above rates quoted.

(B) ANNUAL FEE

Suntec LEW will levy an annual fee as follows:-

	Annual Fee
1. Tenant's electrical installation of approved load – Not exceeding 200 Amps, Three Phase 400 Volts.	S\$650.00
2. Tenant's electrical installation of approved load - Not exceeding 400 Amps, Three Phase 400 Volts.	S\$750.00
3. Tenant's electrical installation of approved load - Not exceeding 1000 Amps, Three Phase 400 Volts.	S\$1,000.00

Note:

1. All rates and fees are subject to GST.
2. The annual fee is to be paid in advance on yearly basis.
3. The annual fee quoted in the above table is valid till 30 Sep 2022.

(C) AGREEMENT FOR LICENSING SERVICES – LT Installation.

Suntec LEW and the tenant will execute a standard Agreement. Sample copy is attached.





(SUNTEC REIT TENANTS AT SUNTEC TOWER 1-5 & SUNTEC CITY MALL)

TERMINATION OF ELECTRICITY SUPPLY / FINAL METER READING

Please email to tms@floenergy.sg at least 5 working days (excluding Sat/Sun/PH) between 9.00am to 5.30pm.

Date: _____

TERMINATION OF ELECTRICITY SUPPLY**1. Please kindly arrange to stop the supply of electricity for:**

Company Name _____

Electricity Account Number _____

Premise Address: Blk/House No. _____ Unit No _____ Building Name _____

Street _____ Postal Code _____

2. Target Date to stop supply _____(day) _____(month) _____(year)
(at least 5 working days from the date of receipt for processing)

NB: Landlord shall take final meter reading only upon delivery of vacant possession of the Premises to the Landlord duly re-instated in accordance with the provisions of the Lease Agreement.

3. Please send my final bill to:

New Mailing Address: Blk/House No. _____ Unit No _____ Building Name _____

Street _____ Postal Code _____

Signature: _____

Company Stamp: _____

Name: _____

Designation: _____

Contact No.: _____

Email for e-invoicing: _____

LANDLORD USE ONLY - TO BE ENDORSED BY LANDLORD FOR PROCESSING:

Please be informed of the above Tenant's request to terminate the electricity supply. The final meter reading is as shown below. Please proceed to issue the final bill.

Meter serial no : _____

Final meter reading : _____

Meter Reading Date: _____

Meter Removed : Yes / No

If Yes, please return the meter to meter owner.

For AMR Meter, please arrange with Flo Energy for meter removal.

Security deposit will NOT be used to offset against the final bill by default.

Name & Signature

Company Stamp

Date

The Management Corporation Strata Title Plan No. 2197
 3 Temasek Boulevard
 #B1-65 Suntec City Mall
 Singapore 038983

Application for Temporary Power / Water Supply in Building

To: Engineering

Units No.	Office Tower / Retail Mall		
Name of Occupant/ Contractor			
Address			
Person in Charge			
Telephone No. / Fax No.			
Duration	From :	To :	Total No. of days :
Charge	\$ No. of days _____ Sub total _____ GST _____ Total _____		
Payment Terms	With this application form, make cross cheque payable to: The MCST Plan No. 2197		

P/S submitted together with the Permit to Work Approved no. and note that this payment is not refundable.

Electrical Charges (Retail Mall)

<u>Areas of Occupant's Premises</u>	<u>Charge per Day</u> (During fitting out)	<u>Charge per Day⁺</u> (Business starts)	<u>Charge per Day⁺</u> For 3 phase supply (Business start)
1. Not exceeding 1,000 ft ²	\$10 per day	\$20 per day	
2. 1,001 – 5,000 ft ²	\$20 per day	\$30 per day	
3. Exceeding 5,000 ft ²	\$40 per day	\$50 per day	

Electrical Charges (Office Tower)

<u>Areas of Tenant's Premises</u>	<u>Charge per Day</u> (During fitting out)	<u>Charge per Day⁺</u> (Business starts)
1. Not exceeding 5,000 ft ²	\$10 per day	\$20 per day
2. 5,001 - 10,000 ft ²	\$20 per day	\$40 per day
3. Exceeding 10,000 ft ²	\$40 per day	\$70 per day

Water Charges

	<u>Charge per month</u> (During fitting out)	<u>Charge per month⁺</u> (Business starts)
For mall and office	\$50 per month	\$100 per month

For official use only:

Signature & Name

Date

CERTIFICATE OF COMPLIANCE

Particulars of Electrical Installation

Name of Consumer: _____

Address of Installation: _____

Electrical Installation Licence No. _____ MSS Account No. _____

Approved load & Supply Voltage: _____ kW _____ Volts

- Generator(s) Installed: ☐ Operated in parallel with PowerGrid's network.
No. of generator: _____ Rating: _____ kVA
- ☐ Standby generator.
No. of generator: _____ Rating: _____ kVA
- ☐ Not applicable

Electrical Installation Design Certification

I certify that the design of the above-mentioned electrical installation complies with the requirements of the Electricity (Electrical Installations) Regulations 2002 and the relevant Singapore Standard Code of Practice. With the certification of compliance by the LEW responsible for the installation work as shown below, I hereby request for the energisation of the supply line to the said electrical installation on _____ (date).

**Name & Signature of LEW responsible
for design of electrical installation***

Licence No. Date

Electrical Installation Inspection Certification

I have supervised the work of the above-mentioned electrical installation and hereby certify that the electrical installation complies with the requirements of the Electricity (Electrical Installations) Regulations 2002 and the relevant Singapore Standard Code of Practice. I further certify that the technical requirements as stipulated by the person responsible for turning on the switchgear which controls the supply of electricity to the said electrical installation have been complied with.

**Name & Signature of LEW responsible
for electrical installation work***

Licence No. Date

* The same LEW may perform both design and installation work for the electrical installation.

Copy to:

Market Support Services Licensee

REF: E(EI)Reg5(2)

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO.2197
(SUNTEC CITY)**

**LETTER OF UNDERTAKING FOR TEMPORARY SUPPLY FROM
CONTRACTOR'S LICENSED ELECTRICAL WORKER [LEW]**

To:

Engineering Department

Suntec Real Estate Services Management Pte Ltd

1. I, _____, holder of EMA Licence No: _____ is
(Name of LEW) (EMA LEW No.)
the LEW appointed by _____
(Name of Tenant/A&P Event Company)
to take charge of the *fit-outwork/renovation/A&A works/A&P Event at _____
_____.
2. I wish to seek your approval to connect a temporary electrical installation which shall be used solely for the *fit-outwork/renovation/A&A works/A&P Event to the Landlord's Electrical Installation.
3. The set-up of the temporary electrical installation is shown in the Electrical Single Line Drawing No: _____.
4. The source of power supply/supply connection point is _____.
The load applied for is _____ Amp at _____ Volts.
5. The period for temporary electrical installation is from _____ to _____.
6. I am fully responsible for the design, construction, testing, inspection and operation of the temporary electrical installation in compliance with Singapore Standard CP 88 and CP 5.
7. The Certificate of Compliance for the temporary electrical installation is attached.
8. I undertake to submit CS 3 application and arrange for turn-on of electricity supply with the Building LEW [M/S DRPL Corporation Pte Ltd] to the permanent electrical installation upon completion of the *fit-outwork/renovation/A&A works.

I confirm that the information given is correct and agreed to abide by the conditions stated below:

- S\$50 penalty fee per call for power trip if the cause of the power trip was due to applicant's poor cable installation works/faulty equipment.
- A penalty fee of S\$200 (excluding damaged items) will be charged to the applicant for damages to SUNTEC properties.
- The applicant is fully responsible for the safety of the tenant/exhibition/promotion areas.
- S\$50 penalty fee per item for the failure to carry out a proper reinstatement after the fit-out works/renovation/A&A works/A&P Events.

Name of Contractor's LEW / Signature / Mobile No. / Date

Notes

*Delete where not applicable

Copy to:

DRPL Corporation Pte Ltd

The Management Corporation Strata Title Plan No. 2197
 3 Temasek Boulevard
 #B1-65 Suntec City Mall
 Singapore 038983

Application for Sprinkler / Dry Riser / Wet Riser / Hosereel Discharging and Charging Water Borne Fee

Note: To be fill up by Suntec Appointed Fire Protection Contractor & Tenant Appointed Vendor

To: Engineering Department

Office Tower / Retail Mall	Unit No.
Name of Tenant / Main Contractor	Billing Address (Invoice to)
Person in Charge (Main Contractor)	Telephone No. & Email Address (Main Contractor)
Fire Company Contractor (Suntec Service Provider)	Company Address (Suntec Service Provider)
Chubb Singapore Pte Ltd	60 Macpherson Road, #05-01/07, Singapore 348615
Person in Charge (Suntec Service Provider)	Telephone No. & Email Address (Suntec Service Provider)
Tay Kay Leong	81010708 / taykayleong@outlook.com
Date & Time of Water Discharging Works	Date & Time of Water Charging Works
Control Valve Number and Location (Reference)	
Water Charges: S\$300.00 (Office Tower) and S\$400.00 (Retail Mall) (excluding prevailing imposed (GST) per occasion To apply separate or another application form if multi discharging and charging is required.	
Payment Terms	With this application form, up-front payment need to be paid to The MCST Plan No. 2197 . By cross cheque payable to: The MCST Plan No. 2197

Payment Received through:

☐ Fund Transfer / Internet Banking
☐ Bank Cheque

Reference Number: _____

Cheque Number: _____

Proof of payment to be photocopy and attach on PTW Application via e-portal, together with this application form

Remarks:

For Suntec RES Official Use Only:

 Engineering Executive

 Date

Please attached this form during PTW application via e-portal.

WEF on 1st of May 2026

Rev. Date: 1 May 2026/MCST

FORMS FOR TENANTS WITH LEASES UNDER

- **HARMONY CONVENTION HOLDING PTE LTD**

COMPANY LETTERHEAD

Harmony Convention Holding Pte Ltd, The Management Corporation Strata Title Plan No. 2197 (Suntec City) and/or its Managing Agents, Suntec Real Estate Services Management Pte Ltd

3 Temasek Boulevard
#B1-65 Suntec City Mall
Singapore 038983

Dear Sir

Letter of Undertaking and Indemnity (Plumbing and Sanitary)

IN CONSIDERATION OF YOUR PERMITTING *ME/ US TO ALTER THE EXISTING PLUMBING AND SANITARY IN THE PREMISES KNOWN AS

_____ (HEREINAFTER CALLED "THE SAID PREMISES").

*I/We, _____ hereby undertake that *I/we shall be responsible for any chokage caused to the plumbing and sanitary system or any other damaged caused to the said premises or any part of the building or any adjacent or neighbouring premises or any of your property arising as a result of or in consequence of such alternation and *I/ we undertake to repair and make good such damage at *my/ our cost.

I/we further undertake to indemnify you against all and any claim for damages by any person who has suffered damages as a result of or in consequence of the aforesaid chokage and damages.

Dated _____ day of _____ (month) _____ (year).

Tenant

Signature and Company's Stamp

Date :

COMPANY LETTERHEAD

Harmony Convention Holding Pte Ltd, The Management Corporation Strata Title Plan No. 2197 (Suntec City) and/or its Managing Agents, Suntec Real Estate Services Management Pte Ltd

3 Temasek Boulevard
#B1-65 Suntec City Mall
Singapore 038983

Dear Sir or Madam,

**Letter of Undertaking and Indemnity for Authority Compliance for _____ (the
"Works") at _____ (premises).**

**IN CONSIDERATION OF YOUR GRANTING OR HAVING GRANTED ME/US A PERMIT TO ALTER / AMEND / UNDERTAKE /
PROCEED WITH THE WORKS, AS ATTACHED HERETO, IN THE PREMISES KNOWN AS # _____
(HEREINAFTER CALLED "THE SAID PREMISES").**

I/We, _____ (Name of Tenant) hereby undertake
that I/we shall be liable and responsible to ensure that the Works carried out at the above premises are
in compliance to all necessary governing authorities & agencies, including fire safety from SCDF by
engaging a suitable Qualified Person or otherwise as well as to obtain all necessary approvals and operating
licence from respective governing authorities & agencies, including SCDF & SFA* (*to delete if not
applicable), before official business operations.

I/we further undertake to indemnify you against all and any claim for damages by any person who has
suffered damages as a result of or in consequence of the aforesaid non-compliance to fire safety, food
safety* (*to delete if not applicable) and all authority requirements.

Dated _____ day of _____ (month) _____ (year).

Yours faithfully,

Tenant

Signature and Company's Stamp

Date :

COMPANY LETTERHEAD

Harmony Convention Holding Pte Ltd, The Management Corporation Strata Title Plan No. 2197 (Suntec City) and/or its Managing Agents, Suntec Real Estate Services Management Pte Ltd

3 Temasek Boulevard
#B1-65 Suntec City Mall
Singapore 038983

Dear Sir or Madam,

**Letter of Undertaking and Indemnity for _____ (the "Works") at _____
_____ (premises).**

IN CONSIDERATION OF YOUR GRANTING OR HAVING GRANTED ME/US A PERMIT TO ALTER / AMEND / UNDERTAKE / PROCEED WITH THE WORKS, AS ATTACHED HERETO, IN THE PREMISES KNOWN AS # _____ (HEREINAFTER CALLED "THE SAID PREMISES").

I/We, _____ (Name of Tenant) hereby undertake that I/we shall be liable and responsible for all and any loss and damage caused by the Works to the works system, the said premises or any adjacent or neighboring premises or any part of the building or any of your property arising as a result of or in consequence of such alterations/amendments/works and I/we undertake to repair and make good such loss and damage at my/our cost, within the time specified/ reasonable time, and if we fail to do so, you are entitled to repair/remedy same and we shall forthwith on demand reimburse you all cost and expense whatsoever incurred for making good the said works.

I/we further undertake to indemnify you against all and any claim for damages by any persons who suffered damage as a result of or in consequence of the aforesaid.

Dated _____ day of _____ (month) _____ (year).

Yours faithfully,

Tenant

Signature and Company's Stamp

Date :



REQUEST FOR ELECTRICITY SUPPLY BY TENANT HARMONY CONVENTION HOLDING PTE LTD

FORM 1/HCH

Please email this form tms@floenergy.sg at least 5 working days (excluding Sat/Sun/PH) between 9.00am to 5.30pm.

Documents Required

- 1) Completed **FORM 1**.
- 2) Application for Utilities Account (Electricity) Letter Issued by Suntec Marketing (Retail).
- 3) a. For Existing Meter, please complete Part 1A and attach picture of existing meter with First Meter Reading.
b. For Request of New Meter Installation, please also submit completed **FORM 2**.
- 4) Security Deposit to be addressed to Harmony Convention Holding Pte Ltd and submitted to Suntec Real Estate Management Pte Ltd
- 5) Completed GIRO form to be submitted to Suntec Real Estate Services Management Pte Ltd

PART I – TENANT DETAILS

Company Name: (as appear in RCB)					
Co Reg No:					
Type of Business	Office / Office with Server / Common Area / F&B / Retail / Entertainment / Supermarket (please circle accordingly)				Floor Area (sqf)
Premises Address: (attach list for multiple a/c)	Blk/House No.	Unit No.	Building Name	Street Name	Postal Code
Billing Address: (if different from above)	Blk/House No.	Unit No.	Building Name	Street Name	Postal Code
Contact Details: (Compulsory)	(Name)			(Designation)	
	(O)	(HP)	(Email)	(Email for e-invoicing)	

PART IA – TO BE COMPLETED ONLY IF THERE IS EXISTING METER

**For Request for New Meter Installation, please proceed to complete FORM 2.*

Commencement Date: _____ (First meter reading will be done on this date)

**For commencement date which coincides with a previous account termination date, the new start date shall be one (1) day after above mentioned date.*

METER INFORMATION (Details to be completed by Tenant/ Tenant's LEW/ Landlord)

Meter ID	
Meter Type	Single Phase Whole Current / 3-Phase Whole Current / 3-Phase LT CT-operated (Please circle one)
Multiply Factor / Max Digit	
Meter Location	
First Meter Reading / Reading Date	

I / We the tenant, hereby agree(S) to be bound by Standard Terms and Conditions (attached behind) which I / we have read and fully understand.

Charges : The energy rates applicable to the Tenant as determined by Harmony Convention Holding Pte Ltd.
 Security Deposit : Payment to be made in name of "Harmony Convention Holding Pte Ltd – Retail (Rev)" and collected by Suntec Real Estate Management Pte Ltd
 Bank Account Numbers : 779-347-450-8 (with United Overseas Bank Limited)
 Payment Terms : 14 Days from the date of invoice.
 Interest Rate : 12% p.a.

Signature of Tenant _____ Company Stamp _____ Date _____

PART II – TO BE ENDORSED BY SUNTEC REAL ESTATE SERVICES MANAGEMENT FOR PROCESSING:

Security Deposit to reflect on first invoice: _____ Cheque No.: _____

Name & Signature _____ Company Stamp _____ Date _____

STANDARD TERMS AND CONDITIONS OF ELECTRICITY SUPPLY ("Conditions")

Unless otherwise defined in these Conditions, capitalised words used in these Conditions have the meanings ascribed in this form ("Form").

1 Charges, Billing and Payment

- 1.1 The Tenant agrees and undertakes to directly pay Harmony Convention Holding Pte Ltd (HCH or Landlord) with effect from the Commencement Date the following charges relating to the supply of electricity ("Supply") to the Tenant's Premises:
- 1.1.1 all the charges stated in the Form with respect to all electricity Supplied to the Tenant's Premises in each Billing Period during the Supply Duration based on the reading from the designated meter(s) ; and
- 1.1.2 goods and services tax at the prevailing rate.
- 1.2 The Tenant shall directly pay HCH (Landlord) the amount stated as due to HCH (Landlord) in any statement or invoice rendered by HCH (Landlord) within the Payment Period. Unless otherwise approved by HCH (Landlord), all payments shall be made in S\$ via GIRO to the bank account designated by HCH (Landlord).
- 1.3 If the Tenant fails to pay the HCH any sum when due, HCH is entitled to charge a fee from time to time for every reminder issued to the Tenant for failure to make payment, the first of which will be sent after the due date of the invoice, giving Tenant additional (7) days grace period. In the event the Tenant still fails to make payment, the second reminder will be sent seven (7) days thereafter. In addition, the Tenant shall pay HCH late payment interest on the amount outstanding at the rate of 1% per month and such interest shall be compounded and accrued from the date of the invoice until the day the amount is paid (whether before or after any judgement).

2 Security

- 2.1 The Tenant shall directly furnish HCH (Landlord) with the Security Deposit before the Commencement of Supply. HCH (Landlord) reserves the right to revise the Security Deposit amount in the event that (a) the Tenant fails to make any payment when due; or (b) the average monthly consumption increases; or (c) there is an increase in the relevant electricity tariff. HCH (Landlord) shall be entitled to retain the amount of the Security Deposit up to 60 calendar days after the expiry or termination of the Supply Duration and may utilise at any time the whole or any part of such Security Deposit in payment of any sum due to HCH (Landlord) from the Tenant. HCH (Landlord) shall not be required to pay any interest on the Security Deposit.

3 Exclusion of Liability for Supply Interruption, Delays and Failure

- 3.1 The Tenant acknowledges that HCH (Landlord) has no control over the generation, transmission or distribution of electricity. Accordingly, no representation, warranty or obligation is made, given or assumed by HCH (Landlord) and its managing agent (whether under these Conditions, implied by law or otherwise) with respect to the Supply or transmission of electricity or to the Tenant's Premises and or any matter relating thereto, including the quantity, quality, stability, reliability or voltage of any Supply.
- 3.2 In addition, HCH (Landlord) shall not be liable to the Tenant for any and all losses, damages and or liability suffered or incurred by the Tenant caused by or as a result of any defect, inconsistency, failure, delay or interruption in or any reduction, surge or variation of the Supply and or transmission of electricity, wherever and whenever occurring; or any economic, consequential or indirect loss and or loss of revenue and or profits and or business or custom, howsoever and whenever caused or occurring including but not limited to any damage, loss, injury or liability incurred or sustained by the Tenant as a consequence of any act, default or omission of HCH (Landlord)'s servants or agents or any error or omission in reading or recording any reading of any meter or in any statement prepared and or sent to the Tenant relating to the Supply.
- 3.3 Without prejudice to the generality of the foregoing, all warranties, representations or other undertakings implied at law or by custom are hereby excluded. Without prejudice to the generality of the foregoing, the total liability of HCH (Landlord) to the Tenant for any claims or losses howsoever arising hereunder shall not exceed S\$1,000.

4 Supply Duration and Termination

- 4.1 Subject to the provisions of this Condition 4, the Supply Duration will commence on the Commencement Date and will continue until terminated under the terms hereof.
- 4.2 HCH (Landlord) shall be entitled to terminate the Supply Duration immediately at any time by written notice to the Tenant if:
- 4.2.1 the Tenant fails or neglects to furnish the Security Deposit before the Commencement of the Supply or pay any sum which has become due or payable to HCH (Landlord); or breaches or fails to perform any other obligations hereunder;
- 4.2.2 the Tenant becomes insolvent or is unable to pay its debts as they fall due; or any bankruptcy, winding up or judicial management proceedings is commenced with respect to the Tenant;
- 4.2.3 a receiver or manager is appointed over any of the assets of the Tenant;
- 4.2.4 the Tenant offers or submits a proposal to its creditors or any group of its creditors relating to the payment of its debts
- 4.2.5 the lease or tenancy for the Tenant's Premises between the Landlord and the Tenant is terminated.

5 Disconnection of Supply

- 5.1 HCH (Landlord) may, without notice or liability to the Tenant, disconnect the Supply to the Tenant's Premises in the event that the Tenant breaches any terms of this Agreement including but not limited to failure to pay all charges due and payable to HCH (Landlord) in a timely manner. HCH (Landlord) shall be entitled to charge such fee as determined by it for any disconnection or re-connection activity. Please note that a \$300.00 reconnection fee will be chargeable.

6 Meter

- 6.1 The Tenant shall not tamper, interfere with or do any act which may affect the accuracy of the meter, which shall be the property HCH (Landlord) or their contractors.
- 6.2 All costs of repair or replacement of inaccurate, damaged or lost meters shall be borne by HCH (Landlord), unless such inaccuracy, damage or loss is due to the default or negligence of the Tenant. The Tenant shall provide all access, assistance and cooperation in connection with any installation, inspection, reading, servicing or replacement of any such meter. HCH (Landlord) shall be entitled to remove the Tenant's meter upon the disconnection or termination of the Supply. The Tenant shall indemnify HCH (Landlord) against all cost, loss and expense howsoever incurred by HCH (Landlord) in respect of any lost, stolen or tampered meter.
- 6.3 If the electricity meter does not in the reasonable opinion of HCH (Landlord) correctly register the amount of electricity supplied to the Tenant's Premises, HCH (Landlord) shall be entitled to charge such sum as it shall assess and/or revise the Charges for the estimated period of the inaccuracy. HCH (Landlord) may adjust billings based on readings previously taken from such meter. The Tenant agrees that HCH (Landlord)'s estimation and adjustment shall be final and binding on the Tenant in the absence of manifest error.

7 Information

- 7.1 The Tenant shall provide all information and details as requested by, and render all assistance necessary to the Landlord and the Retailer in connection with the Supply.

8 General

- 8.1 Neither the MSSL, the TL, nor the EMC is or shall be considered as an agent or contractor of the Landlord or the Retailer.
- 8.2 The Landlord shall be entitled to assign and transfer all its rights benefits and obligations under these Conditions to such person as the Landlord shall determine. The Tenant shall not assign these Conditions without the prior written approval of the Landlord or the Retailer.
- 8.3 In the event the metering consumption for the Tenant's Premises is revised, then, notwithstanding any termination of the Supply of electricity to the Tenant, the Landlord and/or the Retailer shall be entitled to make the necessary adjustments to its bills and render an invoice reflecting the adjusted consumption to the Tenant, who shall promptly make payment within 14 days of the invoice.
- 8.4 In case any provision hereunder shall be, or at any time shall become invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not in any way affect or impair any other provision herein and this agreement shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein.
- 8.5 No failure on the part of any party to exercise, and no delay on its part in exercising, any right or remedy under this agreement will operate as a waiver thereof, nor will any single or partial exercise of any right or remedy preclude any other or further exercise thereof or the exercise of any other right or remedy. The terms herein shall not be amended, varied or supplemented unless the parties so agree in writing.
- 8.6 This agreement shall be governed by and construed in accordance with the laws of Singapore. The Retailer shall pursuant to the Contracts (Rights of Third Parties) Act, have the right to enforce any Conditions of this agreement.
- 8.7 In the event of any dispute in connection with these Conditions, the parties shall attempt to amicably resolve the dispute or complaint, failing which they may refer the matter for mediation in the Singapore Mediation Centre. Notwithstanding the foregoing, the parties agree to submit to the non-exclusive jurisdiction of the courts of Singapore in respect of any claims or dispute hereunder.
- 8.8 HCH (Landlord) reserves all rights to make amendments to the prevailing terms and conditions.
- 8.9 The Tenant shall be responsible for the maintenance of all installed electrical services within the premises.
- 8.10 All statutory maintenance and certification requirements must be complied with and copies of all certificates must be lodged with the Landlord when they are issued.

9 Personal Data Protection

- 9.1 By submitting to the Retailer the personal/business particulars:
The Tenant (including the Tenant's employee, representative or authorised person (collectively "Representatives")) consent(s) to the collection, usage, disclosure, storage and processing of information about the Tenant and the Tenant's Representatives ("Data") including but not limited to the Tenant's Representatives name, title, address, identification number, telephone number, contact details and other personal details ("Personal Data").
- 9.2 The Retailer may, without prejudice to its rights at law, use the abovementioned Data including Personal Data for the purposes relating but not limited to (a) the Tenant's electricity business or related activities (b) processing of the Tenant's application or the entry or execution of the retail agreement between the Tenant and the Retailer or (c) to verify the details and/or information provided by the Tenant or the Tenant's Representatives in relation to the Tenant or the Representatives.
- 9.3 The Retailer may share, make available or transfer the Data including Personal Data, to third parties for the above purposes. Such third parties include but not limited to the Retailer's holding company, the Retailer's subsidiaries, agents and contractors.



REQUEST FOR NEW METER INSTALLATION

Please email to tms@floenergy.sg at least 5 working days (excluding Sat/Sun/PH) between 9.00am to 5.30pm.

Documents Required:

- 1) **Completed FORM 1** (Request for Electricity Supply by Tenant)
- 2) **FORM CS 3** & Photo of installed external CT (if require 3 Phase CT meter)
- 3) **Single Line Drawing**

Section 1: To Be Completed By Tenant's LEW

Company Name: _____

Premise Address: Blk/House No. _____ Unit No _____ Building Name _____

Street _____ Postal Code _____

Meter Type Recommended*: (refer to page 2 for the respective meter size/dimension)

- | | |
|--|---|
| ☐ Single Phase | _____ Amps |
| ☐ 3-Phase Whole Current | _____ Amps |
| ☐ 3-Phase CT ** | CT Ratio: _____ / _____ A
(Line / External CT) |

** please tick accordingly*

***CT to be provided By Tenant with class 0.5*

The Tenant's appointed LEW shall be responsible for "turning-on/off" of main supply for such Meters as approved by the Landlord's LEW.

Requested Date & Time of Meter Commissioning: _____

Tenant's LEW's Details

Name : _____ Contact No: _____ Email Address: _____

Signature & License Stamp

License No

Date

Section 2: To Be Completed By Flo Energy (Meter Vendor)

Meter Brand: _____

Issued By: _____

Meter ID: _____ Meter CT Ratio: _____

Meter Location: _____

Multiply Factor: 1 / 2 / 3 / 4 / 5 / Others: _____

Max Digit (Excl Decimal) : _____

(Please circle or specific the multiply factor - Cannot be 0 or Nil)

Meter Reading Upon Issued : _____

Date of Issue : _____

Meter Owner: Landlord / Tenant / Flo / Others _____ (Please circle one)

Section 3: To Be Completed By Tenant LEW Upon Completion Of Meter Installation**Acknowledgement by Tenant's LEW/Representative:**

I have received the above mentioned meter in good condition from Flo Energy

Name & Signature

Company Stamp

Date

Contact No.: _____

Landlord has appointed Flo Energy Singapore Pte Ltd to arrange meter installation for their tenants.

Should there be any faulty meter within the warranty period, Tenant shall notify Flo Energy (Email: tms@floenergy.sg)

Remarks:

For **100A and below**, Direct Connection Meter Type is required.

For **100A and above**, CT Meter Connection Type is required, the class accuracy for the current must be at Class 0.5. The Tenant's appointed LEW shall be responsible for "turning-on/off" of main supply for such Meters as approved by the Landlord's LEW.

Note: Landlord has appointed **Flo Energy Singapore Pte Ltd** to arrange meter installation for their tenants. Notify Flo Energy at least 5 working days before the scheduled meter installation date. Prior to meter installation, meter compartment with all necessary electrical wiring needs to be done.

Meter Size:



Single-Phase Meter
Dimensions (L X W X H): 210 x 131.6 x 85.8 (mm)



3-Phase Meter (Whole Current)
Dimensions (L X W X H): 216.5 x 170.5 x 87 (mm)



3-Phase CT Meter
Dimensions (L X W X H): 214 x 170 x 89.9 (mm)

GIRO APPLICATION FORM

PART 1: FOR APPLICANT'S COMPLETION (fill in the spaces indicated with ✓)

(Please fill in all the fields. Incomplete forms may not be processed)

✓ Date: _____

Name of Billing Organisation ("BO")

HARMONY CONVENTION HOLDING PTE. LTD.

✓ To: My/Our Bank ("Bank") _____

Billing Organisation's Customer's Reference
No: _____

Payment limit (Maximum amount to be
deducted per transaction): ^{Note} _____

Expiry date of this authorisation: ^{NOTE} _____

N.A.

N.A.

- (a) I/We hereby instruct the Bank to process the BO's instructions to debit my/our account.
- (b) The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- (c) This authorisation will remain in force until
- (i) the Bank's written notice sent to my/our address last known to the Bank;
 - (ii) upon the Bank's receipt of my/our written revocation; or
 - (iii) upon the Bank's receipt of the notice of expiry from the BO.

^{NOTE}: BOs should print and make clear whether this option is applicable or available to their customers.

✓ My/Our Account Name (s): _____

✓ My/Our Contact (Tel/Fax) Number(s): _____

✓ My/Our Account Number: _____

✓ My/Our Signature(s)/Thumbprint(s)*: _____

✓ My/Our Account SWIFT BIC: _____

(As in Financial Institution's records)

PART 2: FOR BILLING ORGANISATION'S COMPLETION

SWIFT BIC	Billing Organisation's Account No	Billing Organisation's Customer Ref
UOVBSGSGXXX	779 - 347 - 450 - 8	

SWIFT BIC	Account No. To Be Debited

PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: **HARMONY CONVENTION HOLDING PTE LTD**
3 TEMASEK BOULEVARD, #B1-65A, SUNTEC CITY MALL,
SINGAPORE 038983
ATTENTION: FINANCE DEPT - ALICE LOW

This Application is hereby REJECTED (Please tick ✓) for the following reason (s):

- | | |
|--|---|
| ☐ Signature/thumbprint# differs from
Financial Institution's records | ☐ Wrong Account Number |
| ☐ Signature/thumbprint# incomplete/unclear# | ☐ Amendments not countersigned by customer |
| ☐ Account operated by signature/thumbprint# | ☐ Others |

Name of Approving Officer

Authorised Signature

Date

* For thumbprints, please go to the branch with your identification.

Please delete where inapplicable

The Management Corporation Strata Title Plan No. 2197
 3 Temasek Boulevard
 #B1-65 Suntec City Mall
 Singapore 038983

Application for Temporary Power / Water Supply in Building

To: Engineering

Units No.	Office Tower / Retail Mall		
Name of Occupant/ Contractor			
Address			
Person in Charge			
Telephone No. / Fax No.			
Duration	From :	To :	Total No. of days :
Charge	\$ No. of days _____ Sub total _____ GST _____ Total _____		
Payment Terms	With this application form, make cross cheque payable to: Harmony Convention Holding Pte Ltd		

P/S submitted together with the Permit to Work Approved No. and note that this payment is not refundable.

Electrical Charges (Retail Mall)

<u>Areas of Occupant's Premises</u>	<u>Charge per Day</u> (During fitting out)	<u>Charge per Day*</u> (Business starts)	<u>Charge per Day*</u> For 3 phase supply (Business start)
1. Not exceeding 1,000 ft ²	\$10 per day	\$20 per day	
2. 1,001 – 5,000 ft ²	\$20 per day	\$30 per day	
3. Exceeding 5,000 ft ²	\$40 per day	\$50 per day	

Electrical Charges (Office Tower)

<u>Areas of Tenant's Premises</u>	<u>Charge per Day</u> (During fitting out)	<u>Charge per Day*</u> (Business starts)
1. Not exceeding 5,000 ft ²	\$10 per day	\$20 per day
2. 5,001 - 10,000 ft ²	\$20 per day	\$40 per day
3. Exceeding 10,000 ft ²	\$40 per day	\$70 per day

Water Charges

	<u>Charge per month</u> (During fitting out)	<u>Charge per month*</u> (Business starts)
For mall and office	\$50 per month	\$100 per month

For official use only:

Signature of Executive/ DM/ Mgr

Date

REQUEST FOR TURN-ON OF WATER SUPPLY

To: Engineering

Suntec Real Estate Services Management Pte Ltd

As the Property Manager of Harmony Convention Holding Pte Ltd

Name of Tenant: _____

Location: Atrium Convention Unit Number: _____

I, _____ the undersigned, have engaged a Licensed Plumber to supervise and test the above Water Installation in accordance with the PUB Regulations and Requirements. I certify that the installation works have been completed and endorsed by the engaged Licensed Plumber. Hereby I would like to request for water supply TURN-ON as from _____ (date & time) at my premises.

 Signature of Tenant & Company Stamp

Name : _____ Date: _____

Contact No : _____ (HP) _____ (Office)

FOR ENGINEERING DEPARTMENT USE

Appointment has been made to turn-on the water supply on _____ (date) at _____ am/pm.

 Authorized Signature Name

:

Date :

FIRST METER READING

Meter No: _____ First Reading: _____ Date: _____

Signature of Tenant

Signature of Officer

Suntec Real Estate Services Management Pte. Ltd. UEN 199406185G

Main Address: 1 Raffles Boulevard,

Level 2 Crescent 1, Suntec City, Singapore 039593

Mailing Address: 3 Temasek Boulevard,

#B1-65A, Suntec City, Singapore 038983

T +65 6295 2888

esr-realestateservices.com

Table 1 - Security Deposit Amount for Permanent Electricity Supply (HCH Tenants)

Supply Current (A) for Single Phase Supply	Supply Current (A) for Triple Phase Supply	Security Deposit Required
Up to 65	Up to 21	\$900
--	22 to 63	\$2,700
--	64 to 104	\$4,200
--	105 to 195	\$8,100
--	196 to 250	\$10,200
--	251 to 320	\$13,200
--	321 to 390	\$15,900
--	391 to 640	\$26,100
--	641 to 779	\$31,800
--	780 to 1391	\$57,000
--	1392 to 1669	\$114,000

Note:

1. Please submit Request For Electricity Supply Form to MCST Office at #B1-65, Suntec City Mall at least 5 working days in advance.
2. Bank Transfer or Cheque for security deposit shall be submitted to MCST together with the account opening form.

Account Name: HARMONY CONVENTION HOLDING PTE LTD - RETAIL (REV)

Account Number: 779 – 347 – 450 – 8

Bank Code: 7375

Bank Branch: 001

Bank Name: United Overseas Bank Limited

Bank Address: UOB Plaza, 80 Raffles Place, Singapore 048624

Swift code: UOVBSGSGXXX

Cheque: Payable to "HARMONY CONVENTION HOLDING PTE LTD – RETAIL (REV)"

Should you require any further clarification, please contact the following:

a) Mr Kyaw Soe Moe @ Tel: 6825 2693 and email : kyawsoemoe@suntec-res.com

b) Individual Person-In-Charge (Retail Ops) email: retailoperations@suntec-res.com

GIRO APPLICATION FORM

PART 1: FOR APPLICANT'S COMPLETION (fill in the spaces indicated with ✓)

(Please fill in all the fields. Incomplete forms may not be processed)

✓ Date: _____

Name of Billing Organisation ("BO")

HARMONY CONVENTION HOLDING PTE. LTD.

✓ To: My/Our Bank ("Bank") _____

Billing Organisation's Customer's Reference
No: _____

Payment limit (Maximum amount to be
deducted per transaction): ^{Note} _____

Expiry date of this authorisation: ^{NOTE} _____

N.A.

N.A.

- (a) I/We hereby instruct the Bank to process the BO's instructions to debit my/our account.
- (b) The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- (c) This authorisation will remain in force until
- (i) the Bank's written notice sent to my/our address last known to the Bank;
 - (ii) upon the Bank's receipt of my/our written revocation; or
 - (iii) upon the Bank's receipt of the notice of expiry from the BO.

^{NOTE}: BOs should print and make clear whether this option is applicable or available to their customers.

✓ My/Our Account Name (s): _____

✓ My/Our Contact (Tel/Fax) Number(s): _____

✓ My/Our Account Number: _____

✓ My/Our Signature(s)/Thumbprint(s)*: _____

✓ My/Our Account SWIFT BIC: _____

(As in Financial Institution's records)

PART 2: FOR BILLING ORGANISATION'S COMPLETION

SWIFT BIC	Billing Organisation's Account No	Billing Organisation's Customer Ref
UOVBSGSGXXX	779 - 347 - 450 - 8	

SWIFT BIC	Account No. To Be Debited

PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION

To: **HARMONY CONVENTION HOLDING PTE LTD**
3 TEMASEK BOULEVARD, #B1-65A, SUNTEC CITY MALL,
SINGAPORE 038983
ATTENTION: FINANCE DEPT - ALICE LOW

This Application is hereby REJECTED (Please tick ✓) for the following reason (s):

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|--|---|
| ☐ Signature/thumbprint# differs from
Financial Institution's records | ☐ Wrong Account Number |
| ☐ Signature/thumbprint# incomplete/unclear# | ☐ Amendments not countersigned by customer |
| ☐ Account operated by signature/thumbprint# | ☐ Others |

Name of Approving Officer

Authorised Signature

Date

* For thumbprints, please go to the branch with your identification.

Please delete where inapplicable



TERMINATION OF ELECTRICITY SUPPLY / FINAL METER READING

Please email to tms@floenergy.sg at least 5 working days (excluding Sat/Sun/PH) between 9.00am to 5.30pm.

Date: _____

TERMINATION OF ELECTRICITY SUPPLY

1. Please kindly arrange to stop the supply of electricity for:

Company Name _____

Electricity Account Number _____

Premise Address: Blk/House No. _____ Unit No _____ Building Name _____

Street _____ Postal Code _____

2. Target Date to stop supply _____ (day) _____ (month) _____ (year)
(at least 5 working days from the date of receipt for processing)

Landlord shall take final meter reading only upon delivery of vacant possession of the Premises to the Landlord duly re-instated in accordance with the provisions of the Lease Agreement.

3. Please send my final bill to:

New Mailing Address: Blk/House No. _____ Unit No _____ Building Name _____

Street _____ Postal Code _____

Signature: _____

Company Stamp: _____

Name: _____

Designation: _____

Contact No.: _____

Email for e-invoicing: _____

LANDLORD USE ONLY - TO BE ENDORSED BY LANDLORD FOR PROCESSING:

Please be informed of the above Tenant's request to terminate the electricity supply. The final meter reading is as shown below. Please proceed to issue the final bill.

Meter serial no : _____

Final meter reading : _____

Meter Reading Date: _____

Meter Removed : Yes / No

If Yes, please return the meter to meter owner.

For AMR Meter, please arrange with Flo Energy for meter removal.

Security deposit will NOT be used to offset against the final bill by default.

Name & Signature

Company Stamp

Date