



# HANDBOOK GUIDE

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# Welcome

Dear Subsidiary proprietors

Welcome to AGROW BUILDING!

This Handbook Guide is prepared to help you settle in to AGROW BUILDING. We also provide you with the basic guidelines on the use of facilities, renovation of your strata lot, house rules and communal living in strata developments. These rules are introduced to safeguard the general interests of the occupants in regulating the use of the common facilities.

We extend a warm welcome to you and hope that your stay at AGROW BUILDING is a pleasant one.

Yours faithfully,  
Golden-Land Network Pte Ltd

## **NOTICE AND DISCLAIMER**

While every care has been taken in preparing this Subsidiary proprietors' Guide, the developer, its officers and agents have not made any representation or warranty, expressed or implied, as to the accuracy and completeness of this Subsidiary proprietors' Guide or its contents, and no legal commitment or obligation shall arise by reason of this Subsidiary proprietors' Guide or its contents. The developer reserves the rights to add, amend or delete any part of the Subsidiary proprietors' Guide from time to time.

## **GENERAL DESCRIPTIONS**

AGROW BUILDING is a block of 7-storey Multi-User Light Industrial Building with Production, Ancillary Offices and Mechanised Carpark. The building is located at 90 Lorong 23 Geylang, Singapore 388393.

BUSINESS SPACE. BREATHING SPACE. THE AGROW

1. Freehold
2. 7-Minutes Drive to City
3. Close Proximity to Aljunied MRT Station
4. Accessible to major highways (PIE / AYE / KPE / CTE)
5. Column-Free Layout with High Ceiling (Floor-To-Floor Height: 6.5m)
6. 3 Phase Power (60 Amp) in all Units
7. Ample Sheltered Parking Space
8. Indoor Gym / BBQ Pit / Roof Top Pavilion

## EXPLANATORY NOTES - DEFINITIONS

In respect of the House Rules set out hereinafter, the words:

"Common Property" shall have the same meaning as the term "Common Property" as defined in Section 2 of the Building Maintenance and Strata Management Act 2004.

"Building" means the Building of AGROW BUILDING including all common property and units comprised therein.

"Guests" means any person who is in the Building at the invitation of the Occupier.

"Moving and Delivery" includes the moving and transportation of furniture, furnishing, fittings, appliances, equipment and other possessions to and from the Unit.

"Unit" means a strata unit in a sub-divided building.

"Management" means the developer, Golden-Land Network Pte Ltd (in the interim) and the Management Corporation (when it is constituted) and includes any person and/or agent appointed to manage the Building.

"Occupier(s)" means the Subsidiary Proprietor(s), servants and any person authorized to occupy/reside in the strata lot.

"Renovation Works" include alterations, additions, maintenance, repairs, extensions and similar work as set out in the "Fitting-Out Works Guidelines."

**"Subsidiary Proprietor(s)" means the person or persons holding legal titles to a Unit in AGROW BUILDING or where separate titles are not issued yet, it includes purchasers whose names appear in the Sale and Purchase Agreement.**

# FACILITIES

A range of facilities is provided for the exclusive use of the Subsidiary proprietors and their Guests. Care must be taken to ensure that they are not damaged or subject to undue wear and tear. Non-Occupier owners are deemed to have assigned their rights to use the facilities to their tenants.

The general rules and regulations on the use of facilities are as follows:

1. Subsidiary proprietors and Guests must be appropriately attired when using the facilities.
2. All Guests must be accompanied by an Occupier host when using the facilities and all rules must be observed by both parties.
3. Children under the age of twelve (12) years must be accompanied by an adult who shall be responsible for their safety and behaviour.
4. Noise levels should be kept to the minimum while using or in the vicinity of the facilities.
5. Football, roller-skating, roller-blading and skateboarding are not allowed on the landscaped deck and common corridors.
6. All facilities should be kept clean and tidy during and after usage.
7. The Management reserves the right to close the facilities for maintenance or for any other reasons it deems necessary.
8. The Management will not be responsible for any loss or damage to any personal property, injury, or death arising from the use of these facilities.
9. Pets are not allowed in the facilities.
10. Only subsidiary proprietors may book or use the facilities.
11. Subsidiary proprietors are required to produce their Occupier/Access Card without demand upon booking, as well as before claiming keys to the facilities.
12. Subsidiary proprietors shall be responsible for any damages caused by themselves or their guests when using the facilities. Any damages found prior to the usage of the facilities should be reported immediately to the Management.
13. The Management reserves the right to refuse admittance to the facilities, should any person fail to comply with any of the rules and regulations.
14. The Management reserves the right to change any rules or regulations or operating hours of the facilities as it deems necessary.
15. The Management reserves the right to close the facilities, full or partial for general maintenance or inclement weather.

## SUMMARY OF FACILITIES

Facilities	Operating/Booking Hours	*Refundable Security Deposit	Remarks
BBQ	Session I – 10.00 a.m. to 4.00 p.m. Session II – 5.00 p.m. to 10.00 p.m.	S\$100.00	Booking subject to availability
Gymnasium	7.00 a.m. to 10.00 p.m.	No Charge	-

\* The Management reserves the right to partially/completely deduct the Refundable Security Deposit to make good any damage(s) caused to the facilities.



## Rules and Regulations

- 1.0 This Rules and Regulations of Agrow Building (hereinafter referred to as "Rules and Regulations") provides the basic guidelines to the harmonious occupancy at Agrow Building (herein referred to as "the Building"). The Rules and Regulations is made to supplement the statutory By-Law set out in the First Schedule of the Building Maintenance and Strata Act for regulating the control, management and administration use and enjoyment of the building and common property.
- 2.0 This Rules and Regulations shall be observed and complied with by all unit owners, tenants and employees (herein referred to as "the Occupier") The Occupier shall take reasonable steps to ensure that his invitees do not behave in a manner likely to cause and/or annoy any person lawfully using the Building and the common property
- 3.0 The Building shall be used solely for its designated and approved purpose and shall not be used for illegal, immoral or offensive purposes. The Occupier shall be responsible for obtaining their own factory licence and other government clearances (if any) prior to the commencement of business activity.
- 4.0 The Occupier shall not use or store upon his unit or the common property any flammable chemical, liquid, gas or other material unless the Occupier so obtain a licence issued under Section 14 of the Building Control Act, allowing the use of the premises for such a trade and/or other purposes as specified in that Section.
- 5.0 The Occupier shall not bring upon the building, any goods, machinery plant equipment or material within an imposed load exceeding the permitted loading capacity of the installations and structure of the Building. The loading capacity of the lifts and reinforced concrete floor structure can be found at the lift lobbies and other prominent locations.
- 6.0 The Occupier shall maintain his unit including all sanitary fittings, electrical and air conditioning pipes and apparatus in a good condition. The Management Corporation or the Managing Agent (herein referred to as the Management) may, by its agents, enter upon any unit or part of the parcel for the purpose of carrying out the works as directed when the Occupier fails or neglects to comply.
- 7.0 No notices, signboards, posters or any means of advisory is permitted to be installed on windows, doors, lift lobbies, staircases, common corridors or any part of the building unless those approved by the Management.
- 8.0 The Occupier is advised to take up adequate insurance coverage for content therein.
- 9.0 The Occupier is advised to install adequate locking or other safety device for the protection of their unit against intruders. The Management accepts no responsibility for any damage or loss of any private property in the building.
- 10.0 The Occupier who intend to carry out any fitting-out work to their unit is required to apply to the Management. A copy of the Guide for Fitting-Out Work in respect of Agrow Building is attached.  
  
Note: any unauthorized renovation works to the premises prior to the clearance from all relevant authorities and approval by the Management.
- 11.0 The Occupier shall not convert the strata parking lots to any other uses.
- 12.0 The Occupier shall not carry any hacking and drilling works which might cause damages to waterproofing membrane at the toilet flooring.

- 13.0 The Occupier shall not store or stack up goods in an unordered manner at the common corridors.
- 14.0 The Occupier shall not obstruct window panels designated as fire access panel which are meant for use during an emergency. Those fire access panels are marked with a red triangle symbol.
- 15.0 The Occupier shall be responsible for the upkeep of the fire extinguisher provided in their units.
- 16.0 Hacking and provision of any opening in any walls between two adjacent units are strictly not allowed without prior approval from the relevant authority.
- 17.0 The Occupier shall ensure that the unit's air-con ledge is strictly meant for the placement of air-con condenser units and that under no circumstances shall any other items be placed thereon.
- 18.0 No business shall be conducted at the common property of the Building which includes but not limited to the following:
  - 18.1 Repairs and servicing works;
  - 18.2 Painting or spray painting works;
  - 18.3 Culling and grinding works; and
  - 18.4 Drying and dusting; etc.
- 19.0 No deposits and storage of goods, material, tools and equipment is permitted at the common property at all time. The Management accepts no responsibility for any damage or loss of goods, materials, tools and equipment in transit, deposited or stored at the common property.
- 20.0 No removal or alteration to the windows installed in the external walls of the building is permitted. The Occupier shall not mar, paint, drive nails or screws or the like into or otherwise damage or deface, any structure that form part of the common property.
- 21.0 No exclusive use of cargo lifts is permitted at all times and the Occupier shall not lock or park any lift car on his floor level except in the process of loading and unloading goods.
- 22.0 Any fittings and fixtures installed at the common property are installed for use and convenience of all Subsidiary proprietors of the Building. Due care shall be taken not to damage these installations and no Occupier shall be permitted to remove or keep them for personal use/benefits.
- 23.0 Burning of joss sticks and/or joss paper at the common property unless on area's designated by the Management for such purposes. No religious prayers or activities are permitted without an approval from the Management.
- 24.0 No installing of individual company signage at unit's entrance at the common corridor and along the driveways is allowed prior to the written approval from the Management.
- 25.0 Fire escape passages and fire-exit doors shall be kept clear and free from obstructions at all times.
- 26.0 Installation of any locking devices to staircase and/or other fire exit doors is strictly not allowed.
- 27.0 Use of fire hose reels for cleaning purposes is strictly prohibited.

- 28.0 Subsidiary proprietors shall not attempt to drive any vehicle or move any object through areas with height restriction. Height restriction signages are located at prominent areas in the Building.
- 29.0 Subsidiary proprietors are not allowed to obstruct the fire engine hard standing area(s) in the Building.
- Subsidiary proprietors shall not use the common car park areas and/or landscaped areas for storage or other unauthorized activities.
- 30.0 All vehicles are to strictly adhere to the approved speed limit of 15km/hr as well as the directional traffic flow in the development.

## **GYMNASIUM**

1. The Gymnasium is open daily from 7.00 a.m. to 10.00 p.m.
2. Only Subsidiary proprietors and their Guests may use the equipment in the Gymnasium. Guests must be accompanied at all times by the Subsidiary proprietors who shall ensure that their Guests comply with the House Rules contained herein.
3. Eating and smoking are not allowed.
4. No pets are allowed.
5. Personal trainers shall not conduct lessons without prior approval from the Management.
6. Due care must be exercised when using the equipment in the Gymnasium that all Gymnasium equipment shall be returned to the proper places after use. No equipment shall be removed from the Gymnasium.
7. Children under the age of 12 years are not permitted to use the Gymnasium. Those between the ages of 12 and 16 years must be accompanied by a supervising adult who shall be responsible for their safety and proper behaviour.
8. All users of the Gymnasium must be properly attired and must have a towel to wipe off any perspiration left on equipment after use.
9. Users are encouraged to exhibit gracious social behaviour such as not hogging any equipment after usage or creating excessive noise when using the equipment in the Gymnasium.
10. Any damage or fault shall be reported to the Management immediately. If the damage is not a result of normal wear and tear, the user(s) may be held responsible for its repair or replacement.
11. The Management shall not be liable for any mishap, injury or loss sustained by the Subsidiary proprietors and their Guests, however caused, arising from the use of this facility.

## BBQ FACILITY

1. BBQ facility is open daily for booking for the following sessions:

Sessions	Hours
Session I	10.00 a.m. – 4.00 p.m.
Session II	5.00p.m. – 10.00 p.m.

Bookings shall be made through the Management. A refundable Security Deposit of S\$100.00 per session is required for the booking. The Cheque should be crossed and made payable to “Golden-Land Network Pte Ltd – Maintenance Fund Account”.

2. The Security Deposit will be refunded, free-of-interest, within one week after the booked session on the condition that the BBQ facility and the associated apparatus are handed over in a clean and satisfactory condition as determined by the Management. The cost of repairs and additional charges, if any, will be deducted from the Security Deposit and the balance amount will be refunded free-of-interest to the Subsidiary proprietors within one week upon the final determination of such deductions. However, if the cost of repairs and additional charges exceed the Security Deposit, the Subsidiary proprietors will have to pay the difference. Subsidiary proprietors who fail to make such payment or settlement may be barred from future bookings of the facilities.
3. After the completion of the function, the cheque for the refundable Security Deposit will be refunded to the Occupier by mail.
4. Advance booking can be made by Subsidiary proprietors for up to a maximum of one month on a first-come-first-serve basis.
5. Each Unit is entitled to book one session per calendar month subject to availability of the BBQ facility.
6. Due to inclement weather, Any cancellation of booking shall be made known to the Management or via the night shift security guard at least one week before the date booked, failing which, the Management reserves the right and at its sole discretion to forfeit the Security Deposit.
7. The ideal maximum number of guests for the BBQ is 30. Please confine your guests to the BBQ pits area only. Subsidiary proprietors shall ensure that their Guests observe the House Rules contained herein.
8. Highly flammable objects and materials such as gas cylinders, liquid fuels or portable barbecue burners are not permitted at the BBQ area.
9. Prior written approval from the Management is required if the Subsidiary proprietors wish to engage a live band, mobile disco, or any other form of audio/video equipment to the BBQ area. The approval shall be at the absolute discretion of the Management and if approved, may be subject to such conditions as the Management deems appropriate.
10. Simple decorations (such as hanging of balloons, banners, ribbons, etc.) are allowed but care must be exercised not to damage the structure and paintworks. All decorations must be removed immediately after the session.
11. The Subsidiary proprietors shall ensure that noise level generated from their activity in the BBQ area be maintained at a reasonable level.

12. All equipment, furniture and/or approved items brought to the BBQ area by the Subsidiary proprietors must be removed immediately after the session or within 24 hours thereof provided that no booking has been made on the next session/day. The Management reserves the right to remove any or all such items after the period stipulated hereof, and the Management shall be entitled to charge the costs, if any, of such removal to the Subsidiary proprietors. The Management shall not be liable for any such removal.
13. All unwanted items, leftover food, litter, etc. must be disposed properly into the litter bins provided.
14. The Management reserves the right to forfeit or deduct part of the Security Deposit if any of the rules stated herein are violated.
15. The Management, in its absolute discretion, reserves the right to reject any application and revoke any approval granted. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection of the application or revocation of the approval.
16. The Management shall not be liable for any mishap, injury or loss sustained by the Subsidiary proprietors and their Guests, however caused, arising from the use of this facility.

# HOUSE RULES

## Moving and Delivery

1. Subsidiary proprietors moving in or out of the Building must apply for approval from the Management in the prescribed application form, at least seven days prior to any Moving and Delivery.
2. Subsidiary proprietors or the company providing the moving and delivery service shall pay a refundable Security Deposit of S\$1,000.00 to validate the application.
3. Upon approval, the Subsidiary proprietors shall ensure that Moving and Delivery is kept strictly between 9.00 a.m. to 5.00 p.m. from Mondays to Fridays and 9.00 a.m. to 12.30 p.m. on Saturdays. The Management reserves the right to reject any application for Moving and Delivery on Sundays and Public Holidays.
4. The Management in its absolute discretion reserves the right to reject any application and revoke any approval granted. The Management shall not be liable for any losses, damages or expenses incurred arising from the rejection of the application or Moving and Delivery approval.
5. All contractors shall register with the Managing Agent before commencement of any work. All movers are to exchange for Contractor's Passes before entry. Any damage or loss of the Contractor's Pass is subject to a replacement fee of S\$30.00 per card.
6. When the Subsidiary proprietors require the use of lifts for transportation, they shall carry out protection to the lift walls, flooring and other areas along the transportation route. The said protection shall be provided by the Subsidiary proprietors or their appointed contractor at their own expense.
7. All contractors are to strictly observe the maximum allowable load which will be indicated on the lifts' panel when using the lift.
8. Subsidiary proprietors shall ensure that the Moving and Delivery will not in anyway cause any nuisance to other Subsidiary proprietors.
9. Subsidiary proprietors shall be responsible for the good conduct and behaviour of all contractors while they are in the Building.
10. All contractors shall display the contractor's pass at all times within the Building.
11. All contractors shall not be allowed to loiter in any places other than the subject Unit.
12. Any contractor found misbehaving or refusing to comply with the security procedures will be asked to leave the Building immediately and be barred from future entry.
13. The height restriction for the carpark is 2.1m. It is the responsibility of each driver to observe the height limits when they are manoeuvring at the carpark.
14. All contractors' vehicles are not allowed to park their vehicles in the Building at all times.
15. The contractors shall maintain the general cleanliness of the Common Property.
16. All refuse and packaging materials must be removed from the Building upon completion of work and at the end of each day.
17. Upon completion of the Moving and Delivery, the Subsidiary proprietors shall inform the Management to conduct a joint inspection on the Common Property and the prescribed route for the movers.

18. The Management will refund the Security Deposit of S\$1,000.00, free-of-interest, if
  - The House Rules are fully complied with during the moving process
  - No damage has been caused to the Common Property during the moving process
  - All unwanted items or refuse have been disposed off appropriately
19. In the event of any damage caused to the Common Property or unwanted items/refuse found discarded on the Common Property resulting from the Moving and Delivery activities, the Management reserves the right to make good those damages and/or the removal of the unwanted items or refuse and the cost thereof shall be deducted from the Security Deposit.
20. If the Security Deposit is insufficient to cover the cost of making good the damage or removal of unwanted items or refuse, the Management reserves the right to recover any such deficit from the Occupier.
21. The Management shall not be liable for any mishap, injury, or loss sustained by the Subsidiary proprietors and their Movers, however caused, arising from the Moving and Delivery activities, whether or not the mishap, injury or loss is also caused by the negligence of the Management.



## MECHANICAL CAR PARKING

1. Each Unit is allocated with Two (02) remote controls for the operating of the barrier system and 2 car park cards for authorised access to the mechanical car parking system.
2. The speed limit within the driveway is 15 km/hr.
3. Subsidiary proprietors are to inform their Guests and Contractors to park their vehicles at the nearby public car park. Strictly no available parking in the Building.
4. Commercial vehicles owned or controlled by the Subsidiary proprietors are only allowed to park in the Building after obtaining prior written approval from the Management.
5. Heavy vehicles such as cranes, road tanker, container, trailer, etc will not be allowed to park in the Building carpark without prior written approval from the Management.
6. No vehicles should be parked indiscriminately along the driveway or at any non-designated areas (e.g. in front of switch room and lift lobby etc.)
7. Repairs or overhauls of vehicles are not allowed in the common property except in the event of a breakdown.
8. All charges incurred by the Management including any towing charges and incidental costs and expenses shall be borne by the owner/driver of the vehicle and/or the Subsidiary proprietors.
9. The Management reserves the right and in its sole discretion, to prevent Subsidiary proprietors who breach the House Rules from driving or parking their vehicles in the Building.
10. The Management undertakes no responsibility and shall not be liable for any damage, loss, theft or any misdemeanour caused in any way to any vehicle, equipment or the contents or fittings of any vehicle whilst the vehicles are entering, exiting, within or parked in the carpark.
11. All vehicles are parked entirely at the owner's risk. All persons and vehicles within the carpark enter entirely at the risk of such person and/or the motorist.
12. Persons entering the carpark shall be responsible for any damage or loss to the carpark or the carpark equipment caused by such persons.

## REFUSE DISPOSAL

1. Loose or wet kitchen waste should be sealed in plastic bags before disposing into your refuse bin.
2. Subsidiary proprietors should arrange for unwanted furniture or bulky items to be disposed out of the Building at Subsidiary proprietors' own cost. They, may however, engage the services of the building's cleaning contractor for a fee.
3. Flammable items, wet cement and other adhesive materials are not permitted to be thrown into the refuse bins. Offenders of such act shall be liable for the cost of replacement or repair to the damages caused.
4. No refuse shall be deposited or discarded at the common property or thrown out of the units' windows.
5. The Occupier is to arrange for the collection of both domestic and individual / production waste with the appointed contractor at their own cost.
6. To facilitate collection of the refuse, the Occupier is to push the wheel bin or container bin (as the case may be) outside your premises during the collection hours specified.
7. For purpose of hygiene and good housekeeping, no bin is allowed to be placed at the common property except during the collection hours.
8. The Occupier is advised not to accumulate refuse such that it would become a potential fire hazard or give rise to the breeding of mosquitoes and other pests.

## **OTHER HOUSE RULES**

### **Advertisements**

Advertisements of any form are not permitted to be displayed from balconies or windows of strata units or anywhere in the common areas. Subsidiary proprietors or their guests shall not distribute any flyers to any apartment unit or mailbox.

# GUIDELINES ON BUILDING LIVING

## 1. Use of Units and Common Area

All Subsidiary proprietors of the Building shall have the right to use and/or enjoy the Common Property of the Building.

Living in a building with facilities can be enjoyable and stress free simply by observing and practising basic social etiquettes. We have compiled a list of “Do’s and Don’ts” not so much as to regulate the social behaviour of the Subsidiary proprietors but rather as a gentle reminder to all that living in a Building requires some kind thoughts for others.

## 2. All Subsidiary proprietors And/Or Their Invited Guests Shall NOT:

- 2.1 Install any additional television antenna, air-conditioner compressor or other equipment at the rooftop, at any other part of the building, balcony, veranda and/or any external part of the Units without prior written approval from the Management.
- 2.2 Permit anything to be done or store any inflammable chemical, liquid etc. that will become a fire or health hazard.
- 2.3 In any way store, leave or discard any personal belongings in any part of the staircases or other Common Areas or permit the placing or parking of bicycles and other wheeled vehicles which may obstruct the Common Areas in the Building.
- 2.4 Cause and/or allow sinks, baths, lavatories, cisterns, water pipes and/or pipes in the Units and/or in the building to be clogged.
- 2.5 Dispose rubbish and waste food without placing and securing them in suitable plastic bags, bulky object and/or smouldering items into the refuse chute.
- 2.6 Vandalise and/or cause damage to lifts, lobbies, common corridors, staircases, walls, pedestrian-ways and/or any other common property in the Building.
- 2.7 Damage the turf area, flowerbeds, garden, trees, footpaths, drains or any part of the building by vehicles, machines tools or object of any description.
- 2.8 Allow any pets in the Common Area except when kept restrained or to cause nuisance or annoyance to others.
- 2.9 Cook or engage in any food preparation activities in the Common Area of the Building.
- 2.10 Use the lobby or any other Common Area of the building for any private or public functions without prior written approval from the Management.
- 2.11 Hang any washing, clothing or other article at the Common Area and/or any external part of the Units, thereby affecting the aesthetics of the building.
- 2.12 Make undue noise which will interfere with the peaceful enjoyment of others in any Units or on the Common Property.
- 2.13 Use languages or behave in a manner likely to cause offence or embarrassment to others using the Common Property.
- 2.14 Make, paint, drive nails or screws or otherwise damage or vandalise any structure that forms part of the Common Property.
- 2.15 Put any signboards, advertisements, notices and/or other lettering on any part of the Building.

- 2.16 Use or permit their Units to be used for any purpose other than for business activities unless otherwise approved by the relevant competent authority.
- 2.17 Use their Units for any purpose which may be injurious to the reputation of the subdivided building or for a purpose as to cause a nuisance or danger to the other subsidiary proprietors.
- 2.18 Place potted plants or any other objects in a manner likely to cause injury to others or damages to others' properties, including Common Property.
- 2.19 Sound car horns in a manner likely to cause disturbance or annoyance to others.

**3. All Subsidiary proprietors And/Or Their Invited Guest(s) Shall:**

- 3.1 Permit the Management and its Agents at all reasonable times and on reasonable notice being given (except in case of emergency when no notice is required) to enter their Units for the purpose of:
  - (a) Inspecting the Units
  - (b) Maintaining, repairing or renewing sewers, pipes, wires, cables and ducts use or capable of being used in connection with the enjoyment of any other Units or the Common Property
  - (c) Maintaining, repairing or renewing the Common Property
  - (d) Executing any work or doing any act necessary for the performance of its duties or any enforcement affecting the building.
- 3.2 Maintain their Units including all sanitary fittings, water, electrical and air-conditioning pipes and apparatus in a good condition so as not to cause annoyance to others.

## GUIDELINES ON FITTING-OUT WORKS

In order to maintain the structural integrity of the development at AGROW BUILDING (hereinafter referred to as "the Building"), unit's owner /tenant (hereinafter collectively called "the Occupier") who intend to carry out fitting-out works must submit the proposed fitting-out plans for approval by the Property Manager/Council (hereinafter referred to as "the Management") The Occupier is advised to read this Guide carefully and to abide by the terms and conditions herein provided.

- 1.0 No fitting-out works shall commence prior to the receipt of written approval from the Management Please refer to Submission of Applications (Page 5) for details
- 2.0 No removal or alteration to the windows installed in the external walls of the Building is permitted The Occupier shall not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that form part of the common property.
- 3.0 No fitting-out works material, tools and equipment shall be stored or left in the common property at all times. The Management shall not be liable for any damage or loss of the material, tools and equipment.
- 4.0 All fitting-out works shall be earned out within the Occupier's premises and under no circumstances will works be permitted along the common corridors, lift lobbies and staircases and mixing of cement mortar in the toilets are also strictly prohibited The Occupier shall also ensure that the contractors do not discharge any cement slurry into any floor trap, sink, water discharge outlet, etc.
- 5.0 Only one (1) cargo lift shall be used at any one time for loading/unloading the fitting-out works material. The loading capacity of the cargo lifts must be observed and there shall be no exclusive usage. Jamming of lift is strictly prohibited  
  
No fitting-out works material, tools and equipment shall be transported via passenger lift.
- 6.0 The permitted working hours for fitting-out works hours are.
  - a) Mondays to Fridays : 8.00 am to 5 30 pm
  - b) Saturdays : 8:00 am to 3.00 pm
  - c) Sundays/Public Holidays : Approval will be considered on a case- to-case basis  
Please seek the approval from the Management at least one (1) week in advance for extension of working hours.
- 7.0 No fitting-out works debris shall be discarded or stored or deposited at the common property All debris are to be placed inside disposal bags and tied securely before transporting them to the open skid container to be provided by the respective contractors Disposal of fitting-out works debris through windows are strictly prohibited  
  
No open skid container or truck shall be parked in the premises of the Building for more than twenty four (24) hours at designated parking lots.
- 8.0 For the purposes of hygiene and good housekeeping, the Occupier shall ensure their contractors clear all fitting-out debris on a daily basis.

- 9.0 Illegal workers are strictly prohibited from entering and working in the premises. The Occupier and main contractor shall be held fully responsible for any such offence(s) and shall keep the Management indemnified at all times. All contractors / workers are not allowed to loiter in common corridors and staircases and must register with the Security at the FCC Room located at 1<sup>st</sup> storey.
- 10.0 Due care must be taken by the contractors not to damage any part of the common property, fixtures and fittings and to keep the compound clean and tidy at all times. Proper protection must be provided to lift car and common corridor before commencement of any fitting-out works.
- Contractors are required to clean the cargo lift(s) and work areas before leaving the premises at the end of each work day.
- 11.0 The Occupier is required to engage consultants for any works which require statutory submission at his own cost. The Occupier is advised to seek the opinion and advice of consultants in the planning stage prior to the fitting-out works. All necessary permits to commence work are to be prominently displayed at the units' entrance.
- 12.0 No work which is likely to affect the waterproofing membrane to wet areas is to be carried out without written permission from the Management.
- 13.0 Drilling and hacking of any structural floor slab are strictly prohibited without the written consent from the Management and/or the structural professional engineer. No part of the building's structural members shall be hacked, removed, or tampered with in the process of any proposed additions & alterations works to the premises without the written approval from the Management and/or in consultation with the professional engineering of the Building. The Occupier is required to engage a Professional Engineer (PE) to design the proposed additions & alterations works, and submit to the Management for approval.
- All floor slabs are strengthened with post-tensioning cables and for any drilling exceeding 30mm depth, Building Management's written approval must be obtained prior to actual commencement of any drilling. Occupier is to note that the determination of the actual position of the post-tensioning cables / tendons shall be at their own cost.
- 14.0 Most internal party walls are constructed with aerated concrete blocks. Occupiers and/or renovation contractors are advised NOT to use any pneumatic power tools e.g. 'Ramset guns' due to the likelihood of it penetrating through the said walls.
- 15.0 During fitting-out works, contractor is to employ adequate pollution control measure to ensure that dust and other pollutants are kept under control and restricted to the unit under renovation.
- 16.0 The Occupier is to ensure that the permitted floor loadings in the premises are being observed at all times.
- 17.0 The contractor is to ensure that noise and vibrations is kept to a minimum throughout the fitting-out works period.
- 18.0 The Management reserves the right to gain access into the Occupier(s)' units to conduct random checking/inspection.
- 19.0 If any discrepancies or unauthorized works is found during the checking / inspection, the Management reserves the right to immediately stop such works / activities or otherwise stated and can only be resumed upon further directions by the Management.
- 20.0 The Management reserves the right to instruct the contractor to stop all fitting-out works as and when deemed necessary by the Management.

## 1 SUBMISSION OF APPLICATIONS

### 1.1 Applications

All applications for the intended fitting-out works must be made by completing the following Applications Forms (to ignore forms that are not required) which are obtainable from the Management Office

Note: Please note that if you are applying for the opening of electricity account, your Licensed Electrical Worker engaged by you must submit the CS/3 Form (Form A4) to the Licensed Electrical Worker of Agrow Building for endorsement and thereafter by Management Corporation. (If you are a tenant, you must attach your tenancy agreement with the CS/3 Form for endorsement by the Management Corporation).

- (a) Submission of Applications.
- (b) Form A 1 [Application for Interior Fitting-Out Works].
- (c) Form A2 [Letter of Undertaking],
- (d) Form A3 (Sprinkler Drainage Request Form),
- (e) Form A4 [Form CS/3 - Letter of Consent from Landlord/Management Corporation],
- (f) Form AS [Form CS/5 - Application for Inspection of Electrical Installation]

Note: Form A3, A4 and AS may not be required to submit.

## 2.0 DRAWINGS

All drawings must be submitted together with three (3) copies of detailed plans for the proposed fitting-out works and all plans must be endorsed with company's chops by the Occupier (inclusive of both the unit owner and tenant) and the respective consultants/contractor .

Fully dimensioned plans are to be submitted on A3 size paper or bigger with a scale of not smaller than 1:100.

### 2.1 General Interior Fitting-Out Works

- 2.1.1 All proposed works must be labeled and clearly marked
- 2.1.2 Cross-section view of new installations should be provided where necessary
- 2.1.3 No installation of window grilles and gates are permitted without written approval from the Management.

### 2.2 Mechanical Ventilation System

- 2.2.1 Layout plans must clearly indicate both the existing and additions and the proposed modifications to be made to the system.
- 2.2.2 All ducting outlets should be indicated in the submitted plans.

### 2.3 Air Conditioning System

- 2.3.1 Window units are strictly prohibited
- 2.3.2 All condensing units are not permitted to be installed at any location other than the air-con ledge provided
- 2.3.3 Hacking to RC Wall at Mezzanine Floor is strictly prohibited and the Occupier shall make use of the existing wall penetrations for the air-conditioning system's refrigerant piping to the outdoor condenser units.
- 2.3.4 Drain pipes and refrigerant pipes must be represented with two distinctive colours on the plans.

**2.3.5 All drain pipes must be directed to the existing floor traps within the unit only.**



## 2.4 Electrical works

- 2.4.1 Electrical layout plan and single line drawing must be prepared and submitted.
- 2.4.2 CS/3 application form and electrical loading estimation must also be submitted.
- 2.4.3 All plans and single line drawings must be endorsed by the Building's Licensed Electrical Worker.
- 2.4.4 The standard power provision for each unit is 100 amperes.
- 2.4.5 In the event of any downgrading of power supply, the extra power so made available by those units who have down graded will be allocated to those who have requested for an upgrade. Any subsequent request to restore/upgrade the power of those who have downgraded their power supply will be dependent on the availability of power supply at the time prevailing.
- 2.4.6 Subject to item 2.4.5 above, the standard 100 amperes tap-off unit provided for those units opting power downgrade will thus be concurrently downgraded.
- 2.4.7 In the event of any upgrading of power supply, an upgrading fee of Singapore Dollars Fifty Only (\$50.00) / Ampere and prevailing GST rates shall apply. Cheque shall be crossed and made payable to Golden-Land Network Pte Ltd – Maintenance Fund Account.
- 2.4.8 Subject to item 2.4.7 above, the approval for such upgrading applications is determined by the availability of the power supply in the Building.

## 2.5 Fire Protection System

- 2.5.1 Layout plans must clearly indicate both the existing and proposed additions and alterations to the system.
- 2.5.2 All layout plans must be endorsed by a qualified person (QP) and thereafter submitted to the relevant authorities for approval.
- 2.5.3 In the event of any additions and alterations (A&A) works to be carried out to the fire sprinkler system, the Occupier shall only engage appointed consultant for their FSSD Building Plan Submission and FSSD Fire Plan (FP) Submission and registered contractor for the sprinkler's proposed A&A works.

## 2.6 Plumbing & Sanitary System

- 2.6.1 In the event of any works or additions and alterations to the plumbing and sanitary system, the Occupier shall engage licensed plumber for such works and thereafter submit to the relevant authorities for approval.
- 2.6.2 Coring of holes to accommodate sanitary installation shall be supervised by a competent person (Professional Engineer) and the positions and the manner of the core-hole(s) shall be subject to the approval of the Management who shall have the absolute right to grant or reject such application.

## 2.7 Signboard

- 2.7.1 Drawings on the proposed signboard should include its size and artwork design including the front, side and cross-sectional views and the location to be installed.

### 3.0 TECHNICAL SPECIFICATION/DATA AND PRODUCT CATALOGUES

All fitting-out applications must be accompanied by two (2) copies of technical specifications/data for all proposed mechanical and electrical installations. **One (1) copy of product catalogues is to be attached.**

### 4.0 WORK SCHEDULE

The main contractor is to forward two (2) copies of master work schedule for the entire fitting-out works stating clearly the dates for the various type of works to be carried out.

In the event of any changes to the master work schedule or an extension in the duration of works is required, the main contractor must notify the Management accordingly.

### 5.0 INSURANCE

The main contractor is required to take up the following classes of insurance and submit one (1) copy of the certificates covering the entire duration of the proposed fitting-out works:

- (a) Public Liability with a coverage \$ 1 million;
- (b) Workmen's Compensation; and
- (c) Any other coverage as may be required by the Occupier

### 6.0 LIST OF PARTICULARS OF CONTRACTORS

The main contractor is required to submit two (2) copies of the particulars of all sub- contractors and workers (of both main contractor and sub-contractors) to the Management stating clearly their:

- 6.1.1 Company name, address and contact numbers;
- 6.1.2 Name, NRIC number and pager/mobile phone number of supervisors; and
- 6.1.3 Name, NRIC/Work Permit number of workers

### 7.0 FEES

#### 7.1 Security Deposit

A security deposit of \$2,000.00 (Singapore Dollars Two Thousand Only) per unit shall be crossed and made payable to 'Golden-Land Network Pte Ltd - Maintenance Fund Account'

This deposit is refundable, free from interest provided that

- 7.1.1 Upon total completion and in accordance with the proposed fitting-out plans AND that the Management is satisfied that there is no damage to the common property.
- 7.1.2 Upon total completion and in cases whereby statutory approvals are necessary and so obtained and furnished to the Management.

Please allow four (4) to six (6) weeks for the refund of security deposit

#### 7.2 Provision of Temporary Electrical Supply

No temporary electrical supply will be provided prior to the renovation work

#### 7.3 Cables Sizes from Tap-off Box to Unit's Electrical Meter Box

The Occupier must ensure that the electrical contractor dismantle the existing temporary cabling from the tap-off box after the renovation works and to install new cabling sizes from the tap-off to unit's electrical meter box which is listed as follow:

No	Breaker Size	Cable Size from Tap-off Box
1	60A TPN MCCB	4 X 25 mm <sup>2</sup> PVC/PVC/IC
2	100A TPN MCCB	4 X 50 mm <sup>2</sup> PVC/PVC/ IC
3	200A TPN MCCB	4 X 120mm <sup>2</sup> PVC/PVC/1C
4	300A TPN MCCB	4 X 185 mm <sup>2</sup> PVC/PVC/IC
5	400A TPN MCCB	3 X 240 mm <sup>2</sup> PVC/PVC/1C

#### 7.4 Endorsement Fees by Licensed Electrical Worker (LEW)

7.4.1 The schedule of LEW fees for CS/3 endorsement & turn on as follows:

Amperes (3-Phase)	Fees
63 Amo	S\$ 400.00
100 Amo	S\$ 600.00
150 Amo	S\$ 600.00
200 Amo	S\$ 600.00
250 to 400 Amo	S\$ 750.00

*These are the applicable rates at the time of printing and would be subject to changes without prior notice.*

#### 7.5 Sprinkler System Drain-Off Fees

The Management shall charge a fee of \$400.00 (Singapore Dollars Four Hundred Only) per unit excluding GST for any drain-off to the system and please send crossed cheque to be made payable to Golden-Land Network Pte Ltd – Maintenance Fund Account.

Please note that charging/ discharging of our sprinkler system can only be carried out by our Term Contractor.

Please notify and make appointment with the Management at least one (1) week in advance on the schedule of this work.

#### 8.0 STATUTORY PERMITS

The Occupier shall strictly adhere and comply with the authorities' requirements in engaging consultants/professional engineers for any works which require statutory submissions.

All such permits and certificates so issued/obtained are to be copied to the Management for record.

The Management reserves the rights to direct the removal of any works/installations without /certificate at the Occupier's cost

#### 9.0 SUBMISSIONS

Applications must be submitted in an envelope clearly marked "Application for Fitting-Out Works" no less than one (1) month prior to the commencement of the proposed fitting-out works to

**The Management Office**  
**Golden-land Network Pte Ltd – Maintenance Fund Account**  
**90 Lorong 23 Geylang**  
**# 01-06 AGROW BUILDING Singapore 388393**  
**Tel : 6747 0926 Fax : 6747 0975**

## 10.0 APPROVAL

- 10.1 No works shall be carried out before a written approval is granted by the Management. The Management reserves the rights to stop and remove all unauthorized works and reinstate the unit to its original conditions at the Occupier's cost.

A written approval shall be forwarded when all the above documentation , statutory permits, security deposit and other charges payable in conjunction with this fitting-out exercise are received in good order. To avoid any delay in obtaining this approval, the Occupier/consultant/contractor is advised to check thoroughly their applications before submission.

Nothing contained in this Guide nor any requirement, inspection made or approval granted, carried out or given by the Management Corporation pursuant to its provisions shall imply any liability or responsibility on the part of the Management Corporation for the fitting-out works or their design, execution or existence nor imply any warranty or constitute any representation that their execution is Lawful nor limit or discharge any of the obligations of the Occupier.

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

11.0 ENQUIRY

For enquiry, you can contact the following

**The Management Office  
Golden-land Network Pte Ltd – Maintenance Fund Account  
90 Lorong 23 Geylang  
# 01- 06 AGROW BUILDING  
Singapore 388393  
Tel : 6747 0926 Fax : 6747 0975**

I/We have read and fully understood the guidelines, and shall comply to the guidelines as stipulated herein.

---

\_\_\_\_\_  
Signature/Company Stamp/Date

\_\_\_\_\_  
Signature/Company Stamp/Date

\_\_\_\_\_  
Name of **Subsidiary Proprietor**

\_\_\_\_\_  
Name of **Tenant**

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Application For Interior Fitting-Out Works

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

To: The Management Office  
Golden-Land Network Pte Ltd – Maintenance Fund Account  
90 Lorong 23 Geylang  
#01-06 AGROW BUILDING  
Singapore 388393

Dear Sirs

Proposed Fitting-Out Works of AGROW BUILDING to: Unit # \_\_\_\_\_

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

- |                          |  |                          |                                    |
|--------------------------|--|--------------------------|------------------------------------|
| <input type="checkbox"/> | 3 Copies of Proposed Fitting-Out Plans Excluding Statutory Submission Sets         | <input type="checkbox"/> | General Interior Fitting-Out Works |
|                          |  | <input type="checkbox"/> | Mechanical Ventilation System      |
|                          |  | <input type="checkbox"/> | Air Conditioning System            |
|                          |  | <input type="checkbox"/> | Electrical Works                   |
|                          |  | <input type="checkbox"/> | Fire Protection System             |
|                          |  | <input type="checkbox"/> | Plumbing and Sanitary              |
|                          |  | <input type="checkbox"/> | Others: _____                      |
| <input type="checkbox"/> | 2 copies of Technical Specifications/Data And 1 copy of Products Catalogues.       |                          |                                    |
| <input type="checkbox"/> | 2 copies of Work Schedule  |                          |                                    |
| <input type="checkbox"/> | 1 copy of Certificate of Insurance Coverage  | <input type="checkbox"/> | Public Liability                   |
|                          |  | <input type="checkbox"/> | Workmen's Compensation             |
|                          |  | <input type="checkbox"/> | Others: _____                      |
| <input type="checkbox"/> | 2 copies of List of Particulars of Main / Sub-Contractors, Supervisors and Workers |                          |                                    |
| <input type="checkbox"/> | 1 copy of Tenancy Agreement if the applicant for the fitting works is a tenant.    |                          |                                    |

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

To: **Golden-Land Network Pte Ltd – Maintenance Fund Account**  
**90 Lorong 23 Geylang**  
**#01-06 Agrow Building**  
**Singapore 388393**

**UNDERTAKING LETTER FOR FITTING-OUT WORKS AT AGROW BUILDING FOR:**

**UNIT # \_\_\_\_\_ [SUBMISSION SET - FORM (A), DATED \_\_\_\_\_]**

We understand that all floor slabs are strengthened with post-tensioning cables and the maximum permissible depth of drilling to the floor and ceiling is 30mm. Should drilling be more than the stipulated depth, you are required to appoint a structural engineer at your cost to pre-determine the positions of the post-tension cables/tendons, and to certify that all works including drilling will not affect the structural integrity of the building. Written approval must be obtained from the Building Management prior to commencement of any drilling and/or hacking works.

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

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

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

We understand that the floor loading of the Warehouse/Production/Factory area and the Ancillary Office unit are 7.5 KN/m<sup>2</sup>, and undertake that the total imposed load arising from any installations done, goods storage or any other usage will not exceed this limit.

We undertake that the proposed air-con brackets and any other fastening devices/installation are adequate and stable for its purpose, and comply with the Authorities' requirements.

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

We undertake that if we are applying for the opening of new electricity account, our Licensed Electrical Worker engaged by us must submit the CS/3 Form (Form A4) to the Licensed Electrical Worker of Agrow Building for endorsement, and thereafter by Management Corporation. (If my tenant is applying for the new electricity account, the tenancy agreement must be attached with the CS/3 Form for endorsement by the Management Corporation).

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

I/We have read the terms and conditions and the Management has also explained to me/us.

I/We hereby confirm that I/We fully understand the terms and conditions and that I/We shall be fully responsible for all consequential liabilities and pay any fee or penalty imposed by any local authority and/or Building Management for any unauthorised additions and alterations found within my/our premises.

Delete if applicable

**Unit Owner (Particulars as below)**

Name: _____  Mailing Address _____ _____ _____	
strictly to the renovation submission dated _____ I/We understand the above terms and undertake to comply as above.	Signature & Co's Chop

**Unit Tenant (Particulars as below)**

Name: _____  Mailing Address: _____ _____ _____	
strictly to the renovation submission dated _____ I/We understand the above terms and undertake to comply as above.	Signature & Co's Chop

Note: If the applicant is tenant - to furnish documentary evidence such as tenancy agreement

**Main Contractor (Particulars as below)**

Name: _____  Mailing Address: _____ _____ _____	
trictly to the renovation submission dated _____ I/We understand the terms and undertake to comply as above.	Signature & Co's Chop



Sprinkler Drainage Request Form For: Agrow Building	Instructions
To:    The Management 90 Lorong 23 Geylang #01-06 Agrow Building Singapore xxxxx Tel/ : 6747 0926 Fax : 6747 0975	
From:    Company: _____ Address: _____ _____	

DETAILS OF REQUEST		
Sprinkler Control Valve No.		
Request date for Sprinkle System Drainage on		
Attached Drawing No		
Drawing Checked by: _____ _____ _____  Comments: Labour charges for charging/ discharging of sprinkler as follows:  1)A & A works to the sprinkler piping                    - S\$350.00/trip		_____ Stamp/Name/Sign
Particular of Site and Person-In-Charge: Unit No:#- _____  Contractor: _____ _____ _____		_____ Stamp/Name/Sign
Pavment IAmount:	I Cheque No: I	_____ Stamp/Name/Sign

**Permit Granted By :**

\_\_\_\_\_  
 Approved

\_\_\_\_\_  
 Stamp/Sign

## **AGROW BUILDING (FORM B)**

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**To :** Golden-Land Network Pte Ltd – Maintenance Fund Account  
90 Lorong 23 Geylang  
#01-06 Agrow Building  
Singapore 388393

**LETTER OF UNDERTAKING  
IN RESPECT OF ADDITION & ALTERATION WORKS  
AT UNIT NO. \_\_\_\_\_**

Dear Sir/Madam

We wish to inform you that we would like to carry out Addition & Alteration works in the above premises. Enclosed herewith is our cheque of S\$1,000.00 being the refundable deposit required to be placed with the Management. We shall ensure that our contractors comply with the followings:

- (a) To adhere to the Addition & Alteration (A&A) guidelines as laid out in the Subsidiary proprietors' Guide
- (b) To keep the Common Property clean and remove and cart away waste materials and debris, arising out of works, on a daily basis and on completion of our works or as and when directed by the Management
- (c) To protect the lobby floors, wall finishes carpets and lifts against damages when transporting materials
- (d) To note that any replacement of the existing floor finishes (with or without water proofing membrane) will void the waterproof warranty on the floor finishes
- (e) All conditions stated in the application for permit to carry out Addition & Alteration Works.

We undertake to indemnify the developer, Golden-Land Network Pte Ltd, the appointed managing agent and Management Corporation (upon its constitution) against all loss and damages to the above premises, the building and all property herein caused by our contractors and/or their workmen. We further undertake to reimburse Golden-Land Network Pte Ltd and/or the appointed managing agent and/or Management Corporation (upon its constitution) for all costs involved in removing waste materials and debris arising from our works if they are not removed by our contractors, failing which the costs involved is to be offset from our deposit.

We understand that it is our sole responsibility to consult, liaise directly and/or obtain the necessary approvals from the relevant authorities and/or our own Qualified Person before submitting our application to the Management. We shall not commence works of any nature unless we have received the acknowledgement letter from the Management.

\_\_\_\_\_  
Name/Authorised Signature of Subsidiary Proprietor

\_\_\_\_\_  
Name/Signature of Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Stamp/Date

**AGROW BUILDING (FORM C)**

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**APPLICATION FOR HOT WORK PERMIT**

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

Hot Work Permit for Blk & Unit: \_\_\_\_\_

Name of Permit Holder/NRIC: \_\_\_\_\_

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

No. of Workers: \_\_\_\_\_

Period of Work From: \_\_\_\_\_ To \_\_\_\_\_

Area of Work/Purpose: \_\_\_\_\_

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

\_\_\_\_\_  
Name/Signature of Permit Holder

\_\_\_\_\_  
Company Stamp/Date

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**FOR OFFICIAL USE**

Your application for the hot work permit is **approved / not approved** by the Management.

The period shall be from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

\_\_\_\_\_  
Name & Signature of Approving Officer

\_\_\_\_\_  
Date

**AGROW BUILDING (FORM D)**

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**APPLICATION FORM FOR MOVING AND DELIVERY**

Name (Owner/Tenant): \_\_\_\_\_

Blk & Unit No.: \_\_\_\_\_

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

Date/Time of Commencement: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

**Particulars of Mover/ Contractor:**

Company/Name of contractor: \_\_\_\_\_

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

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

Name of Person In-Charge: \_\_\_\_\_ Mobile No. : \_\_\_\_\_

I confirm that I have read and will abide by the Rules and Regulations governing the Moving & Delivery as contained in the Subsidiary proprietors' Guide or any changes thereafter as determined by the Management. I enclose herewith a cheque of **S\$1,000.00** as a refundable security deposit. I understand that this deposit will be refunded to me upon completion of work if no claim is made against me.

- Note: 1. All cheque payment should be made payable to "Golden-Land Network Pte Ltd – Maintenance Fund Account" or the Management Corporation (upon its constitution).  
2. Post-dated cheques are not acceptable.

\_\_\_\_\_  
Name/Authorised Signature of Occupier

\_\_\_\_\_  
Name/Signature of Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Stamp/Date

---

**FOR OFFICAL USE**

Amount Collected: S\$ \_\_\_\_\_ ( ) By Cash/Receipt No: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ ( ) By Cheque/Cheque No: \_\_\_\_\_

( ) Acknowledgement Slip No: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Approving Officer

\_\_\_\_\_  
Date

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**Refund of Deposit**

I hereby acknowledge receipt of \_\_\_\_\_ (cheque no.) being deposit for moving & delivery.

\_\_\_\_\_  
Name / Signature of Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name / Signature of Issuer

\_\_\_\_\_  
Date

**APPLICATION FORM FOR ACCESS CARD**

Name: (Owner/Tenant) \_\_\_\_\_

Blk & Unit No.: \_\_\_\_\_

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

**Documents Required (Please tick):**

- ( ) Owner – Proof of Occupier e.g. NRIC
- ( ) Tenant – Tenancy Agreement or Owner’s Authorisation Letter

**First Collection / Lost / Damaged**

- ( ) First Collection: \_\_\_\_\_ (Qty) (Free Of Charge)
- ( ) Replacement for Access Card (Lost): \_\_\_\_\_ (Qty) (S\$50.00 per card)
- ( ) Replacement for Access Card (Damaged): \_\_\_\_\_ (Qty) (S\$50.00 per card)

I, \_\_\_\_\_ of Unit No. \_\_\_\_\_ understand and confirm that I have read and will abide by the House Rules governing the use of the Access Card as contained in the Subsidiary proprietors’ Guide or any changes thereafter as determined by the Management. I am required to return the Access Card when I am no longer a Occupier at AGROW BUILDING.

*Note: Additional / lost / damaged access card is chargeable at S\$50.00 each, and is subject to the Management approval on a case-by-case basis (Maximum 2 additional cards per unit only.)*

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date

I \_\_\_\_\_ acknowledge the receipt of \_\_\_\_\_ on \_\_\_\_\_.  
(Name & Signature of Applicant) No of Cards Date

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**FOR OFFICIAL USE**

No. of Access Card Issued: \_\_\_\_\_

Access Card Serial No.: \_\_\_\_\_  
\_\_\_\_\_

Amount Collected: S\$ \_\_\_\_\_ ( ) By Cash/Receipt No: \_\_\_\_\_  
( ) By Cheque/Cheque No: \_\_\_\_\_  
( ) Acknowledgement Slip No.: \_\_\_\_\_

Name & Signature of Approving Officer: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

APPLICATION FORM FOR BARRIER AUTO TRANSMITTER

Name: (Owner / Tenant) \_\_\_\_\_

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

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

Documents Required (Please tick):

- ( ) Owner - Proof of Occupier e.g. NRIC / Passport
( ) Tenant - Tenancy Agreement or Owner's Authorisation Letter
( ) Vehicle Registration Card / Vehicle Log Card
( ) Company Car - Company's Authorisation Letter
( ) Rental Car - Rental Document & Name of Rental Company: \_\_\_\_\_

Vehicle Registration No.: \_\_\_\_\_

Make & Model of Vehicle: \_\_\_\_\_

Registered Owner & Address: \_\_\_\_\_ (as in vehicle log card)

I, \_\_\_\_\_ of Unit No. \_\_\_\_\_ understand and confirm that I have read and will abide by the House Rules governing the use of the Car Parking as contained in the Subsidiary proprietors' Guide or any changes thereafter as determined by the Management. I am required to return the barrier auto transmitter when I am no longer an Occupier at AGROW BUILDING. I am agreeable to pay S\$50.00 to replace a lost or damaged barrier auto transmitter.

I acknowledge that all vehicles are parked in the premises at the owner's risk. The Management and its agents undertake no responsibility and shall not be liable in any matters whatsoever for any misdemeanour loss or damages to any vehicle, its accessories or to the contents therein or any vehicle moving in and out of or parked in the car park.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

I \_\_\_\_\_ acknowledge the receipt of \_\_\_\_\_ on \_\_\_\_\_
Name & Signature of Applicant No of Labels Date

FOR OFFICIAL USE

No. of Carpark Transponder Issued: \_\_\_\_\_

Carpark Label Serial No.: \_\_\_\_\_

IU No: \_\_\_\_\_

Vehicle No.: \_\_\_\_\_

- ( ) First Carpark Transponder
( ) Replacement for Carpark Transponder (Lost/Damaged)

Amount Collected: S\$ \_\_\_\_\_ ( ) By Cash/Receipt No.: \_\_\_\_\_
( ) By Cheque/Cheque No.: \_\_\_\_\_
( ) Acknowledgement Slip No.: \_\_\_\_\_

Name & Signature of Approving Officer: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

**AGROW BUILDING (FORM G)**

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To: Golden-Land Network Pte Ltd – Maintenance Fund Account  
90 Lorong 23 Geylang  
#01-06 Agrow Building  
Singapore 388393

**REQUEST FOR REFUND OF RENOVATION DEPOSIT  
IN RESPECT OF ADDITION & ALTERATION WORKS  
AT UNIT NO. \_\_\_\_\_**

Dear Sir/Madam

We wish to inform you that we have completed the works that are reflected in the Application for A&A works and there is no violation of the stated guidelines as contained herewith.

Date of completion of A&A works: \_\_\_\_\_

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

Signature : \_\_\_\_\_

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**FOR OFFICIAL USE**

Your application for refund is **approved / not approved** by the Management.

Amount Refunded: S\$\_\_\_\_\_ ( ) By Cash / Receipt No.: \_\_\_\_\_  
( ) By Cheque / Cheque No.: \_\_\_\_\_  
( ) Acknowledgement Slip No.: \_\_\_\_\_

( ) There is no damage caused to the Common Property.

( ) The following damages to the Common Property were caused:

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

To deduct a sum of S\$ \_\_\_\_\_ and refund the balance of S\$ \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Approving Officer

\_\_\_\_\_  
Date of Issue

## AGROW BUILDING (FORM H)

### RESERVATION OF BARBEQUE PIT

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

I/We, \_\_\_\_\_, (Name of Applicant) of Unit # \_\_\_\_\_

would like to reserve Barbeque **PIT** on \_\_\_\_\_ (Date)

From \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM.

I / We shall abide by all the Rules and Regulations governing the reservation of the BARBEQUE PIT.

1. Booking can be made no more than one month in advance on a first come first serve basis.
2. Each unit is allowed to book up to a maximum of four (4) sessions per year.
3. Cancellation of bookings shall be made three (3) days before the actual or scheduled date, failing which the Management Corporation reserve the rights to forfeit the non-refundable deposit.

To pay the following charges PRIOR to using the facilities:-

<b>FACILITIES</b>	<b>DEPOSIT</b>
a. Barbeque Pit	S\$100.00

NOTE: Cheques to be made payable to "Golden-Land Network Pte Ltd – Maintenance Fund Account". **Payment MUST be made upon booking of facilities**

4. To ensure that my guests do not litter the ground and to collect all refuse in proper containers or plastic bags ready for disposal.
5. To end function by 10:00pm.
6. To ensure that the facilities used is thoroughly cleaned and returned to the Security guard after use.
7. To ensure that the facilities will not be used for religious, political, illegal or immoral activities or purposes.
8. To ensure that there should not be excessive noise or nuisance to other Subsidiary proprietors.
9. To ensure the good conduct and behavior of all persons attending the functions. No mah-jong or any form of gambling are permitted and no throwing of person(s) or belongings into the pool.
10. To ensure that no damages is caused to the common property. I/We agree to reimburse the Management Corporation on all expenses incurred in the repairs of the damages.
11. To have the deposit forfeited for non-compliance of any of the rules.
12. That I/We will indemnify and keep the Management Corporation fully indemnified against any claim, actions, demands and / or any other consequences whatsoever in the event of any accident.
13. To ensure that all visitors coming in vehicles are to park at the visitors lots or as directed by the Security guards.



14. Food and beverages shall not be consumed at any other areas but shall be confined at the facilities booked.
15. To ensure that there will be no obstruction to the common passageway.
16. To comply with the rules and regulations governing the use of the facilities booked.
17. To give three (3) clear days of notice for cancellation of booking, failure to which I/We agree to the forfeiture of my deposit.
18. To ensure that no decorations and posters are pasted on the walls of the Club House.

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

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Date

**Receipt of Deposit**

I hereby acknowledge receipt of \_\_\_\_\_ (cheque no.) being deposit of facility booked.

\_\_\_\_\_  
Name / Signature of Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name / Signature of Issuer

\_\_\_\_\_  
Date

**Refund of Deposit**

I hereby acknowledge receipt of \_\_\_\_\_ (cheque no.) being deposit of facility booked.

\_\_\_\_\_  
Name / Signature of Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name / Signature of Issuer

\_\_\_\_\_  
Date

**AGROW BUILDING (FORM I)**

**UPDATE OF PARTICULARS**

To: Golden-Land Network Pte Ltd – Maintenance Fund Account  
90 Lorong 23 Geylang  
#01-06 Agrow Building  
Singapore 388393

Dear Sir/Madam

**UPDATE OF PARTICULARS FOR UNIT NO. \_\_\_\_\_**

Section A : Partculars of Subsidiary Proprietor(s)

Name of Subsidiary Proprietor (s)	NRIC Passport No.	Vehicle No.	Contact No. (Day)	Contact No. (Night)
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

\* If residing in AGROW BUILDING

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

\_\_\_\_\_  
(if not residing in AGROW BUILDING)

Section B : Partculars of Tenant (if applicable)

Name of Subsidiary Proprietor (s)	NRIC Passport No.	Vehicle No.	Contact No. (Day)	Contact No. (Night)
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

Tenancy Period : From \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Signature of Subsidiary Proprietor & Date

\_\_\_\_\_  
Name of Signatory & Contact No.

**AGROW BUILDING (FORM J)**

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**CHANGE OF MAILING ADDRESS**

To: Golden-Land Network Pte Ltd – Maintenance Fund Account  
90 Lorong 23 Geylang  
#01-06 Agrow Building  
Singapore 388393

Dear Sir/Madam

**CHANGE OF REGISTERED MAILING ADDRESS**

I / We, \_\_\_\_\_ being the  
Subsidiary Proprietor of Unit No. \_\_\_\_\_ hereby inform the  
Management of the change of registered mailing address to be as follow:-

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

You may contact the undersigned at \_\_\_\_\_ (Telephone No.) should  
you have any enquiries.

\_\_\_\_\_  
Signature of Subsidiary Proprietor & Date

\_\_\_\_\_  
Name of Signatory & Contact No.

\_\_\_\_\_  
NRIC No. of Signatory