



# **RESIDENTS' GUIDE**

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# Welcome

Dear Residents

Welcome to TROPIKA EAST!

This Residents' Guide is prepared to help you settle in to TROPIKA EAST. We also provide you with the basic guidelines on the use of facilities, renovation of your home, 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 TROPIKA EAST is a pleasant one.

Yours faithfully,

Feature East (Development) Pte Ltd

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## **NOTICE AND DISCLAIMER**

While every care has been taken in preparing this Residents' 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 Residents' Guide or its contents, and no legal commitment or obligation shall arise by reason of this Residents' Guide or its contents. The developer reserves the rights to add, amend or delete any part of the Residents' Guide from time to time.

# GENERAL DESCRIPTIONS

TROPIKA EAST is a 5-storey development comprising 105 freehold condominium units within a private landing housing enclave. TROPIKA EAST boasts contemporary architectural design, lush greenery and resplendent waterscapes.

Features of this development include:

1. Lap Pool
2. Wading Pool
3. Sun Deck
4. Hydro Therapy Pool
5. Aqua Spa Seat
6. Rejuvenation Courtyard
7. Rabbit Hole
8. Children's Playground
9. Tropical Crater Slide
10. Fitness Corner
11. Lily Pond
12. Brook Walk
13. Herb and Spice Garden
14. Sculptural BBQ Gazebo
15. The Club House
16. Tea Party Pavilion
17. Gymnasium

## 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.

"Condominium" shall have the same ascribed meaning as "Estate" herein.

"Estate" means the estate of TROPIKA EAST including all common property and units comprised therein.

"Guests" means any person who is in the Estate at the invitation of the Resident.

"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 housing unit in a sub-divided building.

"Management" means the developer, Feature East (Development) Pte Ltd (in the interim) and the Management Corporation (when it is constituted) and includes any person and/or agent appointed to manage the Condominium.

"Resident(s)" means the Subsidiary Proprietor(s), family members of the Subsidiary Proprietor(s), tenants, family members of the tenants, 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 Addition & Alteration Works Guidelines.

**"Subsidiary Proprietor(s)" means the person or persons holding legal titles to a Unit in TROPIKA EAST 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 Residents and their Guests. Care must be taken to ensure that they are not damaged or subject to undue wear and tear. Non-Resident 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. Residents and Guests must be appropriately attired when using the facilities.
2. All Guests must be accompanied by a Resident 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 Residents may book or use the facilities.
11. Resident's employees (e.g. Domestic helpers/chauffeurs, chefs, gardeners, etc) are not allowed to use the facilities. Resident's Employees may book the facilities on behalf of the resident.
12. Residents are required to produce their Resident/Access Card without demand upon booking, as well as before claiming keys to the facilities.
13. Residents 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.
14. The Management reserves the right to refuse admittance to the facilities, should any person fail to comply with any of the rules and regulations.
15. The Management reserves the right to change any rules or regulations or operating hours of the facilities as it deems necessary.
16. 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
Clubhouse	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
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
The Pool / Spa Pool / Wading Pool	7.00 a.m. to 10.00 p.m.	No Charge	-
Playground	7.00 a.m to 10.00 p.m	No Charge	-
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.



# CLUBHOUSE

1. The Clubhouse is open for daily booking for the following two sessions:

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

2. Bookings shall be made through the Management via the Night Shift security guard. A refundable Security Deposit of S\$100.00 per session is required for the booking. The Cheque should be crossed and made payable to “Feature East (Development) Pte Ltd – Maintenance Account”.
3. The Security Deposit will be refunded, free-of-interest, within one week after the booked session on the condition that Clubhouse is 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 refundable Security Deposit and the balance amount will be refunded free-of-interest to the Residents within one week upon the final determination of such deductions. However, if the cost of repairs and additional charges exceed the Security Deposit, the Residents will have to pay the difference. Residents who fail to make such payment or settlement may be barred from future bookings of the facilities.
4. The cheque for the refundable Security Deposit amount will be refunded to the Resident by mail.
5. Advance booking can be made by Residents for up to a maximum of one month on a first-come-first-serve basis.
6. Each Unit is entitled to book one session per calendar month subject to availability of the Clubhouse.
7. 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.
8. For crowd management purposes, the maximum number of Guests at any one time is limited to 30 and Residents shall ensure that their Guests observe the Clubhouse Rules contained herein.
9. The Clubhouse is to be used solely for its intended purpose(s), such as meetings, birthday parties or any social gatherings. Political, religious, racial and gambling activities are strictly prohibited. Commercial activities may be allowed subject to prior written approval from, and at the absolute discretion of the Management.
10. Prior written approval from the Management is required if the Residents wish to engage a live band, mobile disco, or any other form of audio/video equipment into the Clubhouse. 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.
11. The Residents shall ensure that noise level generated from their activities in the Clubhouse be maintained at a reasonable level.

12. Simple decorations (such as hanging of balloons, banners, ribbons, etc.) are allowed but care must be exercised not to damage the furniture and furnishings, walls and ceiling boards of the Clubhouse. All decorations must be removed immediately after the session.
13. All equipment, furniture and/or approved items brought into the Clubhouse by the Residents 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 stipulated period, and the Management shall be entitled to charge the costs, if any, of such removal to the Residents. The Management shall not be liable for any such removal.
14. No cooking of any kind is allowed.
15. No pets are allowed.
16. The Residents shall maintain the general cleanliness of the Clubhouse. All waste or other refuse must be disposed into the bins provided in the common area.
17. The Management reserves the right to use the above facilities for official matters.
18. The Management reserves the right to forfeit or deduct part of the Security Deposit if any of the rules stated herein are violated.
19. The Management, in its absolute discretion, reserves the right to reject any application and revoke any approval granted.
20. 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. The Management shall not be liable for any mishap, injury or loss sustained by the Residents and their Guests, however caused, arising from the use of this facility.

## LEISURE POOL, WADING POOL, SPA POOL (Collectively Called “ THE POOL ”)

1. The Pool is open daily from 7.00 a.m. to 10.00 p.m. For safety reasons, no person is allowed in The Pool between 10.00 p.m. to 7.00 a.m. and/or during heavy rain and thunderstorms.
2. Only Residents and their Guests may use The Pool. Guests must be accompanied at all times by the Residents who shall ensure that their Guests comply with the House Rules contained herein.
3. Each Resident is only allowed to bring in a maximum of four Guests at any one time.
4. There will be **No Lifeguard** in attendance. As such, all Residents and Guests swim at their own risk. The rules displayed by the poolside shall be observed and the onus is on the user(s) to take the necessary safety precautions while using The Pool.
5. A person with a bandage, open wound or infectious disease shall not use The Pool.
6. The following are **NOT** allowed in the pools or the immediate vicinity (where applicable):
  - Smoking
  - Pets
  - Water-sports and equipment (e.g. masks, snorkels, flippers, diving suits, glass masks, glass goggles, bulky inflatable toys & boats and other items that may pose a hazard to other users)
  - Ball sports, Frisbee playing, roller-skating, cycling, skateboarding, and other similar activities
  - Diving, noisy activities, rough or dangerous play
  - Eating and drinking within one metre from the edge of The Pool
  - Inappropriate swimming attire or costume that may cause embarrassment to other users
  - T-shirts and/or shorts
  - Footwear
7. All children below the age of 12 years shall not be allowed in The Pool unless accompanied by a supervising adult who shall be responsible for the safety and proper behaviour of the children.
8. Private Coaches shall not conduct swimming lessons in The Pool without prior written approval from the Management.
9. The life-saving equipment provided around The Pool is for the intended purpose and shall not be used for any other purpose.
10. No poolside furniture shall be removed from The Pool area. Poolside furniture shall not be reserved.
11. The Management reserves the right, at its sole discretion, to close The Pool for cleaning, maintenance, repair or any other reasons as it may deem fit.

12. Portable audio equipment may be used at The Pool area provided that no disturbance or annoyance is caused to other users/Residents.
13. The Management shall not be liable for any mishap, injury or loss sustained by Residents and their Guests, however caused, arising from the use of this facility.

## **GYMNASIUM**

1. The Gymnasium is open daily from 7.00 a.m. to 10.00 p.m.
2. Only Residents and their Guests may use the equipment in the Gymnasium. Guests must be accompanied at all times by the Residents 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 Residents 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.

2. Bookings shall be made through the Management via the Night Shift Security Guard. A refundable Security Deposit of S\$100.00 per session is required for the booking. The Cheque should be crossed and made payable to “Feature East (Development) Pte Ltd – Maintenance Account”.
3. 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 Residents within one week upon the final determination of such deductions. However, if the cost of repairs and additional charges exceed the Security Deposit, the Residents will have to pay the difference. Residents who fail to make such payment or settlement may be barred from future bookings of the facilities.
4. After the completion of the function, the cheque for the refundable Security Deposit will be refunded to the Resident by mail.
5. Advance booking can be made by Residents for up to a maximum of one month on a first-come-first-serve basis.
6. Each Unit is entitled to book one session per calendar month subject to availability of the BBQ facility.
7. 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.
8. The ideal maximum number of guests for the BBQ is 30. Please confine your guests to the BBQ pits area only. Residents shall ensure that their Guests observe the House Rules contained herein.
9. Highly flammable objects and materials such as gas cylinders, liquid fuels or portable barbecue burners are not permitted at the BBQ area.
10. Prior written approval from the Management is required if the Residents 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.
11. 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.

12. The Residents shall ensure that noise level generated from their activity in the BBQ area be maintained at a reasonable level.
13. All equipment, furniture and/or approved items brought to the BBQ area by the Residents 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 Residents. The Management shall not be liable for any such removal.
14. All unwanted items, leftover food, litter, etc. must be disposed properly into the litter bins provided.
15. The Management reserves the right to forfeit or deduct part of the Security Deposit if any of the rules stated herein are violated.
16. 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.
17. The Management shall not be liable for any mishap, injury or loss sustained by the Residents and their Guests, however caused, arising from the use of this facility.

## **CARPARK LABEL/ TRANSPONDER/ ACCESS CARD SYSTEM**

1. The applicants must be the Subsidiary Proprietor(s) or Residents authorised by the Subsidiary Proprietor(s). Application **Form E & F** is to be submitted.
2. Each Unit is allocated with One (01) Carpark Label and One (01) Transponder. Access cards will be allocated according to the share values of each unit.
3. All applicants are required to produce documentary proof such as Identification Card/Passport, Vehicle Registration Card, Company Certificate Letter (for company car), Stamped Tenancy Agreement (if applicant is a tenant), etc as proof of ownership and residence at TROPIKA EAST.
4. Residents are to notify the Management should there be a change of vehicle or vehicle registration particulars as all Carpark Labels are non-transferable.
5. When the Unit is sold, it is the responsibility of Subsidiary Proprietor(s) of the unit to hand over the Access Cards issued to the new Subsidiary Proprietor(s). However, the issued Carpark Labels must be returned to the Management. For Units that are leased out to a tenant by the Subsidiary Proprietor(s), the Subsidiary Proprietor(s) shall be responsible to ensure that the Access Card and Carpark Label are retrieved from the tenant(s) when the lease expires.
6. The Carpark Labels will automatically be deemed null and void when the holder is no longer residing at TROPIKA EAST.
7. Lost or stolen Carpark Label / Access Card must be reported immediately to the Management for security reasons. Replacement of Carpark Label shall be subject to a charge of S\$30.00 per label.
8. Loss of the Access Card/ Transponder must be reported to the Management as soon as possible so that the Management can reprogram the Car Park Auto Gate System. The replacement cost for an Access Card/ Transponder is levied at S\$50.00 each.
9. The Management reserves the right to reject any application without assigning a reason. In addition, the Management can withdraw existing parking facilities by giving one month's notice in writing to the Resident.



# HOUSE RULES

## Moving and Delivery

1. Residents moving in or out of the Estate must apply for approval from the Management in the prescribed application form, **FORM D** at least seven days prior to any Moving and Delivery.
2. Residents 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 Residents 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 Residents 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 Residents or their appointed contractor at their own expense. **(Please refer to A&A guidelines)**
7. All contractors are to strictly observe the maximum allowable load which will be indicated on the lifts' panel when using the lift.
8. Residents shall ensure that the Moving and Delivery will not in anyway cause any nuisance to other Residents.
9. Residents shall be responsible for the good conduct and behaviour of all contractors while they are in the Estate.
10. All contractors shall display the contractor's pass at all times within the Estate.
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 Estate 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 Estate 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 Estate upon completion of work and at the end of each day.

17. Upon completion of the Moving and Delivery, the Residents 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 Resident.
21. The Management shall not be liable for any mishap, injury, or loss sustained by the Residents 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.

## CAR PARKING

1. Each Unit is allocated with One (01) Carpark Label and One (01) Transponder for the barrier system. Access cards will be allocated according to the share values of each unit. Car park labels must be displayed prominently on the vehicle's windscreen.
2. No reservation of any parking lot is permitted.
3. The speed limit within the driveway and carpark is 15 km/hr.
4. Residents are to inform their Guests and Contractors to park their vehicles at the nearby public car park. Strictly no available parking in the Estate. Subject to Clause 6 below, One (1) contractor vehicle per unit is allowed to park in the car park during the initial six (6) months' period so as to facilitate the residents' renovation and house moving activities.
5. Commercial vehicles owned or controlled by the Residents are only allowed to park in the Estate after obtaining prior written approval from the Management.
6. Heavy vehicles such as cranes, road tanker, container, trailer, etc will not be allowed to park in the Estate carpark without prior written approval from the Management.
7. 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.) and across two parking lots.
8. All vehicles are to park in an orderly manner within the parking lots marked and to observe the flow of traffic according to the directional arrows.
9. Repairs or overhauls of vehicles are not allowed in the common property except in the event of a breakdown.
10. 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 Residents.
11. The Management reserves the right and in its sole discretion, to prevent Residents who breach the House Rules from driving or parking their vehicles in the Estate.
12. 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.
13. 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.
14. 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. Residents should arrange for unwanted furniture or bulky items to be disposed out of the Estate at residents' 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.

## **PETS**

1. Only household pets may be kept by Residents.
2. Pets should at all times be accompanied and held on a leash by its owner while in the Common Property.
3. Household pets which cause a nuisance or unreasonable disturbance to other Residents shall be promptly restrained upon notice given by the Management.
4. Residents shall be held responsible for the nuisance caused by their pets.
5. All pet owners shall observe the following rules, failing which they shall be obliged to remove their pets from the Estate upon notice given by the Management.
  - (a) Pets shall not be allowed in Common Property except when kept in restraint
  - (b) Pets shall not be allowed in the facilities areas under any circumstances
  - (c) Comply with the licensing requirement of the Agri-food & Veterinary Authority of Singapore.
6. Residents shall ensure that they clear up any animal excrement left by their pets in the Common Property. They shall be held responsible for the cleaning of the areas littered by their pets.
7. Residents shall be responsible for the cost of repairing and cleaning of areas being damaged or littered by their pets.

## **CUSTOMARY RITES**

Holding of customary or traditional rites (e.g. Funeral wakes) are not allowed within the Estate compound.

# Addition & Alteration (A&A) Guidelines

## 1. INTRODUCTION

The purpose of the Addition & Alteration (A&A) guidelines is to preserve the distinctive architectural design of the development, thereby enhancing the value and image of TROPIKA EAST.

These guidelines are drawn up to assist Subsidiary Proprietor(s) in their A&A works. The coverage is not intended to be exhaustive, but serves as guidelines to provide the necessary information on the nature and extent of the A&A works.

The Management in its absolute discretion reserves the right to reject any A&A works 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 renovation approval.

## 2. GENERAL REQUIREMENTS

### 2.1 Acknowledgement

- 2.1.1 In order not to jeopardise the issuance of the Certificate of Statutory Completion (CSC) for the Estate and in view of the various warranties and performance criteria established for the installations, the Subsidiary Proprietor(s) shall be required to submit the "Application for Addition & Alteration Works" (A&A works) **(Please refer to Form A)** and Two (2) sets of plans to the Management at least five working days before the commencement of A&A works. The Subsidiary Proprietor(s) shall not commence any A&A works until the receipt of the acknowledgement letter from the Management.
- 2.1.2 The submission by Subsidiary Proprietor(s) to the Management of the "Application for Addition & Alteration Works" shall not be construed as exemption from compliance with the building regulations/laws or exemption from obtaining approval from other relevant authorities.
- 2.1.3 Subsidiary Proprietor(s) who wish to carry out A&A works to their unit(s) before issuance of CSC shall obtain the approval from the relevant authorities where necessary and provide the documentary proof of these approvals to the Management.
- 2.1.4 All unauthorised works have to be rectified by the Subsidiary Proprietor(s) at their own costs.
- 2.1.5 Subsidiary Proprietor(s) hereby indemnify and hold harmless the Developer, Feature East (Development) Pte Ltd, the appointed managing agent and Management Corporation (upon its constitution), for and against all actions, claims, damages, costs and expenses that may arise from any loss, damage, death, injury from any causes whatsoever to the property or persons caused by or resulting from the Subsidiary Proprietor(s)' A&A works caused by any act, omission, neglect, default of the Subsidiary Proprietor(s), their resident's employee, agents, contractors, sub-contractors, employees, invitees or any other persons.
- 2.1.6 Subsidiary Proprietor(s) shall be responsible for the conduct and behaviour of their workmen and shall forward the 'Letter of Undertaking' **(Please refer to Form B)** to the Management.

2.1.7 Subsidiary Proprietor(s) or the Contractors shall be required to take up a Public Liability insurance policy of at least one million prior to the commencement of any works.

## 2.2 Renovation Period

2.2.1 The Subsidiary Proprietor(s) shall exercise due care and caution to ensure that no disturbance, nuisance or annoyance is caused to other Residents of the Estate. All A&A works, including related deliveries of materials and equipment, shall only be carried out during the following hours:

**Mondays to Fridays** : 9.00 a.m. to 5.00 p.m.  
**Saturdays** : 9.00 a.m. to 12.30 p.m.

2.2.2 Strictly **NO** work is allowed on **Sundays and Public Holidays**.

2.2.3 The maximum duration to be approved at any one time for the A&A Works shall be 30 days. Any extension beyond this period shall be at the sole discretion of the Management.

## 2.3 Renovation Deposit

2.3.1 Submission of Application for A&A works (**Please refer to Form A & B**) shall be deposited at the Management 's letter box i.e. #01-02.

2.3.2 Subsidiary Proprietor(s) shall place a refundable renovation deposit of S\$1,000.00, by cross-cheque made payable to "Feature East (Development) Pte Ltd – Maintenance Account" or the MCST (upon its constitution) whichever is applicable for the A&A works.

2.3.3 Subsidiary Proprietor(s) shall be fully responsible for making good any damages, caused to the common property by their contractors or themselves or removal of any debris/waste. They are to make good the damages to the satisfaction of the Management within seven days upon the receipt of the Management's notice, failing which the Management reserves the right to make good the damages and deduct the costs from the renovation deposit.

In the event of the renovation deposit being insufficient to meet the costs imposed by the Management, the Subsidiary Proprietor(s) shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management.

## 2.4 Acknowledgement Letter

2.4.1 The Management shall issue an Acknowledgement Letter which shall be displayed outside the unit until the completion of the A&A works.

## 2.5 Refund of Renovation Deposit

2.5.1 Upon the completion of the A&A works, the Subsidiary Proprietor(s) shall notify the Management by completing the Request for Refund of Renovation Deposit in (**Please refer to Form G**) confirming that only works that are reflected in the Application for A&A works and acknowledged by the Management, are carried out and there is no violation of the stated guidelines as contained herewith.



The renovation deposit shall be refunded, free-of-interest, within one week to the Subsidiary Proprietor(s) subject to the following conditions:

- a) Completion of the A&A works to the satisfaction of the Management.
- b) The Management has received all the as-built drawings.
- c) There is no outstanding rectification work.

2.5.2 The Management reserves the right to forfeit the full amount of the Renovation Deposit if any of the conditions stated herein are not complied with.

## **2.6 Do's and Don'ts for A&A Works**

It is the Subsidiary Proprietor(s)' responsibilities to ensure that the A&A works carried out shall not affect any of the warranties of the unit and Common Property and do not jeopardise the issuance of CSC. (Please refer to Appendix 1 for A&A works permitted after TOP and Appendix 2, A&A works not permitted before and after issuance of CSC.)

## **2.7 Injury to Person(s) and Damage to Common Property**

Subsidiary Proprietor(s)' contractors shall be liable for any losses and/or damages arising in the course of or by reason when carrying out of the works.

## **2.8 Contractor's Personnel**

- 2.8.1 All contractors or their authorised personnel shall register to the duty personnel in the Estate before and after works each day. The duty personnel have been given strict instructions to question all suspicious persons found in the Estate. Action shall be taken against unauthorised persons in the Estate.
- 2.8.2 Contractors' shall declare and report loss of any contractor passes immediately. An administration fee at S\$30.00 per pass shall be imposed for the replacement of lost passes.
- 2.8.3 Contractors' Personnel shall, at all times, be properly attired and display the Contractor Passes while in the Estate.
- 2.8.4 Contractors' Personnel found without valid Contractor Passes shall be treated as trespassers and shall be asked to leave the Estate.
- 2.8.5 All Contractors' Personnel shall observe good conduct and behaviour by:
  - (a) Being suitably clothed
  - (b) Not using languages or behaving in a manner likely to cause offence or embarrassment to others
  - (c) Not obstructing the lawful use of the Common Property by others
  - (d) All Contractors' Personnel found misbehaving shall be asked to leave the Estate immediately and be barred from future entry

- 2.8.6 The Management reserves the right to refuse the admittance of any workmen employed by the Subsidiary Proprietor(s), the contractors, or the sub-contractors at its sole discretion.

## **2.9 Employment of Illegal Workers**

- 2.9.1 Subsidiary Proprietor(s) shall ensure that no illegal workers are employed by them or their contractors in the execution of any part of the works.
- 2.9.2 For the purpose of this clause, “illegal workers” shall mean any persons who entered Singapore in contravention of the Immigration Act or who worked in contravention of the Employment of Foreign Workers Act or any statutory modification or re-enactment thereof.

## **2.10 Common Equipment and Properties**

Contractors shall take full responsibilities for the care of the common equipment and property, and any damage caused shall accordingly be made good/replaced at the contractors' own expenses. Contractors shall provide adequate protection to the common property (e.g. plywood to protect the lifts, walls and doors at the Common Property etc.)

## **2.11 Safety Arrangements**

- 2.11.1 Contractors shall at all times observe and comply with all prevailing laws and regulations relating to safety and shall bear all costs connected with the compliance of the laws and regulations.
- 2.11.2 Contractors shall be responsible to take all safety measures to eliminate danger to their workmen, the general public, Subsidiary Proprietor(s), staff and property of the Estate and others.

## **2.12 Disposal of Rubbish**

- 2.12.1 All temporary works, debris and surplus material arising from the works, shall be cleaned from all surfaces (internal and external) to the satisfaction of The Management.
- 2.12.2 All Common Property shall be kept clean at all times. All dirt and stains are to be cleaned immediately.
- 2.12.3 All debris shall be cleared from the Estate on the same day. No debris is allowed along the Common Property or staircases

## 2.13 Carpark

- 2.13.1 All contractors shall park their vehicles outside the estate. No available lot is allocated for contractor's vehicles.

## 2.14 Restricted Works

- 2.14.1 Any works involving heavy drilling, knocking, spray painting, use of adhesives or varnishing that are likely to cause inconvenience to other Subsidiary Proprietor(s) shall be carried out during the following hours only:

**Mondays to Fridays:            9.00 a.m. to 5.00 p.m.**

- 2.14.2 Contractors are not allowed to use heavy-duty hackers or concrete breakers for the works.
- 2.14.3 A work schedule must be submitted to the Management at least three working days in advance prior to the commencement of such restricted works.

## 2.15 Hot Work Permit

### Definition

Hot work is any process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Examples of hot work may include, but are not limited to, brazing, welding, soldering, cutting, thawing pipe and torch-applied roofing.

- 2.15.1 Contractors shall apply a Hot Work Permit **(Please refer to Form C)** for any hot works to be carried out. The permit is issued at the absolute discretion of the Management and shall be withdrawn at any time by the Management without assigning any reason thereto.
- 2.15.2 The permit holder shall maintain a continuous fire watch in the area of work and to provide extra fire extinguishers.
- 2.15.3 The permit shall be held by the permit holder at all times while working in TROPIKA EAST.
- 2.15.4 The permit holder shall produce this permit whenever requested by the Management or the security personnel while working in TROPIKA EAST, failing which, no work will be allowed to be carried out.
- 2.15.5 This permit is not transferable. It is valid only for the person whose name appears on the permit.
- 2.15.6 The permit shall be issued at the absolute discretion of the Management and shall be withdrawn at any time by the Management without assigning any reason thereto.
- 2.15.7 On expiry of the validity period or upon completion of the work, this permit shall be surrendered to the Management. If the permit holder is unable to complete the work within the stipulated period in the permit, he shall apply for a new permit.

2.15.8 Permit holder shall not be allowed to make any alteration on this permit.

2.15.9 The loss of the permit shall be reported to the Management.

2.15.10 Smoking is prohibited throughout the area of work.

## **2.16 Water and Power Supply**

2.16.1 Subsidiary Proprietor(s) are to ensure that the water and electricity supply to their unit(s) are activated before the commencement of the works.

2.16.2 The contractors are not allowed to tap water and/or electricity supply from the Common Property.

## **2.17 Inspection by the Management**

- 2.17.1 The Management shall have the right to gain free access into the units during office hours to inspect the A&A Works.
- 2.17.2 The Management shall have the rights to stop any work by the contractors for non-compliance of workplace, safety and health regulations.
- 2.17.3 The Management reserves the right to demand the demolition or regularisation of any unauthorised work which is carried out in contravention to the approval, the guidelines herein, or the by-laws and to recover from the Subsidiary Proprietor(s) all costs and expenses incurred in this connection if such rectification works were to be executed by the Management.

## **2.18 TECHNICAL GUIDELINES**

### **Architectural and Interior Works**

#### **2.18.1 Submission of Drawing**

The proposal plans shall be drawn to scale, showing the layout, section, elevation and material used. All changes are to be shown in colour with appropriate legend. Demolition works are to be shown in dotted red lines.

#### **2.18.2 Addition of Structure Work**

Subsidiary Proprietor(s) shall not erect any additional structures or make any alteration without prior acknowledgement from the Management. The Management shall have the authority to demolish or remove any such unauthorised additions or alterations work, after giving seven days written notice. All costs and expenses incurred in respect of such works shall be borne by the Subsidiary Proprietor(s).

#### **2.18.3 Addition of Partition Work**

Subsidiary Proprietor(s) are reminded that any partitioning, demolition of walls, drilling of holes on walls or any other renovations works to the existing unit shall be endorsed by a Qualified Person (QP) and approved by the relevant authorities.

#### **2.18.4 External Work**

Subsidiary Proprietor(s) shall not carry out any work, which will affect the external facade of the building without prior written approval from the Management. Facade shall include windows, balconies, and compartments for condensing units, Common Property, open areas and all other visible parts of the building, which constitute or form part of the external appearance of the building.

Any Solar film to be installed on the window glass and sliding door glass shall be non-reflective and conform to the approved colour.

Subsidiary Proprietor(s) shall not be allowed to install any television or radio antenna on the rooftop or any external part of the sub-divided building.

## 2.18.5 Household Shelters (HS)

### General

Your unit has a civil defence shelter. For more information please log on to [http://www.scdf.gov.sg/scdf\\_internet/en/buildingprofessionals/cd-shelter/household-shelters.html](http://www.scdf.gov.sg/scdf_internet/en/buildingprofessionals/cd-shelter/household-shelters.html).

It is designed to protect you during a war emergency. It has strengthened walls, floor, ceiling and a specially designed door. They must not be hacked or drilled. Certain finishes and fixtures are not permitted as they are not easily removable and may become hazards to shelter occupants during a war emergency. Lighting, power point, telephone point and CATV outlet points are also provided in the shelter so that you can stay inside and communicate with the outside. {Please refer to Appendix 3, on the permitted and not permitted works for Household Shelters (HS)}.

## 2.19 Electrical Works

### 2.19.1 Submission of Drawing

The electrical proposal plan shall be drawn to scale, showing its location of the distribution board, lighting point and power point and single-line diagram. All final sub-circuit shall be labelled and reflected in the layout plan and single-line diagram.

Subsidiary Proprietor(s) shall submit two(2) copies of the proposed plans endorsed by the relevant parties to the Management Office.

**Note:** Hacking of the soffit of the slab shall be endorsed by a Qualified Person (QP).

### 2.19.2 Endorsement

All drawings shall be endorsed by a PUB Licensed Electrical Worker (LEW) engaged by the owner of the unit. Two (2) copies are to be forwarded to the Management.

## 2.20 Gas Works

### 2.20.1 Submission of Drawing

The gas proposal plan shall be drawn to scale showing its new location of the kitchen hood, hob and layout, section and elevation of the gas pipe. The new routing of gas pipe must be clearly indicated.

Subsidiary Proprietor(s) are to engage the Power Gas Worker to submit two sets of the proposed plan to Power Gas Department for approval.

### 2.20.2 Endorsement

All drawings shall be endorsed by Licensed Gas Service Worker (LGSW) engaged by the Subsidiary Proprietor(s). Two (2) copies are to be forwarded to the Management.

### 2.20.3 Safety Measures for Residents who wish to alter gas pipe connections:

- (a) Call City Gas at 1800-555-1661 to carry out any alteration to gas piping or engage LGSW. These LGSWs are licensed under the Public Utilities Act by the Regulation Department to carry out gas installation works. The Regulation department (PUB) maintains a register of all LGSW in Singapore
- (b) Before any alteration works, the LGSW will have to make an application to Power Gas on behalf of the customer. Power Gas will then isolate the piped gas supply to the premises
- (c) LGSW should commence pipe works only upon receipt of notification from Power Gas
- (d) Upon completion of the works the LGSW will conduct a final pressure test, in the presence of Power Gas Officers, to confirm the soundness of the pipe
- (e) Power Gas Officers will then turn-on the gas supply upon successful completion of the test

It is an offence under the Public Utilities Act for any person:  
To carry out gas services work without a proper license from the Board

It is also an offence under the Public Utilities Act for any person:  
To engage any person who is not a licensed gas service worker to perform any gas service work

- (f) In Case Of A Gas Leak/Suspected Gas Leak:
  - Turn off the gas valve
  - Open all windows and doors to ventilate the place
  - Notify Gas Services & Operations Center (GSOC) of situation
  - Do not try to detect/search for the gas leak. (do not use any naked light)
  - Refrain from switching on/off switches and electrical equipment
  - Leave the house should the smell become intoxicating
  - Wait for service crew to arrive
  - Investigations will be carried out
- (g) Important Contact Numbers:
  - City Gas 24-Hour Gas Services & Operations Center (GSOC) 1800-752-1800. (Report of supply interruption, low pressure and gas leakage)
  - City Gas Supply Application and Enquiries 1800-555-1661
  - Enquiries on appointment time for gas installation 1800-555-1661

## **2.21 Air-Conditioners**

### **2.21.1 Submission of Drawing**

The air conditioning proposal plan shall be drawn to scale showing the new location of fan coil units, condensing units, and layout, section and elevation. The routing of refrigerant pipe and condensate drain pipe must be clearly indicated.

### **2.21.2 Endorsement**

All drawings shall be endorsed by a Qualified Person engaged by the Subsidiary Proprietor(s). Two (2) copies are to be forwarded to the Management.

## **2.22 Grilles**

### **2.22.1 Doors, Windows, Yards and Balconies.**

- (a) Grilles to doors, windows, yard areas and balconies must conform to the approved designs and the colour code as specified by the Management. All grilles should be installed within the apartment and the strata boundary of the Unit. {Please refer to Appendix 4 on the approved grille design}.
- (b) Door grille to be installed at the wooden frame or within the strata line of the unit and the full swing is not to go beyond half of the corridor width.
- (c) All other grilles to be installed within the unit internal side and behind the window and/or sliding door.
- (d) Subsidiary Proprietor(s) shall obtain the acknowledgement from the Management before commencing any grille installation.



## **OTHER HOUSE RULES**

### **Advertisements**

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

# GUIDELINES ON ESTATE LIVING

## 1. Use of Units and Common Area

All Residents of the Estate shall have the right to use and/or enjoy the Common Property of the Estate.

Living in a condominium 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 Residents but rather as a gentle reminder to all that living in a Condominium requires some kind thoughts for others.

## 2. All Residents 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 Estate.
- 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 Estate.
- 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 Estate.
- 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 Estate.
- 2.16 Use or permit their Units to be used for any purpose other than for Residential dwellings 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 neighbours.
- 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 Residents 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.
- 3.3 Ensure that, if they are pet owners, the pets' excrement are hygienically and suitably disposed of.

## **PEST CONTROL – SUBTERRANEAN TERMITES**

While the building substructure is treated to prevent potential routes for termites' entry, there are other possible means by which termites may enter the premises. One of these is the importation of termites, usually inadvertently done when homeowners bring infested materials to their premises.

It is strongly advised that owners engage professional pest control agents to regularly service/check their premises to prevent such infestation.

### **Evidence of Termite Infestation**

1. Wood damaged by termites always has remains of mud tubes attached to wood galleries or tunnels in any irregular pattern. In the case of an active colony, termites may be found in infested wood.
2. The presence of flying winged males and females or their shed wings inside the building may indicate an infestation.
3. The presence of mud or shelter tubes extending from the ground to the woodwork or the foundation walls may also indicate infestation.

# APPENDIX 1

## List of A&A Works that is permitted after Temporary Occupation Permit (TOP) subject to the Acknowledgement from the Management:

1. Install built-in wardrobes
2. Repainting of internal walls<sup>1</sup>
3. Replace existing built-in kitchen cabinets
4. Replace existing interior doors excluding the main entrance door
5. Install ceiling/wall paper
6. Replace existing walls and floors finishes<sup>2</sup>
7. Lay carpet flooring
8. Install light fittings
9. Install cornices and false ceilings<sup>3</sup>
10. Install split unit air conditioners<sup>4</sup>

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Note:

- <sup>1</sup> No painting of internal and external PES walls, external balcony walls, balustrades and railings.
- <sup>2</sup> Warranty given by the warranty contractor on the waterproofing system will be void with any replacement of floor finishes.
- <sup>3</sup> Care must be taken to ensure that the concealed piping is not damaged when installing cornices and false ceilings.
- <sup>4</sup> Air-con drain-out pipes have to be properly connected to waste trap within the apartment. No window unit allowed.

## APPENDIX 2

List of A&A Works Including But Not Limited to the Following Are Not Permitted Before and After Issuance of CSC.

### 1. Before and After the Issuance of CSC:

- 1.1 Install windows at balconies and open terraces
- 1.2 Removal of railings at the balconies
- 1.3 Replace glazing of windows with colours that are different from original
- 1.4 Hacking of structural slabs, columns and beams
- 1.5 Replace existing windows
- 1.6 Seal up existing windows/door openings
- 1.7 Raise existing floor levels (e.g. to split level of any portion of existing floor by adding concrete or steel platforms)
- 1.8 Reposition and/or enlarge the bin chutes opening
- 1.9 Drill holes through the beams, columns and other structure members
- 1.10 Hacking and alterations of columns, beams or any reinforced concrete structures
- 1.11 Modify the common service pipes inside or outside the apartment
- 1.12 Install awnings or other sun-shade devices/projections outside the apartment. This includes contraptions of any kind for hanging clothes and T.V. aerials
- 1.13 Provide opening in existing external walls
- 1.14 Anything that affects the external look of the façade
- 1.15 Works affecting the Estate's Gross Floor Area

### 2. Before the Issuance of CSC:

- 2.1 Demolition of existing internal partition walls
- 2.2 Erection of new internal lightweight partition walls
- 2.3 Provide opening in existing internal partition walls
- 2.4 Alteration works to existing staircases
- 2.5 Remove existing water closets, basins, long baths and shower stalls

Note:

Warranty given by the main contractor on the water proofing system will be void if there is any hacking to the floor or any replacement of floor finishes during the removal of any sanitary items.

NB: Notwithstanding the above, it is the sole responsibility of the Subsidiary Proprietor(s) to seek the advice of the relevant authorities and the Subsidiary Proprietor's own Qualified Person where necessary and/or the Management prior to the commencement of any A&A works.

# APPENDIX 3

## PERMITTED AND NOT PERMITTED WORKS FOR HOUSEHOLD SHELTERS (HS)

### 1. GENERAL

Your dwelling unit has a civil defence shelter. It is designed to protect you during a war emergency. It has strengthened walls, floor, ceiling and a specially designed door. They must not be hacked or drilled. Certain finishes and fixtures are not permitted as they are not easily removable and may become hazards to shelter occupants during a war emergency. Lighting, power point, telephone point and CATV outlets points are also provided in the shelter so that you can stay inside and communicate with the outside.

Any repair or alteration or renovation works, which are likely to weaken or damage any structural elements of the household shelter or non-shelter space within the shelter tower, are not permitted.

### 2. PERMITTED WORKS IN HS

- (a) Laying of floor tiles bonded to wet cement mortar. The total thickness of floor finishes and screed is not to exceed 50mm.
- (b) Laying of vinyl or linoleum flooring.
- (c) Laying of floor skirting tiles (up to a maximum of 100mm high) by bonding them with wet cement mortar to HS walls.
- (d) Applying splatter dash or equivalent to the external face of HS walls only to provide rough surface for feature wall panels or wall tiles installation.
- (e) Painting of walls, ceiling or door. In the case of HS door, owners shall not cover or paint over the HS door notice or door seal. The old paint coat on door and door frame is to be removed prior to repainting to avoid increase paint thickness resulting in difficulty in closing and opening of the door.

The new paint coat must be dried up completely before closing the door as wet or damp paint will cause the door/ rubber gasket to stick onto the doorframe resulting in difficulty in opening the door.

- (f) Painting on only the exterior face of the 6mm fragmentation stainless steel plate of the ventilation sleeves.
- (g) Fixing of removable screws with non-metallic inserts not exceeding 50mm deep for fixtures and equipment e.g. pictures, posters, cabinets or shelves etc. Such fixtures that are installed inside the HS will have to be removed by the owners within 48 hours upon notification. There is no restriction to the diameter of the non-metallic insert as long as it does not exceed 50mm in length. It is the owner's responsibility to ensure that the strength of the insert is adequately provided for the intended purpose.
- (h) Removal of the fragmentation plates covering the ventilation openings shall be carried out subject to the following conditions:
  - (i) The plates (after removal) shall be securely mounted with removable screws on non-metallic inserts not exceeding 50mm deep on one of the internal face of HS walls.
  - (ii) After the removal of plates, the bolts and nuts shall be installed back to their original positions on the ventilation sleeves.

- (iii) Closing or covering up of ventilation openings by removable aesthetic or architectural finishes is allowed, provided that at least 25% of the total area of the two openings shall be left uncovered for ventilation purposes during peacetime.
- (iv) Power driven nails are allowed only on external face of the HS walls to facilitate flexibility in mounting of features/ fixtures by owners.

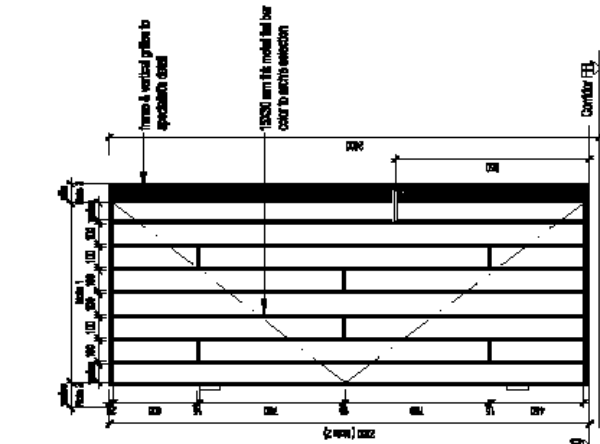
### **3. NOT PERMITTED WORKS IN HS**

- (a) Laying of wall tiles or spray of rock tone finishes, cement with sand finish and gypsum plastering on the internal faces of HS walls.
- (b) Laying of floor tiles using adhesive materials.
- (c) Laying of second layer of tiles on floor or skirting tiles.
- (d) Installation of cornices within the HS.
- (e) Installation works with fixings using power driven nails into the internal HS walls.
- (f) Tampering with, removing or covering up of the HS door notice. The HS door notice provides important information to the occupants on the use of the HS.
- (g) Indiscriminate hacking and drilling of HS walls, floor slab, and ceiling slab, other than drilling into HS walls and ceiling slab to affix removable screws on inserts, provided the depth of the insert shall not exceed 50 mm.
- (h) Hacking to both internal and external face of the HS walls to form key for tiling.
- (i) Hacking or indiscriminate drilling on external face of HS wall for mounting of feature wall panels or wall tiles installation.
- (j) Modifying, changing, removing or tampering of HS door.
- (k) Modifying, altering or tampering with any part of the ventilation openings, plates and the mounting devices such as bolts and nuts.
- (l) Painting to the interior face of the 6mm fragmentation stainless steel plate of the ventilation sleeves, the ventilation sleeves, "O" ring rubber gaskets and the four or eight numbers of stainless steel bolts which hold the steel plate to the sleeves.

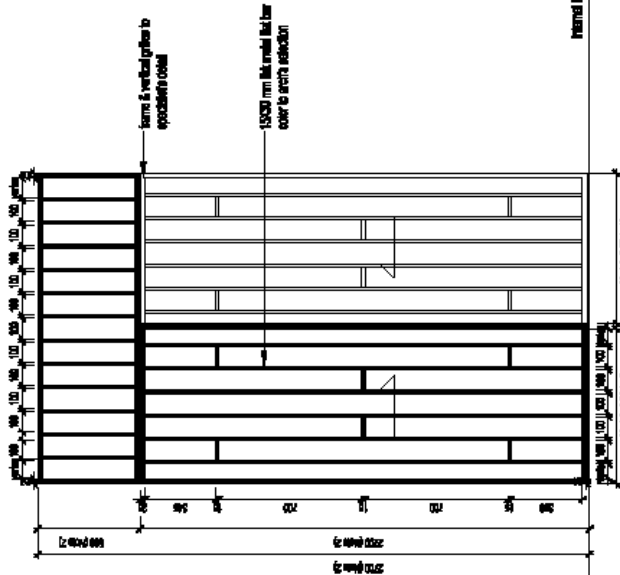


# APPENDIX 4-1 – DOOR GRILLE DESIGN

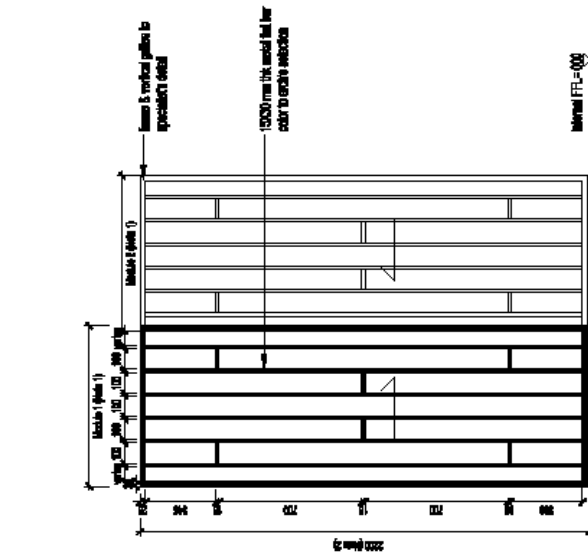
**Note:**  
 1. Unless specifically noted, all materials and finishes shall be as specified in the project specifications.  
 2. Dimensions shown are to the face of the grille unless otherwise noted.



**Main Door Gate Elevation**  
 120003

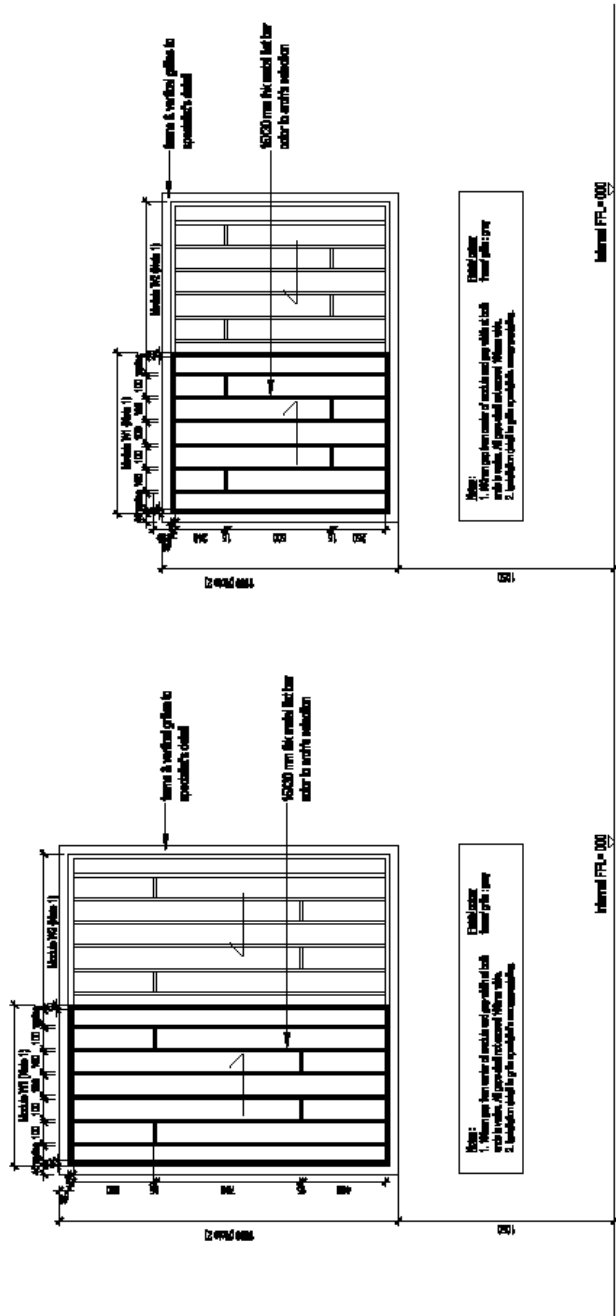


**Sliding Door Grille Elevation**  
 120003

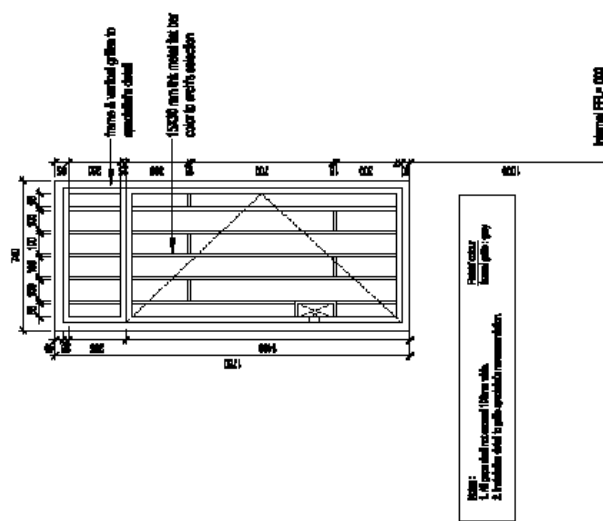


**Sliding Door Grille Elevation**  
 120003

# APPENDIX 4-2 – SLIDING WINDOW GRILLE DESIGN

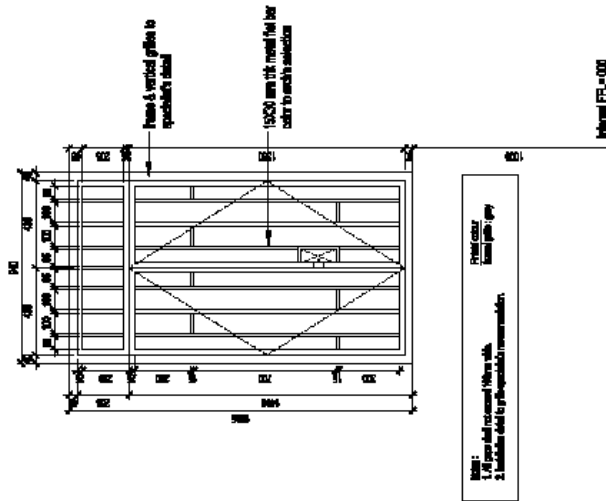


# APPENDIX 4-3 – CASEMENT GRILLE DESIGN



**Casement Grille Elevation**

1500x1000  
Location: Type C1 (FP) - #02-10



**Casement Grille Elevation**

1500x1000  
Location: Type B1 (FP) - #01-02

## APPENDIX 5

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### FREQUENTLY ASKED QUESTIONS

#### 1. Additions & Alterations

##### a. When can I carry out my renovation works?

You should carry out your own renovation and interior works only after all defects have been rectified and upon receipt of approval from the Management Office.

##### b. Can I make any additions / alterations to my house?

No, unless subject to approval from the relevant authorities, namely Urban Redevelopment Authority (URA) – the Additions & Alterations Unit of the Development Control Division.

For more details, you can log on to [www.ura.gov.sg](http://www.ura.gov.sg)

##### c. How long is the processing time for the Additions & Alterations (A&A) submissions after CSC?

The processing time for the submission depends on the complexity of the A&A works and the degree of compliance to the guidelines. For common or minor A&A works that do not require any extension of the building, it will take about less than one (1) month for the approval from the Authorities for work to proceed.

##### d. Can I change or add new doors in my house?

Yes, to the internal doors and door frame only but not the main door.

##### e. Can I install grilles for my window and / or doors?

Yes, but they have to be internal grilles or installed behind existing windows, sliding doors and boundary lines except for the main door. You can refer to Appendix 4 for the approved grilles design.

##### f. Why is there a need to follow the grilles design as stipulated?

It is to maintain an uniform aesthetic outlook of the estate. Therefore, the co-operation of all residents is most appreciated.

##### g. Am I allowed to change the colour of my external walls?

No, the aesthetics of the estate has to be maintained.

##### h. Can I knock down the internal wall?

Only non-load bearing walls can be demolished but without increase in floor area. You should submit your plan indicating your intention for Management's approval prior to the commencement of any demolition work.

#### 2. Telecom, Electricity and Water

##### a. How many telephone lines can I apply for my house?

As per the guidelines, you can apply for a maximum of five (5) lines from Singapore Telecom.

**b. How do I apply for the opening of utilities account?**

Opening of utilities account can be made direct to the SP Services by -

- Calling 1800-235 6841
- Completing the application form as provided in the handover kit

Please note that installation will usually require three (3) working days.

**c. How do I activate the telephone lines for my house?**

Activation of telephone lines can be made direct to SingTel by –

- Calling 1609
- Completing the application form as provided in the handover kit

Please note that activation usually requires five (5) working days.

**3. Mechanical & Electrical (M&E) Works**

**a. Where are the water heaters and how do I reach them for maintenance?**

The water heaters are located above the bathrooms' and / or kitchen's ceiling. They can be reached through access panels at the ceiling.

**b. Can I fix a ceiling fan or a chandelier from the ceiling?**

Yes. However, please ensure that your contractors install the correct fixtures / hooks to the structural floor slabs above and does not affect its integrity.

**4. Miscellaneous**

**a. What is share value of a strata unit?**

Every strata lot or unit is assigned a share value based on the unit's net floor area in the whole development.

**b. Who will determine the share value?**

The share value is determined by a professional based on a guideline set by the authority and accepted by the Commissioner of Buildings.

**c. What is the maintenance fund for?**

The basic purpose is to pay for the day-to-day expenses to administer, repair and maintenance of the common property.

**d. What is the duration of Defects Liability Period (DLP) for the unit owners?**

The Defects Liability Period (DLP) commences from the issuance of notice to take possession of the unit for a period of twelve (12) months as per the Sales & Purchase Agreement.

**e. Why is there a need to put a deposit for renovation & moving-in activities?**

This is to safeguard the Management and the unit owners against damages to the common property caused by the contractor(s). The deposit is a means of holding the contractor(s) to ensure the damages are repaired, which is in the interest of the house owners.

**f. Why is there a need to obtain insurance coverage of \$1 million for renovation activities?**

This is to ensure against any third party claims arising due to the negligence of the contractor(s) which is in the interest of the house owners.

**APPLICATION FOR ADDITION & ALTERATION WORKS**

I/We, \_\_\_\_\_ (Name of Subsidiary Proprietor), wish to carry out the following addition and/or alteration works at Blk/Unit \_\_\_\_\_ from (Date) \_\_\_\_\_ to \_\_\_\_\_ (Date). Hacking and demolishing works will be carried out from (Date) \_\_\_\_\_ to \_\_\_\_\_ (Date).

LOCATION

- 1. Partition; ( ) \_\_\_\_\_
- 2. Ceiling; ( ) \_\_\_\_\_
- 3. Hacking & Demolition works ( ) \_\_\_\_\_
- 4. ACMV ( ) \_\_\_\_\_
- 5. Plumbing & Sanitary ( ) \_\_\_\_\_
- 6. Electrical (Lighting/Powerpoint) ( ) \_\_\_\_\_
- 7. Carpentry works ( ) \_\_\_\_\_
- 8. Others: a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_

Please tick (✓) relevant box

**We agree to abide by all the terms and conditions stated in the Residents' Guide.**

\_\_\_\_\_  
Authorised Signature of Subsidiary Proprietor

\_\_\_\_\_  
Contractor's Company's Stamp & Signature

**FOR OFFICIAL USE**

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

Renovation Deposit Received: S\$ \_\_\_\_\_ ( ) By Cash/Receipt No.: \_\_\_\_\_  
( ) By Cheque/Cheque No.: \_\_\_\_\_  
( ) Acknowledgement Slip No.: \_\_\_\_\_

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

**TROPIKA EAST (FORM B)**

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**To : Feature East (Development) Pte Ltd**  
**101 Cecil Street**  
**#26-01 Tong Eng Building**  
**Singapore 069533**

**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 Residents' 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, Feature East (Development) 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 Feature East (Development) 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



**TROPIKA EAST (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

## TROIKA EAST (FORM D)

### 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 Residents' 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 "Feature East (Development) Pte Ltd – Maintenance Account" or the Management Corporation (upon its constitution).  
2. Post-dated cheques are not acceptable.

\_\_\_\_\_  
Name/Authorised Signature of Resident

\_\_\_\_\_  
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

**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

# TROPIKA EAST (FORM E)

## APPLICATION FORM FOR ACCESS CARD

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

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

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

### **Documents Required (Please tick):**

- ( ) Owner – Proof of resident 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 Residents' Guide or any changes thereafter as determined by the Management. I am required to return the Access Card when I am no longer a resident at TROPIKA EAST.

*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

### **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 CARPARK TRANSPONDER/ CAR LABEL**

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

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

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

**Documents Required (Please tick):**

- ( ) Owner - Proof of resident 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 Facility and Carpark Transponder Barrier System as contained in the Residents' Guide or any changes thereafter as determined by the Management. I am required to return the carpark transponder when I am no longer a resident at TROPIKA EAST. I am agreeable to pay S\$50.00 to replace a lost or damaged carpark transponder.

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: \_\_\_\_\_

To: Feature East (Development) Pte Ltd  
101 Cecil Street  
#26-01 Tong Eng Building  
Singapore 069533

**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

**RESERVATION OF BARBEQUE PIT / CLUB HOUSE**

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

I/We, \_\_\_\_\_, (Name of Applicant) of Unit # \_\_\_\_\_  
would like to reserve Barbeque **PIT / CLUB HOUSE** 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 AND CLUB HOUSE.

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
b. Club House	S\$100.00

NOTE: Cheques to be made payable to "Feature East (Development) Pte Ltd – Maintenance 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 residents.
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

**TROPIKA EAST (FORM I)**

**UPDATE OF PARTICULARS**

To: Feature East (Development) Pte Ltd  
101 Cecil Street  
#26-01 Tong Eng Building  
Singapore 069533

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 Tropika East

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

\_\_\_\_\_  
(if not residing in Tropika East)

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.



**TROPIKA EAST (FORM J)**

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**CHANGE OF MAILING ADDRESS**

To: The Management  
Feature East (Development) Pte Ltd  
#26-01 Tong Eng Building  
Singapore 069533

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