

# bugis CUBE<sup>o</sup>

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 791

GST Reg No. M90367351Y

## APPLICATION FOR PERMIT FOR RENOVATION / MOVAL

Name of Applicant(s) : \_\_\_\_\_

\*(Note : If the Applicant is a tenant, he should seek acknowledgment from owner on Page 6)

Unit No : \_\_\_\_\_ Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Email \_\_\_\_\_

### **Section I - Renovation Works (COMMERCIAL)**

The details of my/our renovation work are as below :

Please tick against the appropriate bracket

#### **STANDARD RENOVATION WORKS**

- replacement of floor tiling within my/our premises
  - with hacking  without hacking within my /our premises
- replacement of wall tiling within my/our premises
  - with hacking  without hacking
- laying of floor tiles over existing floor finishes using tile adhesive method.
- carpentry work within my /our premises
- masonry work within my /our premises
- painting work within my /our premises
- partition work within my /our premises
  - without hacking  with hacking . *Non -structural*
- demolition of wall. *Plans to be submitted & subjected to approval from authorities*
- erection of wall. *Plans to be submitted & subjected to approval from authorities*
- Installation of false ceiling.
- Installation / replacement of ceiling boards.
- replacement of windows. *No disruption to building outlook according to By Laws*
- Installation of louvre / casement / sliding windows on parapet.
- Installation of window grille.
- Installation of awning.
- Replacement of main entrance door/frame to half hour fire rated door.
- Replacement of glass door(s).
- Plumbing / Sanitary / Bathroom installation. (specify : \_\_\_\_\_)
- Sprinkler alterations. *FSB submission required*

#### **ELECTRICAL WORKS**

- Installation of air-conditioning  Window Unit  Split Unit
  - Installation of aircon to comply with the new regulation imposed by the BCA
- addition and alteration to electrical layout
- Increase or decrease in electrical load (specify : \_\_\_\_\_ Amps)

#### **OTHERS**

- Moving in/out
- renovation involving common area (specify: \_\_\_\_\_)
- others : \_\_\_\_\_

**Commencement : From \_\_\_\_\_ To \_\_\_\_\_**

*(Maximum of 4 weeks is allowed. Application for extension is required if the applicant exceed the maximum period allowed. Approval for extension shall be on a case-to-case basis. )*

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## MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 791

GST Reg No. M90367351Y

Details of the proposed work(s) is/are as follows:-

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

## TERMS & CONDITIONS

### 1. DEPOSIT & USAGE FEE

A minimum deposit of S\$2,000.00 is required to submit to the Management before the commencement of any work.

A S\$374.50 (inclusive of 7% GST) fee for temporary usage of electric supply from common area is required to submit to the Management before the commencement of any work.

All cheques shall be crossed and be made payable to “**The Management Corporation Strata Title Plan No. 791**”. No cash payment would be accepted.

### 2. INSURANCE

A Public Liability Insurance of at least **S\$2,000,000 any one accident, unlimited any one period, with the MCST Plan No. 791 as Joint Insured** is required to submit with the Management before the commencement of any work. Failure to comply will result to disapproval of renovation.

### 3. RESPONSIBILITIES

1. Subsidiary Proprietors are responsible for making good any damage caused to the common property by their contractors. Such rectification works must be completed to the full satisfaction of the Management within **7 days upon notification** by the Management, failing which the Management reserves the right to undertake any outstanding works and deduct the cost incurred from the deposit without prejudice to the Management’s right to recover the remaining costs from the Subsidiary Proprietors. The deposit after any deduction is refundable, free of interest upon completion of the A/A works. Where necessary, joint inspections deemed would be held before the deposit is released.
2. Subsidiary Proprietors/Occupants and his contractors is expected to keep the common corridor affected by the renovation works clean at all times during the renovation period. Failing which, the MC reserves the right to deduct a penalty amount of S\$200.00 per occasion from the deposit without prejudice to the Management’s right to recover the remaining costs from the Subsidiary Proprietor or his contractors. The deposit after deductions, if any, is refundable free of interest upon completion of the A/A works without prior notice to the Subsidiary Proprietor.
3. No Smoking is allowed within the building premises. If any person is caught smoking or cigarette butt is found within the premises, a penalty of S\$500.00 per occasion per person will be levied on the Subsidiary Proprietor/Main Contractor and both will be held fully responsible. The person will be banned from the work site and/or his/her name will be submitted to National Environment Agency (NEA). A second offence will result in a penalty of S\$500.00 per occasion per person, issuing of a stop work order for 24 hours

## **MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 791**

**GST Reg No. M90367351Y**

for the entire work site (regardless of trade), ban the person from the work site and/or submit his/her name to NEA. A third offence will result in a penalty of S\$500.00 per occasion per person, issuing of a stop work order for 72 hours for the entire work site (regardless of trade), ban the person from the work site, submit his/her name to NEA and to undergo re-induction by the Management. The fine should be paid on the date of offence, failing which the Management reserves the right to deduct the fine amount from the renovation deposit. In addition to the penalties, the Management also reserves the right to notify the relevant Authorities of such offences for the further actions.

### **4.INDEMNIFICATION**

1. Subsidiary Proprietors/Occupants and contractors must effect adequate Fire Risk Policy, Workmen's Compensation Policy, Public Liability Policy and any other insurance policies that may be necessary.
2. Subsidiary Proprietors/Occupants and contractors must indemnify and keep indemnified the Developer and its Managing Agent against all damages, actions, claims or liabilities arising from the execution of the work.

### **5.EXECUTION OF WORKS**

1. The contractor carrying out such loading and unloading works must ensure that the lift interior, lobby/corridor walls, floors and all other common fittings are not being scratched or damaged. Any damage caused shall be repaired at the expenses of the Subsidiary Proprietors.
2. No storage space will be provided on site. All articles/materials must be stored within the Subsidiary Proprietor's Strata lot. The Management shall not be held liable for any loss or damage caused to the premises for the entire duration of the A/A works or removal works.
3. Subsidiary Proprietors/Occupants' contractors are not allowed to use the bulk bin and bin centre. Renovation debris is to be carted away from the compound of the estate to the approved dumping ground.
4. The contractor must provide protection to the lift when using it for loading and unloading.

## **6.LIST OF WORKERS**

I/We hereby furnish to the Management a list of the workers for the proposed A/A and their particulars.

S/N	NAME	NRIC/PASSPORT NO.
1		
2		
3		
4		
5		
6		

## **7.TYPE OF WORK**

The applicant and his nominated sub-contractors can only carry out the type of work specified in the "Application for Renovation" form which must be submitted to the Management of Bugis Cube at least Two (2) weeks before commencement of work for renovation application and Seven (7) days for Moval application

## **8.PERMITTED WORKING HOURS AND GUIDE LINE**

Work can only be carried out after receipt of "Approval for Renovation" from the Management and, unless otherwise provided, within the following hours:

**Timing for heavy renovation is allowed from :10.30pm to 9.30am daily.**

**Specified light work will be allowed from :9.30am to 10.30pm daily**

**Please specify the work categorised for light work. Include clauses that state no noise or disturbance are allowed to inconvenience others. MA and Management has the discretion to cease renovation work if it deem fit.**

# bugis CUBE<sup>o</sup>

## MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 791

GST Reg No. M90367351Y

### UNDERTAKING

1. The renovation period shall not exceed to 3 months unless approval is obtained from the Management.
2. I/We confirmed that only non-structural works are involved and it does not encroach onto the common property.
3. I/We confirmed that approval from the relevant government authorities is \*required/not required. \*A copy of approved plan(s) and approval letter(s) are attached. I further confirmed that I will be responsible to get approval from all relevant authorities.
4. I/we have read and will undertake to abide by the by-laws stipulated in The Building Maintenance And Strata Management Act (No. 47 of 2004) and by-laws/regulations of the Management and all other rules and regulations stated herein. I/we further declare that no work shall be carried out on the common property and the facade of the building shall not be altered.
5. By signing this application form I/We expressively give consent to the management collecting, using & disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.

\_\_\_\_\_  
Signature & Company Stamp of Applicant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & Company Stamp of Contractor

\_\_\_\_\_  
Date

Contractor's Tel : \_\_\_\_\_

Person to Contact : \_\_\_\_\_

\_\_\_\_\_  
Acknowledgment of Owner  
(if applicant is a tenant)

\_\_\_\_\_  
Date

Rates of Permit Fees (subject to changes without notice)

Renovation/ Moval Deposit : \$2000/- (Refundable after 30 days from date of completion if all debris are removed and no damages are caused and upon the submission of the Application For Refund).

Temporary usage of electric supply from common area : \$374.50/- (inclusive of 7% GST)

### FOR OFFICIAL USE

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Manager's Signature

Deposit : \_\_\_\_\_

(O/R No. \_\_\_\_\_)

Total Collected : \_\_\_\_\_  
=====

(Cash / Cheque : \_\_\_\_\_)

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

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

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**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 791**

**GST Reg No. M90367351Y**

## REQUEST FOR REFUND OF DEPOSIT

To : MCST 791

From : \_\_\_\_\_

Subject Property : \_\_\_\_\_

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

Official Receipt No. : \_\_\_\_\_ (Pls attach a copy of official receipt issued during payment)

Deposit collected for Renovation / Moval

Payable To : \_\_\_\_\_

Mailing Add : \_\_\_\_\_

\_\_\_\_\_

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

(Please arrange for joint inspection upon completion of event)

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### For Official Use:

Amount Collected : \$ \_\_\_\_\_

Amount For Deduction : \$ \_\_\_\_\_ (Specify item \_\_\_\_\_)

Amount Of Refund : \$ \_\_\_\_\_

### Certified By

- Guard : \_\_\_\_\_ Date : \_\_\_\_\_

- Cleaner : \_\_\_\_\_ Date : \_\_\_\_\_

- Maintenance : \_\_\_\_\_ Date : \_\_\_\_\_

- Approved By : \_\_\_\_\_ Date : \_\_\_\_\_