

CONTENTS

SN	DESCRIPTION	PG
1	Notes to Applicant	2
2	Application For Permit For Renovation / Moving	3
ANNEXURE		
A	Additional Renovation Rules & Regulations	8
B	Declaration by Applicant / Undertaking and SP Consent (for normal renovation)	10
C	Checklist for Inspections- Before, During and Completion of Renovation Works	12
D	Rates of Fees Chargeable	16
E	Request for Refund of Deposit	17
F1	F&B - Additional Rules & Regulations	18
F2	F&B - Sample Undertaking Letter	21
G1	Massage Parlour – Additional Rules & Regulations	25
G2	Massage Parlour - Sample Undertaking Letter	27
H1	Electrical Upgrade / Downgrade	29
H2	Electrical Upgrade / Downgrade - Sample Undertaking Letter	30
I1	Demolition: BCA Letter of Advisory on Demolition Works	32
I2	Demolition: Standard Certification by Professional Engineer	35
I3	Demolition: Sample Certificate for Demolition Course for Renovation Contractors	36
J	Checklist for Document Submission	37

NOTES TO APPLICANTS

- 1. Submission of Application Form & Cheque does not imply automatic approval.**

- 2. Applicant can only begin renovation / moving in/ out works after approval has been granted by the Management Council or her agents.**

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

APPLICATION FOR PERMIT FOR RENOVATION / MOVING

Name of Applicant(s): _____ (Owner / Tenant)*

*(Note: Applicant's must be the owner of the unit for all renovation submission

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.
- Replacement of main entrance door/frame to half hour fire rated door.
- Replacement of glass door(s).
- Sprinkler alterations. *FSB submission required*

ELECTRICAL WORKS

- Installation of air-conditioning Window Unit Split Unit
- Installation of air-con to comply with the new regulation imposed by the BCA
- Installation of air-con compressor to be limited to roof-top & external service yard
- addition and alteration to electrical layout
- Increase or decrease in electrical load (specify: _____Amps)
- Electrical upgrade application by tenant to be duly authorised by owner.

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.)

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

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. _____

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

Extract From House Rules

House Rules on A/A & Renovation Works

1. Occupants should obtain the prior written approval of the relevant government authorities where the extent of the renovation works requires such approval. *Occupants will be responsible for any penalty imposed by the government authorities for unauthorised additions and/or alterations. (*Occupants as aforesaid and hereinafter denote owner and/or tenant whether in single or plural form.)
2. It is intended that all units shall maintain a uniform and presentable shop front (i.e. only glass panels). As such, any proposed renovations affecting the shop fronts must first be submitted in writing to the Management Council of the Corporation who may approve, disapprove or alter the proposal.
3. Any proposed renovations which may affect the M&E installations such as air-conditioning and sprinkler systems must first be submitted in writing to the Management, who may approve, disapprove or alter the proposal.
4. Discharge and recharge of sprinkler water fee cum water borne fee (non-refundable), inclusive of GST, must be paid to MCST Plan No, 728. This fee shall be the prevailing rates as charged by the incumbent Fire Protection System Term Contractor, and shall include all expenses incurred on reimbursement basis.
5. Professional Engineer (PE) certification is required for any alterations made to the sprinkler system. Occupant and/or contractors are required to ensure that any renovation works comply with the rules and regulations by the authorities. Occupant must submit 2 copies of the certified plans and/or drawings to the Management Council for processing and retention of 1 copy upon written grant of approval.
6. Before commencement of renovation works to the unit, the occupant must deposit a sum of S\$1,000/= plus GST with the Management (in this respect, cheque should be made payable to "The Management Corporation Strata Title Plan No. 728"). Cash is not acceptable. This deposit will be refunded without interest only, if the occupant's contractors do not damage any common property or when such damages are duly made good. Costs of making good by the Management Corporation shall be deducted from the deposit held, and any excess, claimed as a debt from the contractor.

- (a) The Management Corporation also reserves the right to request for any additional refundable deposit of up to another \$1,000 plus GST as and when required.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

- (b) The Contractor/Subcontractor must submit a certified true copy of a valid insurance policy for public liability and/or Contractors' all risks policy for an insured sum of at least S\$1 million plus GST.
7. In the event of any of the Contractors/Subcontractors' workers etc. creating a nuisance or persistently ignore the Management's instructions, they would be evicted from the building.
8. (a) No bathing by workmen in the common toilets allowed. The cost of cleaning these toilets and common areas, if dirtied by the works and the workmen, will be charged to the contractors and / or occupant concerned.
- (b) For each and every cleaning required and done, a sum of \$250/= plus GST shall be deducted from the refundable deposit held by the Management.
9. Tapping of the common areas utilities supplies (i.e. electricity and water) is not allowed unless approval is given by the Management in writing. Where such approval is given, a fee of minimum \$50/= plus GST per day shall be levied against the contractors and / or occupant for making use of the common supply.
10. Working hours: Mondays through Sundays: 9.00am to 10.00pm only. Heavy and noisy renovation works like hacking, hammering, drilling and etc. are only allowed to carry out from 10.00pm to 6.00am daily.
- Any overnight work over and above the stipulated period must be applied in writing to the Management Corporation at least 48hrs in advance. The Management may disapprove also of such late hour works subject to the Management's decision which is final in itself.
11. (a) All renovation works must be carried out within the occupant's premises and under no circumstances will works be permitted along the common areas.
- (b) All common areas must be adequately protected against dust and noise nuisance with proper installation of temporary protective hoardings and/or floor coverings by the occupants' appointed contractors.
12. (a) To maintain high standard of hygiene, cleanliness and safety, the contractor must clear the waste and debris, mop and clean any common areas affected like lift, escalator, stairs and etc. on daily basis and cart away debris from the building daily.
- (b) The Management reserves the right to impose a charge not limited to a minimum sum of \$250 per occasion to remedy the problem including whatever charges including administrative fees incurred to cart away debris each and every time. Such sums incurred shall be deducted

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

direct from the refundable deposit held by the Management Corporation, and many excess shall be claimed as a debt from the Contractors.

13. The Management reserves the right to gain access into the unit to make spot checks or conduct repair works in connection with the common property.
14. (a) Prior to the commencement of any works, the Building Manager, the Managing Agent and/or the Council of the Management Corporation must be notified at least 48hrs in advance in writing.

(b) The notice of renovation must be displayed clearly outside the premises concerned.
15. Contractor is to ensure that illegal immigrants are prohibited to carry out any works in the premises, failing which contractor will be liable for the criminal offence.
16. (a) All workmen and supervisors are required to report to the Security Guard counter daily before and after work.
(b) Personal identification documents must be exchanged for temporary passes being issued.
17. Contractors are to use the lift for the transportation of material for the renovation.
18. The escalators are to be used, written approval must be sought from the Council of the Management Corporation at least 24 hrs in advance.
19. In the grant of approval by the Management Corporation for the A/A and Renovation works, the Management, its Managing Agent, Building Manager and/or representatives shall be fully indemnified of any claims whatsoever for any loss, damages etc. in connection thereto.

ANNEXURE A

Additional Renovation Rules & Regulations

1. Do not dump any of the renovation debris indiscriminately at the common area, into the rubbish chutes or by leaving the debris at basement lobby for disposal.
2. Do not commence any renovation works / removal without permit approved by the Management. The Management will terminate all power supply to unit found carrying out illegal renovations without approval.
3. Wall partitions have to leave a ceiling height gap of 600mm from the top of the partitions to the sprinklers.
4. Professional Engineer (PE) certification and submission to FSSD (SCDF) is required for full height partitions.
5. All electrical drawings have to be approved by the Management LEW during the submission of CS3 Form. Submissions shall include CS3, CS5, Certificate of Compliance, single line drawing, power sockets and lighting plans, electrical wiring diagrams, reflected ceiling plan, etc
6. Absolutely no hacking is allowed on reinforced concrete (RC) columns, beams, floor / ceiling slabs, foundations, and other load bearing structures.
7. For demolition works involving non-structural elements, other than floor tiles, the renovation plans must be endorsed by a Professional Engineer (PE) in the Civil or Structural discipline. All renovation plans submitted by the SPs should show existing building structures based on the original approved building plans.
8. All demolition works, other than floor tiles, must be carried out by contractors with trained workers certified by Building & Construction Authority (BCA) Academy. All demolition workers must pass a course in "Demolition Course for Renovation Contractors" conducted by BCA Academy.
9. The centralised air-conditioning system, including fan coil units (FCUs), and all related parts such as condensate drain pipes, secondary trays, diffusers etc are the common property of the MCST.

Any renovation that touches the air-conditioning have to be approved by the Management's main air-conditioning contractor at SP's cost. The required airconditioning drawing plans must

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

be submitted to the MCST for approval before the commencement of the air-conditioning works. Ceiling access to the Fan coil unit (FCU) of 2ft x 4ft must be provided directly below the Fan Coil Unit as part of the renovation work.

Additional deposit of \$1,000 deposit (i.e. total \$2000 deposit) for any work that touches on the Air-conditioning system must be submitted.

Only the MCST technician, and not the renovation contractors is authorised to remove and safekeep any diffusers.

10. Adequate protection shall be provided to the followings:
- a) protective covers for the staircases / flooring from the loading / unloading bay to the lift
 - b) protective covers inside the lift, lift claddings etc
 - c) protective covers for the staircases / flooring from the lift to the unit.

For safety reasons, escalators must not be used for transporting renovation materials. Only lift and staircases are allowed.

ANNEXURE B

Declaration by Applicant(s)/ Declaration & SP Consent

- 1) I/We will obtain consent from the Management before any commencement of renovation work.
- 2) I/We understand that the Management reserves the right to reject or revoke my/our permit for renovation work and I/we agree not to hold the Management responsible for such action taken.
- 3) I/We will submit all relevant drawings, certification duly signed by the required parties including the consultants, engineers, and architects as the case may be to the Management.
- 4) I /We will obtain the necessary approvals from the relevant Government Authorities for any alteration, addition or installation of any kind within the premises and will submit a copy of the approvals to the Management before commencement of work. I/we will also pay all license fee that may be required by the Government Authorities.
- 5) I/We will obtain approval from the Management's consultants such as Licensed Electrical Worker (Engineer) or Professional Engineer for any work concerning electrical, fire system (e.g.: heat detector, Sprinkler etc.) and air-conditioning system before submitting electrical plans to the Management for approval.
- 6) I/We will insure the Management against public liability for any damages to other property or persons etc. that may arise in the course of carrying out the renovation work.
- 7) I/We will pay a refundable cheque deposit of **\$1000/-** (subject to GST) with the Management, and usage of common areas utilities supplies (i.e. electricity and water) of **\$50 /-** (subject to GST) per day, **at least one week** before commencement of any Additions/Alterations Works, which shall be refunded upon completion of renovation and subject to a joint inspection between the Management and unit owner. No cash payment will accepted.
- 8) I/We will ensure that all renovation debris or unwanted items are promptly removed from the estate. I/We will ensure no debris is allowed to be dumped temporarily at common areas. The Management reserves the right to engage its own contractors to carry out any disposal work and recover such expenses from the Owner's deposit.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

- 9) I/We agree to complete the works within the shortest possible time. I/we understand that a maximum of FOUR (4) weeks from the date of commencement is allowed. I/we understand that any extension required I/we will seek permission from the Management for renewal.
- 10) Upon completion of the renovation works and prior to processing of the refund of deposit, I/we will make arrangements with the Management for a joint inspection to ensure that no unwanted materials are left in the common areas and no damage made to the common property.
- 11) I/we will only carry out works as follows:

Mondays to Sundays: **9:00 am to 10:00 pm**

Heavy and noisy renovation works like hacking, hammering, drilling: **10:00 pm to 6:00 am**
- 12) I/We undertake to ensure that neither we nor our workmen will cause any inconvenience or nuisance whatsoever to any party when carrying out the works.
- 13) I/We agree to display the "Renovation Permit" form prominently at the main entrance to my/our unit during the period of renovation works.
- 14) I/We agree to box up the entrance of my/our unit during the period of renovation so as to prevent debris/dust from depositing onto the common area.
- 15) I/We agree to indemnify the Management against any claim for damages that may arise in the course of my/our above application.
- 16) I/we agree that the Management reserve the right to revoke this permit if I/we fail to comply with any of the terms or conditions listed in this permit.
- 17) I/we agree that the Management reserve the right to alter or add terms and conditions listed in this permit without notice and I/we agree to comply with the new terms and conditions so altered or added
- 18) I/we understand that the acceptance of my/our renovation deposit by the Management does not warrant an acceptance of my/our above application
- 19) List of workers and their particulars to be attached together with this application form upon submission.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

Undertaking by Applicant(s) & Main Contractor

I/we have read and will undertake to abide by the by-laws stipulated in The Building & Strata Management Act (No. 27 of 2004) and by-laws/regulations of the Management and all other rules and regulations stated herein. I/we undertake that no common property or facade will be affected/altered during renovation.

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 & Name of Applicant(s)

Date

Signature & Company Stamp of Contractor

Date

Contractor's Tel: _____

Contractor's Email: _____

Person to Contact: _____

Consent to & Agreement by Unit Subsidiary Proprietor(s)

I consented and agreed to the renovation works by the applicant.

Signature of Subsidiary Proprietor

Date

Signature of Subsidiary Proprietor

Date

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

ANNEXURE C

Checklist for Inspection – Before, During and Completion of Renovation Works

- UNIT NO.:** _____ **DATE:** _____

- BEFORE WORK COMMENCED**

- Ensure drawing plans and documents are signed and endorsed by Subsidiary Proprietor.
- Date of Inspection: _____ Time of Inspection: _____

- EXTERNAL OF BUILDING (Photographic Evidence)**
- Loading / Unloading parking space
- Others, if any: _____

- Name & Signature of Inspector: _____

- INTERNAL OF BUILDING (Photographic Evidence)**
- Staircase
- Common corridor from staircase to lift
- Ground Floor Exterior of Lift Car & Entrance of Lift Lobby
- Interior of Lift Car
- Respective Floor -Exterior of Lift Car & Respective Floor Lobby
- Common corridor to unit entrance
- Proper protection to be present, such as hoarding, floor protection (plywoods or cardboard), lift protection (before and after lift protection), etc
- Others, if any: _____

- Name & Signature of Inspector: _____

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

DURING PROGRESS OF RENOVATION (Photographic Evidence)

- Date of Inspection: _____ Time of Inspection: _____
- Whether any beam or column being illegally hacked, altered or damaged?
- If yes, specify: _____ (stop the renovation works immediately and notify Management, Building Civil & Structural PE and relevant authorities)
- Window panels, grilles and frames to be in a colour & design complying with the By Laws
- Kitchen & wet area water proofing
- Floor water proofed (if marble finishes are used)
- Floor finishing level not more than 50mm from the reinforced concrete floor slab
- Window air-con opening sealed with approved material and whether exterior wall water proofed and reinstated to match existing exterior surfaces
- Front glass walls according to plan
- Partitions according to plan
- Any illegal alterations to air-conditioning (e.g. additional diffusers)
- Any trucking, cable or unauthorised item installed outside the unit (be it on external wall or lift lobby)
- Whether any container for renovation debris left on common area (should be removed unless approval granted)
- Others, if any: _____
- Proper protection to be present, such as hoarding, floor protection (plywoods or cardboard), barrication etc
- Name & Signature of Inspector: _____

AFTER WORK COMPLETED (Photographic Evidence)

- Date of Inspection: _____ Time of Inspection : _____
- EXTERNAL OF BUILDING**
- Car park and Car park Shelter
- Floor tiles & Driveway
- Whether any container for renovation debris left on common area
- Reinstatement to damages (if any) completed
- Others

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

- Name & Signature of Inspector: _____

- INTERNAL OF BUILDING
- Ground Floor Exterior of Lift Car
- Interior of Lift Car & Entrance Lift Lobby
- Respective Floor -Exterior of Lift Car & Respective Floor Lobby
- Reinstatement to damages (if any) completed
- Others, if any: _____
- Whether any container for renovation debris left on common area
- Proper protections shall be last to be removed, such as hoarding, floor protection (plywoods or cardboard), barrication etc

Name & Signature of Inspector: _____

Notes:

- 1) Inspection should be made at unit carrying out renovation at least once every fortnight.
- 2) Care should be taken to check whether work has been carried out in accordance with renovation plan submitted.
- 3) A copy of the renovation plan should be brought along or left at the site for follow up purpose.
- 4) Extra care should be taken to ensure that area of the exterior wall or any other exterior area where windows, air-conditioning or other work are involved, are reinstated before renovation deposit is re-funded.
- 5) This checklist shall be presented together with the application for refund of renovation deposit.

*Delete as appropriate

**Care must be taken to check the floor tiles, lift car ceiling/lights. For renovation works, full protection for the interior of the lift and floor must be provided before work commences.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

ANNEXURE D

Rates of Fees Chargeable (subject to changes without notice)

Renovation Deposit: \$1000/- Cheque made payable to 'MCST Plan No. 728'

(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).

Discharge and recharge of sprinkler water fee cum water borne. Cheque made payable to 'MCST Plan No. 728'. This non-refundable fee shall be the prevailing rate as specified in the Fire Protection System Term Contract, and shall include all expenses incurred on reimbursement basis.

Discharge / recharge / expenses fee: _____

Common areas utilities supplies

(i.e. electricity and water): \$50 /- per day

All Fees are subjected to GST

For Official Use

Manager's Signature

Deposit : _____ (Cash/Chq No. _____ Receipt No. _____)

Discharge fee : _____ (Cash/Chq No. _____ Receipt No. _____)

Utilities fee : _____ (Cash/Chq No. _____ Receipt No. _____)

Total Collected : _____

Received By: _____

Date: _____

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

ANNEXURE E

REQUEST FOR REFUND OF DEPOSIT

To : MCST 728
From : _____
Subject Property : _____
Unit No. : _____
Official Receipt No. : _____
(Please attach a copy of official receipt issued during payment)
Deposit collected for Renovation
Payable To : _____
Mailing Add : _____

Signature: _____ Date: _____
(Please arrange for joint inspection upon completion of event)

For Official Use:

Amount Collected: \$ _____

Amount for Deduction: \$ _____ (Specify item _____)

Amount of Refund: \$ _____

Certified By

- Guard : _____ Date: _____
- Cleaner : _____ Date: _____
- Maintenance : _____ Date: _____
- Approved by BM : _____ Date: _____

ANNEXURE F1

Renovation Works for Food & Beverage (F&B) Operations

1. There shall not be any smell, smoke, fumes, encroachment, pests, waste chokage, fire hazard, waste disposal and other nuisances affecting the common areas, common facilities, and other stakeholders at Midpoint.

2. Governmental Approvals :

It is the responsibility of the applicant to obtain all necessary governmental approvals for the use intended. Copies of all such approvals are to be submitted to the Management before commencement of renovation and/or business operation.

3. Smell and Fumes :

a) Adequate internal smoke, fume, smell exhaust system in the manner acceptable and so directed to and by the Management shall be installed by the applicant. These systems will be kept at optimum operating efficiency throughout F&B operations to ensure intended measures remain adequate.

b) Unit shall be kept enclosed so that smoke and smell is contained within the unit, and by erecting walls and glass panels along the boundary of unit or any other means necessary. The doors of the unit shall be closed at all times and shall install and maintain adequate air curtains in the manner acceptable to the Management. The plans of such shall be submitted and approved by the Management prior to the commencement of work. There will be no changes unless approval has been granted.

4. Encroachment :

In pursuant to Section 32(3) of the BMSMA, and with respect to MCST 728 By Law No. 2 dated 24th November 2005, no chair nor table and encroachment of any nature is allowed. All activities in respect of the F&B business are to be contained inside the unit. The layout plan has to cater for zero encroachment of any nature.

5. Pest Control :

F&B activities would have an impact to the pest control (particularly rodents and flies) efforts of the building. Extensive pest control within the unit has to be carried out and engaged by the applicant and shall furnish full details, including and not limited to proof of monthly pest

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

control arrangement to the Management when directed to. The monthly pest control reports have to be submitted to the Management on a monthly basis.

6. Floor / Wall Hacking :

There shall be not be any floor hacking without the prior approval of the MCST. There shall not be any demolition works with the prior approval of BCA registered Civil & Structural Professional Engineer and the MCST. Absolutely no demolition of any structural or load bearing structures.

7. Waterproofing :

Waterproofing at the kitchen area is a must. The drawing shall indicate the waterproofing area, including a kerb within the kitchen. A Method Statement for this shall be submitted to the Management.

8. SCDF :

A copy of the SCDF submission shall be submitted to the Management.

9. Waste Discharge into Floor Trap :

- a) The discharge into the waste pipe shall be clear of any food particles and oil.
- b) Adequate portable grease trap shall be installed below washing basins and to be indicated in the drawings.
- c) Floor trap with fine mesh stainless steel filter shall be installed and indicated in the drawing.
- d) The opening of the floor trap shall be locked with stainless steel screw to prevent unauthorized disposal of food waste into the floor trap and indicated in the drawing.
- e) It is the responsibilities of the F&B operator to install and carry out further measures without delay as directed by the Management if measures implemented are inadequate.

10. Cooking Grease :

Applicant has to engage a licensed operator to collect any cooking grease produced and not to dispose of any cooking grease into the waste bins and bin centre or any common area

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

facility. Full details, including and not limited to proof of such contractual arrangement, have to be submitted to the Management.

11. Wheeled F&B Waste Bin :

Wheeled F&B waste bin shall be purchased from SembWaste Pte Ltd, the Licensed Waste Collector. Only the NEA approved type is allowed to be used. The purchase cost and its monthly disposal fees shall be borne by the F&B operator.

12. Air-conditioning :

Due to the proposed F&B operations, there shall be a need for more maintenance, repairs and replacements to the aircon system due to accumulation of grease, fume etc and therefore the applicant /SP will not hold the Management liable or responsible.

13. Indemnity:

In the event any of the above F&B conditions is breached, the Management reserves the full rights to direct the applicant to stop the business activities until rectifications are done to the satisfaction of the Management. The Management and its Council shall be indemnified against all claims and damages that may arise from the breach. The Management has the full rights to carry out all necessary works as mentioned above and the applicant shall undertake the full responsibility and liability to reimburse the MCST.

14. For the avoidance of doubt, the F&B renovation and A/A requirements are binding as long as the unit is operating as an F&B; and even after the applicant has ceased to operate. The Management will take actions and bill the cost to the unit owner and/or tenant for any non-conformances.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

ANNEXURE F2

Sample Undertaking for Food & Beverage (F&B) Renovation

Our Ref: 2018/ 728/ SP/ unit no /020.V4

Date: xx/xx/2018

From: SP name & address

And

From: Tenant name & address (if applicable)

To: Management Corporation ST 728
220 Orchard Road #01-11
Singapore 238852

Dear Sirs,

LETTER OF UNDERTAKING FOR F&B RENOVATION

In consideration of the Management approving our request for the Renovation Permit for F&B operations, we hereby undertake the following:

I/we agree that the undertaking to implement these commitments contained herein is fair and legally binding to us, both the tenant (if applicable) & owner (during the course of the operations in the said unit) and I/we, the unit owner(s) (even after my tenant, if applicable, has ceased to operate but the unit continues to be used for F&B operations).

My tenant(s) (during the course of the F&B operations) and I/we, the unit owner(s) (after my tenant has ceased to operate) will continue to ensure that there will not be any smell, smoke, fumes, encroachment, pests, waste chokage, fire hazard, waste disposal and other nuisances affecting the common areas, common facilities, and other stakeholders at Midpoint.

1) Governmental Approvals

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

I/we agree to obtain all necessary governmental approvals for the use we intended. I/we agree to submit copies of all such approvals to the Management before commencement of renovation and/or business operation.

2) Smell and Fumes

I/ we undertake to mitigate the above concerns:

a) I/we agree to install adequate internal smoke, fume, and smell exhaust system in the manner acceptable and so directed to and by the Management. These systems will be kept at optimum operating efficiency throughout F&B operations to ensure intended measures remain adequate.

b) I/ we agree to ensure unit is kept enclosed so that smoke and smell is contained within the unit, by erecting walls and glass panels along the boundary of unit or any other means necessary. We will keep the doors of the unit closed at all times and shall install and maintain adequate air curtains in the manner acceptable to the Management. I/we agree to submit the plans of such to the Management prior to the approval and commencement of work. There will be no changes unless approval has been granted.

3) Encroachment

I/we agree that in pursuant to Section 32(3) of the BMSMA, and with respect to MCST 728 By Law No. 2 dated 24th November 2005, I/we will not place any chair nor table nor any encroachment of any nature. I/we agree that all activities in respect of our business are to be contained in our unit.

4) Pest Control

I/we recognize that the change of use to F&B activities would have an impact to the pest control (particularly rodents and flies) efforts of the building. I/we commit to carry out and engage extensive pest control within the unit and shall furnish full details, including and not limited to proof of monthly pest control arrangement to the Management when directed to. I/we agree to submit the monthly pest control reports to the Management.

5) Floor Hacking

I/we agree that we will not carry out any floor or structural hacking without prior approval of MCST and BCA registered Professional Engineer.

6) Waterproofing

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

I/we agree that waterproofing is required. Our drawing indicated the waterproofing area, including a kerb within the kitchen. I/we agree to submit a Method Statement to the Management for this.

7) SCDF

I/we agree to furnish proof of the submission to SCDF concerning fire safety measures in the said unit to the Management.

8) Waste Discharge into Floor Trap

I/we agree to ensure discharges into the waste pipe will be clear of any food particles and oil. I/we shall commit to the following but not limited to:

- a) install adequate portable grease trap below washing basins as indicated in our drawing.
- b) install floor trap with fine mesh stainless steel filter as indicated in our drawing.
- c) lock the opening of the floor trap with stainless steel screw to prevent unauthorized disposal of food waste into the floor trap as indicated in our drawing.
- d) install and carry out further measures without delay as directed by the Management if measures implemented are inadequate.

9) Cooking Grease

I/we agree to engage a licensed operator to collect any cooking grease produced and not to dispose of any cooking grease into the waste bins and bin centre or any common area facility. I/we agree to furnish full details, including and not limited to proof of such contractual arrangement to the Management when directed to.

10) Wheeled F&B Waste Bin

I/ we agree to purchase from SembWaste Pte Ltd, the Licensed Waste Collector, the NEA approved wheeled F&B waste bin. I/we agree that this purchase cost and its monthly disposal fees shall be borne by us, the F&B operator.

11) Cooking Fuel

I/ we agree that there shall not be any form of LPG, CityGas, or any gas or open flame cooking. There shall be no preparation and cooking of spices, flavourings, ingredients and partial or whole food allowed.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

12) Air-conditioning

I/we agree that due to the proposed removal of false ceiling and the change of use to F&B, we understand that the temperature within the unit will be impacted and shall not hold the Management liable or responsible. We further understand that due to the change of use to F&B, there might be a need for more maintenance, repairs and replacements to the aircon system and therefore will not hold the Management liable or responsible.

13) Indemnity

I/we agree that in the event any of the above conditions is breached, we will allow the Management the full rights to direct us to stop the business activities until rectifications are done to the satisfaction of the Management. I/we hereby indemnify the Management and its Council against all claims and damages that may arise from the breach. I/we further agree that the Management has the full rights to carry out all necessary works as mentioned above and we shall undertake the full responsibility and liability to reimburse the MCST.

I/we agree that for the avoidance of doubt, this undertaking to the Management is binding as long as the unit is operating as F&B (and even after the tenant ceases to operate the F&B, as the case may be). I/we agree that the Management will take actions and bill the cost to us, the unit owner and/or tenant.

Yours faithfully,

Name, Signature of Tenant

Date

Name, Signature of Tenant

Date

Name, Signature of Subsidiary Proprietor

Date

Name, Signature of Subsidiary Proprietor

Date

ANNEXURE G1

Renovation Works for Massage Parlour Operation

1. The minimum floor area for a massage parlour shall be not less than 50 squared metres as specified in the Massage Establishment Act of Singapore. Applicant shall obtain either one of the following 2 licences :
 - (i) Cat 1 Licence: minimum 100 sq metres
 - (ii) Cat 2 Licence: minimum 50 sq metres
2. The door to any room, cubicle or any form of separation device shall be openable from the outside.
3. Only the followings are exempted from having a Cat 1 or 2 Licence:
 - (i) no rooms installed
 - (ii) full views from outside
 - (iii) fish spa, nail salon, facials,
 - (iv) foot reflexology
 - (v) Registered TCM Practitioner
 - (vi) Registered Allied Health Practitioner
4. No full height partition walls are allowed.
5. Any area in the premises where massage services are carried out is to be clearly visible from outside the premises and any window in the premises or entrance to the premises is not to be obscured with any device or accessory such as tinted glass panel, curtain, blinds or any poster or notices.
6. Only citizens and permanent residents of Singapore, or Malaysians with valid work permits are allowed to be employed in my establishment for massage.
7. No employee of the establishment for massage is indecently dressed when discharging her duties;
8. No employee(s) is allowed to tout for business or loiter outside the premises of the establishment;

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

9. There shall be absolutely no sexual services allowed.

10. Applicant is to register the details of the operations of my establishment with the Licensing Officer (Police Licensing and Regulatory Department) and complies with the requirements as set out in the current Massage Establishments Exemption Order, and its subsequent future regulatory revisions.

ANNEXURE G2

Sample Undertaking for Massage Parlour Renovation

Our Ref: 2018/ 728/ SP/ unit no /021

Date: xx/xx/2018

From: Applicant's name & address

To: Management Corporation ST 728
220 Orchard Road #01-11
Singapore 238852

Dear Sirs,

LETTER OF UNDERTAKING FOR MASSAGE PARLOUR RENOVATION

In consideration of the Management approving our request for the Renovation Permit for converting the said unit to a massage parlour administering foot-reflexology, physiotherapy, traditional massage or curative massage, we hereby undertake the following:

- (a) I/we agree that our unit shall satisfy the minimum floor area of 50 squared metres as specified in the Massage Establishment Act of Singapore. I/ we shall obtain either one of the following 2 licences :
 - (i) Cat 1 Licence: minimum 100 sq metres
 - (ii) Cat 2 Licence: minimum 50 sq metres

- (b) I/we agree that the door to any room, cubicle or any form of separation device shall be openable from the outside;

- (c) I/we understand that only the followings are exempted from having a Cat 1 or 2 Licence:
 - (i) no rooms installed
 - (ii) full views from outside
 - (iii) fish spa, nail salon, facials,
 - (iv) foot reflexology
 - (v) Registered TCM Practitioner

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

- (vi) Registered Allied Health Practitioner

- (d) I/we agree that no full height partition walls are allowed.

- (e) I/we agree that any area in the premises where massage services are carried out is clearly visible from outside the premises and any window in the premises or entrance to the premises is not obscured with any device or accessory such as tinted glass panel, curtain, blinds or any poster or notice;

- (f) I/we agree that only citizens and permanent residents of Singapore, or Malaysians with valid work permits are employed in my establishment for massage;

- (g) I/we agree that no employee of the establishment for massage is indecently dressed when discharging his duties;

- (h) I/we agree that my employees do not tout for business or loiter outside the premises of the establishment;

- (i) I/we agree that there shall be absolutely no sexual services allowed.

- (j) I/we agree to register the details of the operations of my establishment with the Licensing Officer (Police Licensing and Regulatory Department) and complies with the requirements as set out in the current Massage Establishments Exemption Order, and its subsequent future regulatory revisions.

Yours faithfully,

Name, Signature of Applicant

Date

Acknowledged and Agreed By:

Name, Signature of Subsidiary Proprietor

Date

Name, Signature of Subsidiary Proprietor

Date

ANNEXURE H1

Electrical Upgrading / Downgrading

1. All applications on electrical upgrades shall be subject to the availability of spare supply of electrical load for the building electrical installation, upon the advice of the MCST's Licensed Electrical Worker (LEW).
2. All applications on electrical upgrades shall be subject to the availability of spare supply of electrical load for the building electrical installation, upon the advice of the MCST's Licensed Electrical Worker (LEW).
3. All applications on electrical upgrades shall be subject to the availability of spare supply of electrical load for the building electrical installation, upon the advice of the MCST's Licensed Electrical Worker (LEW).
4. Any approval or directive at the AGM to empower the Management to impose terms and conditions, including any charges on the electrical upgrade shall be binding on the current Subsidiary Proprietors and the applicants of the application.
5. This application is subject to approval from MCST's LEW. The Council reserves the right to invalidate any applicant's request upon the advice of the MCST's LEW.
6. A charge of \$45.00 per additional ampere per phase (subject to prevailing Goods & Services Tax) or any such amount as the AGM may determine and it is to be paid upon receiving approval from the MCST's LEW.
7. Subsidiary Proprietor to appoint a licensed LEW at Subsidiary Proprietor's own cost. The SP LEW to submit endorsed forms to SP Services Ltd for approval.
8. Subsidiary Proprietor's LEW to arrange with MCST's LEW to inspect and turn on electrical supply.
9. All fees payable for above services (12) to (16) are to be borne by the unit's Subsidiary Proprietor.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

ANNEXURE H2

Sample Undertaking for Electrical Upgrade / Downgrade

Our Ref: 2018/ 728/ SP/ unit no /015

Date: xx/xx/2018

From: SP name & address

To: Management Corporation ST 728
220 Orchard Road #01-11
Singapore 238852

Dear Sirs,

LETTER OF UNDERTAKING FOR ELECTRICAL UPGRADE/ DOWNGRADE

I/ We, the subsidiary proprietor(s) for the said unit at Midpoint Orchard would like to request for electrical upgrade for my/our unit from _____ amperes single phase/ 3 phase* to _____ amperes single phase/ 3 phase*.

In consideration of the Management approving our request for the electrical upgrade/ downgrade, we hereby undertake the following:

1. I/we agree that all applications on electrical upgrades shall be subject to the availability of spare supply of electrical load for the building electrical installation, upon the advice of the MCST's Licensed Electrical Worker (LEW).
2. I/we agree that as the Council have not been empowered to decide on applications for electrical upgrade or establish on the charges for additional electrical upgrade, a Resolution / By Law shall be tabled at the forthcoming AGM to seek the necessary approval for the handling of such cases.
3. I/we understand that any approval or directive at the AGM to empower the Management to impose terms and conditions, including any charges on the electrical upgrade shall be binding on me/us, and the applicants of the application.
4. I/we understand that the Council reserves the right to invalidate any applicant's request upon the advice of the MCST's LEW.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

5. I/we agree that a charge of \$45.00 per additional ampere per phase (subject to prevailing Goods & Services Tax) or any such amount as the AGM may determine and it is to be paid upon receiving approval from the MCST's LEW.
6. I/we agree that this application is subject to approval from MCST's LEW.
7. I/we agree to appoint a licensed LEW.
8. I/we agree that my/our appointed LEW shall prepare the necessary forms, electrical single line drawing and other necessary drawings.
9. I/we agree that my/our LEW shall submit forms and drawings to MCST's LEW for approval.
10. My/our LEW shall submit endorsed forms to SP Services Ltd for approval.
11. My/our LEW shall arrange with MCST's LEW to inspect and turn on electrical supply.
12. I/we agree that all fees payable for above services (5) to (11) are to be borne by me/us, the unit's Subsidiary Proprietor(s).

I/we have read and will undertake all the rules and regulations stated herein in relation to the electrical upgrade / downgrade* for my/ our said unit.

Yours faithfully,

Name, Signature of Subsidiary Proprietor

Date

Name, Signature of Subsidiary Proprietor

Date

Copy: Tenant Name & Address (if applicable)

*Delete as appropriate

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

ANNEXURE I1

BCA Letter of Advisory on Demolition & Certified Workers



We shape a **safe**, **high quality**, **sustainable** and **friendly** built environment.

BCA BC BMSC/CIR/2013/03

Building Management Department
Building Plan & Management Division
(#07-00)

14 January 2014

Chairperson/ Secretary
MCST Plan No. XXXX

Dear Sir/Madam

ADVISORY ON CONTROL OF RENOVATION WORKS INVOLVING DEMOLITION OF NON-STRUCTURAL ELEMENTS (OTHER THAN FLOOR TILES)

There had been recent cases of unauthorized demolition of structural elements during renovations works in strata-titled buildings. Such incidents can pose a risk to the structural stability of the building and endanger the occupants. Some of these cases resulted in Dangerous Building Orders being served on the Management Corporation (MC) to remove the danger and to restore the structural safety of the building. Such incidents could have been prevented with proper control by the MC and its managing agent (MA) over the type of renovation works undertaken.

2. Under section 37(4) of the Building Maintenance and Strata Management Act (BMSMA), the MC can impose conditions on the Subsidiary Proprietor (SP) to ensure that the integrity of the building's key structural elements (i.e. beams, columns and shear walls, etc.) is not affected before giving approval to any renovation works within individual strata lots. Therefore, to better control renovation works involving demolition works (other than hacking of floor tiles), MC is advised to

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

ensure the following requirements are fulfilled before giving approval for the renovation works:-

- (a) All demolition works involving structural elements require plan to be approved by the Commissioner of Building Control (CBC) and a permit for commencement granted by the CBC, and such works are to be supervised by a Qualified Person. These are requirements stipulated under Sections 5, 6 and 8 of the Building Control Act.
- (b) For renovation works involving demolition of non-structural elements, other than floor tiles, the renovation plans should be endorsed by a Professional

Engineer (PE) in the Civil or Structural discipline certifying that no structural works are involved (suggested sample of PE's certification to be affixed onto the proposed renovation plans is in **Annex A**). All renovation plan submitted by SPs should show existing building structures and elements based on the original approved plans¹; and

- (c) All the demolition works, other than floor tiles, are to be carried out by contractors with trained workers certified by Building and Construction Authority Academy (BCAA). A sample of the certification is attached in **Annex B**.

3. In order to assist SPs in preparing their renovation plan based on the original approved plans, MC should keep a full set of approved structural plans which could be made available to the SPs for planning their renovation works.

4. MC should conduct spot checks during renovation works to ensure that the works are carried out in accordance with the renovation plan for which the approval was given. Whenever the structural reinforcement bars are exposed, the works shall be stopped and a PE shall be called in to assess and recommend the appropriate remedial measures. At the same time, BCA should be notified.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

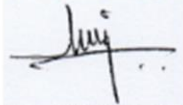
5. Please also note that the above should likewise be applicable to the MC for renovation works within the common property.

6. If you require any clarification, please contact the following officers:

- a. Mr Han Wann Kuang at Tel: 6325 7375;
- b. Miss Evonne Ong Yee Boon at Tel: 6325 8968.

Thank you.

Yours faithfully



LIM CHONG YONG
DIRECTOR
BUILDING MANAGEMENT DEPARTMENT
for COMMISSIONER OF BUILDINGS

¹ A copy of the approved plans can be purchased from BCA Legal Search Unit. Please refer to www.bca.gov.sg for application details.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

ANNEXURE I2



<u>STANDARD CERTIFICATION BY THE PROFESSIONAL ENGINEER</u> <u>FOR RENOVATION WORKS INVOLVING DEMOLITION OF NON-</u> <u>STRUCTURAL ELEMENTS</u>	
<p>I, _____, the Professional Engineer, appointed by the *Subsidiary-proprietor _____ <name> _____ of _____ <address> _____ / MCST_ <MCST no.> _____, have personally checked the approved structural plan and inspected the structural condition of the *building / unit no. _____ and hereby certify that no structural element will be altered or demolished in the proposed renovation works .</p>	
<p>_____ Professional Engineer For Renovation Works (Signature and Stamp)</p>	<p>_____ Date</p>
<p><i>*delete where appropriate</i></p>	

**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD**

ANNEXURE I3



MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728
MIDPOINT ORCHARD

ANNEXURE J

Checklist for Document Submission

The following items / requirements are a brief checklist for your renovation document submission. Arrange a meeting together with your main contractor and the MA in advance to go through all the necessary documents / requirements.

S/N	ITEMS	TICK
Hoarding & Protection		
1	Temporary Hoarding shall encroach not more than 600mm from lease line. (12mm thick gypsum partition & door must swing inwards). Subsidiary Proprietor (SP) / Tenant to provide number lock combination to the Management for periodic spot checks	<input type="checkbox"/>
2	Protections to staircases, common area floorings & lifts	<input type="checkbox"/>
Perspective, Layout, Interior Design Plans		
3	Floor Plans :	
	A) 1 Set hard copy and 1 set soft copy	<input type="checkbox"/>
	B) Signature of Tenant and Subsidiary Proprietor on every page of documents and undertakings (Contractor must NOT be accepted as applicant)	<input type="checkbox"/>
	C) Signature of QP/PE if required	<input type="checkbox"/>
	D) Floor flush with common corridor	<input type="checkbox"/>
	E) Floor not exceeding 50mm thick (cement screed, including floor tiles)	<input type="checkbox"/>
	F) Lay 5 mm stainless steel inlay at lease line	<input type="checkbox"/>
4	Coloured copy of Artist Impression/ Visuals.	<input type="checkbox"/>
5	Shop Front Elevations and Sections (Glass to be 12mm tempered or CS, comes with ultra-safe film. PE to endorse installation plans).	<input type="checkbox"/>
6	3D Led lighted signage Design and Details	<input type="checkbox"/>
7	False Ceiling Plan (minimum height of 2.4 m).	<input type="checkbox"/>
8	Partition walls Plan (comply with SCDF FSSD requirements). Partition wall with ceiling height gap of less than 600mm from sprinklers requires FSSD approval.	<input type="checkbox"/>

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728**MIDPOINT ORCHARD**

9	Internal Door : min 2.10 m height x 0.9 m width External Door : door facing common corridor must swing inwards, not outwards	<input type="checkbox"/>
10	Furniture Layout Plan	<input type="checkbox"/>
11	Counter/ Cashier Details (queue are not allowed to encroach on common corridor).	<input type="checkbox"/>
12	Shelves and racks (max 2.4m height and max 600mm deep)	<input type="checkbox"/>
13	Floor Finish Plan	<input type="checkbox"/>
M&E Plans		
14	Elect Single Line Diagram	<input type="checkbox"/>
15	Elect Power Points Layout Plan	<input type="checkbox"/>
16	Reflected Ceiling and Lighting Plan (LED lightings)	<input type="checkbox"/>
17	CS 5 Form & COC form	<input type="checkbox"/>
18	CS 3 Form (to be signed & issued by Building LEW Mr Sherman Yap). Contact no: (6747 0548 / 9450 2912).	<input type="checkbox"/>
19	Aircon Plan (If any alteration). All aircon alterations to be approved by EFL Pte Ltd at applicant's cost.	<input type="checkbox"/>
20	Equipment List for F&B: (A: with dimensions & electrical specifications). (B: Need NEA Approval).	<input type="checkbox"/>
21	Sprinkler Plan (Licenced Sprinkler Contractor):	<input type="checkbox"/>
	A) must engage licensed Fire Protection (Sprinkler) Contractor	<input type="checkbox"/>
	B) Water Charge / Discharge fee payable to Safi Equipment & Services Pte Ltd, the MCST appointed Fire Protection Company. The rates shall be the prevailing rates as specified in the Fire Protection System Term Contract, and shall include all expenses incurred on reimbursement basis.	<input type="checkbox"/>
	C) SCDF approval	<input type="checkbox"/>
22	Plumbing Plan (Absolutely NO hacking of walls, floor slab, beams and columns allowed): To engage Licensed Plumber.	<input type="checkbox"/>
23	Sanitary Plan :	<input type="checkbox"/>
	A) Laying of concealed cable conduit, waste pipe under flooring allowable under cement screed only (not concrete slab). Applicable to horizontal sections of piping only. Does not apply to vertical section of piping. Absolutely NO hacking of walls, concrete floor slab, beams and columns allowed.	<input type="checkbox"/>

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 728**MIDPOINT ORCHARD**

	B) Waterproofing of wet floor area (if tap or basin or any water appliances are installed)	<input type="checkbox"/>
	C) Waterproofing if marble flooring is used	<input type="checkbox"/>
	D) Waterproofing for F&B operations (All F&B shops shall be treated as wet area)	<input type="checkbox"/>
	E) Waterproofing application- to be witnessed by MA - Date : dd/mm/yy	<input type="checkbox"/>
	F) Waterproofing ponding test- to be witnessed by MA 24 hours later - Date : dd/mm/yy	<input type="checkbox"/>
Gas		
24	Gas Services (for F& B operations) :	<input type="checkbox"/>
	A) SCDF approval	<input type="checkbox"/>
	B) MCST approval	<input type="checkbox"/>
	C) Complete detector system- PUB testing & approval	<input type="checkbox"/>
Miscellaneous		
25	FSSD Approval Letter	<input type="checkbox"/>
26	PUB Application Letter & Sub Meter Location Map from Subsidiary Proprietor (if inside unit)/ MCST (if outside unit).	<input type="checkbox"/>
27	Renovation Deposit (\$1000 before GST) from SP / Tenant	<input type="checkbox"/>
28	SP/ Tenant need to submit photocopy of SP Electrical & Water Bills to the MA after shop open for operations (non-estimated bills).	<input type="checkbox"/>