

**APPLICATION FOR RENOVATION WORKS & CONTRACTOR REGISTRATION
AND
DECLARATION BY SUBSIDIARY PROPRIETOR (SP) AND CONTRACTOR FORM**

Particulars of Applicant

Unit to be renovated : Block Unit #
Name of Applicant : _____
Telephone No. : (Res) (O) (HP)

Particulars of Contractor

Name of Company : _____
Address : _____
Person-In-Charge : _____
Telephone No. : (O) (HP) (F)
Commencement Date : _____
Completion Date : _____

Summary of Proposed Renovation Works (Attach separate sheet if applicable)

1. _____
2. _____
3. _____
4. _____

I/We _____ have read and agreed to abide by the Rules and Regulations governing the renovation works and all the requirements and conditions as stipulated in the Resident's Handbook.

I/We understand that my/our contractor/s has to reproduce the approved renovation application form upon entry to the premises.

They may be denied entry to the development if the rules are not complied with and that the Management reserves the right to arrange for removal of debris, clean up and repair damages at common property that arose from the renovation works without reference to me. All costs will be borne by me/us.

Signature of Applicant : _____ Date : _____

Signature of Contractor : _____ Date : _____

By signing this form, I/we acknowledge and agree that prior to the formation of the Management, the Developer shall be responsible for collecting this form. Accordingly, the Developer's personal data policy published on its corporate website (<http://www.uol.com.sg/home>) applies to the collection, usage and disclosure of personal data relating to any individual whose details are set out herein. In particular: (a) personal data may be collected, used and disclosed by the Developer to its related corporations, their respective agents, contractors, subcontractors, employees and professional advisors (including without limitation bankers and insurers), the Management, courts, dispute resolution tribunals, stock exchanges, government authorities and/or to any other person in accordance with applicable laws or the Developer's personal data policy; and (b) such collection, usage and disclosure shall be for (i) performing/managing any contractual agreement with the unit owner; (ii) handover of duties to the Management; (iii) property management and security; (iv) to comply with laws, instructions, guidelines, rules and regulations of any applicable court, government/statutory authority, dispute resolution tribunal and/or stock exchange; and (v) audit requirements



JOINT INDEMNITY FOR OWNER AND CONTRACTORS (FOR RENOVATION WORKS AND RELATED BULK DELIVERY AND HOUSE MOVING/REMOVAL)

I/We solemnly & jointly declare that all the particulars given in my renovation works/bulk delivery/house moving/house removal* application are true and correct in every detail, and I/We have obtained approval of the relevant authorities as required by law to carry out my renovation works/bulk delivery/house moving/house removal*.

I have read, and will abide by, the Rules and Regulations governing the application for renovation works/bulk delivery/house moving/house removal* laid down by the Management and agree to pay the penalties as the Management may deem fit for infringement of the Rules or for any nuisance caused, in addition to paying for damages arising from the actions or negligence of my contractors, workmen, or agents.

I enclosed herewith a cheque of S\$1,000.00 (inclusive of GST) being the minor renovation/major renovation/house moving/house removal deposit. I understand that this deposit will be refunded to me without interest upon the completion of my renovation works provided always that the Management is entitled to deduct any amount in accordance with the Rules and Regulations contained in the Resident's Handbook.

I agree to pay a penalty of S\$50.00 (inclusive of GST) per day to the Management if my contractor fails to clear building materials or debris from any part of the common area. I shall also indemnify and keep the management indemnified against any claims, loss, injuries and damages whatsoever arising from the above activities.

I/We undertake to ensure that my/our renovations shall not in any way jeopardise the Certificate of Statutory Completion (CSC) approval for the whole development and if it does, I/we shall be fully responsible for the consequences.

*IMPORTANT NOTES

Before the commencement of renovation works/bulk delivery/house moving/house removal:

- Please submit a cheque of S\$1,000.00 (inclusive of GST) as a refundable deposit (payable to "The Management Corporation Strata Title Plan No.4497")
- The contractor is required to submit a copy of the Public Liability insurance policy for sum insured of S\$1million
- A renovation plan and work schedule (fitting-out-works) must be attached to the renovation application form, if applicable

Name of Applicant	:	_____	Name of Contractor	:	_____
NRIC	:	_____	NRIC	:	_____
Contact No.	:	_____	Contact No.	:	_____
Date	:	_____	Date	:	_____

FOR OFFICIAL USE

The bearer of this note is authorized to have access to Thomson Three for carrying out Renovation Works/Bulk Delivery/House-Moving* at: Block _____ Unit No. _____

Name of Company	:	_____	Date of Commencement	:	_____
Contact Person	:	_____	Date of Completion	:	_____

Deposit Collected: S\$1,000.00 (inclusive of GST) Cheque No.: _____

Issued By : _____
Name & Signature of Staff-in-Charge Date

* To delete where appropriate

By signing this form, I/we acknowledge and agree that prior to the formation of the Management, the Developer shall be responsible for collecting this form. Accordingly, the Developer's personal data policy published on its corporate website (<http://www.uol.com.sg/home>) applies to the collection, usage and disclosure of personal data relating to any individual whose details are set out herein. In particular: (a) personal data may be collected, used and disclosed by the Developer to its related corporations, their respective agents, contractors, subcontractors, employees and professional advisors (including without limitation bankers and insurers), the Management, courts, dispute resolution tribunals, stock exchanges, government authorities and/or to any other person in accordance with applicable laws or the Developer's personal data policy; and (b) such collection, usage and disclosure shall be for (i) performing/managing any contractual agreement with the unit owner; (ii) handover of duties to the Management; (iii) property management and security; (iv) to comply with laws, instructions, guidelines, rules and regulations of any applicable court, government/statutory authority, dispute resolution tribunal and/or stock exchange; and (v) audit requirements.



RENOVATION RULES AND REGULATIONS

1. Only Subsidiary Proprietor (SP) or their authorised agents can submit their defect lists on the prescribed form (***refer to the "Subsidiary Proprietor (SP) Inspection Form"***) and they are advised to submit their defect lists soonest possible especially if the Subsidiary Proprietor (SP) wishes to carry out their own renovation works. Subsidiary Proprietor (SP) are also advised that they shall not commence their own renovation works until the rectification of valid defects are completed. For authorised agents, a letter of authorisation is required to be submitted together with the defect lists.
2. Subsidiary Proprietor (SP) are advised to submit defects such as stains, scratches, dents, holes, breakages, dirty surfaces, cracks, chipped edges and surfaces etc., soonest possible after taking over the unit. Defects of the above nature, if submitted after the commencement of the renovation works by the Subsidiary Proprietor (SP) and/or their contractors, shall be considered invalid and will not be entertained.
3. In the event of long lead time required for replacement of defective items which may affect the timing of the Subsidiary Proprietor's (SP's) own renovation or in the event that Subsidiary Proprietor (SP) intends to proceed with their own renovation while the defects rectification is still incomplete but agree to allow the Developer's contractors to return to complete the rectifications, pre-renovation photographic records will be taken of such defects to be rectified later and the Subsidiary Proprietor (SP) shall be required to sign a letter with the photographic records, acknowledging their agreement to such an arrangement. Residents shall note that defects found after their own renovation and which are not documented via the pre-renovation photographic records, will not be considered as defects to be rectified by the Developer's contractors.
4. The Subsidiary Proprietor (SP) making any repairs, alteration and addition works to his unit must obtain the Management's consent in writing before carrying out such works. He/She should apply with the Management officially giving details of work to be carried out, however minor, by completing the application forms together with the necessary plans and sketches. The Subsidiary Proprietor must give the Management at least fourteen (14) days' notice upon submission to review the application and provide a work schedule at least seven (7) days prior to the commencement of work.
5. Before carrying out any renovations, alterations or additions to a unit, the Subsidiary Proprietor (SP) shall sign an indemnity form (***refer to the "Indemnity Form on Defect Claim"***) and shall apply for approval (***refer to the "Application for Renovation Works & Contractor Registration and Declaration by Subsidiary Proprietor (SP) and Contractor Form"***) from the Management Office and to place a **refundable deposit of \$1000.00**, made payable to "**The Management Corporation Strata Title Plan No.4497**". A renovation plan, relevant insurance coverage and the required authorities' approval (if applicable) must be completed with the application form for submission. The deposit will be refunded (free of interest) subject to deduction (if any) pursuant to the Rules & Regulations stated herein.
6. The Applicant and/or Contractor shall jointly sign the letter of indemnity/undertaking prior to any execution of work.
7. Upon completion of the renovation works, the Applicant shall submit the deposit refund form to request the Management's inspection and release of deposit. Should the expenses of any such rectification exceed the deposited amount, the resident concerned shall be liable to pay the difference. The renovation deposit shall be refunded to the resident (free of interest) one (1) week after the inspection should there be no other outstanding matter.
8. Notwithstanding the approval granted by the Management, the Subsidiary Proprietor (SP) must ensure that all works carried out must be performed by the qualified and competent workmen and submissions done by Qualified Person(s), in compliance with the relevant building codes and regulations. The Subsidiary Proprietor (SP) shall be fully responsible to ensure that the works comply with the authorities' requirements.

9. The Subsidiary Proprietors (SPs) who own the unit types as indicated in the following diagrams shall note of the specific requirements on the permissible works that are allowed/not allowed on the wall at the Living Area/Balcony which is part of the storey shelter (SS); SPs shall refer to the section on "**PERMITTED AND NOT PERMITTED WORKS FOR STOREY SHELTERS (SS)**" in the resident handbook (refer to pg 29 to 32). The SPs shall also ensure that these requirements are made known to their tenants/residents residing in these units
10. For all subsequent alterations/additions/modifications works carried out to the electrical installation after the utilities account has been opened and the electrical supply has been turned on, the SPs of residential units shall note that such alterations/additions/modifications works shall be carried out by approved electrical contractors recognized by the authorities and the Subsidiary Proprietors (SPs) shall have to engage their own Licensed Electrical Worker (LEW) to carry out the subsequent testing and inspection of the electrical installation in your unit; a copy of the certifications by the LEWs shall be submitted to the Management Office for record.
11. Only the applicant's renovation contractor or his listed sub-contractors are allowed to carry out the type of work specified in the approval letter issued by the Management. The applicant is responsible for ensuring that his contractors comply with the terms and conditions governing the renovation works.
12. Alteration and/or Addition works to the Units are **not** allowed before the issuance of the Certificate of Statutory Completion (CSC) for Thomson Three. Residents who persist in carrying out the Alteration and/or Addition works to their Unit (s) before CSC must obtain the necessary written approval and/or advice from the Building & Construction Authority (BCA) and/or other relevant authorities and shall submit such approvals/advice obtained to the Management Office for record.
13. The design and colour of the grilles/screens on the main door, windows, sliding doors and balcony shall conform to the approved design and colour scheme as per the detailed design drawings as furnished in the handover kit or invisible grilles that are available in the market. All other forms of grilles are not allowed. Consent for installation must be obtained from the Management prior to installation.
14. 1st storey units are encouraged to keep their private enclosed space (PES) as it is; however invisible grilles that are available in the market can be allowed to be installed at the private enclosed space (PES) railing line for such units. In addition, provision of grilles is also allowed at the sliding door line (opening into the PES) if the SP wishes to provide further security to their unit in accordance to the approved grille design and colour furnished in the handover kit. Consent for installation must be obtained from the Management prior to installation.
15. The Management shall have the authority to demolish or remove any such unauthorised additions or alterations after giving seven (7) days written notice to the resident concerned requesting him or her to remove the same and all costs and expenses incurred in respect of such demolition or removal shall be borne by the resident concerned who shall fully indemnify the Management against all such costs and expenses, and against all loss or damage in respect of such demolition or removal including legal costs incurred by the Management on a solicitor-and-client basis.
16. Resident shall not carry out any works which may affect the external facade of the building. Facade shall include walls/windows/sliding doors/fixed glass panels/aluminium and glass railing/galvanised steel railing/trellises/perforated panels, of the living/dining areas, bedrooms, kitchens, bathrooms, yard areas, roof terraces, AC and/or RC Ledge areas, private enclosed space (PESs), balconies, common areas, open areas, external staircases and all other visible parts of the building which constitute or form part of the external appearance of the development; the paint work on the external façade, such as the walls at the balconies, roof terraces and private enclosed spaces (PESs), cannot be repainted to another colour.
17. Resident shall not install any television or radio antenna on the roof top or on any external part of the subdivided building.
18. A structural Professional Engineer's certification must be obtained from the development's Professional Engineer for structural works for the removal of brickwalls or any demolition work that affect the structure of the building at the Resident's own costs. An original copy of the certification must be submitted together with the application for renovation before commencement of work.
19. Future replacement of outdoor condensing units of the air-conditioning system must be at the existing location

together with the other units and to ensure that the hot air do not discharge into the neighbouring units. Approval must be obtained from the Management Office before installation. No installation of additional outdoor/indoor air-conditioning systems, other than what have been provided, is allowed.

20. Solar film, if required to be installed on windows/sliding doors and/or fixed glass panels, shall have a visible light transmission of minimum 68% (grey) for clear film; the owner shall ensure that the film selected must be suitable for outdoor use. The technical specification of the proposed solar or translucent film shall be submitted to the Management and the prior written approval of the Management shall be obtained before installation can be proceeded.
21. Blinds, if required to be installed on windows/sliding doors and/or fixed glass panels, shall be comply with the colour code VB 200-02 Gray (VB Blind) or equivalent of matching colour. The owner shall ensure that the blind selected must be suitable for outdoor use. The owner may check with the Management Office to view a sample of the abovesaid blind for reference.
22. Subsidiary Proprietors (SPs) of unit types B1G, B1a, B1b, B1P, B2G, B2, B2P, C1G, C1a, C1b, C1c, C1d, C1P, C2G, C2a, C2b, C2c, C2d, C2P, C3G, C3a, C3b, C3c, C3d, C3P, C4G, C4Ga, C4Gb, C4a, C4b, C4c, C4d, C4P, Dg, Da, Db, Dc, Dd, DP, SD1, SD1a, SD2, SD2a, SD3 and SD3a to note that a one-time provision of T5 light fitting is provided at specific section for the partial pelmet light at the kitchen cabinet; all future maintenance and replacement of this light fitting provided shall be carried out by the SPs themselves at their own cost. Hacking of the building's structure is strictly prohibited.
23. Relocation/modification of the intercom handset might cause short circuit to the main intercom system, thus affecting other units. Should the intercom equipment be tampered by any unauthorized person, the Subsidiary Proprietor concerned will be responsible for the reinstatement cost.
24. Renovation works of the units by the Subsidiary Proprietors shall only be carried out on the following days and hours:

Mondays – Fridays	:	9.00am	-	5.30pm
Saturdays & Eve of PH	:	9.00am	-	12.30pm
Sundays & Public Holidays (PH)	:	Strictly no work is to be carried out		

Owners/tenants and their contractors must inform the Management of their schedule of works. Hacking should be carried out during weekdays and not on Saturdays, Sundays and Public Holidays and it should be completed within five (5) working days. Written application must be submitted to the Management Office if an extension of hacking work is required. Maximum work duration is one (1) month. For a longer duration, the Management's approval must be sought. The Management and/or Security, on instruction from the Management, have the right to stop the contractors from working if works are being carried out beyond the approved duration.

The above shall not be applicable to the development's main contractor carrying out defects rectification works for the units and common areas.

25. All workers of the Applicant's renovation contractor or his listed sub-contractors shall check in at the Security Guard House and surrender their identity cards in exchange for security passes. Loss or damaged card(s) is/are charged at S\$20.00 (excluding GST) per card.
26. All workers shall wear security passes at all times when they are in the development compound. Failure to do so may result in the offender being asked to leave the development.
27. The Contractor must put into effect adequate Workmen's Compensation Policy and Public Liability Policy and any other policies, which may be required before carrying out the works.
28. The Contractor shall ensure that they do not engage illegal workers. Any illegal workers found shall be handed over to the police. The Management reserves the rights to deduct/retain the deposit accordingly.

29. The Applicant will at all times indemnify and keep the Management indemnified against all proceedings, costs, expenses, damages, actions, claims, liabilities arising from the execution of the works that may be lawfully brought or made against the Management by any person by reason of anything done by the Applicant in exercise or purported exercise in respect of or arising out of the said application and its subsequent approval.
30. The Applicant is to ensure that sufficient and appropriate insurance coverage is put in effect in accordance with the terms and conditions of this application and its subsequent approval.
31. The Applicant shall be responsible for the good conduct and behavior of all workers of his contractors and that of its sub-contractors while they are in the development.
32. No worker shall be allowed to loiter in any places other than the work area of the unit concerned. Any worker found misbehaving or refusing to comply with the security procedures will be removed immediately from the development and barred from future entry.
33. All renovation, packing and crating materials must be removed and disposed of by the residents/contractors on the same day as they are being brought in.
34. All residents and/or their contractors are not allowed to tap water/electricity supply from the common areas. Any use of common utilities is subject to a charge of S\$100.00 per utility per day (including administrative charges) imposed by the Management.
35. All applicants are required to remove their own debris daily or at any such interval so directed by the Management or his representative. If the debris is not removed at such interval as stated above, the Management will proceed to engage other workmen for the task and the cost arising thereof will be charged to the Applicant by way of deduction from the security deposit at the rate of S\$500.00 (excluding GST) per lorry load calculated to the nearest whole lorry load per occasion. The labour cost shall be calculated at the rate of S\$150.00 (excluding GST) per workman per day. The Management shall also charge the applicant a penalty of S\$50 (excluding GST) per day if his/her contractor fails to clear building materials or debris from any part of the common areas. The Management or the workmen it employs shall not be responsible for any loss of stocks, goods, parts etc whilst carrying out such clearance work.
36. Disposal of debris arising from renovation and/or moving in, through the water pipes, waste pipes, drains or rubbish chutes is strictly prohibited. Any cost incurred to clear such blockages/chokages will be deducted from the deposit and if the deposit is insufficient to cover the cost to clear such blockages/chokages, the Resident shall be required to pay for the shortfall. The Resident shall also be held accountable for the consequences arising from the blockages/chokages caused by themselves, his contractors and subcontractors, and shall bear all the costs incurred to rectify the matter, such as costs required to clean up/repair/replace damages occurring in the common areas and in other units.
37. All renovation works should be confined to the boundaries of the residents' units.
38. Resident must ensure that adequate measures are taken to protect the common property during the delivery or removal of materials/debris/furniture, etc., by their contractors. Resident shall bear the cost of repair/replacement of any damages caused to common property during the delivery or removal of materials/debris/furniture, etc., by them and their contractors.
39. Resident/appointed contractor shall ensure that adequate protection is given to the lift cars, staircases, landings, lobbies' walls and floors and planting, light fittings, sprinklers, smoke detectors, air grilles, fan coil units, etc., when carrying out furniture and fittings to and from the unit. Halting of lift by inserting stopper in between the lift doors is strictly prohibited. Spillage of any sand in the lift and the sills has to be vacuumed and cleaned thoroughly by the contractors.
40. Resident shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and its equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the resident concerned. In the event that the resident or their contractor does not replace or repair the damages, the Management shall have the right to engage other contractors to carry out the necessary works and to recover such costs from the resident.

41. The Contractors shall only park his motor vehicle at designated parking lots. Loading and unloading shall only be carried out at designated areas as advised by the Management. The Subsidiary Proprietors shall inform their contractors that the height limit of the basement car park is 2.1 metres.
42. The Contractors' workers have to be suitably clothed, behave in a manner that is unlikely to cause an offence or embarrassment to others, not to damage any lawn or common property and not permitted to use the common toilets for cleaning and washing of tools.
43. The Contractors are not allowed to tap water and/or electricity supply from the Common Property without the consent of the Management. Any use of common utilities is subjected to a charge (including administration charge) imposed by the Management.
44. The Management shall have the right to gain free access into the premises at any time during office hours to inspect the renovation works being carried out in the unit.
45. The Management reserves the right to demolish any unauthorised work which is carried out in contravention to the Rules and Regulations set herein or the by-laws and to recover from the Resident and/or Subsidiary Proprietor all costs and expenses incurred in this connection.
46. Upon completion of the renovation works, the Resident must notify the Management for a joint inspection to ensure that only approved works are carried out and no violation of the stated Rules and Regulations.
47. The Resident is fully responsible for any human injuries and damages caused to the Common Property by his/her appointed contractors.
48. They are to make good to the satisfaction of the Management within seven (7) days. Failing which, the Management reserves the right to make good the damages and deduct the costs from the renovation deposit. In the event that the renovation deposit is insufficient to meet the claim imposed by the Management, the Resident shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management.
49. Residents are advised not to carry out wet polishing of flooring which may choke the sanitation/drainage system or seepage as well. In the event of the sanitation/drainage system is choked as a result of the wet polishing of flooring, the cost of clearing the choke will be charged to the Resident and/or the Contractor. Any cost incurred to clear such chokages will be deducted from the deposit and if the deposit is insufficient to cover the cost to clear such chokages, the Resident will be required to pay for the shortfall. The Resident will also be held accountable for the consequences arising from these chokages caused by themselves, his contractors and subcontractors, and will bear all the costs incurred to rectify the matter, such as costs required to clean up/repair/replace damages occurring in the common areas and in other affected units.
50. Residents are to note that if the water service installation is left unused for some time especially if the unit is unoccupied, it must be flushed at regular intervals to ensure that the water quality is not affected and that there is no discolouration of water.
51. Residents are reminded that there is concealed gas piping in the premises and Residents must inform their renovation contractors of such concealed gas piping and to ensure that due care and precaution shall be exercised during the renovation.
52. In the event if any of the house rules are breached, the Management has the right and authority to stop or prevent anyone from undertaking or continuing with any works. The Management has the authority to remove all finished unapproved works that encroach into the common property. The Resident/Subsidiary Proprietor shall bear all ensuring costs.
53. In cases of unsolved disputes, the Management will undertake legal proceedings to have them resolved.

LIST OF INTERNAL FITTING-OUT WORKS THAT CAN BE CARRIED OUT AFTER TEMPORARY OCCUPATION PERMIT (TOP)

- 1 Repainting of internal walls only (No painting of exterior walls)
- 2 Replacement of existing built-in kitchen cabinets.
- 3 Replacement of existing interior doors (not to replace Main Doors and Service Door)
- 4 Installation of wall paper
- 5 Replacement of existing wall tiles and floor tiles (waterproofing warranty given by the builder will be voided upon the replacement of such tiles)
- 6 Laying of carpet flooring
- 7 Installation of light fittings
- 8 Installation of cornices
 - Care should be taken to ensure that the concealed air-conditioning piping, gas piping and other services are not damaged while installing the cornices
- 9 Installation of door and window grilles
 - Grilles have to be of standard design as per attached drawing in the handover kit
- 10 Future replacement of air-conditioning unit
 - Air-conditioning drain pipes have to be properly connected to waste trap within the apartment subject to the approval by the Management
 - Outdoor condensing units replaced must be sited at the existing location together with the other units and to ensure that the hot air do not discharge into the neighbouring units
 - No window unit is allowed

LIST OF ALTERATION AND ADDITION WORKS NOT ALLOWED

1 **BEFORE** the issue of Certificate of Statutory Completion (CSC):

- Demolition of existing internal partition walls
- Erection of new partition walls
- Provision of openings in existing walls
- Replacement of existing windows, balcony sliding doors and fixed glass panels
- Sealing of existing water closets, basins and long baths

2 **BEFORE AND AFTER** the issue of CSC:

- Installation of windows at balcony/planter (no enclosure of the balcony)
- Removal of railing at the balcony/planter
- Replacement of glazing of windows, balcony sliding doors and fixed glass panels with colours that are different from the original colour and thickness
- Installation of air conditioner (window unit)
- Drilling of wall tiles in bathrooms for the installation of fittings

Residents who persist in carrying out the Alteration and/or Addition works to their unit(s) before CSC must obtain the necessary written approval from the Building & Construction Authority (BCA) and/or other relevant authorities.

- 3 Resident shall not carry out any works which may affect the external facade of the building. Facade shall include windows/sliding doors/fixed glass panels in the living/dining room, bedrooms, kitchens and bathrooms and yard areas, roof terraces, AC and/or RC Ledge areas, private enclosed space (PESs), common areas, open areas and all other visible parts of the building which constitute or form part of the external appearance of the development; the paint work on the external façade, such as the walls at the balconies, roof terraces and private enclosed spaces (PESs), cannot be repainted to another colour.
- 4 Resident shall not install any television or radio antenna on the roof top or on any external part of the subdivided building.

PERMITTED AND NOT PERMITTED WORKS FOR STOREY SHELTERS (SS), HOUSEHOLD SHELTERS (HS) AND NON-SHELTERS (NS)

1 GENERAL

Any repair or alteration or renovation works, which are likely to weaken or damage any structural elements in the SS, HS or NS, is not permitted.

2 WORKS PERMITTED IN STOREY SHELTERS (SS) – Applicable to units in tower blocks

- a) Laying of floor tiles bonded to wet cement mortar
- b) Laying of floor skirting tiles (up to a maximum of 100mm high) by bonding them with wet cement mortar to SS walls
- c) Painting of walls, ceiling or door. In the case of SS door, Management/MCST shall not cover up or paint over the SS door notice, locking bolts or door seal. The old paint coat on the door and door frame is to be removed prior to repainting to avoid increased 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 to the door frame resulting in difficulty in opening the door
- d) Painting on only the exterior face of the 10mm fragmentation stainless steel plate if the ventilation sleeves
- e) Where false ceilings, which are provided on the exterior of the SS, are to be installed at a level below the ventilation sleeves, there shall be one (1) access panel of a minimum size of 600mm x 600mm to be provided directly below each ventilation sleeve

3 WORKS NOT PERMITTED IN SS – Applicable to units in tower blocks

- a) Laying of wall tiles or spray of rock tone finish, cement sand finish and gypsum plastering on the internal faces of SS walls
- b) Laying of floor tiles using adhesive materials
- c) Installation of cornices with the SS
- d) Installation works with fixings using power driving nails
- e) Tampering with, removing or covering up of the SS door notice. The SS door notice provides important information to the occupants on the use of the SS
- f) Indiscriminate hacking and drilling of SS walls, floor slabs and ceiling slabs, other than drilling into SS walls and ceiling slabs to affix removable screws on inserts
- g) Modifying, changing, removing or tampering of SS door
- h) Modifying, altering or tampering with any part of the ventilation openings, plates and the mounting devices such as bolts and nuts
- i) Painting to the interior face of the 10mm fragmentation stainless steel plate of the ventilation sleeves, the ventilation sleeves, "O" ring rubber gaskets and the stainless steel bolts which hole the steel plate to the sleeves
- j) Fixing of removable screws with non-metallic inserts not exceeding 50mm deep for fixtures and equipment e.g. pictures, posters, cabinets or shelves, etc.
- k) Removal of the fragmentation plates covering the ventilation openings

4 WORKS PERMITTED IN HOUSEHOLD SHELTERS (HS) – Applicable to semi-detached strata units

- 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 floor skirting tiles (up to a maximum of 100 mm high) by bonding them with wet cement mortar to HS walls
- c) Laying of vinyl or linoleum flooring
- 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 up or paint over the HS door notice, locking bolts 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 door frame when opening the door
- f) Painting on only the exterior face of the 6mm fragmentation stainless steel plate of the ventilation sleeves
- g) Drilling into internal face of HS walls and ceiling slabs to a depth of not more than 50mm to affix inserts and removable screws is allowed for. Fixtures such as pictures, posters, cabinets or shelves on internal face of HS walls 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) Power driven nails are allowed only on external face of the HS walls to facilitate flexibility in mounting of features/fixtures by owners. The length of power driven nail shall not be more than 75 mm
- i) Fragmentation plates of the ventilation sleeves are allowed to be removed provided that the fragmentation plates and its bolts and nuts are mounted or kept together for use when needed. If the plate is to be mounted on the HS wall, it shall be done in accordance with Clause 4(g) above
- j) 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
- k) The minimum clearance from the fragmentation plate to RC beam or structure or service shall be 50 mm. Where the RC beam or structure or service is fronting the fragmentation plate of ventilation sleeve, the clear distance between them shall be at least 500 mm
- l) Where false ceilings are provided outside the HS and below the ventilation sleeves, there shall be perforated access panels of minimum size of 600 mm x 600 mm positioned directly below each ventilation sleeve

5 WORKS NOT PERMITTED IN HOUSEHOLD SHELTERS (HS) – Applicable to semi-detached strata units

- a) Laying of wall tiles or spray of rock stone finish, cement sand finish and gypsum plastering on the internal faces of HS walls
- b) Laying of floor tiles using adhesive materials
- c) Laying of 2nd 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 slabs, and ceiling slabs other than drilling permitted in Clause 4(g) and 4(h) above
- h) Hacking to both internal and external face of the household shelter walls to form key for tiling
- i) Hacking 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 stainless steel bolts which hold the steel plate to the sleeves

6 WORKS NOT PERMITTED IN NON-SHELTER (NS)

Indiscriminate hacking and drilling of NS walls, floor slabs and ceiling slabs, other than drilling into NS walls and ceiling slab to affix removable screws on inserts, provide the depth of the insert shall not exceed 50mm.

REFUND OF DEPOSIT
(To Be Filled By the Management)

Date : _____

To : THOMSON THREE
45 Bright Hill Drive
#B1-22 Management Office
Singapore 573895

Dear Sirs / Madam

REFUND OF RENOVATION/HOUSE REMOVAL DEPOSIT

Date of Completion : _____

Date of Joint Inspection : _____

Attended By : _____

Remarks : _____

Acknowledged By:

Attended By:

Name of Applicant
(Owner of Unit)

Name of Property Officer

Signature of Applicant
(Owner of Unit)

Signature of Property Officer

Date of Refund : _____

(Cheque No: _____)

Received By : _____
Name & Signature

By signing this form, I/we acknowledge and agree that prior to the formation of the Management, the Developer shall be responsible for collecting this form. Accordingly, the Developer's personal data policy published on its corporate website (<http://www.uol.com.sg/home>) applies to the collection, usage and disclosure of personal data relating to any individual whose details are set out herein. In particular: (a) personal data may be collected, used and disclosed by the Developer to its related corporations, their respective agents, contractors, subcontractors, employees and professional advisors (including without limitation bankers and insurers), the Management, courts, dispute resolution tribunals, stock exchanges, government authorities and/or to any other person in accordance with applicable laws or the Developer's personal data policy; and (b) such collection, usage and disclosure shall be for (i) performing/managing any contractual agreement with the unit owner; (ii) handover of duties to the Management; (iii) property management and security; (iv) to comply with laws, instructions, guidelines, rules and regulations of any applicable court, government/statutory authority, dispute resolution tribunal and/or stock exchange; and (v) audit requirement.

