MARINA BAY RESIDENCES
MANAGEMENT OFFICE
18 Marina Boulevard #07-01
Singapore 018980
Tel: 6603 6000 Fax: 6603 6010

APPLICATION FOR RENOVATION TO PREMISES

APPLICATION RECEIVED ON:

DATE: _____ TIME: _____

Particulars of Owner

Company : _____ (If Applicable) Name

: _____ Unit No. : # _____

Contact Nos. : _____ (Residence) _____ (Handphone)

Particulars of Contractor

(if more than one contractor is engaged, please use separate form)

Company : _____

Address : _____

Co. Regn. No. : _____ Person-in-charge : _____

Contact Nos. : _____ Office) _____ (Handphone)

Description / Schedule of Renovation Work

Scheduled Commencement Date: _____ Scheduled Completion Date: _____

S/N	Description of Renovation Works	For Official Use			
		Approved	Not Approved	Pending	Remarks

* *Application for hot work must be made separately in writing to the Management Office specifying the purpose of the hot work and the duration of this work.*

_____
Signature of Owner / Contractor & Date

Acknowledgement

We, the Owner and Contractor, as named above, herein attach the necessary plans and details of the works to be carried out and undertake to notify you of any revision of these plans and details.

We enclose a **cheque deposit of $1,000.00** to be held by the Management for any damage to common area caused by my Contractor and/or by their personnel, or for removal of any building and renovation materials/ debris/items left in the common area. The deposit will be refunded, free of interest, upon completion of works and satisfactory compliance with the Management's rules and regulations governing renovation works, otherwise appropriate recovery/deduction would be made.

We undertake to provide full support and total protection to the lift car panels and floor and lift lobbies with canvas paddings when transporting materials etc.

We hereby undertake to comply with the By-Laws governing the renovation works and to fully indemnify the Management against any claims/injury/cost/damage arising from the renovation works.

Signature of Owner & Date

Authorised Signature of Contractor, Company Stamp

(All payments by Cheque should be crossed and made payable to "The MCST Plan No.3593")

For Official Use – Security Deposit

☐ **Receipt** Deposit Received : $ _____ Date : _____

PN / Cheque No. : _____ Received By : _____

Payment By : _____

☐ **Deductions/Penalties**

	S/No.	Description		Amount (w/GST)		
				$		
				$		
				$		
		Total		$		

☐ **Refund**

Deposit Amount $ _____

Deductions $ _____

Amount to Refund $ _____

Acknowledgement of Deposit Refund

Deposit Refunded : _____

Name of Recipient : _____

Cheque No. : _____ _____

Signature of Recipient & Date

BY-LAWS

Renovation Works

1. Application

1.1. A Subsidiary Proprietor or an Occupier of a lot who wishes to carry out renovation, alteration or addition works shall seek the approval of the Management. Application is to be made on prescribed forms available from the Management Office.

1.2. The completed forms should be submitted together with the stipulated deposit and two (2) sets of scaled drawings of the unit layout, proposed Builders' and/or M&E works to the Management Office.

1.3. A Subsidiary Proprietor or an Occupier of a lot who wishes to install any security or safety device, screen or structure shall seek the approval of the Management and comply strictly with all guidelines and requirements that may be prescribed regarding such installations.

1.4. The Management will not permit any structural alterations to the building. Any modification pertaining to walls MUST be submitted with a Professional Engineer's Certification. Any modification to electrical wiring, sanitary and plumbing facilities will require endorsement by the respective licensed worker.

1.5. All additions/alterations which will affect the external appearance of the development will not be allowed.

1.6. The Subsidiary Proprietor or Occupier shall not make any alteration to the doors and windows installed on external walls.

2. Deposit

2.1. A Subsidiary Proprietor or an Occupier of a lot shall place a deposit of $1,000.00 by cheque with the Management or such amount as may be determined by the Management, before the commencement of the renovation works. All cheques shall be made payable to "The MCST Plan No. 3593".

2.2. The deposit will be refunded, free of interest, if:

(i) The By-laws and/or any other relevant rules and regulations are fully complied with during the renovation process;

(ii) No damage has been caused to the common property;

(iii) All renovation materials, debris, unwanted items, etc. have been properly removed and disposed off;

(iv) All common property dirtied or stained have been cleaned and make good to the satisfaction of the Management.

2.3. The Management reserves the right to make deduction from the deposit and/or recover the deficit from the Subsidiary Proprietor/Occupier of a lot for the following:

(i) For any non-compliance or breach of any By-laws or other relevant rules and regulations;

(ii) To make good damage caused to the common property as a result of the renovation;

(iii) To remove and dispose off any renovation materials, debris, unwanted items, etc. found in the common property as a result of renovation;

(iv) To clean or make good any dirtied or stained common property caused by the renovation.

3. Type of Work

3.1. The Subsidiary Proprietor's contractor and its sub-contractors can only carry out the type of work specified in the approval letter to the Subsidiary Proprietor.

4. Duration of Works

4.1. A Subsidiary Proprietor or an Occupier of a lot shall ensure that the renovation works are kept within a maximum duration of sixty (60) days and within the following stipulated periods:-

Day		Hours
Mondays to Fridays	:	9.00am - 5.00pm
Saturdays	:	9.00am - 1.00pm
Sundays & Public Holidays	:	No work is allowed

Within the above permitted working hours from Mondays to Fridays, noisy works such as drilling or hacking shall only be carried out from 10.00am onwards. Strictly no drilling or hacking is allowed on Saturdays.

4.2. All Residents/contractors must inform the Management of their schedule of works. Hacking should be completed within seven (7) working days. If an extension for hacking work is required, a written application must be submitted to Management for approval. Approval will be at the discretion of the Management.

4.3. All Residents/contractors are not allowed to tap water/electricity supply from the common areas.

5. Approval of Relevant Authorities

5.1. A Subsidiary Proprietor or an Occupier of a lot shall comply with and obtain the prior necessary written approval of all relevant authorities for any proposed alterations or additions. Copies of the written approval from the relevant authorities must be forwarded to the Management for record.

6. Structural Members

6.1. A Subsidiary Proprietor or an Occupier of a lot shall ensure that no structural members such as columns, walls and beams within the unit are tampered within the course of the renovation.

_____

Signature of Owner / Contractor & Date

7. Bathroom / Wet Area Waterproofing System

7.1. A Subsidiary Proprietor or an Occupier of a lot shall avoid carrying out any works to the wet areas such as bathrooms, kitchen, yard area, balcony, planter box and roof terrace areas that may either result in the waterproofing system being damaged or rendering the waterproofing warranty void.

7.2. A Subsidiary Proprietor or an Occupier who intends to renovate these areas must seek the advice of a waterproofing specialist before they carry out the works.

7.3. If any renovation works are carried out in the above areas, Subsidiary Proprietors are advised to obtain individual warranties from their own contractors.

8. Indemnity

8.1. A Subsidiary Proprietor shall keep the Management fully indemnified in respect of any claims, losses, liabilities or damages made against, suffered or incurred by him, as a result of a breach by the Contractor, its sub-contractors, employees or agents, of any of the Rules and Regulations mentioned, or as a result of any addition and/or alteration to the premises, or any of the works undertaken by the Contractor for renovating the said premises.

9. Employment of Illegal workers

9.1. The Subsidiary Proprietor or Occupier shall ensure that the contractor does not employ or permit or cause the employment of any illegal foreign workers to carry out any part of the renovation works at the above premises. The Subsidiary Proprietor or Occupier shall indemnify the Management in respect of any claims, actions, proceedings, damages or costs brought against, incurred or suffered by the Management by reason of any breach whether by the Subsidiary Proprietor or Occupier or the Contractor or its sub-contractors.

10. Damage

10.1. The Subsidiary Proprietor or Occupier shall be fully responsible for any damage to the common area caused by the contractors and/or by their personnel. Such damage shall be made good to the satisfaction of the Management within seven (7) days failing which the Management shall have the right to make good the damage and deduct the cost from the deposit without prejudice to the Management's right to recover the remaining cost from the Subsidiary Proprietor or Occupier.

11. Others

11.1. The applicant shall allow the authorized officer of the Management access into the unit under renovation for the purpose of checking that no unauthorized work is being carried out.

11.2. The Management in its absolute discretion reserves the right to reject any applicant and revoke any permit granted. The Management shall not be liable for any loss or damage arising from the rejection of the application for the renovation works.

Installation of Windows & Balcony Fixtures / Fittings

1. To maintain the aesthetics of the building facade, a Subsidiary Proprietor or Occupier who wishes to construct, erect or install any fixture and/or fitting for the external windows and/or within the balcony of their apartment should seek prior approval from the Management.
2. Only light fittings of the following type, design, colour and specifications may be installed at the balcony of all apartments:
   2.1. Light Fitting Type: Recessed and circular downlight with silver coloured rim of 200mm outer diameter;
   2.2. Light Tube: Each light fitting shall be for a single tube compact fluorescent lighting of 13 watts and a colour temperature within 4,000 to 4,500 Kelvin;
   2.3. The number of lights and location of the light fittings are determined by the lighting points provided in the unit.
3. Only "Invisible Grilles" approved by the relevant authorities and in full compliance with the design, specifications and installation method approved by the Management may be installed at the windows and balconies of apartment units.

   A Subsidiary Proprietor or an Occupier installing "Invisible Grilles" at the windows and balconies of their apartment units referred above shall:

   3.1. Install the "Invisible Grilles" on the inside of the windows and/or balconies within their apartment units;

   3.2. Remove the "Invisible Grilles" at their own cost within 14 days upon receipt of a written notice from the Management Corporation for such removal in the event that such removal is deemed necessary by the Management Corporation to facilitate any external façade works to be carried out or for the purpose of carrying out works pursuant to Section 29 of Building Maintenance and Strata Management Act.

   Where a Subsidiary Proprietor or Occupier fails or neglects to comply with the written notice referred to in paragraph 3.2. above, the Management Corporation may carry out the dismantling of the "Invisible Grilles" and recover cost of the dismantling, as a debt, from the Subsidiary Proprietor or Occupier

Building Materials / Debris

1. A Subsidiary Proprietor or an Occupier of a lot shall ensure that the engaged contractor takes reasonable steps to:-
   1.1. Store or deposit all building materials / debris within the strata lot.
   1.2. Avoid storing renovation debris indiscriminately and discharging such debris into the common chute, toilet bowls, basins or wash area.

_____

Signature of Owner / Contractor & Date

2. The Management shall have the right to remove any building materials/debris/items left in the common area and deduct the cost and administration charges from the deposit without prejudice to the Management's right to recover additional costs from the Subsidiary Proprietor or Occupier should the deposit be insufficient.
3. A Subsidiary Proprietor or an Occupier of a lot shall ensure that his/her renovation contractor:-
   3.1. Uses only the designated lift for the transportation of materials;
   3.2. Erects protective covers for the lift before transporting of materials to the apartment unit or removal of debris from the apartment unit and ensure that the protective covers are removed upon completion of work;
   3.3. Does not overload or damage the lift during transportation;
   3.4. Cleans up the lift lobby and common corridor daily or when instructed;
   3.5. Notes that the height limit of the car park entrance, driveway and parking lot is 2 meters.

Screening Restriction / Prohibition

1. In the event a Subsidiary Proprietor or an occupier of a lot, intend to erect and construct the Screen Option ("Screen Option", which expression shall where applicable include the Screen Option at Balcony and Screen Option at Planter), the Subsidiary Proprietor or occupier shall, subject to the provisions below, do so at the Subsidiary Proprietor's or occupier's own cost and expenses are :-
   1.1. submit the proposed Screen Option to the Management Corporation for their prior approval and consent;
   1.2. ensure that the said proposed Screen Option is in accordance with all the matters as shown and stated in Annexure "A" and the Guidelines (Please obtain a copy of the Annexure "A" from the Management Office);
   1.3. duly comply with and adhere to all the requirements directions and controls of the Management Corporation in the erection and construction of the Screen Option;
   1.4. grant access to the Management Corporation to inspect the Screen Option so erected and constructed by the Subsidiary Proprietor or occupier;
   1.5. at the Subsidiary Proprietor's or occupier's further cost and expense, duly rectify the Screen Option in the event the Management Corporation or the Competent Authority require any rectification;
   1.6. ensure that all requisite approvals of all relevant competent authorities are obtained and all requirements and conditions of all relevant competent authorities are complied with in the erection and construction of the Screen Option.
2. No Subsidiary Proprietor or occupier of a lot shall erect or construct any other screening whatsoever, howsoever, whether for safety or security reasons or aesthetic or utility purposes, or otherwise, affecting either the lot or the building or the common property of the strata title plan.

I/We_____of unit #_____ agree to the above By-Laws for renovation, installation of balcony fixtures/fittings, Building Materials/Debris and supplementary by-laws governing screen restriction / prohibition.

PERSONAL DATA PROTECTION ACT (NO.26 OF 2012)

I / We have read, consent and agree to the collection, use and disclosure of my / our personal data for the purpose listed and in accordance with the terms as set out in the attached policy.

If I / We have provided personal data of individuals other than myself / ourselves in this Form, I / we also confirmed that I / we have sought the requisite consent from these individuals to the collection, use and disclosure of their personal data. In particular, I / we confirm that I / we have informed these individuals of the purpose of collection, use and disclosure of their personal data

_____
Signature of Owner / Contractor & Date

$5,000 FINE

MARINA BAY RESIDENCES

FOR CAUSING CHUTE BLOCKAGE WITH BULKY WASTE

USE Bulk Waste Bins At Level 3 Car Park

OR

CALL Concierge At Tel: 6603 6000 For Assistance

Please Do NOT Leave Bulky Waste On Refuse Point Floor

Please Do NOT Force Bulky Items Into The Refuse Chute

MARINA BAY RESIDENCES

PERMIT OF RENOVATION

Edmund Tie & Company Property Management Services Pte Ltd
For and on behalf of MCST Plan No. 3593

Unit No : _____

Name of Company : _____

Person in Charge : _____

Period of work : _____(dd/mm/yy) to _____(dd/mm/yy)

Hacking work : YES / NO* (Hacking no of Days: ____)

Hacking period : _____(dd/mm/yy) to _____(dd/mm/yy)

_____(dd/mm/yy) to _____(dd/mm/yy)

TERMS & CONDITIONS

1. All Hacking, Noisy, and Drilling work can only commence according to below timing:
   - **Monday till Friday Only**
   - **No work to be carried out on Sat, Sun & PH**
   - **Timing : 10.00am to 12.00noon & 2.00pm to 4.00pm only**
2. Any hacking work requires 01 week of approval before the commencement.
3. Hacking should be completed within 07 working days. If an extension of hacking work is required, a written application must be submitted to the Management for approval 01 week in advance.
4. One-time extension of hacking work is allowed upon approval. All hacking must be completed and no further extension will be given.
5. Floor and wall protection from the lift lobby to the unit must be in place by contractors before the commence of the work.
6. The Unit Door has to be closed at all times during the renovation period.
7. Any stains or/and marks on the common areas are to be removed immediately.
8. Management will enforce strictly if contractors fail to abide by the By-Laws and has the right to immediately suspend all work if any of the contractors breach the abovementioned conditions and we hold no responsible for the delay of the work.

We apologize for any inconvenience caused and appreciate your cooperation & understanding on this matter.
Should you have any queries, please contact our Concierge at Tel: 6603-6000 or email: cc@marinabay-res.com.sg.

PERSONAL DATA PROTECTION ACT (NO.26 OF 2012)

I / We have read, consent, and agree to the collection, use, and disclosure of my / our personal data for the purpose listed and by the terms as set out in the attached policy.

If I / We have provided personal data of individuals other than myself/ourselves in this Form, I/we also confirmed that I/we have sought the requisite consent from these individuals to the collection, use, and disclosure of their personal data. In particular, I/we confirm that I/we have informed these individuals of the purpose of the collection, use, and disclosure of their personal data

_____ _____

Authorised Signature of Contractor and Company Stamp **Date**