

**Personal Data Protection ACT (PDPA) Compliance**  
 By providing the information contained in this form, you agree and consent to Management and its authorised representatives and/or Managing Agent collecting, using and sharing the information within the context of this application

**FORM 006**

**APPLICATION FOR ADDITION & ALTERATION WORKS**

I/ We, \_\_\_\_\_ (Name(s) of Subsidiary Proprietor(s))  
 of Block \_\_\_\_\_ Unit \_\_\_\_\_ wish to carry out the following addition and/or alteration works from

**Start Date** (DD/MM/YY): \_\_\_\_\_ to **End Date** (DD/MM/YY) : \_\_\_\_\_.

(Within the above mentioned period, **hacking works** will be carried out from \_\_\_\_\_ (Date) to \_\_\_\_\_ (Date))

Please tick <input type="checkbox"/> relevant box	<b>Location</b>
<b>1. Partition;</b>	<input type="checkbox"/> _____
<b>2. Ceiling;</b>	<input type="checkbox"/> _____
<b>3. Fire-fighting and alarm installation;</b>	<input type="checkbox"/> _____
<b>4. Air-conditioning and ventilation installation;</b>	<input type="checkbox"/> _____
<b>5. Plumbing and sanitary installation;</b>	<input type="checkbox"/> _____
<b>6. Electrical installation (Lighting/Power/Telephone)</b>	<input type="checkbox"/> _____
7. Others:	
<b>a)</b> _____	
<b>b)</b> _____	

**We agree to abide by all the terms and conditions stated overleaf.**

\_\_\_\_\_  
 Authorised Signature of  
 Subsidiary Proprietor  
 Contact Number : \_\_\_\_\_

\_\_\_\_\_  
 Company's Stamp and Authorised  
 Signature of Subsidiary Proprietor's Contractor  
 Contact Number : \_\_\_\_\_

<b>FOR OFFICAL USE</b>	
Area of access required: _____ Renovation deposit of \$ _____ paid via cheque no. _____	Processed By: _____ Management Staff: _____ Work to be completed by: _____ <div style="text-align: right;">(Date)</div>

- Note:
- The submission by Subsidiary Proprietor(s) to the Management for the "Application for Addition & Alteration Works" shall not be construed as exemption from compliance with the building regulations/laws or exemption from obtaining approval from other relevant authorities.
  - Subsidiary Proprietor(s) shall consult or liaise directly and/or obtain necessary approvals from the relevant authorities before submitting this application to the Management.

## **CONDITIONS**

1. Subsidiary Proprietor(s) shall pay for all the works.
2. Subsidiary Proprietor(s) shall be required to obtain the Management's acknowledgement before carrying out any A&A works. **Working Hours: Mondays to Fridays: 9am to 12noon & 1pm to 5pm. Saturdays: 9am to 12.30pm – strictly NO noisy work. Sundays & Public Holidays – strictly no works is allowed.**
3. All unauthorised works have to be rectified by the Subsidiary Proprietor(s) at their own cost.
4. Subsidiary Proprietor(s) shall be held liable for any damages to any of the common property fittings and/or fixtures arising as a result of the proposed A&A works.
5. Subsidiary Proprietor(s) shall place a renovation deposit of S\$1,000.00, by cheque made payable to "The Management Corporation Strata Title Plan No 3635". In the event that there are any deductions from the renovation deposit, the Subsidiary Proprietor(s) shall top up the difference to meet the required deposit of S\$1,000.00 within three (3) working days upon the receipt of notification from the Management. If the Subsidiary Proprietor(s) fail to do so, the Management reserves the right to deny the contractors from entering the Condominium.
6. Subsidiary Proprietor(s) shall ensure the daily removal of all debris arising from the A&A works and shall also ensure that such debris does not obstruct staircases, common passageway and other common property during the period of A&A works. If Subsidiary Proprietor(s) fail to do so, the Management reserves the right to deduct S\$50.00 per day from the renovation deposit until all debris is removed.
7. No drilling or hacking of any structural member shall be allowed.
8. Subsidiary Proprietor(s)' contractors shall provide their own electrical protection when carrying out the works.
9. Contractors shall apply a Hot Work Permit for any hot work to be carried out.
10. Subsidiary Proprietor(s) hereby indemnify and hold harmless The Management Corporation Strata Title Plan No 3635 for and against all actions, claims, damages, costs and expenses that may arise from any loss, damage, death, injury from any causes whatsoever to the property or persons caused by or resulting from the Subsidiary Proprietor(s)' A&A works at the Subsidiary Proprietor(s)' premises caused by any act, omission, neglect, default of the Subsidiary Proprietor(s), their servants, agents, contractors, sub-contractors, employees, invitees or any other persons.
11. Subsidiary Proprietor(s) shall be responsible to obtain all necessary approvals from the relevant authorities, if any, if the work requires, before work commencement and a copy of the approval shall be submitted to the Management. Such works will include, but not limited to, hacking of walls, alteration to staircases, etc.
12. All contractors shall only park their vehicles at the allotted parking lots. No vehicles shall be parked along the service road or any other common property.
13. Subsidiary Proprietor(s) shall bear full responsibilities to ensure compliance with any other conditions as highlighted in the Resident Guide CD Addition & Alteration Works Section.
14. We understand that it is our sole responsibility to consult, liaise directly and/or obtain the necessary approvals from the relevant authorities and/or our own Qualified Person before submitting our application to the Management. We shall not commence works of any nature unless we have received the acknowledgement letter from the Management.