



The MCST Plan No 3635
59A Meyer Road, #01-15
The Seafront on Meyer
Singapore 437979
Tel: 6570 6335; Fax: 6570 6337

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 009

To : THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 3635
The Seafront on Meyer
59A Meyer Road #01-15
Singapore 437979

LETTER OF UNDERTAKING

IN RESPECT OF ADDITION & ALTERATION WORKS

AT BLOCK NO. _____ UNIT NO. _____

Dear Sir/Madam

We wish to inform you that we would like to carry out Addition & Alteration works in the above premises. Enclosed herewith is our cheque of S\$1,000.00 being the refundable deposit required to be placed with the Management. We shall ensure that our contractors comply with the following:

- (1) To adhere to the renovation guidelines as laid out in the Addition & Alteration Guidelines in the Resident Guide CD;
- (2) To ensure the cleanliness of the common property and to remove and cart away waste materials and debris on a daily basis until the completion of works, and/ or as and when directed by the Management;
- (3) To protect the lobby floors, wall finishes, carpets and lifts against damages when transporting materials.
- (4) All conditions stated in the application for permit to carry out Addition & Alteration works.

We undertake to indemnify The Management Corporation Strata Title Plan No 3635 against all loss and damages to the above premises, the building and all property herein caused by our contractors and/or their workmen. We further undertake to reimburse The Management Corporation Strata Title Plan No 3635 for all costs involved in removing waste materials and debris arising from our works if they are not removed by our contractors, failing which the costs involved is to be offset from our deposit.

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.

Name : _____

Date : _____

Signature : _____