

FORM B1

APPLICATION FOR RENOVATION WORKS
(To be completed by Subsidiary Proprietor/Occupier)

I	Particulars of Subsidiary Proprietor/Occupier		
Name:			
Address:			
Contact No.:	Mobile:	Office:	
Fax No. (if any):			
II	Particulars of Contractor (if more than one contractor are engaged, please use separate form)		
Name of Company:			
Address of Company:			
Contact No.:			
Fax No.:			
Person-in-charge			
III	Details of Renovation Works		
Start Date:			
Completion Date:			
Renovation Items:			
Plans to be submitted			
IV	Undertaking by Subsidiary Proprietor/Occupier		
<p>I/We* hereby agree and undertake to ensure that my contractor abide by all terms and conditions as attached and as set out in the House Rules given to purchasers of units at AZ @ Paya Lebar.</p>			
Signature of Subsidiary Proprietor/Occupier		Date	
Notes:			
1. Cheques are to be made payable to: MCST 4136 Please allow 3 working days for application to be processed. Major renovation works which require submission of plans will take a longer processing period.			
V	For Official Use Only		
<input type="checkbox"/>	Deposit of \$2000.00 paid	<input type="checkbox"/>	Insurance
<input type="checkbox"/>	Registration Form (workers)	<input type="checkbox"/>	Unit Clearance Form
Cheque No.:		Bank:	
Processed by:		Date:	
<i>Name</i>			

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TERMS AND CONDITIONS

1. Deposit

- 1.1 A minimum sum of S\$2,000.00 shall be deposited with The Management before the commencement of any renovation work in the unit. Cheques are to be made payable to: **MCST 4136**.
- 1.2 Contractors shall be fully responsible for any damages at the common property caused by them and/or their workmen and their sub-contractors. Such damages shall be made good to the satisfaction of the Management within 7 days, failing which The Management shall have the right to make good the damages caused and deduct the cost incurred from the deposit. The deposit will be refunded, free of interest, upon successful completion of the renovation works and rectification of any damages to the satisfaction of The Management. Refund of renovation deposit takes about 6 weeks to process upon completion of renovation and submission of all necessary approvals obtained from relevant authorities to the Management.

2 Execution of the Renovation Works

- 2.1 No storage space will be provided on site. All articles/materials must be stored within the subsidiary proprietor/occupier's premises/unit. The Management shall not be held liable for any loss or damages caused to the subsidiary proprietor/occupier's unit for the whole duration of the fitting out/renovation works.

3 Indemnity

- 3.1 The subsidiary proprietor/occupier 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 subsidiary proprietor/occupier's contractors and their sub-contractors, workmen, agents, of any of the terms and conditions mentioned in the House Rules or as a result of any of the works undertaken by the Contractors in his unit.

4 Employment of illegal workers

- 4.1 The subsidiary proprietor/occupier shall ensure that no illegal workers are employed by the contractors in any part of the renovation works in his unit. The subsidiary proprietor/occupier shall keep the Management indemnified from all claims, actions, proceedings, losses, damage, costs and expenses for which the Management shall or may be or become liable in respect of and to the extent that they may arise from any breach by the subsidiary proprietor/occupier or his Contractor and/or their sub-contractors of the provision of this clause.

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- 4.2 For the purpose of this clause, "illegal workers" shall mean any persons who are not citizen of Singapore or who enter Singapore in contravention of the Immigration Act and / or who are employed in contravention of the Employment of Foreign Workers Act or any law or rules and regulations or any statutory modifications or re-enactment thereof for the time being in force regulating the entry, presence and employment of foreign persons in Singapore.

TERMS AND CONDITIONS

5 Damages

- 5.1 The subsidiary proprietor/occupier shall be fully responsible for any damages caused to the common areas by his contractors and/or by their workmen and sub-contractors. Such damages 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 damages and deduct the cost from the deposit without prejudice to the Developer's right to recover the remaining costs from the subsidiary proprietor/occupier and his contractors. Otherwise the deposit will be refundable to the subsidiary proprietor/occupier or contractor, free of interest, upon completion of the renovation works.

6 Dumping of Debris

- 6.1 The subsidiary proprietor/occupier shall be fully responsible for any dumping of debris on the common area by his contractors and/or by their workmen. Such debris shall be removed out of the estate within the same day, failing which the Management shall have the right to remove the debris and deduct the cost and administration charges incurred from the deposit without prejudice to the Management's right to recover the remaining costs from the subsidiary proprietor/occupier and/or his contractor.
- 6.2 Otherwise the deposit is refundable to the subsidiary proprietor/occupier and/or his contractor, free of interest, upon completion of the renovation works.