

Submission of Plans for Fitting Out Work

To: CapitaLand Commercial Management Pte. Ltd.

1. We have received the Fitting Work Guidelines and House Rules for Tenants and agree to fully comply with them. We shall ensure that our Contractors abide by the House Rules for Tenant’s Contractors in carrying out the Fitting Out Work.

2. We seek your consent to carry out the Fitting Out Work according to the following plans:

Architectural Layout Plan	<input type="checkbox"/>	Included	<input type="checkbox"/>	Not Included
Electrical/Lighting Installation Plan and Schematic	<input type="checkbox"/>	Included	<input type="checkbox"/>	Not Included
Fire Fighting & Alarm Installation Plan	<input type="checkbox"/>	Included	<input type="checkbox"/>	Not Included
Air-Conditioning & Ventilation Installation Plan	<input type="checkbox"/>	Included	<input type="checkbox"/>	Not Included
Plumbing & Sanitary Installation Plan	<input type="checkbox"/>	Included	<input type="checkbox"/>	Not Included
Public Address System Plan	<input type="checkbox"/>	Included	<input type="checkbox"/>	Not Included
Signage Plan	<input type="checkbox"/>	Included	<input type="checkbox"/>	Not Included

Others: i)

 ii)

 iii)

3. We agree that we shall be fully responsible for all risks, liabilities, costs, expenses, consequences and issues arising from the Fitting Out Work, including obtaining the written consent of relevant authorities before fitting-out, adequacy of calculations and design, water seepages, structural stability and compliance with all regulations relating to the Fitting Out Work, and notwithstanding that you have no objections with the proposed Fitting Out Work or your building consultants have reviewed and endorsed any drawing or plan submitted in relation to the Fitting Out Work.

4. We shall seek prior written consent from you should we require any further alteration that is different from the approved plan.

5. We shall submit to you two sets of “as-built” plans on completion of the Fitting Out Work.

6. We shall ensure that all our Contractors and Consultants who have access to your building plans and drawings submit **Form F13 – Confidentiality Undertaking** and return all copies (including photocopies and softcopies) to you upon completion of the Fitting Out Work.

Authorised Signatory for Tenant & Company Stamp

Name and Designation of Authorised Signatory

Company Name and Unit Number

Date

Particulars of Tenant's Main Contractor / On-Site Supervisor

Main Contractor: []
Name of On-Site Supervisor: []
Address: []
Contact Number (day & night): []

FOR OFFICIAL USE

To: [] of Unit []

We are pleased to inform you that your submission has been approved subject to the following conditions:

- 1. []
- 2. []
- 3. []
- 4. []
- 5. []

[]

Signature (on behalf of CapitaLand Commercial Management Pte. Ltd. as Property Manager)

[]

Name and Designation of Signatory

[]

Date

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