

Permit for Carrying Out Building Fitting Out Work

To: CapitaLand Commercial Management Pte. Ltd.

Work Period		Details of Tenant	
From:		Unit No.:	
To:		Company Name:	
Details of Main Contractor		Details of Fitting Out Work	
Company Name:			
Address:			
Tel:			
Details of Applicant			
Name:			
Designation:			
Mobile No.:			
Details of Site Supervisor			
Name:			
Designation:			
Mobile No.:			
Partial NRIC (last 3 numerical digits and checksum)			

Authorised Signatory for Tenant & Company Stamp

Name and Designation of Authorised Signatory

Date

FOR OFFICIAL USE

To: _____

Your application for Fitting Out Work is approved subject to the following requirements:

	Tenant to obtain BCA or FSB approval.
	Tenant to forward the letter of undertaking signed by a Qualified Person or Professional Engineer who oversees the whole project.
	Erect approved hoardings with painting to match adjacent walls.
	Display the Work Permit and signboard indicating project title, expected completion date, and the name and contact numbers of the management staff of Tenant and Contractor at each work area.
	Use approved plastic chain & stainless steel stand post to cordon each work area.
	Put up adequate warning signs around the working area.
	Add protection to carpets and floor tiles.
	Add protection to service lift no.: _____.
	Seal the air-conditioning grills/diffusers temporarily.
	Clear all debris from work site, remove the litters from the building daily, using approved heavy-duty polythene bags.
	Arrange site inspection with the Tenant Service Centre before and after completion of Fitting Out Work.
	The Tenant Service Centre will withdraw the Work Permit if the Contractor failed to comply with any of the Landlord's requirements and instructions.
	The Work Permit allows the Contractor to perform only the work described in it. The Contractor may be barred from working in the building if it is found to be working beyond the approved area or period.
	Others:

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

Name and Designation of Signatory

Date

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Managed by

