

Completion of Tenant's Fitting Out Work and Refund of Fitting Out Deposit

1. We wish to inform you that the Fitting Out Work which you have approved on _____ (date) has been completed on _____ (date).

2. A copy of each of the following documents is enclosed for your record (please tick all relevant boxes):

Certificate of Supervision from Architect/Professional Engineers	
Acknowledgement Letter/certificate from FSSD for the submission of the plans	
Test certificate for the electrical installation	
Joint Inspection Clearance Form (Form F9) with all defects/irregularities rectified	
Air-conditioning's chilled water flow report & air balancing report, if applicable	

3. A set of as-built and as-installed drawings with endorsement from Architect/Professional Engineers and the Building Authorities for the following plans is enclosed for your record.

Architectural Layout Plan	
Ceiling Plan	
Power/Lighting Installation Plan and Schematic	
Fire Fighting & Alarm Installation Plan	
Air-Conditioning & Ventilation Installation Plan	
Plumbing & Sanitary Installation Plan	
Public Address System Plan	
Signage Plan	

4. Please refund the Fitting Out Deposit of :

Amount:

S\$

Authorised Signatory for Tenant & Company Stamp

Name and Designation of Authorised Signatory

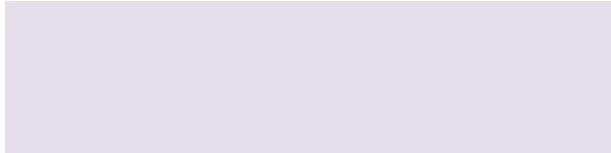
Company Name and Unit Number

Date

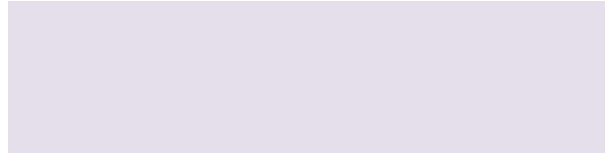
FOR OFFICIAL USE

To: Finance Department

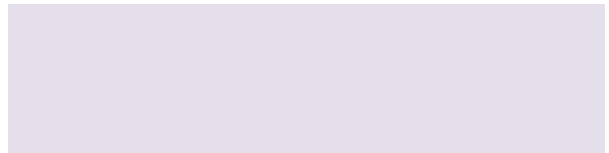
Please refund the Fitting Out Deposit to the payee and address stated in S/N 4 above.



Signature (on behalf of Ascendas Services Pte. Ltd. as
Property Manager)



Name and Designation of Signatory



Date

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