



THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2748

PERMIT FOR RENOVATION

To : The Management Office - Queens Condominium (MCST Plan No. 2748)
No. 14 Stirling Road
#01-21 Queens (Clubhouse)
Singapore 148956

Please allow three (3) working days for permit processing.

Dear Sir/ Madam,

APPLICATION FOR RENOVATION PERMIT TO CARRY OUT MINOR WORKS AT BLOCK
UNIT #

We append below the particulars of the contractor/ renovator which we are engaging for your attention: -

- 1. Name of Company
2. Address
3. Telephone No.
4. Name of Manager/ Supervisor
5. NRIC No.
6. Estimated period to complete works

Working Hours : 9.00 am to 5.00 pm (Monday to Friday)
12.00 noon to 3.00 pm (No drilling/ hacking/ noisy jobs)
No renovation work on Saturdays, Sundays or Public Holidays

7. Description/s of Works to be carried out (Please tick one of the followings): -

- (a) Installation of Built-Cabinets and other large fixtures;
(b) Installation of Air-Conditioning;
(c) All Painting Work other than those carried out by residents themselves;
(d) Installation or Alteration of Electrical and Plumbing Works; or
(e) Others (Please specify:)

We attach herewith a refundable cheque deposit of S\$500 (Cheque No.:) payable to MCST Plan No. 2748.

Yours sincerely,

Name of Owner (HP:) Signature/ Date

Note : NO WORK CAN COMMENCE BEFORE THE APPROVAL OF THE PERMIT FOR RENOVATION.

For Official Use Only

Approved By : CM (Signature/ Date)

Deposit Paid : S\$500 Received by:

Deposit Refunded : S\$500 Refunded to: (Signature and Date)



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Dear Sir/ Madam,

APPLICATION FOR RENOVATION PERMIT TO CARRY OUT MAJOR WORKS AT BLOCK UNIT #

We append below the particulars of the contractor/ renovator which we are engaging for your attention: -

- 1. Name of Company
2. Address
3. Telephone No.
4. Name of Manager/ Supervisor
5. NRIC No.
6. Estimated period to complete works

Working Hours : 9.00 am to 5.00 pm (Monday to Friday)
12.00 noon to 3.00 pm (No drilling/ hacking/ noisy jobs)
No renovation works on Saturday, Sunday and Public Holidays.

7. Description/s of Works to be carried out (Please tick one of the followings): -

Grid of checkboxes for selecting work types

- (a) Alteration, addition or removal of wall and floor finishes;
(b) Demolition of walls, new partitioning, installation of windows and grilles;
(c) Repositioning of internal doors and walls;
(d) Installation of false ceilings;
(e) All work that involves bringing sand or cement; or
(f) Others (Please specify:)

We attach herewith the necessary plans and details of the works to be carried out and a refundable cheque deposit of S\$2,000 (Cheque No.:) payable to MCST Plan No. 2748.

Yours sincerely,

Name of Owner (HP:) Signature/ Date

Note : NO WORK CAN COMMENCE BEFORE THE APPROVAL OF THE PERMIT FOR RENOVATION.

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Approved By : CM (Signature/ Date)

Deposit Paid : S\$2,000 Received by:

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Terms and Conditions of Renovation

- 1) The subsidiary proprietor shall seek prior written approval at least one (1) week in advance from the Management before carrying out any Renovation, or Addition & Alteration Works.
- 2) The subsidiary proprietor and his/her Contractor shall jointly sign the requisite application forms and give such required undertaking, which shall be taken as sufficient notice of the By-Laws and House Rules stated therein.
- 3) Notwithstanding the approval granted by the Management, the subsidiary proprietor must ensure that the relevant authorities must approve (where necessary) all proposed plan for renovations, additions and alteration works. The burden of proof is on the subsidiary proprietor to show that such approval is not required by the relevant authorities. All such approvals shall be kept by the subsidiary proprietor for records. Failure to produce such records when requested for by the Management may deem any such renovations or additions or alteration works as unauthorized. Qualified and competent person in compliance with the relevant building codes and regulations shall perform the works.
- 4) In the context of the renovation works, the list of internal fitting out works that are permitted within the Unit is as follows :
 - Repainting of internal walls
 - Remove and / or install wallpaper
 - Replace existing built-in wardrobes
 - Replace existing built-in kitchen cabinets
 - Replace existing wall tiles and floor tiles (care to be taken to ensure that the bathroom / kitchen / yard waterproofing and concrete floor slab are not damaged while replacing existing floor tiles), or would be re-waterproofed thereafter
 - Replace existing interior doors (not permitted to replace Main Door and Service Door)
 - Install carpet flooring
 - Install cornices (care to be taken to ensure that the concealed air con piping and other services are not damaged during installation)
 - Install false ceilings
 - Install light fittings
 - Install window and door grilles (comply with standard design and same boundary grille colour)
 - Install additional air conditioning unit (no window unit)
- 5) **Deposit**
 - (a) The subsidiary proprietor shall be required to submit an application in prescribed forms and to tender a cheque deposit of \$500 (or any larger sum as may be determined by the Management depending on the scale and scope of the proposed Renovation or Addition or Alteration Works) at the Management office at least one (1) week in advance of the date of renovation.
 - (b) The deposit will be refunded without interest after the completion of the renovation works and making good of all defects and subject to compliance of the By-laws stated therein.
 - (c) Cheques payment are to be made payable to "The Management Corporation Strata Title Plan No 2748".
 - (d) The Deposit is to be used to offset any damages or penalties for non compliance to the House Rules, terms and conditions and By-laws pertaining to the application. The Subsidiary Proprietor and the contractor(s) shall be fully responsible for any damage to the Common Property caused by themselves and / or their sub contractors or workers. Such damage shall be made good to the satisfaction of the Management within 7 days, failing which the Management shall, without prejudice to the Management rights, recover the remaining costs from the subsidiary proprietor / contractors.
 - (e) The deposit will be refunded, free of interest, upon successful reinstatement of the completed works being carried out to the satisfaction of the Management.
 - (f) In the event of the deposit being insufficient to meet the Management Corporation's claim, the subsidiary proprietor and / or his/her contractors shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management Corporation.
 - (g) The \$500.00 deposit is not to be taken as a limit of the subsidiary proprietor's and contractors' liability. The refund of the \$500.00 (or part thereof) does not prevent the Management from making any claim against the subsidiary proprietor and contractors for any breaches discovered subsequently.



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- 6) The Subsidiary Proprietor shall ensure that the detailed plan for any addition or alteration works must be approved by competent authority where applicable. The approved detailed plan, schedule of works and list of contractor and workers are to be submitted together with the application forms. Such information shall include a schedule of work to be carried out, accompanying plans, diagrams and work schedule including delivery of materials and a list of the worker's particulars attending to the work and commencement and completion dates. If the plans submitted are without sufficient details or differ from the actual work done, the Management reserves the absolute discretion to demand the removal or alteration of the works done, at the subsidiary proprietor's costs.
- 7) All renovation works are to be completed within one (1) month from the commencement date of renovation.
- 8) The subsidiary proprietor shall display the approved Renovation Permit prominently at the main entrance to the Unit.
- 9) On a case to case basis, the Management may consider extension beyond the stipulated period of one (1) month. If granted, the period of extension shall be subject to a maximum of another one (1) month.
- 10) **Working Hours**
 - (a) Renovation works are permitted during office hours (9.00 am to 5.00 pm) on Monday to Friday.
 - (b) No renovation work shall be permitted during Saturdays, Sundays or Public Holidays.
- 11) It is strictly prohibited to hack any structural slabs, walls, columns and beams within the apartment or to load the floor slab beyond its designed limit.
- 12) The Subsidiary Proprietor shall not erect any additional structure or make any alteration without the written approval by the competent authorities.
- 13) The Management shall have the discretion and authority (but shall not be obliged to) to demolish or remove any unauthorized additions or alterations works after giving due notice to the subsidiary proprietor concerned requesting him/her to remove the same. All costs and expenses incurred in respect of such demolition or removal shall be borne by the Subsidiary proprietor who shall fully indemnify the Management Corporation against all such costs and expenses, and against all loss or damage in respect of such demolition or removal, including legal cost incurred by the Management Corporation on a solicitor and client basis.
- 14) In order to maintain a uniform and harmonious façade, all subsidiary proprietors shall ensure that the external façade of their apartment unit (including but not limited to the balcony walls, window grilles etc) shall conform to the colour scheme and designs existing from time to time. The subsidiary proprietor shall not be permitted to carry out any works which may affect the external façade of the building without prior approval of the Management. The facade includes but shall not be limited to windows, and balconies which are visible from the Common Property. The Management Corporation's decision on this interpretation shall be final.
- 15) The subsidiary proprietor shall not be permitted to install any television or radio antenna on the rooftop or on any external part of the sub-divided building.
- 16) The Contractor(s) and their workers shall report to the Guard House on a daily basis during the period of renovation. They must wear the issued Contractors Passes upon entering the Estate and in the course of their works.
- 17) In the course of the renovation works, the subsidiary proprietor shall ensure compliance by the Contractor and workers, as follows :
 - (a) No storage space will be provided on site. All tools / materials must be stored within the owner's premises.
 - (b) The Management shall not be liable for any loss or damages caused to the premises for the whole duration of the fitting out works.
 - (c) All the renovations, additions and alterations works shall be confined within the Unit.



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- (d) Only designated lifts and staircases are allowed to be used for the transportation of the building materials / debris. The contractor(s) shall ensure that adequate protection is given to the lift wall and flooring when conveying the materials and debris. Any damages caused shall be repaired / replaced at the expense of the Subsidiary Proprietor concerned.
- (e) All repairs / renovations are carried out within the confines of the apartment under renovation.
- (f) Take all necessary precautions to protect all existing and Common Property including lifts, lobby areas, driveways, etc throughout the period of renovations.
- (g) Shall use designated lift to transport all renovation items and materials and obtain the padded canvas from the Management and install them to protect the interiors of the lift. The padded canvas must be returned (in good and condition) to the Management.
- (h) Store all materials and / or tools within the apartment's premise. Building materials, debris, etc should not be left in the Common Property, such as common corridor, lift lobby, staircase, etc.
- (i) Common Property affected by the renovation work shall be left in a clean and tidy condition at the end of each working day.
- (j) Renovation debris is to be cleared and swept away at the end of working day by the renovation contractor. The subsidiary proprietor shall ensure that there is no dumping of debris on the Common Property by the contractor(s) and / or by their workers. Such debris shall be removed daily out of the Estate to the satisfaction of the Management, failing which the Management reserves the right to remove the debris, and deduct the cost from the deposit without prejudice to the Management's right to recover the remaining costs from Subsidiary Proprietor / contractor(s).
- (k) Building materials, wet cement and / or debris shall not be thrown into the refuse chute, toilets or from the balcony. Any expenses incurred in clearing any choke caused by the building materials and / or debris shall be borne by the subsidiary proprietor / lessee / occupier. Debris from renovation works should not be left in the Common Property. It is the responsibility of the subsidiary proprietor to arrange for the debris to be carted away from the Estate daily.
- (l) All unwanted heavy or bulky objects or debris are not to be left or discarded at any part of the building or in the Estate. Such items are to be disposed off by the Contractor and taken out from the Estate on a daily basis.
- (m) Subsidiary Proprietor and / or their contractor(s) are not allowed to tap water and electricity supply from the Common Property without the prior written consent of the management. Any unauthorized use of common utilities is subject to payment at the current rate imposed by the Management Corporation.
- 18) The subsidiary proprietor shall ensure that the Contractor installs protective padding at designated lift before delivery of construction or building materials, renovation debris, and etc.
- 19) The additions and alterations that are **strictly prohibited** are listed below:
- Hacking of beams and columns.
 - Rising of existing floor level (i.e. split the level of any portion of existing floor either by adding concrete platform and / or timber platform).
 - Installation of grilles or windows in any forms at balconies and wash areas or outside the windows and sliding doors that is visible externally.
 - Alterations and / or relocation to the existing windows and external door.
 - Painting of external parts of the building i.e. common corridor walls and ceilings, external surfaces of windows and doors.
 - Fixing of air conditioner condensing units on the external wall.
 - Tinting of windows, glass panes and sliding aluminium door panes with reflective sheeting and / or other coating.
 - Fixing of awnings or shades at the external windows or balconies.
- 20) The Management reserves the right to stop any renovations / additions or alterations works which are in the contravention of the Additional By-Laws. The Management shall not be responsible for any liability, loss, claim or proceeding arising out of or in the course of such action.
- 21) The subsidiary proprietor shall keep the Management fully indemnified against any claims, losses, liability or damages suffered or incurred by him, as a result of a breach by the contractor, its sub contractors, employees or agents, of any of the terms and conditions mentioned in the Additional By-Laws, or as a result of any of the works undertaken by the contractor for and during the said renovations, additions and alterations.



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- 22) The subsidiary proprietor must ensure that his/her contractor(s) and / or sub contractor(s) are adequately covered for public liability (not less than \$2 million) and workmen’s compensation before commencement of the renovations, additions and alterations works
- 23) All workers of the contractor(s) and that of its listed sub contractor(s) shall report to security staff at the Guard House of their intention to enter the Estate’s Unit to carry out the work, and to exchange for the Security Pass with their identity card, work permit or any other relevant passes.
- 24) The contractor(s) shall be responsible for the good conduct and behaviour of all workers of his/her company and that of its listed sub contractors. The workers and contractors shall be suitably clothed and shall not use language or behave in a manner likely to cause offence or embarrassment to the residents or occupiers or to any person in the Estate.
- 25) The subsidiary proprietors shall ensure that the contractor does not employ or permit or cause the employment of any illegal foreign worker to carry out any part of the renovation works at the premise. The subsidiary proprietor shall indemnify the Management in respect of claims, actions, proceedings, damage or costs brought against, incurred or suffered by the Management by reason of any breach whether by the or the contractor(s) subsidiary proprietor or its sub contractors.
- 26) The Management / Security Personnel reserve the right to inspect the renovating apartment unit at anytime during the working hours.

Declaration

I/ We declare that I/ we have read and understood all the above terms and conditions of renovation and agree to abide by them.

I/ We undertake to ensure that my/ our renovations shall not in any way jeopardise the C.S.C. approval (Certificate of Statutory Completion) for the whole estate and if it does I/ we shall be fully responsible for the consequences.

I/ We shall be fully responsible to reimburse the Management if the security deposit is inadequate to defray all costs of making good of damage to common properties and removal of debris.

Note: (a) All foreign workers engaged by employer/ resident are required to show original work permit to the Queen’s Management/ Security.
 (b) Any foreign workers without work permit at site will not be allowed entry or to work.

Signature of Owner

Signature of Contractor

Name (In Block)

Name & Designation

Date

Date

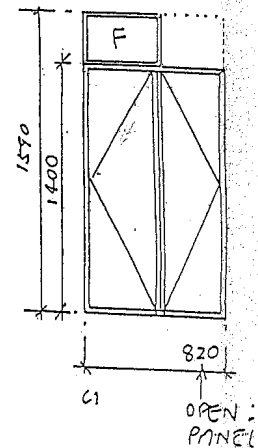
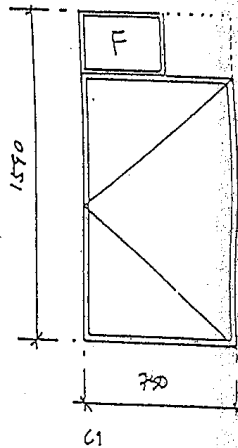
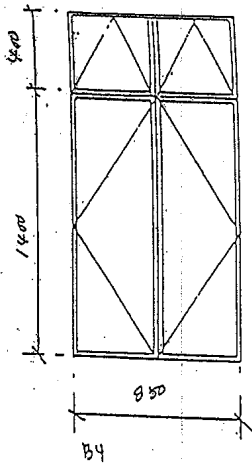
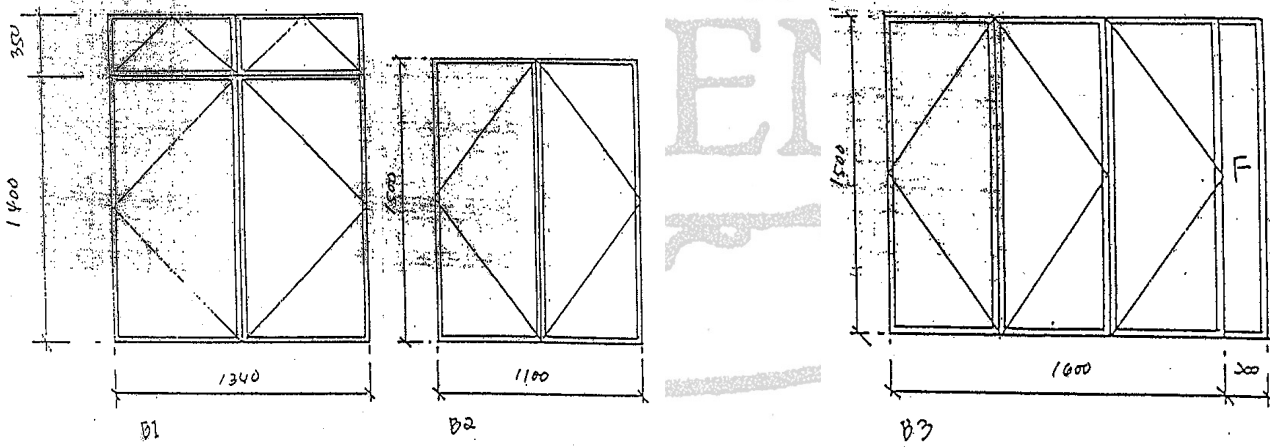
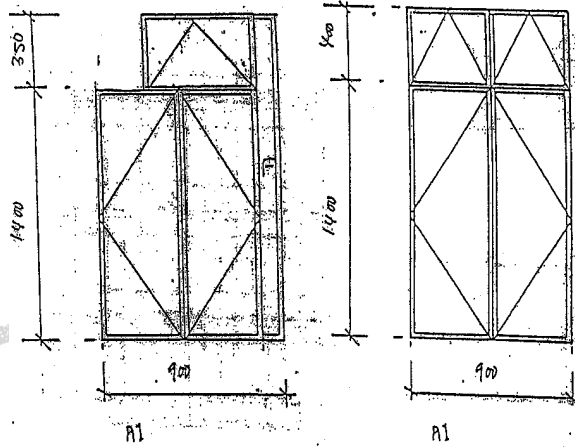


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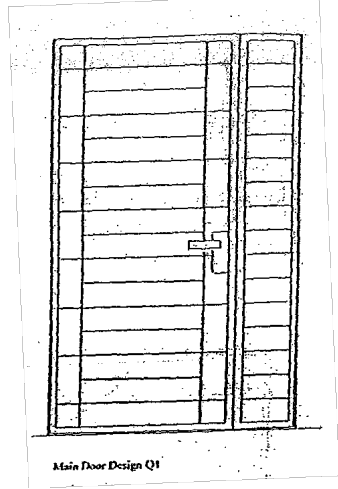
Declaration

SAMPLES OF WINDOW FRAMES AND GLAZING

All Frames ~ Colour Code APR/20344/CS9
All Glazing ~ 6mm thick Asahimas Green Tinted Float Glass

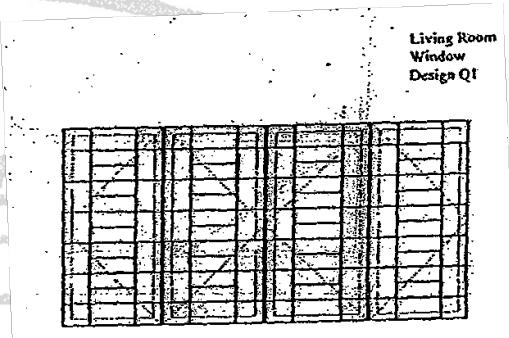
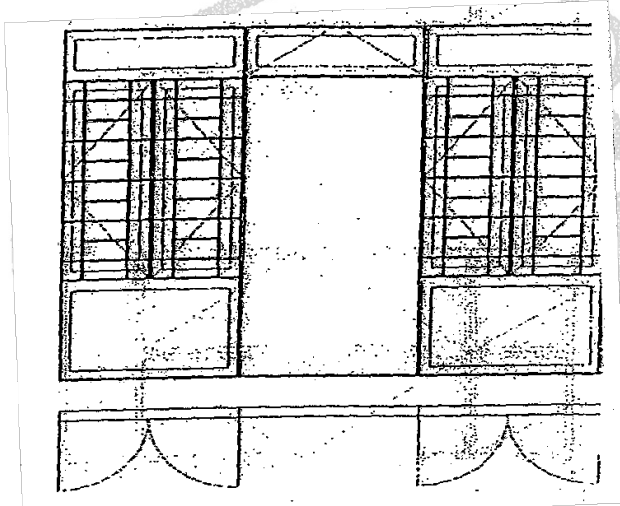


PERMIT FOR RENOVATION
SAMPLE OF MAIN DOOR GRILLE

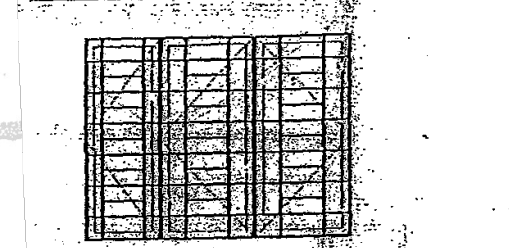


Wrought iron with galvanizing and antique paint (antique gold, antique copper or antique silver)

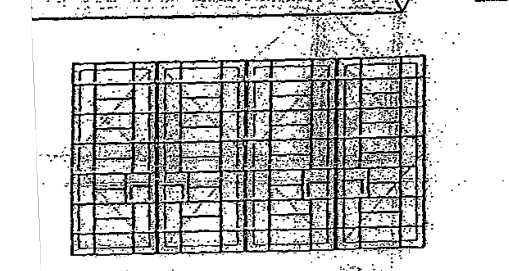
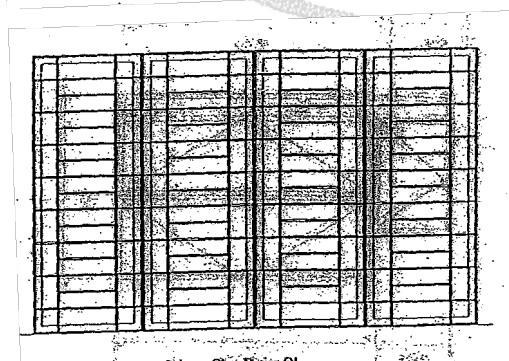
SAMPLES OF WINDOW GRILLE



Bay Window Type 1 Design B2W 1



Bay Window Type 2 Design B2W 1



Bay Window Type 1 Design B2W 1

- Window Grille with Powder Coating*
- ✓ Aluminium
 - ✓ Wrought Aluminium in Sliding
 - ✓ Galvanized Wrought Iron in swing open
 - ✓ Colour Code APR/20344/CS9 Pastel Green from "Oxyplast".