

**MANAGEMENT CORPORATION STRATA TITLE PLAN  
NO. 3114 RIS GRANDUER**

GST No: M9-0232212-R

**APPLICATION FOR RENOVATION / REMOVAL**

Name of Applicant(s) : \_\_\_\_\_ (Owner / Tenant \*)

(Note : Applicant's must be the owner of the unit for renovation submission)

Subject Property : \_\_\_\_\_ Blk No: \_\_\_\_\_ Unit No : \_\_\_\_\_

Tel : \_\_\_\_\_ (H) \_\_\_\_\_ (HP) Fax : \_\_\_\_\_

Email : \_\_\_\_\_

**Section I - Renovation Works**

The details of my/our renovation work are as below :

Please tick against the appropriate bracket

**STANDARD RENOVATION WORKS**

- replacement of floor tiling within my/our premises -  with hacking  without hacking within my /our premises
- replacement of wall tiling within my/our premises -  with hacking  without hacking
- laying of floor tiles over existing floor finishes using tile adhesive method.
- carpentry work within my /our premises
- masonry work within my /our premises
- painting work within my /our premises
- partition work within my /our premises -  without hacking  with hacking . *Non –structural*
- demolition of wall. *Plans to be submitted & subjected to approval from authorities*
- erection of wall. *Plans to be submitted & subjected to approval from authorities*
- Installation of false ceiling.
- replacement of windows. *No disruption to building outlook according to By Laws*
- Installation of louvre / casement / sliding windows on parapet.
- Installation of window grille.
- Replacement of main entrance door/frame to half hour fire rated door.
- Replacement of internal door(s).
- Replacement of toilet door(s).
- Installation / Replacement of door gate
- Plumbing / Sanitary / Bathroom installation. (specify : \_\_\_\_\_)

**ELECTRICAL WORKS**

- Installation of air-conditioning -  Window Unit  Split Unit

*Installation of aircon to comply with the new regulation imposed by the BCA-refer to attached letter*

- addition and alteration to electrical layout

**OTHERS**

- Moving \*in / out
- renovation involving common area (specify: \_\_\_\_\_)
- others : \_\_\_\_\_

Commencement : From \_\_\_\_\_ To \_\_\_\_\_

(Maximum of 4 weeks is allowed. Application for extension is required if the applicant exceed the maximum period allowed. Approval for extension shall be on a case-to-case basis)

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**Declaration by Applicant(s) for Renovation works**

- 1) I/We will obtain consent from the Management before any commencement of renovation work.
- 2) I/We understand that the Management reserves the right to reject or revoke my/our permit for renovation work and I/we agree not to hold the Management responsible for such action taken.
- 3) I/we will submit all relevant drawings, certification duly signed by the required parties including the consultants, engineers, architects as the case may be to the Management.
- 4) I /we will obtain the necessary approvals from the relevant Government Authorities for any alteration, addition or installation of any kind within the premises and will submit a copy of the approvals to the Management before commencement of work. I/we will also pay all license fee that may be required by the Government Authorities.
- 5) I/we will obtain approval from the Management's consultants such as Licensed Engineer for any work concerning electrical and fire system (eg:heat detector, Sprinkler etc) before submitting electrical plans to the Management for approval.
- 6) I/we will insure the Management against public liability for any damages to other property or persons etc. that may arise in the course of carrying out the renovation work.
- 7) I/we will pay a refundable deposit of **\$800/-** with the Management which shall be refunded upon completion of renovation, if I/we comply with all terms and conditions of this permit. An amount of \$20.00 will also be paid for the lift padding.
- 8) I/we will ensure that the renovation debris are removed daily. I/we will also ensure that all common property affected during the works are reinstated accordingly. I/we understand that I/we will be charged a penalty of S\$100.00 per day (minimum) should the Contractor fail to clear the said items from the allocated area in the time allocated by the Management and such penalty shall be used to offset against the renovation deposit at the end of renovation.
- 9) I/we agree to complete the works within the shortest possible time. I/we understand that a maximum of FOUR weeks from the date of commencement is allowed. I/we understand that any extension required I/we will seek permission from the Management for renewal.
- 10) I/we will only carry out works on Mondays and Fridays between 9.00 am to 5.30 pm & Saturday 9.00am to 1.00pm and will not interfere with the quiet enjoyment of others. I/we agree not to carry out works after 5 pm (Weekdays) /1 pm (Saturday).  

**Mondays to Fridays : 9:00 am to 5:30 pm**  
**Saturdays and eve of Holidays: 9:00 am to 1:00 pm**  
**Sundays & Public Holidays : Strictly no work allowed**
- 11) I/we undertake to ensure that neither we nor our workmen will cause any inconvenience or nuisance whatsoever to any party when carrying out the works.
- 12) I/we agree to display the "Renovation Permit" form prominently at the main entrance to my/our unit during the period of renovation works.

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- 13) I/we agree to box up the entrance of my/our unit during the period of renovation so as to prevent debris/dust from depositing onto the common area.
- 14) I/we agree to indemnify the Management against any claim or damages that may arise in the course of my/our above application.
- 15) I/we agree that the Management reserve the right to revoke this permit if I/we fail to comply with any of the terms or conditions listed in this permit.
- 16) I/we agree that the Management reserve the right to alter or add terms and conditions listed in this permit without notice and I/we agree to comply with the new terms and conditions so altered or added
- 17) I/we understand that the acceptance of my/our renovation deposit by the Management does not warrant an acceptance of my/our above application
- 18) List of workers and their particulars to be attached together with this application form upon submission

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**UNDERTAKING**

I/we have read and will undertake to abide by the by-laws stipulated in The Building & Strata Management Act (No. 27 of 2004) and by-laws/regulations of the Management and all other rules and regulations stated herein. I/we undertake that no common property or facade will be affected/altered during renovation.

By signing this application form I/We expressively give consent to the management collecting, using & disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.

\_\_\_\_\_  
Signature & Name of Applicant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & Company Stamp of Contractor

\_\_\_\_\_  
Date

Contractor's Tel : \_\_\_\_\_

Contractor's Email : \_\_\_\_\_

Person to Contact : \_\_\_\_\_

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**- EXTRACTS FROM BY LAWS AS AT 4TH AGM MARCH 2010 -**

**2. Renovation**

**Works Administration**

1. A Subsidiary Proprietor must seek approval from the Management before carrying out renovation works. In this context, renovation works shall include the works listed in Appendix 2, 3, 4 & 6.

Application shall be made on Application Form for Renovation Works & Contractor Registration and Application Form for Permit for Contractors as prescribed. Application forms are available at the Management Office. A renovation plan must be attached with the completed application form for submission. All renovation works can only commence upon receipt of a written approval from the Management Office.

Notwithstanding the approval granted by the Management, the Subsidiary Proprietor must ensure that all works carried out in this Section must be performed by qualified and competent workmen and submissions done by qualified person(s), in compliance with the relevant building codes and regulations. The Subsidiary Proprietor shall be fully responsible to ensure that the works comply with the authorities' requirement.

2. Please refer to Appendix 3 for the list of Alteration and/or Addition Works that not allowed in Ris Grandeur.
3. **Design and colour of grilles on front door, balcony, windows, sliding doors and yard etc. shall conform to the approved design and color scheme implemented from time to time. Please refer to Appendix 4 for Grille Design. Please obtain the necessary approvals from the Condominium's Management Office before you begin any renovation or grilles installation. All grilles should be installed behind the windows and the boundary line of the unit.**
4. **Please also take note that allowable imposed load for roof open terrace is 5KN/m<sup>2</sup>. (Applicable for Penthouse units only). The allowable super- imposed load for aluminium trellis is 0.5KN/m<sup>2</sup>.**
5. The Subsidiary Proprietor must submit the following to the Management for endorsement at least one week before the commencement of the works:
  - a) The approval letter from BCA together with 1 copy of the approved plan or the letter from Ris Grandeur's Project Architect (as stated in item 3 above);
  - b) **Application Form for Renovation Works & Contractor Registration** stating the nature and extent of renovation works to be carried out and the particulars of the contractors, and
  - c) Application for Permit for Contractors together with the renovation deposit and relevant insurance coverage.

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6. Before carrying out any modification or upgrading of the electrical supply/ circuit, the Subsidiary Proprietor must get endorsement from a professional electrical engineer on the necessary drawings/plans and written approval from the relevant authorities (if any) and the Management before proceeding with such work.
7. The Subsidiary Proprietor is responsible for ensuring that his Contractors comply with the terms and conditions governing the renovation works.
8. The Subsidiary Proprietor must obtain a list of the names of the workers for submission to the Management before the commencement of the renovation works. Illegal worker is not allowed into the estate and if found, will be asked to leave immediately. The Subsidiary Proprietor and his/her appointed renovation contractor shall keep the Management indemnified against any legal liability with regard to illegal worker and unauthorised renovation works.
9. Renovation works and/or additional/alteration works affecting the Development's Gross Floor Area will not be approved.
10. **Hacking of building's structure is strictly prohibited.**
11. Subsidiary Proprietors are required to dispose off all renovation debris to government dumping ground **at their own costs and expenses.**

**Renovation Deposit**

12. The Subsidiary Proprietor is required to place a deposit of **S\$800.00** with the Management before commencing renovation work. The deposit will be refunded (free of interest) subject to deduction (if any) pursuant to the Rules and Regulations stated herein.

**Public Liability Insurance Policy**

13. The Subsidiary Proprietor and his Contractor shall jointly sign the application form prior to any renovation works and such undertaking shall be taken as sufficient notice of such Rules and Regulations. **The Contractors are required to take up an insurance policy for Public Liability of minimum S\$1 million coverage before the commencement of the renovation works. A copy of the insurance policy is to be submitted together with the application form.**

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**Working Hours**

14. The Subsidiary Proprietor and its Contractors and/or agent must exercise due care and caution to ensure that no disturbance, nuisance or annoyance is caused to other occupiers of the estate. All renovation works including deliveries must be carried out only during the following hours:

Mondays to Fridays : **9:00 am to 5:30 pm**

Saturdays and eve of Holidays: **9:00 am to 1:00 pm**

Sundays & Public Holidays : **Strictly no work allowed**

**Compliance with the Existing Laws**

15. No work is allowed to be carried out unless the necessary submission is endorsed by the Management and application approved by the relevant authorities, if needed.

The endorsement from the Management does not constitute an approval of the authorities. The Subsidiary Proprietor must bear full responsibilities to ensure compliance with the Condominium's by-laws and other regulations as may be introduced and applicable from time to time.

**Safety of workers**

16. The Subsidiary Proprietor is responsible for the action of his contractors, subcontractors and their workers. Appropriate measures must be taken to ensure the safety of the workers.

**Limitation of work space**

17. Renovation works must be carried out within the Subsidiary Proprietor's Housing Unit. All equipment and materials must be stored within the Subsidiary Proprietor's Unit.

**Noise & Dust**

18. The Contractors shall not create excessive noise and dust that will interfere with the peaceful enjoyment of the other Residents/occupiers. Subsidiary Proprietor(s) shall be responsible to ensure that this is complied with at all times throughout the renovation period.

**Vehicles**

19. The Contractors shall only park his motor vehicle at approved parking lots. Loading and unloading shall only be carried out at designated area. The height limit of the basement car park area is 2.2m and 3.0m for other sheltered drop-off area.

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**Behaviour of workers**

20. When in the Common Area or the Housing Unit, the renovation workers have to observe the following:
- a) be suitably clothed;
  - b) not to use languages or behave in a manner likely to cause offence or embarrassment to others lawfully using the Common Area or Common Property, other Residents or their Guests;
  - c) not to obstruct the lawful use of others of the Common Property;
  - d) not to damage any lawn, trees, scrubs, plants or flowers that are situated on the Common Areas;
  - e) not to mark, paint, drive nails, screws or like into or otherwise damage or deface any structure that form part of the Common Property without the consent in writing from the Management; and
  - f) not to use common toilets for cleaning and washing of tools.

**Protective covering for Lifts**

21. All Contractors/renovation workers should only use designated service lifts (lift with Perspex, canvas or plywood protection) to transport their building materials or debris. If the protection is dismantled, the Contractor is to provide his own material to protect the lift components adequately.
22. During the course of the renovation works, Subsidiary Proprietors are responsible to brief their renovation contractors that they are allowed to utilise the Fireman Lift only or lift(s) designated by the Management by prior arrangement so as not to inconvenience other Residents.
23. All Contractors/renovation workers are not allowed to halt the lift by inserting stopper in between the lift doors. The Contractors/renovation workers shall be fully responsible for any damages that may arise from the above act.

**Reporting to Guardhouse**

24. All Contractors or their authorised personnel must report to the guardhouse when entering and leaving the Estate. Details of foreign workers permit are to be given to the security guards at the guardhouse prior to entering the Estate. The security guard has been given strict instructions to question all suspicious persons found on the Estate. Action will be taken against unauthorised persons on the Estate.

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**Heavy Equipment and Permissible Hacking Duration**

25. The workers are not allowed to use heavy-duty hacker or concrete breaker in the course of their work. Hacking works shall be completed in the minimum number of days and a work schedule must be submitted to the Management Office for such works in advance.

**Water and Power Supply**

26. The Contractors are not allowed to tap water and/or electricity supply from the Common Property without the consent of the Management. Any use of common utilities is subject to a charge (including administrative charge) imposed by the Management.

**Cleaning of Common Areas**

27. **The Subsidiary Proprietor must ensure that their Contractors do not dump any of the renovation debris indiscriminately onto the Common Area or into the rubbish chutes or by leaving the debris at the bin centre for disposal.**
28. Where building materials, equipment have to be placed in the Common Area, the consent of the Management must be obtained. The Contractor must abide by the Management's decision as to when, where and for what length of time the material, equipment or debris is to remain within the allocated or designated Common Area. The area must be cleaned after the approved used.

Renovation debris is to be to be disposed off the site at the Subsidiary Proprietor's own cost.

The Subsidiary Proprietor will be charged a penalty of S\$100.00 per day (minimum) should the Contractor fail to clear the said items from the allocated area in the time allocated by the Management and such penalty shall be used to offset against the renovation deposit at the end of renovation.

**Inspection by the Management**

29. The Management shall have the right to gain free access into the premises at any time during office hours to inspect renovation works being carried out in the Housing Unit.
30. The Management reserves the right to demolish any unauthorised work which is carried out in contravention to the Rules and Regulations set herein or the bylaws and to recover from the Subsidiary Proprietor all costs and expenses incurred in this connection.
31. Upon completion of the renovation works, the Subsidiary Proprietor must notify the Management for a joint inspection to ensure that only approved works are carried out and no violation of the stated Rules and Regulations.



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**Damage caused by Contractors**

32. Proper protection to be present, example hogging, floor protection (Plywoods or cardboard), barrication, and etc. The Subsidiary Proprietor is fully responsible for any human injury and damage caused to the Common Property by his Contractors.

They are to make good to the satisfaction of the Management within seven (7) days. Failing which, the Management reserves the right to make good the damages and deduct the costs from the deposit.

In the event of the renovation deposit being insufficient to meet the claim imposed by the Management, the Subsidiary Proprietor shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management.

**Words of Precaution**

33. **Subsidiary Proprietors are reminded to inform their renovations contractors of the presence of concealed gas piping in the Housing Unit.**
34. Subsidiary Proprietors are advised not to carry out wet polishing of flooring which may choke the sanitation/drainage system or seepage as well. In the event of the sanitation/drainage system is choked as result of the wet polishing of flooring, the cost of clearing the choke will be charged to the Subsidiary Proprietor and/or the Contractor.
35. Subsidiary Proprietors are reminded to inform their renovation contractors that, strictly no disposal of bulky waste, construction debris and wood waste etc. into the Housing Unit's refuse chute. The refuse chute is strictly for **disposal of domestic refuse only**.

**Items to take note**

36. **Do not dump any of the renovation debris indiscriminately at the common area, into the rubbish chutes or by leaving the debris at basement lobby for disposal.**
37. **Do not commence any renovation works / removal without permit approved by management.**

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**6. Moving-in and Moving-out**

1. Moving-in/ Moving-out may be carried out from 9.00 am to 5.30 pm daily.
2. Residents are required to submit Application Form for Moving-In / Moving-Out to the Management Office together with payment of S\$200.00 as security deposit at least 3 days prior to the date of moving-in or moving-out. The deposit will be refunded without interest upon completion of the work if no damage of property or human injury is caused. The deposit will be refunded within 30 days from the day of receipt of the application of refund made to the Management Office.
3. All removal contractors engaged to carry out such removals must report to the security checkpoint to obtain identification passes and must wear their passes at all time prior to carrying out the work each day; failing which, the Management reserves the right to refuse entry to unknown persons, not being a Resident or lawful user of the Common Property, whose reasons for being present in the Condominium cannot be verified. The Management's security personnel shall have the right to question any person in the Condominium found without a pass.
4. All removals and workmen should use only lifts and staircases designated by the Management by prior arrangement so as not to inconvenience other Residents. Any packing and crates removed must be disposed off by the Resident concerned accordingly and at his cost.
5. No unwanted materials, debris, etc. should be left in the corridors, lift lobbies, fire escape staircases or any other Common Areas. Failing which, they will be removed by the Management and the cost of such removal shall be charged to the resident concerned.
6. Disposal of cardboard boxes and/or any unwanted materials from the moving in/out contractors into the bin chute is strictly prohibited.
7. Residents shall ensure that no damage is caused to any part of the Common Areas, Common Property or the building during such removal. Any damage caused shall be rectified by the Resident concerned at his own cost forthwith upon receipt of notice to that effect from the Management. Residents shall also indemnify the Management for any liability claim or action taken by third party due to the negligence of removal contractors.
8. Residents shall be responsible for the conduct and behaviour of their appointed contractors while they are in the Condominium.
9. All container vehicles (20 footer and beyond) are not allowed in the Estate.
10. All container vehicles; (2.2m in height or greater) are not allowed in the basement car park and (3.0m in height or greater) are not allowed in the estate. Subsidiary Proprietors are required to inform their movers on this condition.

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**Rates of Permit Fees (subject to changes without notice)**

- Renovation Deposit : \$800/-** Cheque made payable to 'MCST Plan No. 3114'  
(Refundable after 30 days from date of completion if all debris are removed and no damages are caused and upon the submission of the Application for Refund).
- Moval Deposit : \$200/-** Cheque made payable to 'MCST Plan No. 3114'  
(Refundable after 30 days from date of completion if all debris are removed and no damages are caused and upon the submission of the Application for Refund).
- Lift Padding : \$20/-** For use 1-2 days  
**\$50/-** For use 3-7 days

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For Official Use

\_\_\_\_\_  
Property Officer's Signature

\_\_\_\_\_  
Manager's Signature

Deposit : \_\_\_\_\_ (Cash/Chq No. \_\_\_\_\_ Receipt No. \_\_\_\_\_)

Total Collected :  
=====

Received By : \_\_\_\_\_ Date : \_\_\_\_\_

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**REQUEST FOR REFUND OF DEPOSIT**

To : MCST 3114

From : \_\_\_\_\_

Subject Property : \_\_\_\_\_ Blk No: \_\_\_\_\_ Unit No. : \_\_\_\_\_

Official Receipt No. : \_\_\_\_\_  
(Pls attach a copy of official receipt issued during payment)

Deposit collected for \*Renovation / Moval / BBQ Pit / MPH / Karaoke Room

Cheque Made Payable To : \_\_\_\_\_

Mailing Address : \_\_\_\_\_  
\_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**(Please arrange for joint inspection upon completion of event)**

*\* Delete where applicable*

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For Official Use :

Amount Collected : \$ \_\_\_\_\_

Amount For Deduction : \$ \_\_\_\_\_ (Specify item \_\_\_\_\_)

Amount Of Refund : \$ \_\_\_\_\_  
=====

Certified By (with name indicated)

- Guard : \_\_\_\_\_ Date : \_\_\_\_\_

- Cleaner : \_\_\_\_\_ Date : \_\_\_\_\_

- Maintenance : \_\_\_\_\_ Date : \_\_\_\_\_

- Approved By : \_\_\_\_\_ Date : \_\_\_\_\_