



The Management Corporation Strata Title Plan No. 3798  
67 Pasir Ris Grove, Management Office #B1-49 Singapore 518218  
Tel: 6636 0981 Fax: 6636 0985 Email: livia.pasir.ris.ma@gmail.com

## **FORM B1**

### **RENOVATION WORKS**

**LETTER OF AUTHORISATION AND INDEMNITY  
(TO BE COMPLETED BY RESIDENTS)**

Dear Sir / Mdm,

LIVIA – RENOVATION WORKS

BLK \_\_\_\_\_ PASIR RIS GROVE # \_\_\_\_\_

We hereby authorise our Contractor, \_\_\_\_\_  
(Name of Contractor)

of \_\_\_\_\_ to undertake the renovation  
(Address and/or Telephone Number)

works at our above premises commencement from \_\_\_\_\_ to \_\_\_\_\_ (date)

\_\_\_\_\_ to \_\_\_\_\_ (time)

*Note: This application is valid up to one month only.*

We hereby confirm and undertake to procure that the Contractor(s) will abide by all the terms and conditions set out in the Handbook.

In consideration of you at our request permitting the Contractor(s) to have access to the above premises for the sole purpose of carrying out the works, we here by agree and undertake to keep you fully indemnified in respect of any claims, losses, liabilities or damages made against, suffered or incurred by you as a result of a breach by the Contractor(s), its sub-contractors, employees or agents, of any of the terms and conditions mentioned in the Handbook as a result of any of the services / works undertaken by the Contractor(s) for the said premises. (E.g., Providing Protective covers on common areas, etc.)

We further agree to indemnify you in respect of any claims, actions, proceedings, damage or costs brought against, incurred or suffered by you by reason of any breach whether by ourselves or the Contractor(s) or its sub-contractors of the undertaking not to employ or permit or cause the employment of any illegal foreign workers to carry out any part of the works at the above premises.

\_\_\_\_\_  
Signature of Subsidiary Proprietor

\_\_\_\_\_  
Name & Contract No. of Signatory & Date



**FORM B2**

**CONTRACTOR'S CONFIRMATION AND REGISTRATION FORM**

(TO BE COMPLETED BY CONTRACTORS)

BLK \_\_\_\_\_ PASIR RIS GROVE # \_\_\_\_\_ LIVIA

1) Contractor's Particulars

Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Name of Supervisor : \_\_\_\_\_ Contact No. : \_\_\_\_\_  
 NRIC No. : \_\_\_\_\_ Veh No./Type : \_\_\_\_\_

2) Confirmation

I/We hereby confirm to be appointed by the Subsidiary Proprietor of the above premises as his/her renovation contractor.

3) Deposit

I/We enclose herewith a crossed cheque no. \_\_\_\_\_ for S\$1,000.00 in favour of "MCST Plan No. 3798" being the deposit for the due observance and compliance of your guidelines and for renovation works to the above premises.

4) Undertaking

I/We shall be fully responsible for any damages or dumping of carton / packaging / unwanted materials to the common property caused by myself / ourselves and/or by my/our personnel. Such damages or unwanted materials shall be made good/removed out of the estate to the satisfaction of the Management within **two (2) days**, failing which the Management shall have the rights to make good the damages or remove the unwanted materials and deduct the cost from me/us, otherwise the deposit is refundable to me/us, free of interest, upon completion of the renovation works.

5) Indemnification

I/We shall effect adequate Workmen's Compensation Policy and Public Liability Policy and such other policies necessary for my/our above renovation works during the entire period.

I/We undertake to indemnify and keep the Management fully indemnified against any damages, actions, claims, liabilities or proceedings arising from my/our execution of these renovation works.



6) Precautions

Only designated lift, staircases and areas are allowed for the transportation of building materials and debris. We undertake not to cause any scratches / damages to any part of the lift's internal and external finishes, and all fittings and fixtures.

We further undertake not to store any furniture etc on any common areas but within the Subsidiary Proprietor's premises. I/We agree that the Management shall be under no liability in respect of any losses or damages caused to the premises for the whole duration of the renovation works.

7) Permitted Hours of Renovation Works

All owners/residents are required to apply for renovation /alteration permit from the management office before such works can commence.

Project contractors/sub-contractors are also to keep the management office informed of any defect's rectification works.

The managing agent will place a list of units undergoing owner's renovation / project / contractor's rectification works, with commencement dates and duration on the noticeboard and update it on a daily or weekly basis.

Specific notice pertaining to the work of individual unit will be pasted on the main door of that unit for the duration of the work.

**Permitted hours of works are: -**

<u>DAY</u>	<u>HOURS</u>
Mondays to Fridays	9.00 a.m. to 5.00 p.m.
Saturdays	9.00 a.m. to 1.00 p.m.
Sundays & Public Holidays	NO WORK ALLOWED

Noisy works (like continuous drilling, continuous hacking, heavy knocking or machine cutting) can only be carried out between 10.00 a.m. to 4.00 p.m. during weekdays ONLY. Such noisy works cannot be allowed beyond a total of 5 days

Overall renovation / rectification work **cannot exceed one (1) month**. Extension can be allowed on further application with the management office, but only on a week-by-week basis. The renovation deposit will be withheld to cover the further extension of time.

No further extension of time will be allowed beyond a maximum of two months of works.

Should serious complaints be received from residents who are studying, resting or recuperating, the building management reserves the right to stop such noisy work on an intermittent basis.

**Additional information:** Please submit drawing plans / product image if necessary.



8) Workers Particulars

I/We hereby furnish the Management a list of my/our workers and their particulars:

S/N	<u>Names of Persons-in-charge</u>	<u>NRIC/Passport No.</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

	<u>Names of Workmen / Sub-Contractors</u>	<u>NRIC/Passport No.</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

Description of Works  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Hacking date (if application): \_\_\_\_\_ to \_\_\_\_\_

Renovation Commencement Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

I/We also undertake that we shall not at any time during the performance of any part of the renovation works for the above premises employ or permit or cause the employment, whether by ourselves or any of our sub-contractors, of any illegal foreign workers at the above premises.

I/We hereby agree to indemnify The Management in respect of any claims, actions, proceedings, damage or costs brought against, incurred or suffered by The Management by reason of any breach on my/our part of the above undertaking.



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\_\_\_\_\_  
 Signature of Contractor

\_\_\_\_\_  
 Company's Stamp

\_\_\_\_\_  
 Name of Contractor

\_\_\_\_\_  
 NRIC no.

<b>Official Use</b>	<b>Refunded to:</b>
Received By : _____	Name : _____
Date : _____	NRIC no. : _____
_____	Date : _____ Signature