

**MANAGEMENT CORPORATION STRATA TITLE PLAN 2345  
APPLICATION FOR FITTING-OUT WORKS &  
CONTRACTOR REGISTRATION FORM**

Unit to be fitted-out Block \_\_\_\_\_ Unit No. # \_\_\_\_\_

Name of applicant \_\_\_\_\_

Current Address \_\_\_\_\_

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Name of contractor \_\_\_\_\_

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

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Office Tel : \_\_\_\_\_ Office Fax : \_\_\_\_\_ Business Reg. No. \_\_\_\_\_

Person-in-charge: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Date of commencement of works : \_\_\_\_\_ Completion of works : \_\_\_\_\_

S/N	Name of Workers	NRIC/Passport/Work Permit
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Full Description of fitting-out works, attach drawings, specifications :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

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

\_\_\_\_\_  
Rubber Stamp of Contractor

**For official use :**

Deposit Paid :	S\$ 2,000.00 + S\$ 200.00	Cheque No.		Date :	
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Deposit Refund:	S\$	Collected by .		Date :	
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**UNDERTAKING (Fitting-out works, Alterations & Renovations)**

I declare that the particulars given in the application are true and correct, and have sought the approval from the relevant authorities with regards to alteration and addition works to the existing structure.

I have read and will abide by the House Rules governing Fitting-out, Alteration & Renovation Works as laid down in the Resident's Handbook, and agree to;

- a. Pay the specified penalty for infringing rules governing fitting-out, alteration & renovation works and/or nuisance caused, in addition to paying for damages arising from actions or negligence of my sub-contractors, workmen or agents.
- b. Be personally liable to make good any damages caused to other units or the common property, not excluding inter-floor water seepages arising from hacking of floor.
- c. Pay a penalty of **S\$200** (inclusive of prevailing GST) per day to the MCST 2345, if my contractor failed to clear any building materials or debris from any common area within the Forfeit the 'cleaning deposit' of **S\$200** to the MCST 2345, if my contractor fails to keep all common areas clean and tidy at all times. Or creates a mess of any other kind.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

*Important Notes :*

1. **Please issue two deposit cheques for S\$2,000 & S\$200 to "Management Corporation Strata Title Plan No. 2345"**
2. Submit Public Liability cover for no less than S\$1 million

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<b>FOR OFFICIAL USE</b>	
PERMIT No.	Date :
Bearer of this permit is authorised to have access to Costa Rhu Condominium to perform Fitting-out, Alterations and Renovation Works at	
Block :	Unit : #
Name of Bearer :	Mobile number
NRIC/Passport/Work Permit No.of bearer :	
Name of Company :	
This permit expires on :	

\_\_\_\_\_  
For and on behalf of the MCST 2345