

FORM 03.1

**ELLIOT AT THE EAST COAST  
LETTER OF AUTHORIZATION & INDEMNITY**

To : The Management

Dear Sir/Madam

**Renovation / Addition & Alteration Works To Unit**

I / We, subsidiary proprietor of Blk / Unit \_\_\_\_\_, hereby authorize our contractor, \_\_\_\_\_ of \_\_\_\_\_ (hereinafter and in the attached notes referred to as "the Contractor") to undertake for the purposes of renovation / addition and alteration works to the above property, such works to commence

from \_\_\_\_\_ to \_\_\_\_\_

In consideration of you at our request permitting the Contractor to have access to the above premises, we hereby agree and undertake to keep you fully indemnified in respect of all claims, losses, liabilities or damages made against, suffered or incurred by you, as a result of a breach by the Contractor, its employees or agents, of any of the terms and conditions mentioned in the attached notes and House Rules or as a result of any of the works undertaken by the Contractor for the said premises.

I / We understand that the Contractor has to abide by the terms and conditions set out in the attached Notice to Contractors. I / We also confirm I have fully understood and will abide by the rules and regulations.

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

\_\_\_\_\_  
Date

**ELLIOT AT THE EAST COAST  
RENOVATION / ADDITION & ALTERATION WORKS**  
(This form is available online)

**Resident's Particulars**

Name : \_\_\_\_\_ Contact No : \_\_\_\_\_(home)  
Blk / Unit : \_\_\_\_\_(mobile)  
Email : \_\_\_\_\_(office)

**Appointed Contractor's Particulars**

Company : \_\_\_\_\_ Contact No : \_\_\_\_\_  
(office)  
Company Registration No. : \_\_\_\_\_(mobile)  
Email : \_\_\_\_\_

**Detailed Description of Works:**

Start Date : \_\_\_\_\_ End Date : \_\_\_\_\_  
Hacking Period from : \_\_\_\_\_ To : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In applying for approval, the Subsidiary Proprietor and Contractor undertake to abide by and be subjected to the General Rules & Regulations on Renovation / Addition & Alteration Works as contained in the Resident's handbook and Notice to Contractors (Form 03.3)

\_\_\_\_\_  
Contractor's Signature / Date Company Stamp

\_\_\_\_\_  
Subsidiary Proprietor's Signature Date

**Note:**

1. Please attach all relevant layout plans / drawings for the above described works.
2. Provide a list of workers with NRIC / Fin No. entering the Condominium.
3. Contractor & Subsidiary Proprietor must endorse on every page of Form 03.3

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For Office Use Only

Deposit Cheque No: \_\_\_\_\_

\_\_\_\_\_  
Name of Approving Officer Signature/Date

## FORM 03.3

### NOTICE TO CONTRACTORS

You are to comply with the Rules and Regulations on Renovation / Addition and Alteration Works when you are in the Condominium. Please ensure that you and your workers comply with the followings:

1. **Noise**

You shall not create any noise likely to interfere with the peaceful enjoyment of other Residents / Occupiers.

2. **Vehicles**

You shall not park or leave any motor vehicle or other vehicle on the common property except with the approval from the Management of the Condominium.

3. **Operation Hours**

All works including deliveries may only be carried out during the following hours:-

Mondays to Fridays : 0900 hrs to 1700 hrs

Saturdays : 0900 hrs to 1300hrs

Sundays, Public Holidays, Strictly no work is allowed

Eve of Christmas & New Year's Day

(Strictly no hacking / noisy works are allowed between 1200 hrs to 1400 hrs)

4. **Reporting To Security Office**

All contractors or their authorised personnel must report to the Security Office each day before and after work. Security Pass must be prominently displayed for identification purpose and contractors shall declare and report loss of any passes immediately. An administration fee of S\$20.00 per pass shall be imposed for the replacement of the lost pass.

5. **Obstruction of Common Property**

You shall not obstruct residents' lawful use of the common property.

6. **Damage to Lawns, etc. On Common Property**

You shall not damage any lawn, garden, trees, shrubs, plants or flowers being part of or situated upon, the common property.

7. **Damage to Common Property**

You shall not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that form part of the common property without the approval in writing from the Management of the Condominium.

8. **Permission to Carry Out Alterations**

You shall not make any alterations to the windows installed in the external walls of the Condominium without having obtained the approval in writing from the Management of the Condominium.

Subsidiary Proprietor's Signature

Contractor's Signature

9. **Balconies / Terrace / Planters**

You shall not make alterations or additions to any balcony / terrace / planters of any Lot without the written approval from the Management of the Condominium.

10. **Behavior of Workers**

When on the common property, your workers / Employees / Agents shall be suitably clothed and shall not use foul language or behave in a manner likely to cause offence or embarrassment to the Residents or Occupiers or to any other person in the Condominium.

11. **Refundable Renovation Deposit**

The Subsidiary Proprietor and / or his contractor shall pay a sum of \$1,000.00 being renovation deposit to the Management prior to any renovations. The renovation deposit will be refunded free of interest to the Subsidiary Proprietor or his contractor after the completion of the renovations subject to compliance with the conditions stated herein and to all claims by the Management of the Condominium arising out of or in the course of the execution of the works.

In the event claims of the renovation deposit is insufficient to meet claim of the Management, the Subsidiary Proprietor, the Subsidiary Proprietor's tenant and / or his contractor shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management of the Condominium.

12. **Subsidiary Proprietor / Tenant Letter of Authorization / Indemnity and Contractor Registration Form**

The Subsidiary Proprietor and his contractor shall both sign the Subsidiary Proprietor/Tenant letter of Authorisation and Indemnity and Contractor Registration Form attached to these Rules and Regulations prior to any renovations / additions & alterations and it shall be deemed to have notice of such Rules and Regulations.

13. **Submission of Details**

The Subsidiary Proprietor and / or his contractor shall furnish the Management with details of the renovations / additions & alterations works.

Such information may include a schedule of works to be carried out, accompanying plans, diagrams, the work schedule including delivery of materials and a list of the workers' particulars attending to the work.

14. **Limit of Workspace**

You must ensure that all works are carried out within the confines of the Lot.

**Subsidiary Proprietor's Signature**

**Contractor's Signature**

15. **Manner of Operation**

You must ensure that:

- i. The walls and the floor of the lift cage are adequately protected.
- ii. All materials and / or tools for the works are placed inside the premises and not on the common property and escape staircases.
- iii. The common property affected by the debris from the works is left in a clean and tidy condition on the completion of works each day.
- iv. All debris is cleared / swept away on the completion of works each day.
- v. All unwanted heavy or bulky objects are not disposed off via the rubbish chute or left at the bin centre for disposal.

Should the contractor fail to observe any of the above, the Management will carry out the work and charge the cost of such works to the contractor.

16. **Necessary Precautions / Protection**

You must take all necessary precautions to protect all existing and common property including lifts, roads, drains, fencing during the works.

Any damage to the common property during the works must be made good by the owner and / or his contractor and is subjected to the acceptance of the Management.

In the event of failure to make good such damage within a specified period of time, the Management will rectify the damage and charge the cost of such work to the Subsidiary Proprietor's tenant and / or his contractor.

17. **Indemnity**

The Subsidiary Proprietor, Subsidiary Proprietor's tenant and / or his contractor shall be liable and must indemnify the Management against all liability, loss, claim or expense arising out of or in the course of the execution of the works.

18. **Insurance**

You are required to submit your insurance cover for Public Liability / Workmen's Compensation before commencement of the works.

19. **Water / Power Supply**

You are not allowed to tap water and electricity supply from the common property

20. **Contravention of Rules**

The Management reserves the right to stop any works, which are in contravention of the Rules and Regulations laid down as it thinks fit.

The Management of the Condominium shall not be responsible for any liability loss claim or proceedings arising out of or in the course of such works.

**Subsidiary Proprietor's Signature**

**Contractor's Signature**