

APPLICATION FOR DIRECTORY LISTING
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Name of Company: _____ (Owner / Tenant)*
 Road & Unit No: _____ Tel : _____ Fax : _____
 Email: _____

** Please delete if not applicable*

SECTION I

Please write in BLOCK letters. Maximum 30 nos. of alphabet allowed inclusive of spacing.

NAME OF COMPANY TO BE PRINTED

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QUANTITY REQUIRED: _____ **NOS.**

Directory Listing Fee is subject to change without notice.
\$100.00 (SUBJECTED TO GST) PER STRIP PER COMPANY NAME PER UNIT

SECTION II

1. I/We have read and will undertake to abide by the by-laws stipulated in the Land Titles Strata Act and/or Building Maintenance & Strata Management Act and by-laws/regulations imposed by the Management.
2. I/We agree to indemnify the Management against any claim or damages that may arise in the course or my/our above application.
3. 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.
4. I/We agree that the Management reserve the right to amend or add terms and conditions listed in this permit without notice and I/we agree to comply with the new terms and conditions so amended or added.
5. By signing this application form I/we expressly 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 & Company Stamp of Applicant(s) _____ Date _____

Name of Person to contact in respect of this application (if applicable): _____

FOR OFFICIAL USE:

 Manager's Signature

Total Amount Collected: _____ (Cash R/No.: _____ / Cheque : _____)

Received By : _____ Date : _____

DIRECTORY BOARD

BUILDING DIRECTORY

1. The Spire building directory boards are located at the 1st floor lift lobby no. 1 and no. 2, and 12th floor lift lobby no. 2. The Enterprise Centre building directory board is located at 1st floor lift lobby B.
2. The Occupant must notify the Management (application must be made in the prescribed form) of the official name of the company three (3) weeks in advance in writing to enable the directory listing to be listed in the Directory Board. The Occupants will bear the cost of the directory listing.
3. Each Unit is allowed to place one strip of directory listing per building directory boards at \$100.00 (subjected to GST).
4. Please note that the fee stated above is subject to change at the sole discretion of the Management.
5. The size and materials used for the lettering will be standard and uniform at the sole discretion of the Management.

OCCUPANTS' SIGNAGE

1. Occupants' signage are to be displayed on the wall.
2. All Occupants are to submit their unit signage proposals to the Management giving brief specifications on the materials used and scaled elevation drawings. The method of fixing and the location shall be included in the drawings.
3. No construction of unit signage should commence without the approval from the Management.
4. No advertisement signboards and additional signage are allowed to be displayed by the Occupants without the prior approval from the Management.
5. All Occupants should observe that there should be no display of signboards or advertisement along the common corridor.
6. No signage should project more than 100mm from the Unit.
7. In order to maintain a high standard of appearance and design, signage within the building will be carefully controlled and regulated. No construction works should commence prior to receipt of formal approval from the Management.
8. The size of the signage must be of less than 80cm by 50cm for The Spire. And the size of the signage must be of less than 260cm by 95cm for Enterprise Centre.
9. No lighted signage is allowed.