

APPLICATION FOR DIRECTORY LISTING / OCCUPANT'S SIGNAGE

Name of Applicant(s) : _____ (Owner / Tenant)*

Unit No: _____ Tel : _____ Fax : _____

Email: _____

Section I – For Directory Listing Only

I / We wish to apply for a permit to display my company's name in the Directory Listing:

Name of company to be displayed: _____
(Please fill in Block Letters)

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): _____

Rates of Permit Fees (subject to changes without notice)

Directory Listing : \$100/- PER STRIP PER COMPANY NAME PER UNIT

For Official Use

Supervisor's Signature

Manager's Signature

Application Fee : _____

Total Collected : _____ (Cash / Cheque : _____)

OR No. : _____

Received By : _____ Date : _____

DIRECTORY BOARD

Building Directory

1. Building directory boards will be provided at the lift lobby of the main entrance, the lift lobby of the 2nd storey and 3rd storey car park.
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 signage to be listed in the Directory Board. The Occupants will bear the cost of the directory listing.
3. Each Unit is allowed one strip for directory listing for all the building directory boards at S\$100.00.
4. Please note that the sum stated above is subject to changes 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' Signages

1. Occupants' signages 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 signages 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 signages should project more than 100mm from the Unit.
7. In order to maintain a high standard of appearance and design, signages 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.
9. No lighted signage is allowed.