

**APPLICATION FOR DIRECTORY LISTING / UNIT SIGNAGE**

Name of Applicant(s) : \_\_\_\_\_ (Owner / Tenant)\*

Unit No: \_\_\_\_\_ Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Email: \_\_\_\_\_

**Section I – 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 : \$50/- 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**

### **1. Unit Signage**

In order to maintain a high standard of appearance and design, unit signage within the building will be carefully controlled and regulated. Please refer to the drawing attached for the allowed position and specifications of the signage.

All owners are to submit their unit signage proposals to the Building Management giving brief specifications on the materials used and scaled elevational drawings. The method of fixing shall be included in the drawings

No construction of unit signage should commence without the approval from the Building Management.

### **2. Main Directory Signage**

Each unit is allowed one strip for directory listing. Each strip is charged at S\$50.00.

The tenants must notify the Building Management of the official name of the company two weeks in advance in writing to enable the signage to be listed in the Directory Board.

The size and materials used for the lettering will be standard and uniform at the sole discretion of the Building Management.

