

INTRODUCTION

This file constitutes Rules and other essential information. It provides guidelines that promotes harmonious occupancy of the Units, protects the Residents from annoyance and preserves the reputation and prestige of the Development thereby maximizing the enjoyment of the premises and its facilities.

The full authority and responsibility for the enforcement of these Rules lie with the Management. The Rules may be amended by the Management when necessary.

All Residents and Guests in the Development shall be bound by these Rules. The Residents shall be responsible for the acts of his invitees, servants and any other persons related to him.

These statements contained in this handbook are believed to be correct but are not to be relied on as statements or representations of fact. All art renderings are artists' impression only. Photographs and visual representatives do not necessarily represent the state of affairs of the Development. All information is current at the time of going to the press and is subject to changes as may be required. Whilst every care has been taken in preparing this handbook, the Management and its staff or agent shall not be held responsible in any way whatsoever for any inaccuracy in its contents.

A. GENERAL GUIDELINES

A. General Rules & Regulations

1. All Subsidiary Proprietors / Residents shall ensure due compliance of the Rules.
2. The Subsidiary Proprietor / Resident shall: -
 - (a) Use the Building or Unit for its approved purposes only and not to use or permit the Building or Unit to be used for any illegal purposes. Nor use or permit it to be used in such a manner or for such purpose that may annoy or in any way interfere with the quiet enjoyment of the other Subsidiary Proprietors / Residents, which may be injurious to the reputation of the Building;
 - (b) Not use the Unit for any purpose contrary to the terms of user of that Unit as approved by the competent authority pursuant to the Planning Act (Cap 232);
 - (c) Not store more than the quantity of LPG as stipulated In the Fire Safety Regulations;
 - (d) 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;
 - (e) Not change the colour scheme or decoration of the external balcony / facade of a Unit;
 - (f) Not affix or erect any shade, blind, aerial, awning, grille, exhaust fan or the like to the windows, balconies or the exterior areas of the Unit without the prior written approval from the Management or which is not in accordance with the design and specifications of the Management;
 - (g) Not affix, erect or demolish any structure of the Unit without any written approval from the Management or Relevant Authorities;
 - (h) Not place potted plants or any other objects on balconies and window ledges or in a manner which pose safety hazard to other Resident;
 - (i) Not throw or allow to fall any refuse or rubbish of any description on the Common Property or any part thereof except in refuse bins or in refuse chutes provided in the Development;
 - (j) Not throw rubbish, rags or other refuse or permit the same to be thrown into sinks, baths, lavatories, cisterns or water or soil pipes in the Development except in rubbish bins and chutes provided for that purpose;
 - (k) Not throw into bins or out of windows any inflammable object (including kin cans used for inflammable contents and cigarettes butts), or glass of any kind (including bottles or any china ware), or big boxes and hard board or liquid of any kind. All breakable articles and / or bulky refuse must be packed and placed in the bulk bin found at the ground floor.

- (l) Not throw or allow any objects to fall onto any neighboring railing line or railing area;
- (m) Not install any television antenna on the roof top or at the balcony or veranda or any part thereof of the Development or Unit without the prior written approval from the Management;
- (n) Not put any name, writing, signboard, plates or placard of any kind on any window or veranda or on the exterior of the Development or Unit or any part thereof;
- (o) Not allow clothes or other articles to be hung or exposed outside the Development or Unit or any part thereof except in the area designated for such purpose or without the prior written consent from the Management;
- (p) Not allow to store or place any personal belongings along the corridors, staircases or any part of the Common Property which may cause obstruction or nuisance to other Residents;
- (q) Not keep any birds, dogs or other types of animals which may cause annoyance or nuisance to the other Residents;
- (r) Not allow unleashed dogs or any other pets unattended in or around the Common Property;
- (s) Not burn joss papers at the lobby / staircases or any part of the Common Property except at areas designated by the Management;
- (t) Not hold funeral wake in the Common Property;
- (u) Not skate or roller blade in the Common Property;
- (v) Not ride or use bicycles, tricycles and the like at the corridor, stairway, lift lobby, or any part of the Common Property;
- (w) Not place advertisements, circulars or notices in mailboxes or on any Common Property and distribute them to every unit without the prior written approval from the Management. The Subsidiary Proprietor / Resident may not give permission to a third party to do so unless he has prior written approval from the Management;
- (x) Not obstruct the lawful use of Common Property by any other person;
- (y) Not place or store any structure / equipment / property / things on the Common Property. The structure / equipment / property / things and the cost of removal shall be recovered from the Subsidiary Proprietor / Resident concerned;
- (z) Not park or permit vehicles to be parked or left stationary at any place except at such place(s) designated by the Management and shall not carry out any major repair work to any vehicle within the Building premise

3. All Subsidiary Proprietors / Residents shall give notice in writing to the Management of any change of address for service of notices to him. If the Subsidiary Proprietor has sold his unit, he must within **ten** (10) days upon the completion of the sale give to the Management a notice specifying the name of the transferees in full and address in Singapore for the service of notices on the transferees and the date of the transfer to the Management, The said notices shall also be certified by the transferee or his solicitors stating that the information contained in the notice is accurate and correct.

4. All Subsidiary Proprietors / Residents shall allow the Management / Maintenance Personnel the right to access his unit for maintenance, repair and renewal purposes when given in 3 days of advance notice. This right extends to the external facade cleaning. Notice in writing shall not apply in the event of emergency and where under the direction of Relevant Authorities.

5. All Subsidiary Proprietors / Residents shall also comply with the “**RESTRICTIONS ON USE AND ENJOYMENT**” as stated in the Sale and Purchase Agreement (Schedule A)

B. Change of Mailing Address

The official mailing address of all Subsidiary Proprietors in our records is based on information indicated in the Sale & Purchase Agreement. To ensure correct and prompt delivery of all correspondences in future, Subsidiary Proprietors are to inform the Managing Agent of any change in mailing address by completing the prescribed form (Appendix 4) and send it to: -

DeRoyale –MCST 3174
C/o Knight Frank Estate Management Pte Ltd
35 Jalan Rama Rama
#02-04 DeRoyale
Singapore 329113



C. Renovation Works

1. General

- (a) A Subsidiary Proprietor / Resident intending to carry out any renovation, alterations or additions to a Unit should submit application to the Management for approval before carrying out any of the said works. Application for renovation works can be made in the prescribed forms, that is Form R1, together with Form R2 and R3 (See Appendix 1). All relevant documents such as plans / sketches and approvals from the relevant authorities (if necessary) must be submitted together with these application forms.
- (b) The Subsidiary Proprietor / Resident must notify the Management on the commencement date of such work together with a work schedule **seven** (7) days prior to the commencement of work.
- (c) The Subsidiary Proprietor / Resident shall ensure that works to be carried out will not in any way affect the structure of the Unit or the Common Property.
- (d) No works are allowed to carry out unless all necessary submissions are endorsed by the Management. However, such endorsement does not constitute approval from the Building Authorities. The Subsidiary Proprietor / Resident must bear full responsibility to ensure compliance with the Building by-laws, and other regulations from the Relevant Authorities that may be introduced and applicable from time to time.
- (e) Due care and caution must be exercised at all times to ensure no disturbance, nuisance or annoyance is caused to other Resident.
- (f) Due care must also be taken to ensure that no objects or materials are placed in such a way that it may endanger the safety of other Resident or members of the public.
- (g) The Subsidiary Proprietor / Resident is required to indemnify the Management against any legal proceedings or suits arising from such works regardless of whether or not it arose from the negligence of the Subsidiary Proprietor, Contractors or any of their servants or agents.
- (h) The Subsidiary Proprietor / Resident shall ensure that there are no illegal workers being deployed to carry out renovation works in their premises.

2. Type of work

The Subsidiary Proprietor's / Resident's appointed contractor and its listed sub-contractors ("Appointed Contractor") can only carry out the type(s) of work specified in the Permit from the Management to the Subsidiary Proprietor / Resident.

3. Permitted Hours

- (a) Work can only be carried out within the following hours:

Mondays to Fridays	-	9:00am to 5:00pm
Saturdays	-	9:00am to 1:00pm

- (b) No works are allowed on Sundays and Public Holidays.

4. Security Deposit

- (a) When a Subsidiary Proprietor / Resident submit an application for renovation works, he is required to place a refundable deposit of **S\$1,000.00** made payable to:

" MCST 3174 "

- (b) Subject to the Management being satisfied that the Subsidiary Proprietor / Resident has complied with all conditions stated herein and that the completed renovation works have not caused any damage to the Common Property, the deposit will be refunded to the Subsidiary Proprietor / Resident free-of-interest.
- (c) In the event of any damage is made, the Subsidiary Proprietor / Resident shall be fully liable to rectify them within **seven (7)** days from notice served by the Management. Failing which, the Management reserves the right to make good the damage, deduct the rectification costs from the deposit and recover any remaining costs from the Subsidiary Proprietor / Resident. The deposit shall be forfeited if any of the conditions herein are not complied with.
- (d) Once the Management has approved the Subsidiary Proprietor's / Resident's application for renovation works, a permit for renovation will be given to paste outside their Units. This permit can only be removed towards the end of the renovation period.
- (e) The Subsidiary Proprietor / Resident is advised to check with the Management before releasing the final payment to their Appointed Contractor.
- (f) The Subsidiary Proprietor / Resident is to contact the Managing Agent for the release of the cheque deposit upon the completion of the renovation.

5. Security / Renovation / Repair Works

- (a) All workers of the Appointed Contractor are to register with the security personnel at the guard house before entering the Development. They are to report which Unit they will be carrying out the renovation works and to exchange their identity card, work permit or any other identification documents for a contractor pass. Upon entering the Development, all workers of the Appointed Contractor are to wear and display their contractor passes at all times
- (b) The Subsidiary Proprietor / Resident shall be responsible for the conduct and behaviour of his Appointed Contractor and his workman while in the Development.

- (c) The renovation works must be carried out within the Subsidiary Proprietor's / Resident's Unit. Under no circumstances are works allowed to carry out in the Common Property. The workers shall not loiter in / around the Common Property.
- (d) Any worker found misbehaving or refusing to comply with the security procedures shall be evicted from the Development and barred from future entry
- (e) All contractors and sub-contractors shall ensure that all their foreign workers hold valid work permits.
- (f) A valid public liability insurance policy with sum insured of \$1 million in favour of the Management shall be provided for the duration of the renovation work if the Subsidiary Proprietor / Resident is to carry out any renovation works.

6. Protection to Common Property

- (a) The Subsidiary Proprietor / Resident shall ensure that his Appointed Contractor takes all necessary precautions to protect the Common Property (particularly the lifts, passageways leading to the Unit) during their renovation period.
- (b) Protection covers must be provided by the Subsidiary Proprietor / Resident or his Appointed Contractor at their own expense. Such lift protection covers must be approved by the Management.
- (c) Any damage to the Common Property shall be rectified by the Subsidiary Proprietor / Resident at their own expense. Failing which, the Management shall do good the said damages and deduct the repair cost from the deposit. In the event of the deposit being insufficient to meet the Management' claim, the difference between the said deposit and the amount claimed by the Management will be recovered from the Subsidiary Proprietor / Resident concerned.

7. Removal of Debris

- (a) All Appointed Contractors are required to remove their own debris from the Development daily or at such intervals as directed by the Management.
- (b) If the debris is not removed at such intervals as stated above, the Management may proceed to engage other workmen for the removal and the cost arising therefrom will be recovered from the Subsidiary Proprietor / Resident. Deduction will be made from the deposit at the rate of S\$500.00 per lorry load calculated to the nearest whole load per occasion. The labour cost shall be calculated at the rate of S\$150.00 per workman per day.
- (c) The Management or his workmen shall not be responsible for any loss of stocks, goods, parts, etc, whilst carrying out such clearance.
- (d) Any shortfall in the amount recoverable shall be billed to the Subsidiary Proprietor / Resident as maintenance contribution arrears.

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- (e) Disposal of debris / renovation garbage through the waste pipe or refuse chute is strictly prohibited,

8. Obstruction to Common Passage, Fire Escape, etc.

The Subsidiary Proprietor / Resident shall ensure that all renovation materials are stored within his Unit as any obstruction to the common corridors, fire escape routes, etc, shall be immediately cleared away by the Management. All costs incurred shall be charged to the Subsidiary Proprietor / Resident concerned.

9. Cleanliness

The Subsidiary Proprietor / Resident shall ensure that his Appointed Contractor maintains the general cleanliness of the Common Property used by their workers including the cleaning up of the dirt debris / stains created / caused on the Common Property during renovation. Any areas dirtied shall be cleaned up immediately to the satisfaction of the Management.

10. Lift

- (a) The Subsidiary Proprietor / Resident shall ensure that adequate protection are taken to protect the lift walls, flooring and fittings (including the provision of appropriate protection covers at his own expense) when using the lift for carrying out any works. The maximum allowable height shall be 2.3m.
- (b) No heavy machinery is allowed in the lift and the Subsidiary Proprietor / Resident shall insure that there is no overloading of the lift. The maximum allowable weight shall be 1000kg,

11. Electricity

- (a) All installation works carried out shall comply with the latest rules and regulations as according to the Singapore Standard and Code of Practice and shall be governed by all relevant regulations on electricity supply.
- (b) No upgrading / downsizing of electricity supply is allowed to be carried out unless detailed drawings are submitted by the Subsidiary Proprietor and approved by the Management and its licensed Engineer, Such upgrading / downsizing works must be carried out by the Project Electrical Contractor. The cost will be borne by the Subsidiary Proprietor concerned.

12. Air-Conditioning Unit

- (a) No installation of air-conditioning units is permitted unless written permission is granted by the Management.
- (b) Installation of air-conditioning units is only permitted in areas designated for such installations. Except for the foregoing and unless approved in writing by the Management, no Subsidiary Proprietor / Resident shall install any wiring for electrical or telephone installations or install any machines or air-conditioning units or other equipment or appurtenances whatsoever on the exterior of the Unit or Building or protruding through walls, windows or roofs thereof, whether or not visible from the outside of the Building.

13. Shifting of Security Intercom Handset

Relocation / modifications of the intercom handset may cause short circuit to the main intercom system, thus affecting other Units; hence relocating / modification is not allowed. The Subsidiary Proprietor / Resident concerned will be responsible for all reinstatement cost should the intercom equipment be tampered with.

14. Replacement of Floor Tiles and Other Alteration and Addition at Wet Area

Floors of kitchen or wet kitchen cum yard, yard, bathrooms, WC, balcony, open terrace, roof terrace and planter box are designated as wet area, and a layer of waterproofing membrane is laid below the tiles of all wet area. In order to prevent possible water leak to the ceiling of the immediate lower floor Unit, Subsidiary Proprietor / Resident are advised not to replace the floor tiles at wet areas. Any alteration affecting the waterproofing and resulting in leakage to the lower floor Unit shall be rectified by the Subsidiary Proprietor / Resident concerned and at their own cost.

15. Control of External Facade

- (a) The installation of grilles for the doors, window, yard and grills at the sliding door to the balcony on the internal side within the unit shall be for security purposes only. To maintain the aesthetics of the building facade, all Subsidiary Proprietor / Resident who wish to install door, window, yard and grilles at the sliding door to the balcony are to follow the specification as proposed (See Appendix 10) and make application to the Management for approval,
- (b) Grilles should be fixed on the internal side of the windows for window grilles, and within the strata boundary line for the main door and yard. Grills at the sliding door to the balcony should only be installed on the internal side within the unit. There is strictly no installation of grills at the balcony. All grills should be fixed within the Unit so that no Common Area will be encroached.
- (c) The main door shall not be changed, painted or varnished with other colours that are not the same with the existing type or colour.
- (d) For installation of any of the above, Subsidiary Proprietor / Resident are advised to obtain prior approvals from the Management as such works may affect issuance of the Certificate of Statutory Completion (CSC) for the entire project. A copy of such application (Appendix 1) must be submitted to the Management before the commencement of any works,

16. Others

- (a) The Subsidiary Proprietor / Resident shall allow any authorised officer of the Management access to their Unit during renovation for checking purposes and ensuring no unauthorised works has been or is being carried out. The authorized officer is at liberty to take photographs of any unauthorised renovation works in the Unit for their perusal.

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- (b) The Management has absolute discretion to reserve all rights to reject any application and revoke any approval / permit granted. The Management shall not be liable for any cost or damage arising from the rejection of any renovation application or the revocation of any approval / permit.
 - (c) Subject to the prior written consent of the Management and the approval being obtained from the relevant authorities, repair, renovation, alteration or additional works are to be carried out by the Subsidiary Proprietor / Resident at his own cost and expense and under the following conditions: -
 - (i) no hacking of any walls, beams, slabs, columns and any structural members;
 - (ii) no re-location of the water and sanitary system;
 - (iii) no re-running of the electrical system;
 - (iv) no alterations or re-location of the terrace, doors and doorways;
 - (v) no raising of the floor level or increasing the total load of the floor;
 - (vi) no sunshades or awnings of any design or shape;
 - (vii) no permanent or retractable clothes hanger / awnings;
 - (viii) no installation of grill at the balcony.
 - (d) No pneumatic drills are permitted for any renovation works. Not more than two electric drills are permitted at each occasion.
 - (e) Precaution should be taken against damaging any concealed electrical wiring, water piping, air-conditioning piping, any other piping and floor slabs. It is the responsibility of the Subsidiary Proprietor / Resident and his Contractor to ensure such pipes and wiring are not damaged during their renovation works.
- The Management shall have the authority to demolish or remove any unauthorised additions or alterations to the Unit after giving **fourteen (14)** days' written notice to the Subsidiary Proprietor / Resident concerned. All costs and expenses incurred in respect of such demolition or removal shall be borne by the Subsidiary Proprietor / Resident who shall fully indemnify the Management against all such costs and expenses, and against all loss or damage in respect of such demolition or removal including any legal costs incurred by the Management therefrom on an indemnify basis.
- (f) Where the works undertaken poses a danger to lives or building, the Management has the right to terminate the said works immediately.
 - (g) If any of the above rules is breached, the Management has the right and authority to stop or prevent anyone from undertaking or continuing with any works and demand the Subsidiary Proprietor / Resident to make good damage (if any) at his own cost.

D, House Moving**1. Prior Notice**

The Resident shall give seven (7) working days' notice prior to any house moving by submitting the prescribed application form [Appendix 2 (Form HM)] to the Management.

2. Permitted Hours

(a) House moving can only be carried out within the following hours: -

Mondays to Fridays	9:00am to 5:00pm
Saturdays	9:00am to 1:00pm

(b) No house moving is allowed on Sundays and Public Holidays.

(c) The Resident shall paste the Permit granted by the Management outside their Unit on the day they are to carry out their moving works.

3. Security

(a) Before entering the Development to carry out the moving works, all workers of the movers appointed by the Resident shall register with the security personnel at the guard house, indicating the Unit which they are to carry out the moving works and to exchange theft identity card, work permit or any other identification documents for a contractor pass. Upon entering the Development, all workers of the Appointed Contractor are to wear and display their contractor passes at all times.

(b) The Resident shall be responsible for the conduct and behaviour of his movers and its workers while in the Development.

(c) The workers of the movers shall not loiter around the Common Property.

(d) Any worker found misbehaving or refusing to comply with the security procedures shall be evicted from the Development and barred from future entry.

4. Lift

(a) The Resident shall ensure that adequate protection is given to the lift walls, floor and fittings (including the provision of appropriate protection at his own expenses) when using the lift for carrying out the works. Such lift protection covers must be approved by the Management.

(b) No overloading of lift is allowed. Subsidiary Proprietor / Resident are allowed to use the Passenger Lift only and the maximum allowable weight shall be 1000kg and the maximum allowable height shall be 2.3 m .

5. Cleanliness

- (a) The Resident shall ensure that his movers and their workers are to maintain the general cleanliness of the Common Property at all times. Any area dirtied shall be cleaned up immediately to the satisfaction of the Management.
- (b) No debris is to be disposed on the Common Property. All debris must be removed from the Development upon completion of works at the end of each day.

6. Refundable Deposit

- (a) When submitting the application for house moving, the Resident shall pay a refundable deposit of **S\$1,000.00** to the Management. This deposit will be refunded, free-of-interest to the Resident subject to compliance with the conditions stated herein, and to all claims due to damage to the Common Property arising out of or in the course of the execution of the works. In the event of the deposit being insufficient to meet the Management's claim, the Resident and the company in which he is acting on, shall compensate and pay the Management the difference between the said deposit and the amount so claimed by the Management. The said deposit shall be forfeited if any of the conditions stated herein are not complied with.
- (b) The Resident is to contact the Managing Agent for the release of the cheque deposit upon the completion of the house moving period.

7. Movers' Vehicle Size

No vehicles exceeding the maximum height of 2.1m is allowed to enter the Development.

8. Others

- (a) The Resident is to ensure that their furniture, furnishings and other ornaments items are accessible to the lifts and staircases prior to moving in / out of the Development.
- (b) The Management will not be held responsible for such items which are unable to be shifted in / out or left unattended on the common areas.