

Dear Owners

## **PATERSON SUITES - MANAGEMENT AND MAINTENANCE**

Welcome to Paterson Suites – You are now the proud owner of this prestigious development. We will endeavour to make your stay at Paterson Suites a pleasant and fulfilling one.

In compliance with the Building Maintenance and Strata Management Act 2004, the Developer is entrusted with the duties to manage the common property of the estate until the formation of the 1<sup>st</sup> Management Corporation. Meanwhile, M/s Knight Frank Estate Management Pte Ltd, the appointed Managing Agent of Paterson Suites, will be entrusted with the daily maintenance and management of the common property within the development. If you require any assistance in any matters pertaining to the maintenance of the estate, please feel free to contact our Condominium Manager at the Management Office. He/She will be most glad to be of your assistance.

To enable owners of Paterson Suites to settle in comfortably, please take note of the House Rules and Regulations which are attached hereto.

These rules are introduced to protect the general interest of all residents by regulating the use of the common facilities. It will also help to maintain a high standard of aesthetical upkeep and harmony within the estate.

We also wish to highlight that the height limit of the basement car park is **2.1** metres. Hence, you are advised to inform your respective service provider(s), e.g. house mover, renovation contractor etc on the height limit of the basement car park. Large and heavy vehicles exceeding the height limit are not allowed to enter the estate due to the constraint. Trolley / small pick-up within the height limit may be used to transport bulky item(s) into the units.

We welcome your feedback and contributions towards making our role more effective and we look forward to your co-operation and support in creating a harmonious living environment in Paterson Suites.

**Yours sincerely**  
**Bukit Sembawang View Pte Ltd**

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**PART 1            HOUSE RULES**

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The purpose of the Rules and Regulations which constitute the House Rules of Paterson Suites is to promote a harmonious environment amongst residents; therefore preserving the prestige of the estate. It would also facilitate maximum enjoyment for all residents.

The Management is given the full authority and responsibility to enforce these rules and regulations. Suggestions are welcome from all occupants but they must be put in writing to the Management who reserves the right whether to implement the suggestions.

These House Rules shall bound all occupants and guests in the estate. It is the responsibility of the occupants to ensure their guests observe and comply with the House Rules. All occupants are expected to demonstrate good and reasonable conduct at all times.

## 1. DEFINITIONS

In the application of these rules and regulations, unless the context otherwise requires:

- a. **“By-Law”** means the by-laws in the Second Schedule of The Building Maintenance & Strata Management Act 2004 (BMSMA).
- b. **“Car Park Accessory”** refers to any device required for entry into the estate. For example, Car Label.
- c. **“Common Property”** shall have the same meaning as the term “Common Property” as defined in Section 2(1) of the Building Maintenance and Strata Management Act 2004.
- d. **“Condominium”** and/or **“Estate”** means the condominium estate of Paterson Suites, including all common property and units comprised herein.
- e. **“Guest”** or **“Invitee”** means any person who is a non-resident in the condominium at the invitation of a resident.
- f. **“His / He / Himself”** includes reference to a female person.
- g. **“House Mover”** includes the moving and transportation of furniture, furnishing, fittings, appliances, equipment and other possessions to and as well as from the lot.
- h. **“Household Pet”** means domestic cats and dogs, rabbits, aquarium fishes and such other animals (except horses, cattle, sheep, goats, poultry, ducks and domestic pigs) which do not fall within the definition of “wild animals and birds” under the Wild Animals and Birds Act (Cap 351, Singapore Statutes 1985 Edition).
- i. **“Lot”** or **“Unit”** means a stratum which is shown as a lot on a strata title plan, and includes a lot specified as an accessory lot specified as an accessory on any such plan.
- j. **“Management”** means
  - (a) Prior to the constitution of the Management Corporation for the Development:-
    - (i) The Managing Agent appointed by the Developer
    - (ii) Bukit Sembawang View Pte Ltd
  - (b) The Management Corporation of the Development when it is duly constituted upon the registration of the strata title plan for the Development.
- k. **“Managing Agent”** means the managing agent who is officially appointed to look after the management of Paterson Suites.
- l. **“Noisy Works”** means any renovation works which, as a result of the noise thereby created, caused or interfered with other residents’ quiet enjoyment of their premises. In this aspect, any works involving hacking, hammering, drilling and/or the use of renovation / construction appliances, equipment and/or tools shall be deemed “noisy works”. In the event of uncertainty, the Management’s decision as to whether the works are noisy or otherwise shall be final.
- m. **“Proximity Card”** refers to the access card that allows entries into the lift lobbies and the facilities within the condominium.
- n. **“Subsidiary Proprietor”** means the owners / joint owners of a unit.
- o. **“Tenancy Works”** mean repair works that require no noisy works, e.g. cleaning and repainting using odourless paint.
- p. **“Recreational Facilities”** includes Outdoor Spa Pool, 50m Lap Pool, Lounge Pool, Children’s Splash Fun Pool, Lounge Pavilion, Teppanyaki Pavilion, Tennis Court, Barbeque Area, Outdoor Fitness Area, Function Room, Playzone, Steam Room, Sauna Room, Gymnasium, Splash Deck and Putting Green.

- q. “**Resident**” means the occupier of a lot which definition shall where appropriate include a subsidiary proprietor or any person authorised by such subsidiary proprietor to occupy the lot as tenant or lessee thereof and shall include the members of the family of the occupier, provided always that this term “members of the family” shall not include guests, servants or agents of a resident.
- r. “**Relevant Authorities**” include but not limited to Building Control Division, Public Works Development, Public Utilities Board and Telecommunication Authority of Singapore.
- s. “**Repairs and/or Renovations Work**” includes alterations, additions, installation of internal partitions, maintenance, extension restoration and similar works but shall not include minor works such as repairs to doors, glass and other items incidental thereto or in consequence thereof, repairs of non-structural cracks of a unit. In the event of a dispute, the Management’s decision as to whether the works fall within the exception herein shall be final and binding.

## 2. USING OF HOUSING UNITS

### A Subsidiary Proprietor / Resident SHALL:

- a. Ensure his unit be used only for residential purpose unless prior written approval for other use has been obtained from relevant authorities.
- b. Ensure no potted plants or any other objects are placed dangerously on air-conditioner ledges or any other locations where they may fall and cause bodily harm to persons below and/or damage Common Property.
- c. Be responsible for the conduct of their family members, guests, servants, house movers, contractors, agents and/or any other person at all times, ensuring that their behaviour are neither offensive to others in the condominium nor damaging to any portion of the common property
- d. Be responsible for the acts of their family members, guests, servants, house movers, agents, contractors and/or any other person and to make good any damages caused to the common area or any structures and equipments that belonged to the common property of the estate to the satisfaction of the management.
- e. Ensure that any employee of the Management is not being used to run any business or private errands. The Management, maintenance personnel and/or security guards are not authorized or allowed to accept delivery of packages, parcels etc of any kind on behalf of residents.
- f. Permit any staff of the Management at all reasonable time and on reasonable notice being given (except in an emergency when no notice is required) to enter their unit to execute any work or perform any duty or enforce any by-laws in connection with the condominium.
- g. Display the issued car park label to facilitate the Security Guard in screening cars entering the condominium, for security reasons. Residents who are expecting guests are advised to forward the names of the visitors as well as their vehicle numbers (where possible) to the Security Guard on duty at the Guardhouse. Residents should also inform their guests that they would have to check-in at the Guardhouse.
- h. Give written notice to the Management furnishing the names of the tenants and the family members or occupier of the subsidiary proprietor's unit. In the event that the subsidiary proprietor fails to give such written notice, the Management reserves the right to refuse entry to any person as it deems fit. Domestic helpers, appointed contractors, chauffeurs and any other person must also be registered with the Management as well.
- i. Make good and/or compensate for the loss and/or damage caused to the satisfaction of the Management, in the event of any violation to these rules & regulations.
- j. Be liable for any loss or expense that the Management has suffered when repairing, replacing, dismantling or restoring property damaged or destroyed, which damage or destruction was caused by the Subsidiary Proprietor, resident, his appointed contractor(s), his agent(s) or his guest(s). This also includes any legal fees on a solicitor.
- k. Fully indemnify the Management against all loss or damage of whatsoever nature to the Common Property in respect of such repairs and/or Renovation Works and House Removal Work including all legal costs incurred in enforcing compliance.
- l. Ensure that school bus drivers coming to pick up their children do not sound the horn within the grounds of the Condominium. The Management has the right to stop such drivers from entering the Condominium.
- m. Ensure that all air-conditioning equipment, including pipes and hoses, is properly maintained so as to prevent staining of the Common Property. Any stain to the Common Property caused or arising from poorly maintained air-conditioning and/or any other equipment or service pipes serving his unit may be cleaned and removed by the Management and the costs and expenses thereby incurred shall be recovered from the Subsidiary Proprietor/resident.

- n. Take care when cleaning windows, air-con ledge, balcony or areas adjoining the external walls to prevent water from running down the exterior of the building or into other residences.
- o. Ensure that the escape door, if any, in their Unit's lift lobby can be easily unlocked so that on the event of an emergency, resident(s) can evacuate the Unit promptly.

**A Subsidiary Proprietor / Resident SHALL NOT:**

- a. Use their units for any purpose, which may be injurious to the reputation of the subdivided building / condominium or for any purpose as to cause a nuisance or danger to the other owner / occupants of other lots.
- b. Make excessive noise or engage in offensive conduct that annoys or disturbs other residents e.g. all residents shall ensure that their radios, hi-fi equipment, television sets, musical instruments and other like equipment are not tuned / played at a volume which may cause disturbance or annoyance to others. Burglar alarms shall be maintained in a good state of repair at all times.
- c. Place any writing, advertisements, notices, signboard or labels on or in any part of the common property and windows within their apartments without the prior written approval of the Management.
- d. Distribute any flyers or the kind in the mailboxes, doorsteps or any part of the common property. This is strictly prohibited unless prior written approval had been obtained from the Management.
- e. Keep, store or use any explosives or highly inflammable material of any nature in the condominium.
- f. Hang their laundry items, bedding or other articles in an unsightly manner at the planter and/or in such a way that are visible from the outside of the subdivided building.
- g. Damage any part of the common property and any resident found doing so shall make good the damage to the satisfaction of the Management.
- h. Use abusive language to their neighbours, the Management and the appointed Managing Agent and contractors. If he has any cause of the complaint against the Management or staff of the Managing Agent or contractors, he shall communicate the same to the Management or Managing Agent in writing.
- i. Allowed to use any employee of the Management for any business or private errands. The Management, maintenance personnel and security guards are not authorized or allowed to accept delivery of packages, parcels etc. of any kind on behalf of residents.
- j. Be liable for any injury, accident or loss occurring in any part of the Condominium.
- k. Carry out installation of any projections extends through any doors and window opening; erection of awning and window grilles; and painting of external wall and window frames without prior written approval of the management. It is intended that the exterior façade of the building shall represent a uniform appearance. The Management shall have the full right and authority to demolish any or all such unauthorized additions, alterations, structures or any part thereof after fourteen (14) days' written notice to the subsidiary proprietor requesting him to remove the same and all costs and expenses incurred including legal fees in respect of such removal or demolition shall be borne by the subsidiary proprietor concerned.
- l. Barbecue, grill or cook or operate or allow the operation of any appliance, rack, device or equipment to barbecue, grill or cook at the private enclosed space, balcony and/or roof terrace at all times.
- m. Solicit for goods and services, or religious or political activities in the estate.
- n. Use the lift in the event of power failure, fire or other emergencies; he should use the stairways to vacate the buildings.
- o. Allow, do or keep anything in the estate, which may overload or impair the floors, walls or roofs thereof; or cause an increase in insurance premium rates or the cancellation, invalidation or non-renewal of existing insurance policies.

- p. Allow bicycles, tricycles, children's riding toys, roller skates/boards and the like to be ridden in, used or left in the corridors, stairways, lobby or lifts in a manner which will obstruct the free passage of or pose a safety hazard to the other residents.
- q. Contribute to any additions to the landscaped area except with prior written permission from the Management.
- r. 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.



### 3. USE OF COMMON AREA

- a. Once an apartment unit is leased out, the entitlement on the use of the common property and all the other facilities is automatically transferred to the tenant and his / her family. The subsidiary proprietor is no longer entitled to the use of these facilities even though he / she is the registered owner, as he is deemed to have had conferred such rights to the tenant. A copy of the tenancy agreement is required to be furnished to the Management.
- b. Personal belongings must not be placed/stored at the common areas at all times other than for their designated purpose and/or within their strata unit. The sidewalks, passages, lobbies, stairways and corridors must not be obstructed at all time, or be used for any purposes other than their designated usage. The Management shall not accept any liabilities, whatsoever, for loss or damage to such goods or item including bicycles, benches, flowerpots, shoes etc left in any part of the common property.
- c. No other items, such as prams, plants, kiddy toys, are allowed to be stored in the common area outside the Unit.
- d. Smoking is prohibited in the following common areas:
  - i) All air-conditioned places
  - ii) Playground
  - iii) Gymnasium Room
  - iv) Swimming pool area
  - v) Jacuzzi
  - vi) Changing rooms
  - vii) Common toilets
  - viii) Function room
  - ix) Lift and its lobby
  - x) Putting Green
- e. Littering and spitting are strictly prohibited at the common property; in breach whereof, the subsidiary proprietor or occupier shall bear the cost of removing the litter. The cost of removing the litter shall be determined in the sole discretion of the Management.
- f. All furniture and equipment placed or installed in the common area have been provided for the safety, comfort and convenience of all residents and therefore shall not be removed without the permission of the Management.
- g. Residents shall not damage any furniture and equipments provided in the common property for the use of all residents, or cause damages to any part of the common areas.
- h. Residents shall not remove or damage furniture, furnishing or any fire fighting equipments comprising part of the Common Property.
- i. Residents shall not install any radio/television antenna on the rooftop, at the common corridor, at any other part of the building or any external part of the unit without the prior written consent of the Management.
- j. Residents must not erect any external awnings, shades, screens, grilles or any other structure on the common property without prior written approval of the management
- h. Residents shall not use the lobby or common areas of the estate for any private/public activities and function or religious/funeral functions or activities.
- i. Residents shall use and enjoy the common property in such a manner as not to interfere unreasonably with the use and enjoyment thereof by other owners or their families or visitors.

- j. Residents shall not burn incense papers, joss stick, candles etc at the common property other than at the designated area where incense burner is provided.
- k. Resident shall not conduct sports or any activities which will damage/deface any part of the Common Property and cause inconvenience or annoyance to the Residents.
- l. Subsidiary Proprietors and/or residents shall not place furnishing, plants or any decorative items outside the Unit in the corridor, if any, or attach to corridor walls paintings or other framed accessories, light fixtures, or other objects, without the prior written approval of the Management.
- m. Resident shall not hold funeral wake in the Common Property.
- n. Burn joss papers at the lobby / staircases or any part of the Common Property except at areas designated by the Management.
- o. The Management shall not be liable for any injuries, accidents or loss incurred in any part of the building.

#### **4. REFUSE DISPOSAL**

- a. For disposal of loose or wet kitchen waste, it should be sealed in plastic bags before disposing into refuse chutes.
- b. For disposal of bulky items such as washing machine, refrigerator, bed and cardboard or any of this kind, the residents have to engage their disposal contractor to dispose of at their own expense.
- c. To prevent choking of the refuse chutes and for safety reasons, old newspapers/ magazine/ books, used paper cartons, unwanted clothing and breakable items such as glass, bottles, etc., should be disposed of the recycle bins and bin centres.
- d. All flammable items, wet cement and other adhesive materials are not permitted to be disposed of into the refuse chutes. Offenders of such act shall be liable for the cost of replacement or repair to the damages caused to the refuse chutes.
- e. Residents shall not throw rubbish, rags or other refuse or permit the same to be thrown into sinks, lavatory cisterns or soil pipes in the building or apartment. The residents will have to bear all cost of repairs if the choke is caused by their own negligence.
- f. Bags of odorous and miscellaneous rubbish and debris should not be left on the floor around the areas surrounding the chute.
- g. Cigarette must be extinguished before being put into rubbish bags and the chute.
- h. Refuse such as old newspapers, unwanted magazine, unwanted clothing and breakable items such as glass bottle etc, shall be properly tied up and placed near to the refuse chute at Basement for the cleaners to clear in the morning.

**5. PETS IN THE ESTATE**

- a. Residents may only keep household pets provided that the number is not excessive. Only dogs of small breed as defined by the relevant authorities are allowed.
- b. Pets on common property must be leashed at all times.
- c. Resident shall not feed or clean any pets in the common areas.
- d. All dogs must be kept on leashes and under control of their owners at all times.
- e. Resident shall ensure all dogs above 3 months of age must be licensed under the Animal and Birds (Dogs Licensing and Control) Rules.
- f. The licence badge must be securely attached by means of a collar to the neck of the dog.
- g. A dog of a breed classified as dangerous or potentially dangerous or fierce (Category A and B dogs by AVA) are not allowed in the Estate.
- h. Where household pets are kept, they must not cause any nuisance or disturbance to other occupants, failing which they shall be promptly and permanently removed from the Condominium upon notice given by the Management.
- i. Residents with household pets should observe the following rules:
  - (i) Pets are not allowed to be in swimming pool, gymnasium room, multi-purposes room and playground. When in transit in lifts they shall be carried or on a short leash. Owner who has book the barbeque pit may bring their pets along, however it has to be leashed at all time.
  - (ii) Pets are not allowed in the recreational areas.
  - (iii) Pet owner shall seek to ensure that their household pets do not discharge excrement within the common areas and all pets' waste shall be removed by the pets' owners.
  - (iv) Residents shall be responsible for the cost of repairing and cleaning of areas being damaged or littered by their pets.
- j. Livestock, poultry and other non-household pets such as monkey, reptiles etc. are not permitted in the Condominium.
- k. Livestock or other animals shall not be allowed or kept in any part of the building, except that dogs, cats and other common household pets, not exceeding a reasonable number, may be kept by the residents in their respective apartments. All dogs must be kept on leash and under the control of their owners at all times. Pet owners should accompany their pets at all times while on the common property. Pets that cause nuisance or unreasonable disturbance to any resident shall be promptly restrained upon notice given by the Management. Pet owners shall be held responsible for the nuisance caused by their pets.
- l. Residents who do not observe the rules regarding the keeping of pets or whose pets cause any nuisance or disturbance to other residents shall remove their pets from the Condominium within 7 days upon a notice given by the Management. Failing which, the Management has the right to authorize the removal of the pets and all costs incurred will be borne by the owners of the pets.**



## 6. BULK DELIVERY AND HOUSE REMOVAL

- a. Permission from the Management shall be obtained **7 days in advance** of any Bulk Delivery and House Removal Activity. In the event, permission was not applied; the Management Corporation shall deny entry by the contractor for this purpose.
- b. Bulk deliveries and house removal should be carried out during the following hours:

<b>Monday to Friday</b>	<b>:</b>	<b>0900 hrs - 1700 hrs</b>
<b>Saturday</b>	<b>:</b>	<b>0900 hrs - 1200 hrs</b>
<b>Sunday &amp; Public Holiday</b>	<b>:</b>	<b>Strictly no moving activity allowed</b>
- c. All deliveries and removals must be reported at the Guard House prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry of any unknown personnel for purposes, which cannot be verified.
- d. All contractors must report at the Guard House to obtain identification cards, and must wear their cards at all times.
- e. The applicant must ensure that adequate measures are taken to protect the common property during any bulk deliveries or house removal work.
- f. Workmen carrying out deliveries/removals should use only designated lifts and staircases so as not to inconvenience residents. Packing and crating materials must be removed and disposed of and removed from the condominium by the residents on the same day as they are being brought in. Lifts should not be held unnecessarily and **not longer than 10 minutes at a time**.
- g. Residents are not allowed to tap water/electricity supply from the common areas.
- h. The applicant shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the residents concerned.
- i. The applicant shall ensure that no worker(s) shall be allowed to loiter in any place other than the Unit where the removals are being carried out.
- j. The applicant shall ensure that any worker found misbehaving or refusing to comply with the security procedures will be removed from the Condominium and barred from entry.
- k. The applicant shall ensure that no workers shall smoke in the building or any of the stairwells during their rest periods.
- l. The applicant is required to place a **deposit of S\$2,000.00 (free of interest)** with the Management before any bulk deliveries or house removal work can be permitted. Cheque must be made payable to “**BSVPL – Maintenance Fund A/C (Paterson Suites)**”. Deposit will be refunded free of interest subject to deductions by the Management Corporation for any costs incurred to remedy any damage caused to the common property by the residents. The said deposit shall be forfeited if any of the conditions stated herein are not complied with.
- m. The applicant and the contractors shall ensure that adequate protection is given to the lift wall and flooring when conveying furniture and fittings to and from the apartment unit.
- n. No heavy machinery is allowed in the lift.
- o. The workers shall use the staircases if any furniture / electrical appliance does not fit into the lift.
- p. The applicant shall ensure his appointed contractor and his workers shall maintain the general cleanliness of the Common Property. He shall ensure that any Common Property soiled by his contractor and that of his workers, is immediately cleaned up, to the satisfaction of the Management.
- q. Unwanted materials, debris etc should not be left in the corridors, lift lobbies, fire escape staircase or any other common areas in the building. Otherwise, they will be removed and the cost will be charged to the residents concerned.

- r. The applicant shall ensure that prior written approval is obtained from the management during office hours within a reasonable period of time, in the event of a need to carry out work beyond the hours specified herein and provided the work does not affect the peaceful existence of other residents.
- s. The applicant shall ensure that the common areas shall not be used as work areas or as storage site.
- t. The applicant shall ensure that all his appointed contractors and their employees, agents and/or sub-contractors shall park their vehicles in the spaces assigned by the Condominium's security personnel. All vehicles shall carry out loading and unloading activities in the designated areas.
- u. The applicant shall ensure that he and/or his contractor undertake(s) to draw the Management's attention to any changes in the approved schedule or plan of works. In the event of any changes in the approved schedule or plan of works, approval in writing must be obtained from the Management by the applicant or his contractor before the commencement or continuation of works.
- v. Vehicles weighing more than 3 tonnes are not allowed into the estate. 40-foot containers are not permitted to enter and/or park in the estate.
- w. **Non-compliance by Applicant or his appointed contractor:** In the event that the applicant and/or his appointed contractor fail(s) to adhere to the House rules or comply, the Management shall issue a warning letter to the applicant and/or his appointed contractor.

If, despite the warning letter, the applicant and/or his appointed contractor fails to adhere to the House rules or comply, Management shall be entitled to exercise and pursue its rights and remedies against the infringing party or parties, including but not limited to the following:

- (i) Cancelling the approval for the House Removal.
- (ii) Requiring the contractor and his employees, agents, workers and/or sub-contractors to leave the premises.
- (iii) Exercising its rights pursuant to any Rules and Regulations.

The warning letter shall be deemed properly issued or served if it has been delivered by hand and/or by post to the applicant or his appointed contractor named in the application

In the event of a breach of any Rules by the applicant or his appointed contractor, the Management shall be empowered to engage third party contractors to carry out the relevant works relating to the cleaning of the common areas and the removal of any materials and debris from the Condominium and thereafter to recover from the applicant and/or his appointed contractor the costs incurred on an indemnity basis.

## 7. **RULES AND REGULATIONS GOVERNING ADDITION/ ALTERATION/ RENOVATION WORKS**

Residents must not, without the consent from the Management, carry out any alterations or install any fittings or fixtures that deviate from the approval plans and specifications. The Subsidiary Proprietor will be responsible for and shall pay for fines or penalties imposed by any government department for any unauthorized additions and/or alterations found within their apartments.

### a Application and Approval

Prior to the commencement of Renovation Works, subsidiary proprietors/agents/representatives shall submit the prescribed application form for Management's approval at least **14 days** prior to the proposed commencement date. These forms are available at the Management office. All applications shall include but not limited to the followings:

- (i) A sufficiently detailed nature of the works to be carried out;
- (ii) The duration of the works, the particulars of the architect(s), professional engineer(s), contractor(s) and/or sub-contractor(s) involved;
- (iii) The proposed work schedule in a prescribed format;
- (iv) All works to be completed within 30 working days;
- (v) All relevant plans and/or drawings relating to the works;
- (vi) The application forms duly signed by the Subsidiary Proprietor/agent/representatives and contractors, and
- (vii) The refundable renovation deposit of S\$2,000.00 made payable to ' BSVPL – Maintenance Fund A/C (Paterson Suites)'

### b Tenancy Works

For Tenancy Works the application shall be submitted for Management's approval 3 days prior to the proposed commencement date. However, all works in the application should be for non-noisy works only and the duration of the works shall not exceed 7 working days. A refundable deposit of S\$2,000.00 is required. If Noisy Work is included, then the mandatory '14 days notice period' as stated in the Rules 7(a) will be strictly applied.

### c Approval from the Management

Approval from the Management is subject to the Management's acceptance of all the necessary documents as stated in Rules 7(a) but not limited to those stated in Rules 7(a).

The Management, in its absolute discretion, reserves the right to reject any application and revoke any permit granted. The Management shall not be held liable for any damage arising from the rejection of the application or revocation of the permit.

Upon approval being granted, a copy of the Renovation Permit shall be displayed or put up at the renovating Unit's rear entrance. Both the commencement and end dates of the renovation shall be clearly stated on the displayed permit.

### d Approval from Relevant Authorities

Notwithstanding any approval granted by the Management for the works, it shall be the sole responsibility of the Subsidiary Proprietor to seek appropriate professional advice and ensure that all necessary approvals are obtained from the relevant statutory authorities before commencing any Renovation Works.

### e Permitted Duration of Renovation Works



All Renovation Works shall be limited to thirty (30) working days, of which Noisy Works shall not exceed three (3) days in aggregate.

f Permitted Days and Hours of Works

Renovation Works shall NOT be permitted on Saturdays, Sundays and Public Holidays, and the two (2) days before and after the following gazetted public holidays:

- New Year
- Lunar New Year
- Hari Raya Puasa
- Deepavali
- Christmas

For the avoidance of doubt, the Management shall not include these dates on its determination of the duration of works to be granted in respect of each original application pursuant to Clause 7(a) herein, or application for an extension pursuant to Clause 7(g) herein.

- (i) Work can only be carried out after receipt of “Approval for Renovation” and, unless otherwise provided, within the following hours:

**Monday to Friday : 0900hrs to 1700hrs**  
**Saturday, Sunday and Public Holidays: Strictly Not Allowed**

- (ii) All works causing noise disruption such as hacking, knocking, hammering, drilling etc and painting/varnishing works which generate strong odour are only allowed to be carried out between 1000hrs to 1700hrs from Monday to Friday.
- (iii) Noisy Works should be carried out in three (3) working days. Written application must be submitted to the Management if extension of hacking works required.
- (iv) Maximum work duration is thirty (30) working days. For longer duration, Management approval must be sought.
- (v) The applicant shall obtain prior written approval from the Management to carry out work beyond the hours stipulated in Clause 7(f) (i) provided such extended work does not disturb the residents.

g Extension of Duration of Renovation Works

Subject to the payment of an administration fee of S\$200.00 (non-refundable) where applicable, the Subsidiary Proprietor or his appointed contractor shall be allowed to apply in writing to the Management, for an extension of time (up to a maximum of 15 working days) for the renovation Works. The written application, together with the proposed work schedule shall be submitted at least ten (10) working days prior to the expiry of the original duration of the work approved by the Management. He Management shall be empowered, at its absolute discretion, to grant the extension (whether wholly or in part or subject to further restrictions or conditions) or conditions) or reject the application without reasons. For the avoidance of doubt, pending the Management’s approval of the extension of time, all works shall cease on the expiry of the original duration of works approved by the Management.

h Security Deposit

- (i) The Subsidiary Proprietor shall pay a **deposit of S\$2,000.00** (cheque made to payable to “**BSVPL – Maintenance Fund A/C (Paterson Suites)**” which will be refunded free of interest on the completion of renovation work and subject to all claims by the Management for damages to the common property and/or properties of Subsidiary Proprietors in the Condominium.
- (ii) The security deposit may be utilized by the Management to defray the cost of remedial works in the event of any damage caused to any property arising out of the works. In the event of the deposit being insufficient to meet the claims of the Management, the Subsidiary Proprietor and his appointed contractor shall compensate and pay to the Management the difference between the said deposit and the amount so claimed by the Management.

- (iii) The Management shall be entitled to forfeit (in whole or in part) the security deposit in the event that the Subsidiary Proprietor and/or his appointed contractor fail(s) to adhere to any Rules & Regulations stated herein or to comply with the approved schedule or plan of works. In such an event, the Management shall be entitled to require the Subsidiary Proprietor or his appointed contractor to furnish an additional security deposit as it deems fit, as a condition of allowing the Renovation Works to proceed.
- (iv) Unless the security deposit has been utilized or forfeited as provided for in Clause 7(h)(ii) & (iii) herein, the security deposit (or such balance thereof) shall be refunded without interest to the Subsidiary Proprietor or his appointed contractor within 60 days after confirmation of completion by both the Subsidiary Proprietor and the Management by way of joint inspection.
- (v) Subsidiary Proprietor shall allow the staff members of the Management access to the Unit under renovation for the purpose of checking on all works carried out, throughout the duration of the Renovation Works. If the Subsidiary Proprietor has compelling reasons to not grant access to the Management then they should write to the Management citing the reasons at the time of the Renovation application.

The renovation deposit shall be refunded to the Subsidiary Proprietor after the following has been satisfied:

- No unauthorized work has taken place;
- No Renovation Work other than stipulated in the renovation form has been undertaken;
- The common area(s) has not been affected or damaged by the Renovation Works;
- Access has been given to Management to check all works carried out in accordance with the Rules & Regulation governing Renovation Works.

i Security

- (i) All workers of the applicant and that of his sub-contractors shall inform the security guard at the Guard House of their intention to enter any unit to carry out renovation work.
- (ii) All contractors must report at the Security Guard House checkpoint to obtain identification cards, and must wear their cards at all time before commencement of work.
- (iii) The Subsidiary Proprietor shall be responsible for the good conduct and behaviour of all workers and that of his sub-contractors while they are in the Condominium.
- (iv) Any worker found misbehaving refusing to comply with the security procedures will be removed from the Condominium and barred from further entry.
- (v) All workers are confined to the Unit under renovation or such areas wherein the work are to be carried out and they shall not loiter in or around the other areas of the estate.
- (vi) The Subsidiary Proprietor shall ensure that all his appointed contractors and their employees, agents and/or sub-contractors shall park their vehicles in the spaces assigned by the Condominium's security personnel. All vehicles shall carry out loading and unloading activities in the designated areas.

j Use of Lifts in the Condominium

- (i) All deliveries/removals workmen should use only designated lifts and staircases directly serving the apartment they are going so as not inconvenience occupiers. Packing and constructing materials must be removed and disposed of by the occupants on the same day as they are being brought in. Lift should not be held unnecessarily and not longer than 10 minutes at a time.
- (ii) The Subsidiary Proprietor shall ensure that adequate protection is given to the lift wall and flooring when carrying furniture and fittings to and from the apartment unit.

k Cleanliness

- (i) The Subsidiary Proprietor shall maintain the general cleanliness of the common property used

by all his workers and those of his-contractors. The Subsidiary Proprietor must ensure that any area, soiled by his workers and that of his sub-contractors, is cleaned up immediately to the satisfaction of the Management.

- (ii) No debris should be placed at any part of the common property.
- (iii) At the end of each day, all debris must be removed from the common property and upon completion of work. No rubbish or building material should be thrown down the rubbish chute.
- (iv) Common areas shall not be used as work areas or storage sites without the prior written approval of the Management.
- (v) All common areas, including the fire stairwells, affected by the works shall be cleaned and be free from debris at the end of each work day.
- (vi) Unless prior approval in writing is obtained from the Management, all building materials and debris shall be removed from the Estate at the end of each working day. The Subsidiary Proprietor and his contractor shall use appropriate protective materials (such as plywood or canvas padding) to prevent soiling or damage to any common areas of the Estate. Any damage to the Common Property during the works must be made good by the Subsidiary Proprietor and/or his appointed contractor and will be subject to acceptance by the Management.
- (vii) No heavy or bulky objects or any other renovation debris are to be disposed of via the rubbish chute or left at the bin centre or upon any common areas.
- (viii) In the event of a breach by the Subsidiary Proprietor or his appointed contractor of any Rules & Regulations stipulated herein, the Management shall be empowered to carry out works relating to the cleaning of the common areas and the removal of building materials and debris from the condominium, and thereafter to recover the costs incurred from the Subsidiary Proprietor and/or his appointed contractor, on an indemnity basis.

#### 1 Other Terms and Conditions

- (vii) The applicant shall allow any authorized representative of the Management into the unit under renovation for the purpose of checking that no unauthorized work is being carried out.
- (viii) The subsidiary proprietor or the contractor undertakes to comply with all statutory regulations and in the case of renovation requiring permits from the relevant authorities, such as the Building Control Division and Public Works Department, the onus is on the owner and the contractor to secure such permits to the satisfaction of the Management before commencing such renovations. Any modification pertaining to the structure of the building MUST be accompanied with a Professional Engineer's certification.
- (ix) Where necessary, the subsidiary proprietor may be required to submit for the consideration of the Management, the requisite approval from the relevant authorities before approval is granted for renovation work.
- (x) If the Subsidiary Proprietor or the contractor fails to secure such permits when such permits are required by the statutory regulations to comply with such statutory regulations, the owner or contractor shall be liable for such expenses incurred by the Management as a consequence of such breach.
- (xi) The Management reserves the right to reject any applicant or revoke any approval granted by its own discretion. The Management shall not be liable for any damage arising from the rejection of the applicant or revocation of approval granted. Approval shall not be unreasonably withheld.
- (xii) Subsidiary Proprietor shall not make or attempt to make within his unit any repairs, alterations, modifications or renovations to the air-conditioning, electrical system, water system, or to any structure, service facility or any other common appurtenance without the prior written approval of the Management.

- (xiii) Subsidiary Proprietor shall not make any alteration to the windows installed in the external walls of the subdivided building without having obtained prior approval in writing from the Management.
- (xiv) Subsidiary Proprietor shall ensure that all glass installed in windows and doors shall be identical to the existing glass, in colour and shading, and shall meet appropriate industrial safety standard.
- (xv) The following general guidelines for renovation work shall be strictly adhered to:
  - a) No hacking of any structural wall, beam, slab or column.
  - b) No re-running of the common electrical system.
  - c) No alteration to or relocation of external windows.
  - d) No alteration to or relocation of balconies or doors and doorways.
  - e) No raising of the floor level or increasing the total loads the floor.
  - f) No sunshade or awning of any design.
  - g) No permanent or retractable clothes hanging device beyond unit boundary.
  - h) The installation of ventilators, air-conditioning devices, railings or grilles for the windows, doors, balconies or any part of the unit shall be done only for the purpose of security and according to the colour scheme and design as specified by the Management.
- (xvi) Air-conditioning units shall be installed in existing openings or positions in conformity with other units or in a position approved by the Management.
- (xvii) The Subsidiary Proprietor shall ensure that works to be carried out will not in any way neither affect the structure of the building or the common property nor will it in any way cause any nuisance to other occupiers.
- (xviii) Two (2) sets of scaled drawings of the unit layout, proposed Builder's and/or M&E works for the renovation works will have to be submitted to the management.
- (xix) Subsidiary Proprietor and/or his appointed contractor shall ensure that the most appropriate equipment is used at all times and in such a manner as to reduce noise levels when carrying out the works.
- (xx) Subsidiary Proprietor and/or his appointed contractor shall ensure that works stop punctually at the stipulated time.
- (xxi) Subsidiary Proprietor and/or his appointed contractor shall ensure that all workers are confined to the Unit under renovation or such areas wherein the works are to be carried out and they shall not loiter in or around the other areas of the estate.
- (xxii) Subsidiary Proprietor shall ensure that all contractors and their employees, agents, workers and/or sub-contractors shall park their vehicles in the designated spaces assigned by the Management's security personnel. All vehicles shall carry out loading/unloading activities in the designated areas.
- (xxiii) Subsidiary Proprietor and/or his appointed contractor shall ensure that common areas, including the fire stairwells, affected by the works shall be cleaned and be free from debris at the end of each workday.
- (xxiv) Subsidiary Proprietor and/or his appointed contractor should ensure that appropriate protective materials (such as plywood or canvas padding) is to be used to prevent soiling or damage to any common areas of the Condominium. Any damage to the Common Property during the works must be made good by the Subsidiary Proprietor and/or his appointed contractor and will be subject to acceptance by the Management.
- (xxv) Subsidiary Proprietor and/or his appointed contractor shall ensure that rubber mats shall be provided at both the front and back doorways for the purposes of maintaining the general cleanliness. Any area soiled or dirtied by the Renovation Works shall be cleaned up immediately to the satisfaction of the Management.

- (xxvi) Subsidiary Proprietor and/or his appointed contractor shall ensure that any bulk bin used for the disposal of rubbish and unwanted items be removed from the site daily. Contractor shall ensure that the bin at no time obstructs other vehicles from accessing the bin centre. The Subsidiary Proprietor and/or his appointed contractor shall obtain prior written approval from the Management if the contractor needs to park the bulk bin overnight. If the Management grants approval, the contractor shall ensure that the bulk bin top is securely covered, to prevent insects and small animals from entering the bin. In the event that the bin was parked overnight without authorization, a penalty of S\$300.00 per day shall be levied against the subsidiary Proprietor and/or his appointed contractor.

The Management shall have the full right and authority to demolish all unauthorized constructions, modifications, additions, obstructions or structures or any part thereof so erected after giving fourteen (14) days written notice to the Subsidiary Proprietor requesting him to remove the same and, all costs and expenses incurred in respect of such removal or demolitions shall be borne by the Subsidiary Proprietor.

m Unauthorized Renovation Work

- (i) In the event that the Subsidiary Proprietor (SP) and/or his appointed contractor fail(s) to adhere to the House rules or comply, the Management shall issue a warning letter to the SP and/or his appointed contractor.

If, despite the warning letter, the applicant and/or his appointed contractor fails to adhere to the House rules or comply, Management shall be entitled to exercise and pursue its rights and remedies against the infringing party or parties, including but not limited to the following:

- Cancelling the approval for the Renovation Works.
- Requiring the contractor and his employees, agents, workers and/or sub-contractors to leave the premises.
- Refusing entry to the contractor and his employees, agents, workers and/or sub-contractors
- Exercising its rights pursuant to any Rules and Regulations.

The warning letter shall be deemed properly issued or served if it has been delivered by hand and/or by post to the SP or his appointed contractor named in the application.

A written approval must be re-obtained by the Subsidiary Proprietor and/or his appointed contractor from the Management before continuation of works.

- (ii) The Management reserves the right to take legal proceedings against any unauthorized renovation work carried out in the Unit.
- (iii) The applicant or the Subsidiary Proprietor will indemnify the Management against any loss, damage or costs of legal proceeding arising from such works regardless of whether or not it arose from the negligence of the owner, contractor or any of their servants or agents.
- (iv) Such indemnity must be made on prescribed form that should be submitted along with the "Application for Renovation".

n Installation of Door and Window Grilles

The approved design of the door and window grilles can be obtained from the Management Office.

- (i) Installation of doors and windows grilles to the yard area and the balcony should conform to the approved design and the colour to match the windows frame. The colour code of the window frame shall be obtained from the Management.

The design and finishes for the installation of grilles for windows, yard area and balcony must comply to the approved design and finishes. All grilles should be installed behind the windows and within the boundary of each strata unit.

- (ii) The design of the sliding grille should match the windows grille and should be installed behind the door.

(iii) Residents are to obtain the necessary approval from the Management before commencing any grille installation.

(iv) If the Residents install doors and windows grilles and/or solar films on glass doors and windows which do not conform with the approved design, the management has the right to withhold the renovation or any other deposit pending including any cost/s incurred by the Management for removal of non-conformity works installed by the Residents. This is without prejudice to other rights and remedies that the Management has under these House Rules and/or at law.

o Indemnity

The Subsidiary Proprietor shall indemnify against all losses, damage, costs, charges, fees, including but not limited to legal fees incurred by the Management as a result or arising out of or in conjunction with a breach by the Subsidiary Proprietor and/or his appointed contractor of any of the Rules & Regulations governing Renovation Works set out herein by the Management, shall be recoverable against the Subsidiary Proprietor concerned.

The Subsidiary Proprietor and his contractor shall submit the original letter(s) of indemnity duly completed and signed, to the Management before the commencement of the Renovation Works.

p Management Not Providing Approval for Certain Renovation Works

The Management shall not approve any Renovation Works that involve:

(i) The hacking, removal of or tampering with any structural or loading-bearing walls, beams, columns or building structures of the Unit.

(ii) The hacking, removal of or tampering with the floor slab of the Unit.

**LIST OF INTERNAL FITTING-OUT WORKS THAT CAN BE CARRIED OUT AFTER TEMPORARY OCCUPATION PERMIT (T.O.P)**

- 1 Repainting of internal walls only (No painting of exterior walls).
- 2 Replace existing built-in kitchen cabinets.
- 3 Replace existing interior doors (not to replace Main Doors and Service Door).
- 4 Install wallpaper.
- 5 Replace existing wall tiles and floor tiles (waterproofing warranty given by the builder will be voided upon the replacement of such tiles).
  - Care should be taken to ensure that the bathroom/kitchen/yard waterproofing and concrete floor slab are not damaged while replacing the existing floor tiles.
- 6 Laying of carpet flooring.
- 7 Install light fittings.
- 8 Install cornices
  - Care should be taken to ensure that the concealed aircon piping and other services are not damaged while installing the cornices.
- 9 Installation of door and window grilles
  - Grilles have to be of standard design as per attached drawing in the handover kit.
- 10 Install additional air-conditioning unit
  - Aircon drain-out pipes have to be properly connected to waste trap within the apartment subject to the approval by the Management.
  - No window unit is allowed

## **LIST OF ALTERATION AND ADDITION WORKS NOT ALLOWED**

1 **BEFORE** the issue of Certificate of Statutory Completion (CSC):

- Demolition of existing internal partition wall;
- Erection of new partition wall;
- Provide opening in existing wall;
- Replace existing windows;
- Seal up existing water closet, basin, and long bath;
- Remove existing water closet, basin and long bath.

2 **BEFORE AND AFTER** the issue of CSC:

- Install windows at balcony (no enclosure of the balcony);
- Removal of railing at the balcony;
- Replace glazing of window with colours that are different from origins;
- Install air conditioner (window unit);
- Drilling of wall tiles in bathrooms for the installation of fittings.

Residents who persist in carrying out the Alteration and/or Addition works to their unit(s) before CSC must obtain the necessary written approval from the Building & Construction Authority (BCA) and/or other relevant authorities.

3 Resident shall not carry out any work, which may affect the external facade of the building. Facade shall include windows in the living room, yard areas, common areas, open areas and all other visible parts of the building, which constitute or form part of the external appearance of the development.

4 Resident shall not install any television or radio antenna on the rooftop or on any external part of the subdivided building.



## 8. CAR PARKING

- a. All residents' cars must be registered with the Management. Only vehicles with valid car park labels are allowed to park at Paterson Suites. Each residential unit is entitled to one (1) car park lot provided the resident owns a vehicle.
- b. Application for car park label should be accompanied by a photocopy of the logbook for verification or any document that certifies ownership for the purpose of issuing a car park label. The address in the logbook should reflect that the applicant is residing in Paterson Suites. For company cars, a letter of authorization from the company must be produced. Approval of application shall be at the sole discretion of the Management.
- c. For application of car park label by tenant-resident, **an admin fee of S\$10.00 and a refundable deposit of S\$50.00** (free of interest) will be required and shall be refunded only upon returning the car label to the management before or on the expiry of the tenancy agreement. Failing to do so, the deposit will be wholly forfeited.
- d. Residents may apply for **additional car park label with an administrative fee of S\$20.00 and S\$50.00 refundable deposit (free of interest)** on a first come first served basis subject to clause (b) and availability of the car park lots. The Management reserves the right to collect the additional car transponder label once the quota of the first car is reached.
- e. Car park label shall only be issued to resident or tenant (authorized by owner) resides at Paterson Suites.
- f. Car park label must be prominently displayed on the front windscreen of the vehicle for easy identification by security personnel. The Managements' representative (i.e. Managing Agent, Security Guards) will disallow vehicles with invalid car park transponder and/or labels to park at the car park of Paterson Suites.
- g. For any change in vehicles, **an administrative fee of S\$10.00** will be imposed. The resident must reapply from the Management and forward a copy of the vehicle log card to the Management Office.
- h. Any loss or damage of the label must be reported immediately to the Management. An amount of **S\$50.00** will be imposed for the replacement of car park label due to loss or damage.
- i. The car park label is the property of Paterson Suites and must be returned to the Management when owner sells or rents the unit and also when tenant leaves the unit upon/before the expiry date of the tenancy.
- j. Parking areas are not to be used for recreation, storage (with the exception of storage installed by the Management Corporation) or repair works by residents or their visitors.
- k. Undertaking of repairs or overhauls to vehicles is not allowed in the common property and car park area except in the case of the breakdown of the vehicle.
- l. For safety reason, the speed limit of **10 km/h** within the Condominium must be strictly followed.
- m. Residents shall be responsible for the conduct of their guests/visitors parking at Paterson Suites. They shall ensure that their visitors/guests are registered with the Guardhouse and abide by the rules and regulations governing car parking and any other rules made thereon.
- n. Visitors/guests are not allowed to park overnight unless prior approval has been obtained from the Management.
- o. Residents or their visitors shall not park their vehicles in the "No Parking" area, handicap lots, driveways, fire hydrants, fire engine access route etc.
- p. Residents shall not park heavy commercial vehicles within the building.
- q. All vehicles parked at Paterson Suites are at the owners' risk. The Management shall not be responsible / liable for any theft, loss, damage, and action proceeding claims, suits or other misdemeanour caused to vehicles and/or their contents.

- r. Residents are not allowed to tap any water supply from the basement car park or at any common area for washing of vehicles.
- s. No designation of car parking lot to vehicle's owner, parking of vehicle will be on first come first serve basis.

**9. RESIDENT PASS**

- a. To be eligible for the issuance of a Resident Pass, the applicant must be residing in Paterson Suites on a permanent basis and his/her identity card must bear Paterson Suites's address.
- b. The allocation of access cards will be issued free-of-charge for different unit type as follows:
  - a. 3-Bedroom Type - 4 cards
  - b. 4-Bedroom Type - 5 cards
  - c. Penthouse Type - 6 cards

Subsequent addition or replacement of cards (which include change of person residing in the Unit) shall be subject to a charge of **\$30.00 per Pass**.

- c. To replace a lost Pass, a letter declaring the loss of the Pass is required.
- d. Resident Pass will be issued to residents aged 12 years and above.
- e. When an owner sells his unit subsequently, he must inform the Management and return all the Passes issued to him and his family members so that new cards can be issued to the new owner.
- f. If an owner leases out his unit, new Passes can be issued to his tenants on production of a letter of authorization from the owner, or alternatively, a copy of the lease/tenancy agreement. The new Pass will be issued at **an administrative fee of S\$30.00** and **a refundable deposit of S\$50.00** (free of interest). The owner and his family are to return their Passes to the Management on leasing out. The Pass issued to the Tenant must be returned to the Management upon termination or the expiration of the lease.
- g. Applicants must submit a copy of any legal documents to prove their ownership/tenancy of the relevant premises.
- h. Two (2) recent I/C size photographs must be submitted for each application.
- i. The Resident Pass is not transferable.
- j. Only a valid Resident Pass will entitle the resident to the use and booking of condominium facilities. Owner who have leased out their apartment/s will not be entitled to the use of the condominium facilities as their rights have been transferred to the lessee.

**10. PROXIMITY / ACCESS CARD (SECURITY CARD)**

- a. The access card can be applied at the Management Office and it is used for access into the lift lobbies.
- b. The allocation of access cards will be issued free-of-charge for different unit type as follows:
  - a. 3-Bedroom Type - 3 cards
  - b. 4-Bedroom Type - 4 cards
  - c. Penthouse Type - 5 cards
- c. Cards issued above the allowable number will be charged at **S\$ 50.00 per card** (maximum 2 additional cards for each individual unit). Units requiring extra cards will be considered on a case-by-case basis and documentary evidence is required to prove that the applicants are residing in the Condominium.
- d. Access Cards are issued only to the Subsidiary Proprietors. For tenanted apartments, tenants are advised to collect the access cards from the Subsidiary Proprietors.
- e. The Management reserves the right to request for documentary evidence to prove that the applicant(s) is/ are residing in the Condominium before issuing the access cards.
- f. Charges on loss and damaged access card will be **S\$50.00 per card. (non-refundable)**
- g. Charges on additional access card will be **S\$50.00 per card (non-refundable)**.
- h. To replace a lost card, a letter declaring the loss of the card is required. Please inform the Management Office of any lost cards. The card will be void from the system.
- i. When a unit is sold, all cards issued must be surrendered to the Management Office or handed over to the new owner, failing which the new owner will impose a charge of S \$ 50.00 per card for the application and payable.
- j. Visitor(s) and/ or relative(s) to the Subsidiary Proprietor(s) will not be eligible for the access card.
- k. Due care is to be exercised to maintain the working condition of the access card. Keep all cards away from the magnetic device/ fields and place them in a cool dry place when not in use.
- l. **For security reason, purchase of additional access card can only be done by Subsidiary Proprietor only.**

## **11. INDEMNITY OF THE MANAGEMENT**

The Management shall be indemnified by the Subsidiary Proprietor(s) and/or resident(s) against all costs, charges, losses, expenses and liabilities suffered or incurred by the Management in connection with and/or arising out of the breach of any Rules & Regulation and/or the Prescribed By-laws of the Supplement of Building Maintenance and Strata Management Act 2004 by the Subsidiary Proprietor(s), resident(s) and/or their invitees, including without limitation such costs, charges losses, expenses and liabilities (including legal costs on an indemnity basis) suffered or incurred by the Management in defending or prosecuting any proceedings, civil or criminal, against any part (including the Subsidiary Proprietor(s) and/or resident(s) that relate to anything done or omitted or alleged to have been done or omitted by the Subsidiary Proprietor(s), resident(s) and/or their invitees.



**GENERAL**

**Booking of Recreational Facilities**

- a. All bookings must be made through the Management Office. Residents are required to furnish their resident pass while making reservations as well as when recreational facilities. Failure to do so may result in the refusal of the use of the facilities.
- b. Guests shall be accompanied at all times by the resident. Residents are required to provide/confirm their particulars by the security guard on duty should they be requested to do so.
- c. Residents are required to present their resident pass while making reservations as well as the use of the recreational facilities.
- d. Children under 12 years shall not be allowed to use any of the recreational facilities unless accompanied by their parents or supervising adults who shall be responsible for their safety and proper behaviour.
- e. Residents are responsible for the behaviour of their guests and their compliance of the house Rules.
- f. Residents shall be responsible for any damage caused to the recreational facilities by them or their guests. Residents must inform the security guard or maintenance supervisor of any existing damage to the facility or equipment they or their guests are about to use, failing which they may be held responsible for such damage.
- g. Residents/Guests must be properly attired when using the facilities. Appropriate and/or non-marking shoes must be worn to avoid damages the surface of equipments etc.
- h. Unauthorised training or coaching classes by professionals shall be disallowed without prior approval from the Management Authority.
- i. The Management and their appointed representatives or the security personnel may conduct check on the identities of any persons in the recreational area from time to time. This is to prevent unauthorized persons from using the recreational facilities.
- j. The use of radios, hi-fi equipment, television sets, musical instruments and other like equipment in or about any of the recreational areas shall be in the manner and at the level so not to disturb the peaceful enjoyment of other residents.
- k. Except for those games and activities for which the facilities were specially intended, no other games or activities (such as football, roller-skating, aerobics, skate-boarding and 'horse-play' of any sort) will be allowed in or about the recreational facilities. A resident of Paterson Suites must accompany the use of all facilities.
- l. The Management reserves the right to change any rules and regulations. Residents shall be notified at least one week in advance before such changes take effect.
- m. Any person found to be in breach of the house rules shall be required to leave the recreational areas at once and shall be barred from making any reservations for a period of time up to **four (4) weeks**.
- n. The Management reserves the right to shut down the facilities for maintenance purposes.
- o. The Management will not be held for injuries, damages or loss sustained by residents and their guests, howsoever caused, during the use of these facilities.
- p. Residents and their guests must abide by all the rules when they utilise the recreational facilities. Each facility has its own set of rules.

## 1. BARBEQUE PITS

The barbecue pits may be reserved for use during the following sessions: -

- (a) First Session : 9:00am to 3:00pm
- (b) Second Session : 4:00pm to 10:00pm

The barbecue pits will be closed at 10:00pm

- a. All bookings must be made through the Management Office.
- b. **An administrative fee of S\$20.00 and deposit of S\$50.00 (free of interest) is payable 2 weeks in advance** of the actual date of booking. It shall be made payable to “**BSVPL – Maintenance Fund A/C (Paterson Suites)**”.
- c. The deposit will only be refunded upon satisfaction by the Management that all rules and regulations have been complied with and all debris removed after use. Residents could collect the deposit from the Management within 14 working days after the function.
- d. Bookings can be made up to **6 weeks in advance**. All reservations will be on a first come first serve basis.
- e. All bookings are not transferable.
- f. Each apartment is entitled to book once a month subject to availability of barbecue pits.
- g. The number of guests is limited to 20.
- h. Residents must ensure that the guests comply with the rules and regulations contained herein.
- i. No setting up of tents or camping overnight is permitted.
- j. No highly flammable equipment and portable barbecue burners are permitted at the barbecue area.
- k. No live band or disco is permitted unless authorised by the Management.
- l. Portable radios and cassette players are permitted at the barbecue area provided there are no complaints from other users and the Management reserves the right to authorise the removal of any of these equipment should it deem fit.
- m. Residents and Guests must ensure that the barbecue pits and its surroundings are left in a clean and tidy condition.
- n. All unwanted leftover food, litter, etc, must be disposed into trash cans provided.
- o. Catered buffet spread and entertainment activity is not allowed at the barbecue area.
- p. Permission must be obtained from the Management prior to hiring of additional tables and chairs to be used at the barbecue area.



## 2. TEPPANYAKI PAVILION

The Pavilions may be reserved for use during the following sessions: -

- (a) First Session : 9:00am to 3:00pm
- (b) Second Session : 4:00pm to 10:00pm

The Pavilions will be closed at 10:00pm

- a. All bookings must be made through the Management Office.
- b. **An administrative fee of S\$30.00 and deposit of S\$100.00 (free of interest) is payable 2 weeks in advance** of the actual date of booking. It shall be made payable to “**BSVPL – Maintenance Fund A/C (Paterson Suites)**”.
- c. The deposit will only be refunded upon satisfaction by the Management that all rules and regulations have been complied with and all debris removed after use. Residents could collect the deposit from the Management within 14 working days after the function.
- d. Bookings can be made up to **6 weeks in advance**. All reservations will be on a first come first serve basis.
- e. All bookings are not transferable.
- f. Each apartment is entitled to book once a month subject to availability of Pavilion.
- g. The number of guests is limited to 20.
- h. Residents must ensure that the guests comply with the rules and regulations contained herein.
- i. No setting up of tents or camping overnight is permitted.
- j. No highly flammable equipment and portable barbecue burners are permitted at the barbecue area.
- k. No live band or disco is permitted unless authorised by the Management.
- l. Portable radios and cassette players are permitted at the Pavilion provided there are no complaints from other users and the Management reserves the right to authorise the removal of any of these equipment should it deem fit.
- m. Residents and Guests must ensure that the barbecue pits and its surroundings are left in a clean and tidy condition.
- n. All unwanted leftover food, litter, etc, must be disposed into trash cans provided.
- o. Catered buffet spread and entertainment activity is not allowed at the Pavilion.
- p. Permission must be obtained from the Management prior to hiring of additional tables and chairs to be used at the Pavilion.

### 3. FUNCTION ROOM

The function rooms are opened daily from 9.00am to 10.00pm. The two booking sessions are:

Session 1	9.00am – 3.00pm
Session 2	4.00pm – 10.00pm

- a. All bookings must be made through the Management Office.
- b. **An administrative fee of S\$30.00 and deposit of S\$100.00 (free of interest) is payable 2 weeks in advance** of the actual date of booking. It shall be made payable to “**BSVPL – Maintenance Fund A/C (Paterson Suites)**”.
- c. The deposit will only be refunded upon satisfaction by the Management that all rules and regulations have have been complied with and all debris removed after use. Residents could collect the deposit from the Management within 14 working days after the function.
- d. Bookings can be made up to **6 weeks in advance**. All reservations will be on a first come first serve basis.
- e. All bookings are not transferable.
- f. Each apartment is entitled to book once a month subject to availability of the multi-purposes room.
- g. The number of guests is limited to 30.
- h. Residents must ensure that the guests comply with the rules and regulations contained herein.
- i. No setting up of tents or camping overnight is permitted.
- j. No highly flammable equipment and portable barbecue burners are permitted in the multi-purposes room.
- k. No live band or disco is permitted unless authorised by the Management.
- l. Portable radios and cassette players are permitted at the multi-purposes room provided there are no complaints from other users and the Management reserves the right to authorise the removal of any of these equipment should it deem fit.
- m. Residents and Guests must ensure that the multi-purposes room and its surroundings are left in a clean and tidy condition.
- n. All unwanted leftover food, litter, etc, must be disposed into trash bin provided.
- o. Permission must be obtained from the Management prior to hiring of additional tables and chairs to be used at the multi-purposes room.
- p. Entertainment activity is not allowed in the Multi-purposes room.

#### 4 SWIMMING POOL / SPA POOL / LOUNGE POOL / CHILDREN'S SPLASH FUN POOL

**Operation Hours: 0730hrs to 2200hrs daily**  
*(For safety reasons, no person is allowed in the pool after 2200hrs.)*

- a. The pool is for exclusive use of residents, their guests and such persons, as may be authorized by the Management.
- b. Children under 12 years of age shall not be allowed in the pools unless accompanied by their parents or supervising adults who shall be responsible for their safety and good behaviour.
- c. There will be no lifeguard in attendance, as such all residents and guests swim entirely at their own risk.
- d. All swimmers are to refer to pool rules displayed by the poolside and observe the necessary precautions while using the pool.
- e. All persons must be in proper swimming pool attire when using the pools.
- f. All persons must shower before entering the pool. A person with a bandage or open wound, infectious disease will not be allowed to use the pools. Spitting, spouting, nose blowing and the like shall not be permitted in the pools.
- g. All persons are required to dry themselves before leaving the pool area and changing rooms. No person wearing a dripping wet bathing suit shall go beyond the pool.
- h. All persons are advised to leave the pool during heavy rain and thunderstorms.
- i. Coaches shall not give lessons in the pool unless written consent was obtained from the Management.
- j. Surfboard, snorkeling and scuba diving gear (i.e. masks, snorkels, flippers, diving suits. etc) glass masks or glass goggles, boats and similar objects shall not be permitted in the pools. However, plastics goggles are permitted and children may play with small water toys in the children pool.
- k. Diving, noisy, rough or dangerous play will not be permitted inside and/or outside the pools.
- l. No pets shall be allowed in the pools or their vicinity.
- m. No food shall be permitted in the pools or their immediate vicinity.
- n. The safety equipment provided around the pools shall not be used for any other purpose. No poolside furniture shall be removed from the pool area. Misuse of poolside furniture is strictly prohibited. Deck chairs and other poolside furniture may not be reserved. Persons vacating the pool area must remove all their belongings.
- o. The filters, life buoys and other equipment in and around the pools are common property and should not be tampered with.
- p. The Management accepts no responsibility for any accident or injury or any other loss suffered or incurred by any person in the pool area.

## 5. GYMNASIUM

**Operation Hours: 0730hrs to 2200hrs**

- a. Only Residents and their guests may use facilities in the Gymnasium.
- b. Guests must be accompanied by their hosts who shall ensure that their guests comply with the rules and regulations contained herein. The maximum number of guests per housing unit who may use the Gymnasium shall not exceed two (2) at any one time.
- c. Users must bring along their resident pass, sign in and out on the Gymnasium record book placed at the guardhouse.
- d. Food is not allowed in the Gymnasium. Smoking is strictly prohibited.
- e. Pets are out of bound in the Gymnasium.
- f. All litter must be disposed of in the receptacles provided.
- g. All persons using the premises must be properly attired.
- h. Children under the age of twelve (12) are not allowed in the Gymnasium.
- i. Due care must be exercised when using the equipment in the gymnasium and these must be returned to their proper places after use. No equipment shall be removed from the room.
- j. Please limit your cardio workout to 30 minutes.
- k. For hygienic purpose, and the proper use of the equipment, residents are required to use a towel to lie on the equipment during use.
- l. Residents shall be responsible for any damage caused to the equipment by them or their guests. Residents must inform the Security Personnel or representative of the Managing Agent of existing damage to the equipment they or their guests are about to use, failing which they may be held responsible for such damage.
- m. Professionals shall not conduct training or coaching classes without prior written approval from the Management.
- n. The Management Authority will not be held responsible for any injury or death arising from the carelessness or negligence on the part of the person/s concerned or arising from failure to abide by the rules or instructions for the use of equipment in the Gymnasium.

**6. OUTDOOR FITNESS AREA**

- a. The facilities are to be used for the purpose intended. Any other games are strictly prohibited.
- b. The Resident shall be responsible for any damage caused by them or their Guests to the equipment; and shall be liable for all costs incurred by the Management for the repair or replacement of the damaged equipment.
- c. Food, drinks, smoking and pets are not allowed in the facilities area.
- d. User must keep the place clean.
- e. Reservation or exclusive use of the equipment is not permitted.
- f. Children under the age of 12 years using the equipment must be accompanied by their parents or supervising adults who shall be responsible for their safety and good behaviour.
- g. The Management shall not be responsible for any mishaps, injuries or loss of property sustained by the Resident or their Guests arising out of the use of the Gymnasium.
- h. These rules and regulations are subject to revision at the discretion of the Management as and when it is deemed necessary.

**7. PLAYZONE**

**Operating Hours: 0900 hrs - 2200 hrs (Daily)**

- a. Children under 6 years of age must be accompanied by their parents or supervising adults who shall be responsible for the children's behaviour and safety.
- b. All persons are advised to leave the playground during heavy rain and thunderstorms.
- c. No food and drinks are allowed in the Playground.
- d. Rough and dangerous play will not be permitted at the playground.
- e. While the Management will take every precaution to ensure the safety of the play equipment, it cannot assume responsibility for any loss or damage to any personal property, injury or death arising from carelessness or negligence on the part of the person/s concerned, or arising from failure to abide by the rules.

## 8. TENNIS COURT

- a. Booking Hours:  
Mondays to Sundays : 7.00 a.m. to 10.00 p.m.
- b. Prime (Peak) time:  
Mondays to Fridays : 6.00 p.m. to 10.00 p.m.  
Saturdays, Sundays and Public Holidays : 7.00 a.m. to 10.00 p.m.
- c. One (1) unit is only allowed one (1) hour booking per game per day subject to a maximum of two (2) hours of prime time per week, subject to availability.
- d. Booking:
  - i) Strictly only residents with valid Resident's Pass are permitted to make bookings.
  - ii) Booking must be made in person and will be accepted on a first come-first serve basis.
  - iii) All bookings are not transferable.
  - iv) Advance booking is permitted for up to seven (7) days in advance, inclusive of the day of booking, eg. Booking can be made on Sunday for day of play for next Sunday.
  - v) Residents who are unable to turn up for their session of play must inform the Security Counter/ Management Office at least two (2) hours before the playing time.
  - vi) In case of no-show, the booked hours will be forfeited after a grace of ten (10) minutes. The court may then be allocated to another resident on a first-come first-serve basis.
  - vii) Residents who fail to turn up after two (2) bookings and without making proper cancellation will be barred from making any booking for a period of one (1) week commencing from the following Monday.
  - viii) In the event of rain, items (vi) and (vii) will not apply to tennis court bookings.
- e. Smoking, eating, gambling, pets or other activities, other than respective game are not permitted in the court.
- f. Players must be properly attired. Shoes and balls used must be of non-marking type. Any player found not complying with the rule will be barred from the court.
- g. Children under the age of 12 years old are not permitted in the court unless accompanied by parents or supervising adults who shall be responsible for their behaviour and safety.
- h. Guests shall be accompanied by the residents throughout the use of the courts who shall ensure that they comply with the rules and regulations. The maximum number of guests should not exceed four (4) persons.
- i. Residents will be held responsible for any damages caused by themselves or their guests. Any damages caused by the previous player must be reported to the Management Office immediately before the commencement of the game.
- j. Players must vacate the court when their sessions end.
- k. Private Coaches shall not give lessons in the court without first obtaining the written consent from the Management.
- l. Approval from the Management shall be sought for holding competitions and friendly matches with other Condominium, clubs or groups prior notice of two (2) week is required.
- j. The Management will not be responsible for any injury, damage or loss sustained by Residents and their guests, howsoever caused, during the use of these facilities.

**9. STEAM ROOM / SAUNA ROOM**

Operation time: 8.00 am to 10.00 pm (Daily)

- a) The steam room and sauna room are opened only to residents and their invited guests.
- b) Children below 12 years of age are strictly not allowed to use the steam room / sauna room.
- c) Elderly residents or those with medical ailments should consult a medical practitioner before using the facility.
- d) Residents must accompany their guests at all times. Residents are responsible for behaviour of their guests and they must comply with the rules.
- e) Consumption of alcohol, tranquilizers, stimulants or any kind of drugs is not encouraged prior to and while using the steam / sauna facility.
- f) The door of the steam / sauna room must be closed at all times but not locked.
- g) A person who breaches any of the rules shall be required to leave the steam / sauna room.
- h) No male person shall enter the steam / sauna room reserved for the female sex and vice-versa.
- i) Eating, drinking and smoking in the steam baths are strictly prohibited.



## 10. PUTTING GREEN

Opening time: 8.00 am to 10.00 pm (Daily)

- a) Only residents and their guests may use the putting green. Guests may only use the facility when accompanied by the resident who shall ensure that their guests comply with the rules and regulations contained herein.
- b) Children under 12 years of age are not permitted in the putting green unless accompanied by their parents or supervising adult resident who shall be responsible for their safety and proper behavior.
- c) The putting green can only be used for putting of golf balls. Any other games are strictly prohibited.
- d) Flag posts may not be removed from the putting green.
- e) Balls shall not be shot beyond the putting green. Residents shall ensure that no one, especially children, is around them when they are swinging their clubs.
- f) Food, drinks, smoking and pets are not allowed on the putting green.
- g) All litter must be disposed of in receptacle provided.
- h) Residents will be held responsible for any damages caused by their guests or themselves. Any damages caused by the previous players must be reported to the Management office or the Guard House immediately before the commencement of use.
- i) All persons using the facility must be properly attired at all times.
- j) All players are advised to leave the putting green during heavy rain and thunderstorms.
- k) The Management will not be held responsible for any injuries, damage or loss sustained by residents and their guests, howsoever caused, during the use of the facility.

Paterson Suites Condominium consists of two iconic blocks of 23 Storey Apartment Towers, housing a total of 102 units ranging from 3 bedrooms, 4 bedrooms and penthouses.

While offering a lifestyle of luxury and convenience, Paterson Suites Condominium has also obtained the Gold Award under the BCA Green Mark Scheme in the development's effort towards a more environment-friendly building.

Below are some of the green mark features that are implemented in this Condominium.

### **1. ENERGY EFFICIENCY**

To have a better monitoring of energy consumption for the development individual. Electricity meters are installed to monitor common areas loading for the clubhouse, swimming pools equipment, landscape lightings and basement carpark mechanical ventilation system.

#### **Common Areas:**

Lighting installed at some landscape areas and common areas such as lift lobby and staircase use an alternate circuit & timer control system at these different areas. These systems will save energy consumption in the long run.

Energy saving lightings are provided at many locations in the common areas and basement car park to increase the lifespan of the tubes and to reduce energy consumption in the long run.

#### **Residential Units:**

Energy efficient air-conditioning equipments and fridges are provided for the units.

Energy efficient water heater are also used for the units comes with patented heat elevator device, which will reduce, the electrical consumption needed for water heating as compared to conventional water heater.

Motion occupancy sensors are provided with 'on-demand' lighting at infrequently uses areas like in the units' private lift lobby and those units with walk-in wardrobes, turning on the lighting only when motion is detected, thus minimizing the use of energy.

#### **Motor Roomless Lifts:**

The development uses motor roomless type lifts which comes with frequency motor controller, automatic turn-off car light & fan, and other energy saving features to help saves energy in the long run.

### **2. WATER EFFICIENCY**

#### **Common Areas:**

Water efficient fittings are provided at common areas like changing rooms where sensor taps with flow regulators are installed in the changing rooms to control the flow of water. Self-closing shower valves are used to minimize wastage or water during usage.

Water sub-meters are also installed for the changing room, swimming pool and landscape areas for better monitoring of water consumption.

#### **Rainwater Harvesting and Auto Irrigation System:**

Rainwater harvesting and auto irrigation system have been introduced to the development. Rainwater from roof, planters and balconies of Tower 57 is channeled and collected to a rainwater storage tank. After filtration, the rainwater is then recycled and used to irrigate many of the plants at the landscape areas of the development.

### **3. REDUCE, REUSE, RECYCLE**

Recycling bins are provided at easily reached common areas at the basement for each tower aims to promote the importance of the three R's – Reduce, Reuse, Recycle.

### **4. INDOOR ENVIRONMENT QUALITY AND ENVIRONMENTAL PROTECTION**

For basement carpark, carbon monoxide sensors are provided. Depending on the level of the gas monitored, the sensor will control the timing of the operation power of the Mechanical Ventilated system for the basement, which will thus save energy.

## 5. GREEN ENVIRONMENTAL FRIENDLY PROVISIONS & FEATURES

### Common Areas:

- Termite baiting system is used for the development, which are routinely examined by the trained professional for signs of termite infestation. The termite bait used is of extremely low toxicity, and is placed in tamper-resistant plastic stations to guard against interference by children or pets. The system is pesticide free, and uses no poisonous chemicals that pose high threat to the environment.
  - Bicycle racks are also provided at the basement level of each Tower block to promote the usage of bicycle and in turn discourage the use of cars when travelling from one place to another.
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## **PART 4            EMERGENCY PROCEDURES**

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### 1.        Occupiers List

To facilitate contact between the Management and the owners/residents in times of emergency, please complete the occupier list (Refer to the application form for Resident's Pass) and return it to the Management Office. If there is any changes, you are advised to inform the Management office of the changes soonest.

### 2.        Fire

In case of fire, do not use the lift. All residents should evacuate by using the immediate exit staircase to proceed to the open space.

### 3.        Lift Failure

Please contact the Management Office or the Security guard house when the lift breaks down. If the lift should stop while in use, push the alarm button of the car-operating panel. After releasing the button, communicate with the security guard outside by the interphone or verbally and follow the security guard's instructions. Wait patiently in the lift car for help to arrive. In case of power failure, the emergency lamp in the lift will be illuminated.

### 4.        Power Failure

The building has standby generators that would automatically provide emergency power supply to light up strategic parts if the common corridors and access ways in case of power failure. It will be useful to keep supply of candles or battery operated torchlight for use in the event of a power failure.

**1 GENERAL**

- a) Your dwelling unit has a civil defense shelter. It is designed to protect you during a war emergency. It has strengthened walls, floor, ceiling and a specially designed door. They must not be hacked or drilled. Certain finishes and fixtures are not permitted as they are not easily removable and may become hazards to shelter occupants during a war emergency. Lighting, power point, telephone point and CATV outlet points are also provided in the shelter so that you can stay inside and communicate with outside.
- b) Any repair or alteration or renovation works, which are likely to weaken or damage any structural elements of the household shelter or non-shelter space within shelter tower, are not permitted.

**2. PERMITTED WORKS IN HS**

- a) Laying of floor tiles bonded to wet cement mortar. The total thickness of floor finishes and screed is not to exceed 50mm.
- b) Laying of vinyl or linoleum flooring.
- c) Laying of floor skirting tiles (up to a maximum of 100mm high) by bonding them with wet cement mortar to HS walls.
- d) Applying splatterdash or equivalent to the external face of HS walls only to provide rough surface for feature wall panels or wall tiles installation.
- e) Painting of walls, ceiling or door. In the case of HS door, owner shall not cover or paint over the HS door notice, locking bolts or door seal. The old paint coat on door and door frame is to be removed prior to repainting to avoid increase paint thickness resulting in difficulty in closing and opening of the door. The new paint coat must be dried up completely before closing the door as wet or damp paint will cause the door / rubber gasket to stick onto the door frame resulting in difficulty in opening the door.
- f) Painting on only the exterior face of the 6mm fragmentation stainless steel plate of the ventilation sleeves.
- g) Fixing of removable screws with non-metallic inserts not exceeding 50mm deep for fixtures and equipment e.g. pictures, posters, cabinets or shelves etc. Such fixtures that are installed inside the HS will have to be removed by the owners within 48 hours upon notification. There is no restriction to the diameter of the non-metallic insert as long as it does not exceed 50mm in length. It is the owner's responsibility to ensure that the strength of the insert is adequately provided for the intended purpose.
- h) Removal of the fragmentation plates covering the ventilation openings shall be carried out subject to the following conditions:
  - The plates (after removal) shall be securely mounted with removable screws on non-metallic inserts not exceeding 50mm deep on one of the internal face of HS walls.
  - After the removal of plates, the bolts and nuts shall be installed back to their original position on the ventilation sleeves.
  - Closing or covering up of ventilation openings by removable aesthetic or architectural finishes is allowed, provided that at least 25% of the total area of the two openings shall be left uncovered for ventilation purposes during peacetime.
- i) Power driven nails are allowed only on external face of the HS walls to facilitate flexibility in mounting of features / fixtures by owners

**3 NOT PERMITTED WORKS IN HS**

- a) Laying of wall tiles or spray of rock tone finish, cement sand finish and gypsum plastering on the internal faces of HS walls.
- b) Laying of floor tiles using adhesive materials.

- c) Laying of 2<sup>nd</sup> layer of tiles on floor or skirting tiles.
- d) Installation of cornices within the HS.
- e) Installation works with fixings using power driven nails into the internal HS walls.
- f) Tampering with, removing or covering up of the HS door notice. The HS door notice provides important information to the occupants on the use of the HS.
- g) Indiscriminate hacking and drilling of the HS walls, floor slab and ceiling slab, other than drilling into HS walls and ceiling slab to affix removable screws on inserts, provided the depth of the insert shall not exceed 50mm.
- h) Hacking to both internal and external face of the household shelter walls to form key for tiling.
- i) Hacking or indiscriminate drilling on external face of HS wall for mounting of feature wall panels or wall tiles installation.
- j) Modifying, altering or tampering with any part of the ventilation openings, plates and the mounting devices such as bolts and nuts.
- k) Painting to the interior face of the 6mm fragmentation stainless steel plate of the ventilation sleeves, the ventilation sleeves, “O” ring rubber gaskets and the four or eight numbers of stainless steel bolts which hold the steel plate to the sleeves.

**PART 6      USEFUL TELEPHONE NUMBERS**

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**MANAGING AGENT**

**Head Office:      Knight Frank Estate Management Pte Ltd**

160 Paya Lebar Road #05-05

Orion @ Paya Lebar

Singapore 409022

6848 5678 (T)

6848 5600 (F)

**Site Management Office Address:**

55 Paterson Road #B1-04

Singapore 238550

6634 7938 (T)

6634 7950 (F)

Email address: management@paterson-suites.com.sg

Operating Hours: -

Monday to Friday

9.00 am to 5.30 pm

Saturday (alternate Saturday Off)

9.00 am to 12.30 pm

Close on Sunday, Eve of Major P.H. & Public Holidays (P.H.)

Security Guard House (24 hours)

6634 7948 (T)

**EMERGENCY NUMBERS**

Police

999

Police Hotline

1800 255 0000

Fire / Ambulance

995

SARS Hotline

993

Samaritans of Singapore

1800 221 4444

**NON-EMERGENCY SERVICES**

Non-Emergency Ambulance Service

1777

**BREAKDOWN SERVICES**

Water Supply

1800 284 6600

Pipe Gas Supply

1800 752 1800

Electricity Supply / Street Lighting

1800 778 6666

Traffic Jams / Traffic Lights

1800 222 2223

**TELECOMMUNICATION SERVICES**

Local Directory Enquiry

100

Operator-assisted International Telephone Calls

104

Enquiry / Application for Residential Phone Service

1609

Enquiry / Application for Business Phone Service

1606

Telephone Fault Reporting

1608

Operator-assisted Yellow Pages Enquiry Service

1900 777 7777

**DIAL-A-CAB SERVICE**

NTUC Comfort

6552 1111

CITYCAB

6552 2222

TIBS

6555 8888

Smart Cab

6485 7777

Trans Cab

6555 3333

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Outram Road  
Singapore 169608

National University Hospital (S) Pte Ltd 6779 5555  
5 Lower Kent Ridge Road  
Singapore 119074

Tan Tock Seng Hospital 6256 6011  
11 Jalan Tan Tock Seng  
Singapore 308433

KK Women's & Children's Hospital 6293 4044  
100 Bukit Timah Road  
Singapore 229899

Mount Elizabeth Hospital 6737 2666  
3 Mt Elizabeth  
Singapore 228510

Mount Alvernia Hospital 6347 6688  
820 Thomson Road  
Singapore 574 623

Raffles Hospital 63111111  
585 North Bridge Road  
Singapore 188770

Thomson Medical Centre 6250 2222  
339 Thomson Road  
Singapore 307677

Gleneagles Hospital Ltd 6473 7222  
6A Napier Road  
Singapore 258500



**PART 7                      PRESCRIBED BY-LAWS**

**By-Laws Extract from the Second Schedule, of the Supplement of Building Maintenance and Strata Management Act 2004**

The by-laws extracted are pertaining to residential development.

**PRESCRIBED BY-LAWS**

**Noise**

1. A subsidiary proprietor or an occupier of a lot shall not create any noise on a lot or the common property likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot or of any person lawfully using the common property.

**Vehicles**

2. (1) A subsidiary proprietor or an occupier of a lot shall not –
  - (a) park or leave; or
  - (b) permit any invitees of the subsidiary proprietor or occupier to park or leave, any motor vehicle or other vehicle on the common property except with the prior written approval of the management corporation.
- (2) The management corporation shall not unreasonably withhold its approval to the parking or leaving of a motor vehicle or vehicle on the common property.

**Obstruction of common property**

3. (1) A subsidiary proprietor or an occupier of a lot shall not obstruct the lawful use of the common property by any person, except on temporary and non-recurring basis.
- (2) If the management corporation has specified, by resolution, the manner in which furniture or large objects are to be transported through or on common property, a subsidiary proprietor shall not transport any furniture or large object through or on common property except in accordance with that resolution.

**Damage to lawns, etc., on common property**

4. A subsidiary proprietor or an occupier of a lot shall not, except with the prior written approval of the management corporation or as permitted by an exclusive use by-law made under section 33 of the Act for his benefit –
  - (a) Damage any lawn, garden, tree, shrub, plant or flower being part of, or situated on, the common property; or
  - (b) Use for his own purposes as a garden any portion of the common property.

**Alteration or damage to common property**

5. (1) A subsidiary proprietor or an occupier of a lot shall not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property except with the prior written approval of the management corporation.
- (2) An approval given by the management corporation under paragraph (1) shall not authorize any additions to the common property.
- (3) This by-law shall not prevent a subsidiary proprietor or an occupier of a lot, or a person authorized by such subsidiary proprietor or occupier from installing –
  - (a) any locking or other safety device for protection of the subsidiary proprietor's or occupier's lot against intruders or to improve safety within that lot;
  - (b) any screen or other device to prevent entry of animals or insects on the lot;
  - (c) any structure or device to prevent harm to children; or
  - (d) any device used to affix decorative items to the internal surfaces of walls in the subsidiary proprietor's or occupier's lot.
- (4) any such locking or safety device, screen, other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, in keeping with such guidelines as the management corporation may prescribe regarding such installations, and with the appearance of the rest of the building.

- (5) The subsidiary proprietor and occupier of a lot shall –
- (a) maintain and keep in a state of good and serviceable repair any installation or structure referred to in paragraph (3) notwithstanding that it forms part of the common property and services the lot; and
  - (b) repair any damage caused to any part of the common property by the installation or removal of any locking or safety device, screen, other device or structure referred to in paragraph (3) notwithstanding that it forms part of the common property and services the lot.

**Behaviour of subsidiary proprietors and occupiers**

6. A subsidiary proprietor or an occupier of a lot, when on a lot or the common property, shall be adequately clothed and shall not use language or behave in a manner likely to cause offence or embarrassment to the subsidiary proprietor or occupier of another lot or to any person lawfully using the common property.

**Children playing on common property**

7. A subsidiary proprietor or an occupier of a lot shall take all reasonable steps to ensure that any child, of whom he has control when playing upon the common property, shall not –
- (e) cause any damage to the common property; or
  - (f) create any noise likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot.

**Behaviour of invitees**

8. A subsidiary proprietor or an occupier of a lot shall take all reasonable steps to ensure that his invitees (including customers and staff) do not behave in a manner likely to interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot or of any person lawfully using the common property.

**Depositing rubbish, etc., on common property**

9. A subsidiary proprietor or an occupier of a lot shall not deposit or throw on the common property any rubbish, dirt, dust or other material or discarded item except with the prior written approval of the management corporation.

**Drying of laundry**

10. A subsidiary proprietor or an occupier of a lot shall not, except with the prior written approval of the management corporation, hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the subdivided building, other than at areas designated for the purpose and there only for a reasonable period.

**Cleaning windows**

11. A subsidiary proprietor or an occupier of a lot shall keep clean all exterior surfaces of glass in windows and doors on the boundary of the lot which are not common property, unless –
- (g) the management corporation resolves that it will keep the glass or specified part of the glass clean; or
  - (h) that glass or part of the glass cannot be accessed by the subsidiary proprietor or occupier of the lot safely or at all.

**Storage of flammable material**

12. (1) A subsidiary proprietor or an occupier of a lot shall not, except with the prior written approval of the management corporation, use or store upon his lot or upon the common property any flammable chemical liquid, gas or other flammable material.

(2) This by-law shall not apply to chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any chemicals, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

(3) Nothing in this by-law authorize any subsidiary proprietor or occupier of a lot to use or store upon his lot or upon the common property any flammable chemical, liquid, gas or other flammable material in a manner that would contravene any relevant written law applicable to the use or storage of such substance or materials.

### **Refuse disposal**

13. (1) A subsidiary proprietor or an occupier of a lot within a strata title plan that has chutes or shared receptacles for the disposal of refuse or for recyclable materials or waste shall –
- (i) ensure that before any refuse, recyclable material or waste is thrown into the chute or receptacle it is –
    - i. in the case of refuse, securely wrapped in plastic bags or other similar materials; or
    - ii. in the case of recyclable material or waste intended for recycling, separated and prepared in accordance with the applicable recycling guidelines; and
  - (j) not dispose of any large object into the chutes which may obstruct the free fall of refuse un the chutes.
- (2) A subsidiary proprietor or an occupier of a lot within a strata title plan that does not have any chute or shared receptacle for the disposal of refuse or for recyclable material or waste –
- (a) shall maintain such receptacles within his lot, or on such part of the common property as may be authorized by the management corporation, in clean and dry condition and (except in the case of receptacles for recyclable material adequately covered;
  - (b) shall ensure that before refuse, recyclable material or waste is placed in the receptacle it is securely wrapped or, in the case of tins or other containers, completely drained or, in the case of recyclable material or the applicable recycling guidelines;
  - (c) for the purpose of having the refuse collected, shall place the receptacle within an area designated for that purpose by the management corporation and at a time not more than one hour before the time at which refuse, recyclable material or waste is normally collected;
  - (d) when the refuse has been collected, shall promptly return the receptacle to his lot or other area referred to in sub-paragraph (a);
  - (e) shall not place anything in the receptacle of the subsidiary proprietor or occupier if any other lot except with the permission of that subsidiary proprietor or occupier; and
  - (f) shall promptly remove anything which he or the refuse or recycling collector may have spilled form the receptacle and shall take such action as may be necessary to clean the area within which that thing was so spilled.
- (3) Nothing in this by-law requires any subsidiary proprietor or occupier of a lot to dispose of any chemical, biological, toxic or other hazardous waste in a manner that would contravene any relevant written law applicable to the disposal of such waste.

### **Keeping of animals**

14. A subsidiary proprietor or an occupier of a lot shall not keep animal upon his lot or the common property which may cause annoyance to the subsidiary proprietors or occupiers of other lots.

### **Duty to maintain lot**

15. A Subsidiary proprietor or an occupier of a lot shall maintain his lot including all sanitary fittings, water, gas, electrical and air-conditioning pipes and apparatus thereof in a food condition so as not to cause annoyance to the subsidiary proprietors or occupiers of other lots.

### **Lot not to be used for purpose injurious to building reputation**

16. A subsidiary proprietor or an occupier of a lot shall not use his lot for any purpose (illegal or otherwise) which may be injurious to the reputation of the subdivided building.

### **Change in use of lot to be notified**

17. A subsidiary proprietor or an occupier of a lot shall, without delay, notify the management corporation if the subsidiary proprietor or occupier changes the existing use of the lot.

### **Prevention of fire and other hazards**

18. (1) A subsidiary proprietor or an occupier of a lot shall not do any thing or permit any of his invitees to do any thing on the lot or common property that is likely to affect the operation of fire safety devices in the parcel or to reduce the level of fire safety in the lots or common property.

(2) A subsidiary proprietor or an occupier of a lot shall also not do any thing or permit any of his invitees to do any thing on the lot or common property that is likely to create a hazard or danger to the owner or occupier of another lot or any person lawfully using the common property.

(3) Without prejudice to the generality of paragraph (2), a subsidiary proprietor or an occupier of a lot shall not place, put up or display any article or object on or by any window or on any balcony of, or outside, the lot in a manner which is likely to cause any damage to property or injury to life to any person lawfully using the common property.

**Control on hours of operation and use of facilities**

19. (1) The management corporation may, by special resolution, make any of the following determinations if it considers the determination appropriate for the control, management, administration, use or enjoyment of the common property comprised in its strata title plan:

- (k) that commercial or business activities may be conducted on the common property only during certain times;
- (l) that facilities situated on the common property may be used only during certain times or on certain conditions.

(2) Every subsidiary proprietor and occupier of a lot shall comply with a determination referred to in paragraph (1).

**Provision of amenities or services**

20. (1) The management corporation may, by special resolution, determine to enter into arrangement for the provision of all or any of the following amenities or services to one or more of the lots, or to the subsidiary proprietors or occupiers of one or more of the lots comprised in its strata title plan:

- (m) security services;
- (n) garbage disposal and recycling services;
- (o) cleaning or domestic services;
- (p) promotional services or advertising

(2) If a management corporation makes a resolution referred to in paragraph (1) to provide an amenity or services to a lot or to the subsidiary proprietor or occupier of a lot, the management corporation must indicate in the resolution the amount for which, or the conditions on which, it will provide the amenity or service.

# **APPENDICES**

## **FORMS**

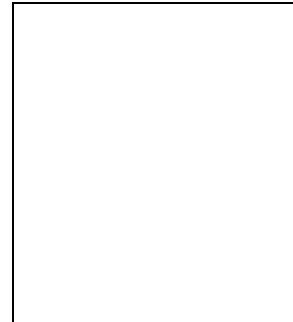


**BSVPL – Maintenance Fund A/c (Paterson Suites)**  
 55 Paterson Road #B1-04  
 Singapore 238550  
 Tel. No.: 6634 7938 Fax. No.: 6634 7950  
 Email: [management@paterson-suites.com.sg](mailto:management@paterson-suites.com.sg)

**REGISTRATION FORM FOR PET(S) IN THE ESTATE**

**Dog’s / Cat’s Particulars**

Name of Dog / Cat : \_\_\_\_\_  
 Breed of Dog / Cat : \_\_\_\_\_  
 Licence No : \_\_\_\_\_



**(Please attached photo of Dog’s and Cat’s)**

**Owner’s Particulars**

Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone : \_\_\_\_\_ (H)  
 \_\_\_\_\_ (O)  
 \_\_\_\_\_ (H/P)  
 Passport/NRIC No. : \_\_\_\_\_

**DECLARATION BY OWNER/TENANT**

I declare that I am residing at Paterson Suites and that all the above particulars given by me are true and correct.

I have read and agree to abide by all the terms and conditions stated in the House Rules.

\_\_\_\_\_  
 Passport / NRIC No. & Signature

\_\_\_\_\_  
 Date

## Terms and Conditions of Pets

- b. Residents may only keep household pets provided that the number is not excessive. Only dogs of small breed as defined by the relevant authorities are allowed.
- c. Pets on common property must be leashed at all times.
- d. Resident shall not feed or clean any pets in the common areas.
- e. All dogs must be kept on leashes and under control of their owners at all times.
- f. Resident shall ensure all dogs above 3 months of age must be licensed under the Animal and Birds (Dogs Licensing and Control) Rules.
- g. The licence badge must be securely attached by means of a collar to the neck of the dog.
- h. A dog of a breed classified as dangerous or potentially dangerous or fierce (Category A and B dogs by AVA) are not allowed in the Estate.
- i. Where household pets are kept, they must not cause any nuisance or disturbance to other occupants, failing which they shall be promptly and permanently removed from the Condominium upon notice given by the Management.
- j. Residents with household pets should observe the following rules:
  - (i) Pets are not allowed to be in swimming pool, gymnasium room, multi-purposes room and playground. When in transit in lifts they shall be carried or on a short leash. Owner who has book the barbeque pit may bring their pets along, however it has to be leashed at all time.
  - (ii) Pets are not allowed in the recreational areas.
  - (iii) Pet owner shall seek to ensure that their household pets do not discharge excrement within the common areas and the pets' owners shall remove all pets' waste.
  - (iv) Residents shall be responsible for the cost of repairing and cleaning of areas being damaged or littered by their pets.
- k. Livestock, poultry and other non-household pets such as monkey; snakes etc. are not permitted in the Condominium.
- l. Livestock or other animals shall not be allowed or kept in any part of the building, except that dogs, cats and other common household pets, not exceeding a reasonable number, may be kept by the residents in their respective apartments. All dogs must be kept on leash and under the control of their owners at all times. Pet owners should accompany their pets at all times while on the common property. Pets that cause nuisance or unreasonable disturbance to any resident shall be promptly restrained upon notice given by the Management. Pet owners shall be held responsible for the nuisance caused by their pets.
- m. **Residents who do not observe the rules regarding the keeping of pets or whose pets cause any nuisance or disturbance to other residents shall remove their pets from the Condominium within 7 days upon a notice given by the Management. Failing which, the Management has the right to authorize the removal of the pets and all costs incurred will be borne by the owners of the pets.**

### DECLARATION BY OWNER/TENANT

I declare that I am residing at the Paterson Suites and that all the above particulars given by me are true and correct.

I have read and agree to abide by all the terms and conditions stated in the above and House Rules.

\_\_\_\_\_  
Passport / NRIC No. & Signature

\_\_\_\_\_  
Date





Date:

To: *BSVPL – Maintenance Fund A/C (Paterson Suites)*  
55 Paterson Road #B1-04  
Singapore 238550

### LETTER OF UNDERTAKING

I / We, hereby deposit a sum of S\$2,000.00 (free of interest) with BSVPL – Maintenance Fund A/C (Paterson Suites), being renovation/moving-in or out/delivery deposit for the repairs/ renovations/ any other works being carried out at my / our address \_\_\_\_\_

\_\_\_\_\_ telephone number \_\_\_\_\_

\_\_\_\_\_. During the period from \_\_\_\_\_ to \_\_\_\_\_. I /

We understand that daily operation is from **0900hrs to 1700hrs on weekdays and 0900hrs to 1200noon on Saturdays only. Moving In/Out Activity is strictly not allowed on Sundays and Public Holidays.**

I / We, agree to adhere to the Rules & Regulations laid down and understand that the renovation/moving-in or out/delivery deposit will be refunded, free of interest, subject to compliance with the conditions stated under these Rules & Regulations and to all claims by the Management arising out of or in the course of the execution of such work,

Name of Owner: \_\_\_\_\_ and/or \_\_\_\_\_

NRIC No.: \_\_\_\_\_ and/or \_\_\_\_\_

Contact No.: \_\_\_\_\_ and/or \_\_\_\_\_

Signature(s) & Date: \_\_\_\_\_ and/or \_\_\_\_\_

Date:  
To: *BSVPL – Maintenance Fund A/C (Paterson Suites)*  
55 Paterson Road #B1-04  
Singapore 238550

**IRREVOCABLE LETTER OF RELEASE AND UNDERTAKING**

I / We \_\_\_\_\_ holders of NRIC No. \_\_\_\_\_ and/or \_\_\_\_\_ being the purchasers of the property known as Block \_\_\_\_ # \_\_\_\_ – \_\_\_\_ Paterson Suites Singapore \_\_\_\_\_ hereby undertake that I / we be solely responsible to make good any damages whatsoever and howsoever arising as a result of the moving-in or out / delivery that carried out or to be carried out by me / us in my / our name in respect of the said premises and I / we further undertake and release you from any liability whatsoever arising from the foresaid works and in the event of such claims arising, we hereby indemnify you from all claims, damages brought or instituted against you and shall bear all legal costs, expenses incurred or to be incurred by you as a result of defending such claims or actions.

Name of Owner: \_\_\_\_\_ and/or \_\_\_\_\_  
NRIC No.: \_\_\_\_\_ and/or \_\_\_\_\_  
Contact No.: \_\_\_\_\_ and/or \_\_\_\_\_  
Signature(s) & Date: \_\_\_\_\_ and/or \_\_\_\_\_

**BSVPL – Maintenance Fund A/c (Paterson Suites)**

55 Paterson Road #B1-04

Singapore 238550

Tel. No.: 6634 7938

Fax. No.: 6634 7950

Email: [management@paterson-suites.com.sg](mailto:management@paterson-suites.com.sg)



**APPLICATION FOR CAR PARKING LABEL – FOR 1<sup>ST</sup> CAR ONLY**

Part I : Driver's Particulars	
Name:	Tel: _____ HP: _____
Unit No.:	IU No.:
Brand of Vehicle	Vehicle Reg. No:

Terms and conditions for application of car park disc:

- \* A car park label issued is not transferable for use on another vehicle.
- \* A car park label should be displayed prominently on the front left windscreen of the vehicle for easy identification by security personnel.
- \* All lost / replacement of car park label shall be subjected to a charge of **S\$50.00** per label and payment will be payable to 'BSVPL – Maintenance Fund A/C (Paterson Suites)'.  
For Tenant-Resident, an admin fee of S\$10.00 and a refundable deposit of \$50.00 (free of interest) will be required and shall be refunded only upon returning the car disc to the Management before or on the expiry of the tenancy agreement.
- \* For any change in vehicles, an administrative fee of S\$10.00 will be imposed. The resident must reapply from the management and forward a copy of the vehicle log card to the Management Office.
- \* All vehicle parked in the condominium will be at owner's risk. The management shall not be liable for any theft, damage or other misdemeanor cause to the vehicle and/or their content.
- \* No major repair of vehicle, which involves excessive noise or any spillage of oil, may be carried out within the estate.
- \* Residents are requested to park their car in a manner so as not to cause obstruction to the management.
- \* Please return the car park label to the Management Office if you are no longer the owner or tenant of Paterson Suites.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Application applied on

**(Read and agreed on the above terms and conditions)**

Part II: For official use
For car park application (please tick)
( ) 1 <sup>st</sup> Car
( ) Change of Vehicle (Previous Car no _____)
( ) Loss / Replacement for Car Disc
Mode of Payments:
Cash for replacement of loss of car park disc.
( ) Cheque no: _____ Bank: _____ Amount: _____
( ) Cash      Receipt No.: _____      Received By: _____
Remarks: _____ * Tick where appropriate



\_\_\_\_\_  
Name of applicant  
(Owner of unit)

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Contact Number of Applicant: \_\_\_\_\_

**Note: Any modification pertaining to the structure of the building MUST be accompanied with a Professional Engineer's certification.**

**Each application form shall accompany with a cheque / cash of S\$2,000.00 made payable to: BSVPL - Maintenance Fund A/C (Paterson Suites) before the commencing of works.**

## RENOVATION CONTRACTORS' PARTICULARS

UNIT NO. \_\_\_\_\_

### PARTICULARS

Name of company:

\_\_\_\_\_

Address & telephone number :

\_\_\_\_\_

Name of applicant on behalf of the company: \_\_\_\_\_

Person to contact : \_\_\_\_\_  
(In case of emergency)

Pager number : \_\_\_\_\_ Handphone number: \_\_\_\_\_

- List of Sub-contractors: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

Estimated Period of Work from \_\_\_\_\_ to \_\_\_\_\_  
excluding Saturdays, Sundays and Public Holidays (if any, please state):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **For Official Use**

( ) Cheque no: \_\_\_\_\_ Bank: \_\_\_\_\_ Amount: \_\_\_\_\_

( ) Cash                      Receipt No.: \_\_\_\_\_  
\* Tick where appropriate  
Officer

Received By: \_\_\_\_\_  
Signature of Approval

Payment Returned on: \_\_\_\_\_ Recipient acknowledgment: \_\_\_\_\_

**INDEMNITY FORM**

I / We M/s \_\_\_\_\_  
address \_\_\_\_\_  
telephone number \_\_\_\_\_  
the house contractor/s of unit number \_\_\_\_\_

hereby deposit a sum of \$2,000.00 with the Management of Paterson Suites, as outlined in the Terms and Conditions for Renovation. I / We undertake to rectify / replace / repaint any faults / damages / loss of the common property belonging to Paterson Suites caused by my workmen. Should such rectification, replacement and re-painting not completed by me or my company, the refundable sum of \$2,000.00 deposited with the Management should be used to rectify / remedy / repaint the faults.

\_\_\_\_\_  
Signature of Owner  
  
Name: \_\_\_\_\_  
  
NRIC No.: \_\_\_\_\_  
  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor/ Company Stamp  
  
Name: \_\_\_\_\_  
  
NRIC No.: \_\_\_\_\_  
  
Date: \_\_\_\_\_

## DECLARATION

I/We declare that I/we have read and understood all the above terms and conditions of renovation and agree to abide by them.

I/We undertake to ensure that my/our renovations shall not in any way jeopardise the C.S.C. approval (Certificate of Statutory Completion) for the whole Condominium and if it does, I/we shall be fully responsible for the consequences.

I/We shall be fully responsible to reimburse the Management if the security deposit is inadequate to defray all costs of making good of the damages to the common properties and removal of debris.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Contractor/ Company Stamp

Name: \_\_\_\_\_

Name: \_\_\_\_\_

NRIC No.: \_\_\_\_\_

NRIC No.: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Date:

To: **BSVPL – Maintenance Fund A/C (Paterson Suites)**  
55 Paterson Road #B1-04  
Singapore 238550

**LETTER OF UNDERTAKING**

I / We, hereby deposit a sum of S\$2,000.00 (free of interest) with the Management, being renovation/moving-in or out/delivery deposit for the repairs/renovations/any other works being carried out at my / our address \_\_\_\_\_  
telephone number \_\_\_\_\_.

During the period from \_\_\_\_\_ to \_\_\_\_\_. I / We understand that daily operation is from 0900hrs to 1700hrs. on weekdays only.

I / We, agree to adhere to the Rules & Regulations laid down and understand that the renovation deposit will be refunded, free of interest, subject to compliance with the conditions stated under these Rules & Regulations and to all claims by the Management arising out of or in the course of the execution of such work,

Name of Owner: \_\_\_\_\_ and/or \_\_\_\_\_

NRIC No.: \_\_\_\_\_ and/or \_\_\_\_\_

Contact No.: \_\_\_\_\_ and/or \_\_\_\_\_

Signature(s) & Date: \_\_\_\_\_ and/or \_\_\_\_\_

Date:

To: **BSVPL – Maintenance Fund A/C (Paterson Suites)**  
55 Paterson Road #B1-04  
Singapore 238550

**IRREVOCABLE LETTER OF RELEASE AND UNDERTAKING**

I / We \_\_\_\_\_ holders of  
NRIC No. \_\_\_\_\_ and/or \_\_\_\_\_ being the purchasers of the  
property known as # \_\_\_\_ – \_\_\_\_ Paterson Suites Singapore \_\_\_\_\_ hereby undertake that I /  
we be solely responsible to make good any damages whatsoever and howsoever arising as a result of  
the renovation / delivery that carried out or to be carried out by me / us in my / our name in respect of  
the said premises and I / we further undertake and release you from any liability whatsoever arising  
from the foresaid renovation / alteration works and in the event of such claims arising, we hereby  
indemnify you from all claims, damages brought or instituted against you and shall bear all legal costs,  
expenses incurred or to be incurred by you as a result of defending such claims or actions.

Name of Owner: \_\_\_\_\_ and/or \_\_\_\_\_

NRIC No.: \_\_\_\_\_ and/or \_\_\_\_\_

Contact No.: \_\_\_\_\_ and/or \_\_\_\_\_

Signature(s) & Date: \_\_\_\_\_ and/or \_\_\_\_\_



**BSVPL – Maintenance Fund A/c (Paterson Suites)**  
55 Paterson Road #B1-04  
Singapore 238550  
Tel. No.: 6634 7938 Fax. No.: 6634 7950  
Email: [management@paterson-suites.com.sg](mailto:management@paterson-suites.com.sg)

## APPLICATION FORM FOR RESIDENT PASS

Please read and comply with the terms and conditions as stipulated in the resident's handbook

### **(A) SUBSIDIARY PROPRIETOR'S PARTICULARS**

Name : I) \_\_\_\_\_ Age: \_\_\_\_ (Nationality: \_\_\_\_\_)  
II) \_\_\_\_\_ Age: \_\_\_\_ (Nationality: \_\_\_\_\_)

### **OCCUPANT'S PARTICULARS**

Name : (I) \_\_\_\_\_ Age: \_\_\_\_ (Relationship: \_\_\_\_\_)  
(II) \_\_\_\_\_ Age: \_\_\_\_ (Relationship: \_\_\_\_\_)  
(III) \_\_\_\_\_ Age: \_\_\_\_ (Relationship: \_\_\_\_\_)  
(IV) \_\_\_\_\_ Age: \_\_\_\_ (Relationship: \_\_\_\_\_)  
(V) \_\_\_\_\_ Age: \_\_\_\_ (Relationship: \_\_\_\_\_)

Address : \_\_\_\_\_  
\_\_\_\_\_

Tel : \_\_\_\_\_ (H) \_\_\_\_\_ (O) \_\_\_\_\_ (HP)

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

Vehicle No.: \_\_\_\_\_ (\*Personal/Rental/Company)

Date of Moving In : \_\_\_\_\_

### **(B) TENANT'S PARTICULARS**

Name : I) \_\_\_\_\_ Age: \_\_\_\_ (Nationality: \_\_\_\_\_)  
II) \_\_\_\_\_ Age: \_\_\_\_ (Nationality: \_\_\_\_\_)

### **OCCUPANT'S PARTICULARS**

Name : (I) \_\_\_\_\_ Age: \_\_\_\_ (Relationship: \_\_\_\_\_)  
(II) \_\_\_\_\_ Age: \_\_\_\_ (Relationship: \_\_\_\_\_)  
(III) \_\_\_\_\_ Age: \_\_\_\_ (Relationship: \_\_\_\_\_)

**\* For Tenant-Resident, an administrative fee of S\$30.00 and a refundable deposit of \$50.00 (free of interest) will be required and shall be refunded only upon returning the resident pass to the Management before or on the expiry of the tenancy agreement.**

Address : \_\_\_\_\_  
\_\_\_\_\_

Tel : \_\_\_\_\_ (H) \_\_\_\_\_ (O)  
\_\_\_\_\_ (HP) Email Add : \_\_\_\_\_

Vehicle No.: \_\_\_\_\_ (\*Personal/Rental/Company)

Date of Moving In : \_\_\_\_\_

Term of lease : \_\_\_\_\_

Period of Lease : \_\_\_\_\_ to \_\_\_\_\_

**For Official Use Only:**

( ) Cheque no: \_\_\_\_\_ Bank: \_\_\_\_\_ Amount: \_\_\_\_\_

( ) Cash Receipt No.: \_\_\_\_\_ Received By: \_\_\_\_\_  
Signature of Approval Officer

\* Tick where appropriate

Payment Returned On: \_\_\_\_\_ Recipient acknowledgement: \_\_\_\_\_

**The submission of this application form does not imply that the Management should update official correspondence address of an owner to the address indicated in this form. The owner is required to formally notify the Management regarding a change on address.**

**BSVPL – Maintenance Fund A/c (Paterson Suites)**  
55 Paterson Road #B1-04  
Singapore 238550  
Tel. No.: 6634 7938 Fax. No.: 6634 7950  
Email: [management@paterson-suites.com.sg](mailto:management@paterson-suites.com.sg)



## APPLICATION FOR RESIDENT PROXIMITY CARD / LIFT ACCESS CARD

Please read and comply with the terms and conditions as stipulated in the resident's handbook

Name: _____	
NRIC No. _____	Unit No: _____
Status: Owner	<b>Additional / Replacement* (\$\$50.00 per card)</b>
Contact no: _____ (h) _____ (hp)	
_____ (o)	
Signature : _____	Date: _____
<b>For Official Use Only:</b>	
Proximity / Lift Access* Card serial no.: _____	
Date of Issue: _____	Receipt No.: _____
( <input type="checkbox"/> ) Cheque no: _____ Bank: _____ Amount: _____	
( <input type="checkbox"/> ) Cash	Received By: _____
* Tick where appropriate	Signature of Approval Officer

***The submission of this application form does not imply that the Management should update official correspondence address of an owner to the address indicated in this form. The owner is required to formally notify the Management regarding a change on address.***

**BSVPL – Maintenance Fund A/c (Paterson Suites)**

55 Paterson Road #B1-04

Singapore 238550

Tel. No.: 6634 7938

Fax. No.: 6634 7950

Email: [management@paterson-suites.com.sg](mailto:management@paterson-suites.com.sg)



**APPLICATION FOR THE USE OF BBQ PITS**

Applicant's Name: \_\_\_\_\_ Owner ( ) / Tenant ( )

Unit \_\_\_\_\_ Date of use: \_\_\_\_\_ No. of people: \_\_\_\_\_

Tel: \_\_\_\_\_ (h) \_\_\_\_\_ (hp)

Pit no. 1 / 2 Session: First / Second

**Operating Hours**

- a. The barbeque pits can be used from 9.00am to 10.00pm daily.
- b. Residents are to abide strictly by the session hours.

**Reservation**

- a. Reservations must be made in person with the Management during office hours on a first-come-first-served basis.
- b. Each application form shall accompany with a **cheque / cash of** an administrative fee of S\$20.00 and **deposit of S\$50.00 (free of interest)** made payable to: **BSVPL – Maintenance Fund A/C (Paterson Suites)** before the event.
- c. The Barbeque Pits shall not be reserved for the purpose of holding corporate or commercial functions.
- d. The maximum number of person attending each reserved function shall not exceed 30.

**Conduct and Responsibilities**

- a. Residents are responsible for the good conduct and behaviour of all persons attending their function.
- b. No live-band and excessive noise are permitted.
- c. Only residents residing in Paterson Suites are permitted to use the barbeque pits.
- d. Subsidiary Proprietors are not permitted to place reservations for other Subsidiary Proprietors of other units.
- e. Residents who reserved the pit must be present at the barbeque pit during the session reserved.

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I agreed to pay a deposit of **S\$50.00 (refundable & free of interest)** to Management for purpose of making good any damage to the facility and / or breach of any of the rules governing the use of the facility. I understand that should the deposit be insufficient to pay for any damages I may cause, I agree to pay the difference immediately. The deposit will be refunded to me after the function if it is ascertained by the Authorized Representative that no damages has been caused and that no rules have been breached. The deposit shall be forfeited if I fail to clean up the entire area immediately to the satisfaction of The Management of Paterson Suites.

I understand that if my application is approved, the onus is still on me to ensure that the activity I am conducting does not contravene any existing laws and regulations in Singapore and I shall indemnify The Management its Agent and employees of any claims that may arise.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Part II: For Official Use	
( ) Cheque no: _____	Bank: _____ Amount: _____
( ) Cash	Receipt No.: _____ Received By: _____
* Tick where appropriate	
Payment Returned on: _____	Recipient acknowledgment: _____

**BSVPL – Maintenance Fund A/c (Paterson Suites)**

55 Paterson Road #B1-04

Singapore 238550

Tel. No.: 6634 7938

Fax. No.: 6634 7950

Email: [management@paterson-suites.com.sg](mailto:management@paterson-suites.com.sg)



**APPLICATION FOR THE USE OF TEPPANYAKI PAVILION**

Applicant's Name: \_\_\_\_\_ Owner ( ) / Tenant ( )

Unit \_\_\_\_\_ Date of use: \_\_\_\_\_ No. of people: \_\_\_\_\_

Tel: \_\_\_\_\_ (h) \_\_\_\_\_ (hp)

Session First / Second

**Operating Hours**

- a. The Pavilions can be used from 9.00am to 10.00pm daily.
- b. Residents are to abide strictly by the session hours.

**Reservation**

- a. Reservations must be made in person with the Management during office hours on a first-come-first-served basis.
- b. Each application form shall accompany with a **cheque / cash** of an administrative fee of S\$30.00 and **deposit of S\$100.00 (free of interest)** made payable to: **BSVPL – Maintenance Fund A/c (Paterson Suites)** before the event.
- c. The Pavilion shall not be reserved for the purpose of holding corporate or commercial functions.
- d. The maximum number of person attending each reserved function shall not exceed 30.

**Conduct and Responsibilities**

- a. Residents are responsible for the good conduct and behaviour of all persons attending their function.
- b. No live-band and excessive noise are permitted.
- c. Only residents residing in Paterson Suites are permitted to use the Pavilion.
- d. Subsidiary Proprietors are not permitted to place reservations for other Subsidiary Proprietors of other units.
- e. Residents who reserved the Pavilion must be present at the Pavilion during the session reserved.

I agreed to pay a deposit of **S\$100.00 (refundable & free of interest)** to Management for purpose of making good any damage to the facility and / or breach of any of the rules governing the use of the facility. I understand that should the deposit be insufficient to pay for any damages I may cause, I agree to pay the difference immediately. The deposit will be refunded to me after the function if it is ascertained by the Authorized Representative that no damages has been caused and that no rules have been breached. The deposit shall be forfeited if I fail to clean up the entire area immediately to the satisfaction of The Management of Paterson Suites.

I understand that if my application is approved, the onus is still on me to ensure that the activity I am conducting does not contravene any existing laws and regulations in Singapore and I shall indemnify The Management its Agent and employees of any claims that may arise.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Part II: For Official Use	
( ) Cheque no: _____	Bank: _____ Amount: _____
( ) Cash	Receipt No.: _____ Received By: _____
* Tick where appropriate	
Payment Returned on:	Recipient acknowledgment:



**BSVPL – Maintenance Fund A/c (Paterson Suites)**  
 55 Paterson Road #B1-04  
 Singapore 238550  
 Tel. No.: 6634 7938 Fax. No.: 6634 7950  
 Email: [management@paterson-suites.com.sg](mailto:management@paterson-suites.com.sg)



**APPLICATION FOR THE USE OF FUNCTION ROOM**

Applicant's Name: \_\_\_\_\_ Owner ( ) / Tenant ( )  
 Unit \_\_\_\_\_ Date of use: \_\_\_\_\_ No. of people: \_\_\_\_\_  
 Tel: \_\_\_\_\_ (h) \_\_\_\_\_ (hp) Session: First / Second

**Operating Hours**

- a. The function room can be used daily from 9.00am to 10.00pm.
- b. Residents are to abide strictly by the session hours.

**Reservation**

- a. Reservations must be made in person with the security guard at the main guard house on a first-come-first-served basis.
- b. The Function Room shall not be reserved for the purpose of holding corporate or commercial functions.
- c. The maximum number of persons attending each reserved function shall not exceed 30.
- d. An administrative fee of S\$30.00 and **deposit of S\$100.00 (free of interest)** is payable 2 weeks in advance of the actual date of booking. It shall be made payable to "**BSVPL – Maintenance Fund A/C (Paterson Suites)**".

**Conduct and Responsibilities**

- a. Residents are responsible for the good conduct and behaviour of all persons attending their function.
- b. No live-band and excessive noise are permitted.
- c. Only residents residing in Paterson Suites are permitted to use the Function Room.
- d. Subsidiary Proprietors are not permitted to place reservations for other Subsidiary Proprietors of other units.
- e. Residents who reserved the Function Room must be present at the Multi-purposes room during the session reserved.

I agreed to pay a deposit of **S\$100.00 (refundable & free of interest)** to Management for purpose of making good any damage to the facility and / or breach of any of the rules governing the use of the facility. I understand that should the deposit be insufficient to pay for any damages I may cause, I agree to pay the difference immediately. The deposit will be refunded to me after the function if it is ascertained by the Authorized Representative that no damages has been caused and that no rules have been breached. The deposit shall be forfeited if I fail to clean up the entire area immediately to the satisfaction of The Management of Paterson Suites.

I understand that if my application is approved, the onus is still on me to ensure that the activity I am conducting does not contravene any existing laws and regulations in Singapore and I shall indemnify The Management its Agent and employees of any claims that may arise.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

<b>Part II: For Official Use</b>	
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## **DISCLAIMER**

While every reasonable care has been taken in preparing this attached information, the Developer and its Managing Agent cannot be held responsible for any inaccuracies. All statements are believed to be correct but are not to be regarded as statements or representations of fact.  
All information is current at the time of going to press and is subject to changes.