

SCHEDULE OF STATUTORY CONTROLS FOR LAND, STANDARD FACTORY AND WORKSHOP CUSTOMERS

Contents

- A. Introduction
- B. Submission of Plans
- C. Guidelines on Industrial Safety
- D. Compliance with Regulatory Requirements
- E. Application for Utilities
- F. Construction and Erection of Structures
- G. List of Relevant Authorities

A. Introduction

This schedule of statutory controls informs our customers of their obligations to the relevant governmental and statutory authorities (“Authorities”). It contains the conditions and requirements under the jurisdiction of the Authorities which our customers are legally bound to comply and ensure compliance with, at our customers’ own cost and expense.

Please note that the statutory controls listed in this schedule are not exhaustive and serve merely as a guide to help our customers phase in. The responsibility and onus still lies with our lessees, licensees or tenants to familiarise themselves with all the requirements of the Authorities.

The information contained in this handbook, which was prepared in September 2009, is subject to change. While every reasonable care has been taken in providing this information, JTC Corporation (“JTC”) cannot be held responsible for any errors, inaccuracies or changes arising therefrom.

B. Submission of Plans

B1 For Land Only

B1.1 You must engage at your own cost and expense a Qualified Person to prepare and submit plans showing the site layout, landscaping, perspectives, elevations and specifications of buildings and other structures. All plans must be submitted firstly to the Land Planning Division of JTC for its consent as the landowner, and then to the Authorities (URA, BCA, FSSD, PUB, LTA, NParks, etc) for their written approval.

B1.2 All plans must also comply with all the relevant laws and regulations of the Authorities including Urban Redevelopment Authority (URA), Building and Construction Authority (BCA), Fire Safety and Shelter Department (FSSD) and National Environment Agency (NEA).

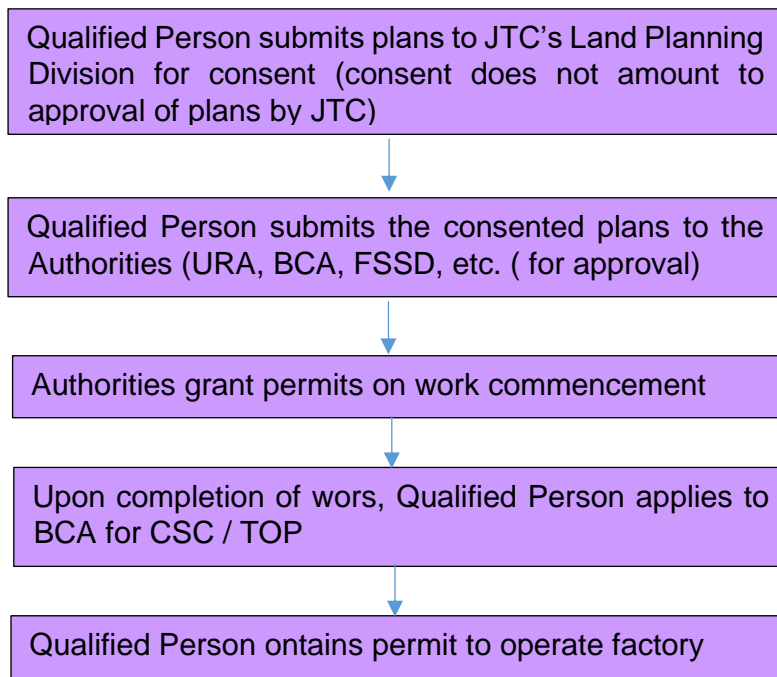
B2 For Land, Standard Factory and Workshop

B2.1 If you wish to carry out any additions or alterations to the Land / Building (Premises), you must submit the floor layout plans of your factory in accordance with the terms of your Tenancy / Licence / Lease. You must proceed with the preparation and submission of the plans in accordance with the procedures stated in the **“Plan Consent”** in the JTC website.

B2.2 All additions, alterations and erections of buildings and structures on the Premises must be granted consent by JTC's Land Planning Division as the landowner and approved by the relevant Authorities (e.g. URA, BCA, FSSD, PUB, NParks, etc.), before you can commence such works.

B2.3 For new development on JTC vacant land, erection, reconstruction / extension, and addition and alteration works, you may submit plans to JTC's Land Planning Division for consent under the URA Plan Lodgement Scheme. You are advised to refer to JTC website (<http://www.jtc.gov.sg>) on details of the scheme before deciding on the channel of plan submission.

B2.4 You must not commence work until a permit for the commencement of works has been issued by BCA. A Qualified Person as defined under the Building Control Act (a professional engineer or registered architect) must be engaged to assist in the following process:



B3 For Standard Factory and Workshop Only

With regard to the Certificate of Statutory Compliance (CSC) and Temporary Occupation Permit (TOP), you are advised not to do, permit or suffer to be done anything which will affect the structure of the building and which may delay or prevent the issuance of the CSC or TOP from BCA with respect to the building.

C. Guidelines on Industrial Requirements

C1 Fire Safety (For Standard Factory and Workshop Only)

C1.1 In accordance with the requirements of the Fire Safety and Shelter Department (FSSD), you must, upon possession of the Premises, activate the alarm device and exit and evacuation lighting system in order to keep the system operational at all times. In addition, you must maintain and keep all fire-fighting installations and equipment at the Premises (including the fire alarm system, hose reels and valves) operational and in good and proper working order at all times.

C1.2 If the existing fire alarm and extinguishing system in the Premises does not suit or is inadequate for your activities, or does not comply with the requirements of FSSD due to modifications of the Premises, you must carry out the

necessary modification works only after obtaining JTC's consent.

C1.3 In accordance with the requirements of FSSD:

- (i) You must not obstruct, cause or permit any form of obstruction of any fire-fighting installations and equipment but at all times provide sufficient access / escape routes and passageways; and
- (ii) You must engage a registered electrical consultant or professional engineer to undertake the planning, design, supervision and maintenance of the fire alarm and heat / smoke detector system, including any alterations of the existing automatic fire alarm and sprinkler system installation.

The electrical consultant or professional engineer must submit the fire alarm drawings to FSSD for approval. A qualified professional engineer must sign all air-conditioning, fire alarm and sprinkler system plans.

C2 Exit Lighting, Exit Sign and Emergency Lightings

In accordance with FSSD's stipulations, you must install:

C2.1 Exit lighting and exit signs at exit passageways and exits of the Premises; and

C2.2 Emergency lighting shall be provided in the occupied areas, e.g. in the production area, the area where there is no explicit paths leading to corridors, lobbies and exits, and toilets of the Premises.

D. Compliance with Regulatory Requirements

D1 Preliminary Clearance

You must comply with the requirements of the Development Control and Licensing Division of National Environment Agency (NEA), Public Utilities Board (PUB) and other Authorities pursuant to your application for preliminary clearance.

D2 Alteration of Master Plan

You must ensure that the authorised / permitted use under your Tenancy / Licence / Lease complies with the Master Plan Zoning. If you require a change of zoning (and therefore an alteration of the Master Plan) you must:

D2.1 Obtain prior written approval from JTC and Urban Redevelopment Authority (URA); and

D2.2 Pay fees charged by URA and any other charges which may be imposed on or to JTC in connection with the Master Plan alteration.

D3 Change of Use of the Premises

Changing the use of the Premises can render your operations incompatible with your neighbours and cause a breach of your agreement(s) with JTC and/or violate the regulations and requirements of the Authorities such as DCLD of NEA, the Water Department of PUB and URA.

If you wish to change the use of the Premises, you must submit an application for the change of use for JTC's approval, and seek clearance from the Authorities, such as DCLD of NEA and URA.

D4 URA's "60/40 Rule"

URA's guideline specifies that at least 60% of the total gross floor area (GFA) of your Premises should be set aside for industrial / warehousing activities and ancillary stores. The remaining GFA can be used for offices, neutral areas, communal facilities and other such practices endorsed in writing by JTC and the Authorities.

You must not use the Premises as a commercial office for purposes unrelated to your authorised / permitted use under your Tenancy / Licence / Lease.

You are advised to check URA website (www.ura.gov.sg) on the latest updates to the "60/40 rule".

D5 Operation of Factory

You must comply at all times, with the law, including but not limited to the relevant provisions in any Act, By-Laws, Rules and Regulations, which are now or may in future be in force governing the operation of your factory and to effect at your own expense, changes and improvements as and when required by any of the Authorities.

D6 Pollution

The DCLD of NEA requires you to take adequate measures to prevent air pollution, and to implement at your own cost measures for minimising air, noise and other forms of pollution.

If you intend to carry out any activity which would cause substantial pollution or increase the level of such pollution, you are required to conduct a pollution control study. The pollution control study shall contain the following:

- (i) Identification of the sources of emission of air pollutants, discharge of trade effluent, generation of wastes and emission of noise; and
- (ii) Quantification and evaluation of the impact of pollutive emissions; and
- (iii) Recommendations on the measures to be incorporated in the design and operation of the Premises to reduce the pollutive emissions to acceptable levels that would not result in nuisance, inconvenience, annoyance to others or cause damage, injury, loss or inconvenience to you or to the licensees, tenants, lessees or occupiers of any adjoining or neighbouring premises or the environment.

D7 Disposal of Waste

You must make good and sufficient provision for the efficient disposal of all waste including but not limited to pollutants generated at the Premises to the requirements and satisfaction of JTC and NEA.

D8 Drainage and Sewerage Systems

You must undertake the construction of an internal drainage system within the Premises to the reasonable satisfaction of JTC.

The Drainage Department and Sewerage Department, both of PUB, require you to ensure that:

D8.1 All water collected in the Premises is discharged into the public drains and sewers; and

D8.2 No slit, oil, chemicals, debris, etc. is discharged into any public drains, sewers or watercourses.

Before you carry out any connection works, you must obtain the sewerage and drainage interpretation plans from the Drainage Department and Sewerage Department and consult them with regard to the existing sewerage and drainage systems.

D9 Construction Works near Deep Tunnel Sewerage System and Link Sewers

The Qualified Person and Professional Engineer engaged by you are advised to consult PUB for any proposed work in the vicinity of the Deep Tunnel Sewerage System or Link Sewers.

It is an offence under the Sewerage and Drainage Act (SDA) to erect any building or structure over, across or adjacent to any sewer or sewerage system without PUB's prior approval. Please note that works which require PUB's approval have to be supervised by the Qualified Person and Professional Engineer.

D10 Factory Inspectorate

In order to obtain a factory licence before you commence operations, you must complete and submit the attached form, "**Particulars to be Submitted by Occupiers or Intending Occupiers of Factories**" directly to the Chief Inspector of Factories, Occupational Safety Department, Ministry of Manpower, 18 Havelock Road, #03-02, Singapore 059764 (Tel No. 64385122).

D11 Discharge of Trade Effluents

You must at all times comply and ensure compliance with the trade effluent requirements of the Authorities, including PUB's and NEA's requirements for discharge of trade effluent into public sewers

To facilitate the commencement of your operations, you must also complete the attached form "**Application for Written Permission and Permit to Discharge Trade Effluent**" for permission to discharge trade effluent into the public sewers, and submit it to the

Head, Central Building Plan Department, National Environment Agency, 13th Storey, Environment Building, 40 Scotts Road, Singapore 228231 (Tel No. 62255632).

D12 Advertisement and Licensing

If you wish to install signboards or banners on the external walls of your Premises, you must consult and obtain a permit through the Advertisement Licensing System (ALS) Building and Construction Authority (BCA).

D13 Tree Planting and Landscaping

You must plant trees and landscape the Premises in accordance with the requirements of the National Parks Board (NParks) and other Authorities.

For Biomedical Park and Jurong Island, the above requirement is in addition to JTC's guidelines on landscaping.

D14 Removal of Earth, Clay, Gravel or Sand

In accordance with the requirements of Singapore Land Authority (SLA), you must not sell or dispose of or allow the sale or disposal of any earth, clay, gravel or sand existing in the Premises except so far as necessary for the execution of your approved building works at the Premises.¹

D15 Foreshore and Seabed Structures (For Waterfront Site Only)

If the Premises is a waterfront site, you must obtain the approval of the Authorities, including URA, BCA and Maritime Port Authority of Singapore (MPA), for any proposed foreshore and seabed development, construction or structures. After obtaining the relevant approvals, you must apply to SLA through JTC for a Temporary Occupation License or a foreshore and seabed lease.

D16 Research and Development (Medical)

If the authorised use under your Tenancy / Licence / Lease will include medical or biological R&D activities that involve the testing of animals or other research that may have health implications, you

¹ However, if the Premises is in Jurong Island, the Tuas Hockey Stick or Tuas View Extension areas, you should also note your obligations to JTC under the Building Terms to deposit the sand at JTC's Designated Stockpile Site.

must obtain the necessary prior approvals from Ministry of Health (MOH) and Agri-food & Veterinary Authority of Singapore (AVA).

D17 Activities Involving the Use of Explosive Materials

If your trade or business requires the use of small quantities of flammable, explosive or combustible materials, which is to be stored in the Premises, you must obtain the necessary approvals from the Arms and Explosives Branch of Fire Safety and Shelter Department (FSSD).

D18 Activities Involving the Use of Controlled Chemicals

If your trade or business requires the use of controlled chemicals classified by the National Authority (Chemical Weapons Convention) (NA(CWC)), you must complete the **Licence Application Form and Assessment Form for Companies / Industries Involving Chemicals** and submit them through JTC for approval by NA(CWC).

D19 Special Conditions (For Food Companies Only)

You must ensure that any waste water discharged from the Premises comply with NEA's regulations, guidelines and limits regarding trade effluent discharged into the sewer system.

You must separately collect and dispose any concentrated oils, fats, grease and other chemicals, toxic or otherwise, from the Premises in accordance with NEA's guidelines and regulations.

You must ensure that any odour, fume or smoke discharged from the Premises comply with NEA's guidelines and regulations. In the event that such discharge, notwithstanding compliance with NEA's guidelines and regulations, becomes a nuisance or brings inconvenience to JTC, other tenants or lessees or occupiers of adjoining or neighbouring premises, you must install a proper air filtration system and if necessary, improve your production processes, to the reasonable satisfaction of JTC.

D20 Code of Practices

You must abide by the latest Code of Practices for various industries or usage. The Code of Practices may be obtained from Enterprise Singapore.

D21 Occupational Safety and Health

Before any work is carried out, you must conduct risk assessments to:

D21.1 Identify safety and health hazards associated with work activities;

D21.2 Assess the severity or consequences from these hazards and the likelihood of occurrence of accident or ill health;

D21.3 Determine the risk level;

D21.4 Take measures to prevent or control the hazards; and

D21.5 Reduce the risk.

To assist you in conducting the risk assessment, MOM has published guidance materials on its website at www.mom.gov.sg.

You must in any case note your duties under the Workplace Safety and Health Act.

D22 Security Plans to prevent Illegal Landing and Departing

If the Premises has a land-sea interface, you must submit your security plans on measures to prevent illegal landing and departing, and obtain the necessary approvals from the Authorities, including Ministry of Home Affairs and the Singapore Police Coast Guard, for such plans, before the commencement of your Tenancy/ Licence / Lease. You must comply with such approved security plans at all times.

D23 Minimum Energy Efficiency Standards (MEES) clause for Industrial Chilled Water

New industrial facilities and expansions who apply for Planning Permission, or facilities that are authorised upon plan lodgment on or after 1 December 2020 and are from one of the following sectors:

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- (1) Manufacturing and related services;
- (2) Supply of electricity, gas, steam, compressed air and chilled water sectors;
- (3) Water supply and sewage and waste management sectors; and
- (4) Multi-user facilities sited on URA Masterplan Business 1 or Business 2 zone,

planning to install or retrofit an electrically-driven water-cooled chilled water system that has total installed capacity of ≥ 1055 kW (300RT) and produces chilled water at $\geq 3^{\circ}\text{C}$, will be required to comply with the minimum energy efficiency requirements specified by NEA during operation of the chilled water system, demonstrated through: -

(a) measurements made on the chilled water system through permanent instrumentation and energy management system as specified*; and

(b) a report to show compliance to be submitted 1 year after obtaining temporary occupation permit or certificate of statutory completion (whichever comes earlier), up to 3 years for multi-user facilities. The facilities will also be subject to annual reporting to NEA.

*Detailed requirements may be found at <https://www.nea.gov.sg/our-services/climate-change-energy-efficiency/energy-efficiency/industrial-sector>.

Owners who apply for Planning Permission or facilities that are authorised upon plan lodgment before 1 December 2020 must comply with the requirement by 1 December 2025 if their annual energy consumption $\geq 54\text{TJ}$; otherwise, they must comply with the requirement by 1 December 2029 if their annual energy consumption is $< 54\text{TJ}$.

Both lessees and tenants who install their own water-cooled chilled water systems will be required to comply with MEES requirements.

E. Application for Utilities

You must submit your requirements for water, electricity, telephone and sewerage facilities to Public Utilities Board (PUB), SP Services Ltd, SP PowerGrid Ltd, relevant telecommunication service providers and National Environment Agency (NEA) respectively to ensure early availability of these services to the Premises.

Application on prescribed forms must be made direct to the various Authorities for the supply of the required utility service. Such prescribed forms are available from the Authorities concerned.

E1 Electricity

All electrical installations and connections must be carried out by an Energy Market Authority (EMA) licensed electrical worker. Such installations may commence only after you have submitted an electricity application to SP Services Ltd and obtained their written approval.

If you require an electrical design load higher than that already available in the vicinity, you must make an application to SP Services Ltd. Such an application will only be considered by SP Services Ltd if there is excess capacity, and if approved, will be subject to the terms and conditions stipulated by them.

E2 Substation (For Land Only)

Depending on your power requirement, you may be required by SP PowerGrid Ltd and SP Services Ltd to construct a substation on the Premises. Please refer to SP Services Ltd's handbook for information on electricity supply.

You must grant SP PowerGrid Ltd an irrevocable licence to have free access and unrestricted use of the substation space within the Premises.

E3 Water

You must approach PUB for all plumbing requirements. All plumbing required for additional water supply, including the installation of a water meter, must be carried out by a licensed plumber. Water supply should not be turned on until a water meter is installed by PUB.

F. Construction and Erection of Structures

F1 For Land Only

You must comply with all the laws and regulations of the Authorities (e.g. URA, FSSD and BCA) with regard to the erection and completion of buildings, structures and installations of plant and machinery.

You must not erect or build or permit or suffer to be erected or built any building, structure or installation other than those conforming with the plans, elevations sections and specifications approved by JTC and the Authorities (e.g. URA, FSSD and BCA), nor to make

nor allow any alterations in the external elevation of the buildings when erected without JTC's prior written consent.

You must not place, construct or permit the placing, construction or erection of any building, structure or any equipment whatsoever on any buffers or sewer easements or other underground services which may exist on the Premises.

Please note that you have to comply with the requirements as laid down by the Authorities (e.g. the Drainage Department and Sewerage Department of PUB, URA).

Before you commence any other works on the Premises, you must obtain all technical approvals from the Authorities. For example :

F1.1 You must obtain approval from the Land Transport Authority (LTA) for your proposed vehicular access, if it is different from the existing approved vehicular access.

F1.2 You must provide slabbed over drain along the frontage(s) of development if required by LTA.

F1.3 If the Premises is a waterfront site, the 15-metre foreshore setback is only applicable to non-marine industries. For marine and non-marine waterfront development, you must consult and seek clearances from URA and the other Authorities for all other foreshore requirements.

F1.4 You must obtain services plans from SP PowerGrid Ltd, PowerGas Ltd, Sewerage Department, Drainage Department, Water Department and relevant telecommunication service providers to ensure that your proposal will not affect the existing services (if any) within the Premises.

F2 For Standard Factory and Workshop Only

If you should at any time construct any extension or addition to the Premises, the exterior and facade of all such extensions or additions must be of the same quality as and match that of the existing building at the Premises. Prior approval must be obtained from JTC's Land Planning Division and the other Authorities (e.g. URA, BCA) for any extension or addition whatsoever.

F3 Height Restrictions

You must comply with and observe all height restrictions (if any) on buildings and structures at the Premises which may be imposed by the Authorities, such as the Civil Aviation Authority of Singapore (CAAS) and DCLD of NEA. In the event any height restrictions may be or are exceeded, you are required to seek clearance with the Authorities through JTC's Land Planning Division.

Height restrictions may at any time be imposed or changed by the above or other Authorities.

F4 Notification to Property Tax Department (For Land Only)

Immediately upon obtaining the Temporary Occupation Permit (TOP) for your building, and if at any time thereafter you rebuild, enlarge, alter or improve your building, you are required under the Property Tax Act to inform the Controller of Property Tax (specifically, the Chief Assessor) within 15 days.

F5 Energy Efficiency Opportunities Assessment for New Ventures

New industrial facilities and major expansions ("New Ventures") that apply for Planning Permission on or after 1 October 2018 and are from one of the following sectors: -

- (1) Manufacturing and related services;
- (2) Supply of electricity, gas, steam, compressed air and chilled water sectors; and
- (3) Water supply and sewage and waste management sectors,

with annual energy consumption $\geq 54\text{TJ}$ based on 24 hours per day and 365 days of operations at 100% designed production capacity, will be required to: -

- (a) carry out energy efficiency opportunities assessment (EEOA) during the design of the facility and submit an EEOA report to the Director-General of Environmental Protection appointed under the Environmental Protection and Management Act ("EPMA") (Cap. 94A), before applying for clearance certificate under the EPMA; and
- (b) install instruments and meters for key energy-consuming systems accounting for at least 80% of the New Venture's total energy consumption, and report the energy performance of these systems using measured data.

If the energy bill of your facility is expected to be \geq \$500,000 annually, your facility is likely to have an annual energy consumption of \geq 54TJ.

G. List of Relevant Government Departments

Advertisement Licensing System (ALS)

Building and Construction Authority
52 Jurong Gateway Road
#11-01 (above JEM)
Singapore 608550
Tel: 1800-3425222

Agri-food & Veterinary Authority (AVA)

JEM Office Tower
52 Jurong Gateway Road
#14-01
Singapore 608550
Tel: 68052520

Development Control and Licensing Division (DCLD)

National Environment Agency
Environmental Building
13th Storey
40 Scotts Road
Singapore 228231
Tel: 62255632

Civil Aviation Authority of Singapore (CAAS)

60 Airport Boulevard
4th Storey, Terminal 2
Singapore Changi Airport
Singapore 819643
Tel: 65421122

Development Control Division (DCD)

Urban Redevelopment Authority
The URA Centre
45 Maxwell Road
Singapore 069118
Tel: 62234811

Drainage Department

Public Utilities Board
Environment Building
#22-01
40 Scotts Road
Singapore 228231
Tel: 1800 2255782

Energy Market Authority (EMA)

991G Alexandra Road
#01-29, #02-29
Singapore 119975
Tel: 68358000

Fire Safety and Shelter Department (FSSD)

Singapore Civil Defence Force
Civil Defence Complex
91 Ubi Avenue 4
Singapore 408827
Tel: 62800000

Land Transport Authority (LTA)

1 Hampshire Road
Singapore 219428
Tel: 1800-2255582

Maritime and Port Authority of Singapore (MPA)

PSA Building
#19-00
460 Alexandra Road
Singapore 119963
Tel: 63751600

Ministry of Health (MOH)

College of Medicine Building
16 College Road
Singapore 169854
Tel: 63259220

National Authority (Chemical Weapons Convention) (NA(CWC))

Singapore Customs
55 Newton Road
#10-01
Revenue House
Singapore 307987
Tel: 63552000

National Parks Board
(NParks) Headquarters
Singapore Botanic Gardens
1 Cluny Road
Singapore 259569
Tel: 64717300

Occupational Safety and Health Division
Ministry of Manpower
18 Havelock Road
Singapore 059764
Tel: 64385122

Sewerage Department
Public Utilities Board
Environment Building
#22-01
40 Scotts Road
Singapore 228231
Tel: 1800 2255782

Singapore Land Authority (SLA)
55 Newton Road
#12-01 Revenue House
Singapore 307987
Tel: 63239829

Enterprise Singapore
230 Victoria Street
Level 10
Bugis Junction Office Tower
Singapore 188024
Tel: 68981800

Water Department
Public Utilities Board
Environment Building
#22-01
40 Scotts Road
Singapore 228231
Tel: 1800 2255782

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