

CONTENTS

	USEFUL INFORMATION	PAGE
1	Definition	2
2	Management Office	3
3	Use of Lifts	3
4	Change of Mailing Address	3
5	Change of Ownership	3
6	Refuse Disposal	4
7	Car Parking	4 – 7
8	Breakdown of Essential Services	8
9	Occupier's Particulars Form	8
10	Owner's/Tenant's Maintenance Requirements	8
11	Occupancy	8
12	Common Area	8 – 9
13	Renovation	9 – 11
14	Use of Facilities I. Meeting Room II. Tennis Court III. Chill Out Corner	11 – 12 12 – 13 14 – 15

Definition

1. In respect of the Rules and Regulations set out hereinafter, the words:
 - (a) "Techpark" refers to UBI Techpark.
 - (b) "Owner" refers to the person or persons holding legal title to a unit in UBI Techpark.
 - (c) "Tenant" refers to the person or persons leasing a unit from the Owner and occupying the unit in UBI Techpark.
 - (d) "Guest" refers to a person other than the Owner/ Tenant who is on the premises at the invitation of the Owner/ Tenant.
 - (e) "Management" herein refers to the estate management team appointed by the Management Corporation or its Managing Agent.
2. The Rules may be referred to as "House Rules".
3. The Management reserves the right to change any of these rules after due notice is given to the Owners/Tenants.
4. All Owners/ Tenants shall observe and comply with the rules, which may from time to time be amended or added on by the Management.

Management Office

The duties of the Management are primarily to manage and maintain the "common property" within the Techpark. Management Office at:

10 Ubi Crescent
#02-05 Ubi Techpark
Singapore 408564
Tel : 67439163 / 67431375 (After Office Hour)
Fax : 67439816
Operating Hours : Mondays to Friday (0830hrs to 1730hrs)
Saturdays (0830hrs to 1230hrs)
Sundays and Public Holidays (Closed)

Use of lifts

Use of passenger and fireman lift for transportation of goods is strictly prohibited. The cargo lifts are intended for the purpose of transporting of goods.

No overloading of lift is allowed.

Change of Mailing Address

Owners / Tenants shall give notice in writing to the Management of any change of address so that all correspondences and invoices will be correctly delivered.

Change of Ownership

Owners shall give notice in writing to the Management within ten (10) days of the completion of the sale specifying:

1. The name of the transferee in full and address in Singapore for the service of notices on the transferee and the date of delivery of the transfer; and
2. Bear a certification by the transferee or his solicitor of the accuracy of the information contained in the notice.

Refuse Disposal

Owners/ Tenants are advised that loose waste should be sealed in plastic bags and disposed into the litter bins provide outside the bin centre located at first level. A refuse disposal contractor will be engaged to remove the refuse collected at the bin centre for disposal.

Owners/ Tenants shall make their own arrangements to cart away unwanted bulky items from the Techpark for disposal at dumping grounds at their own costs.

Flammable items, wet cement and other adhesive materials are not permitted to throw into the bin centre as these materials can cause damage to the bin. Offenders shall be liable for the replacement or repair cost.

Owners/ Tenants shall not disposed rubbish, strong chemical or other refuse, or permit the same to be thrown into sinks, water closets or water or soil pipes in the building as this can choke up and damaged the pipes. Offenders shall be liable for the replacement or repair cost.

Car Parking

The car park is operating 24 hours. To apply for a season parking, please fill up the Application Form (download from our website), attach a copy of your vehicle log Card, NRIC and Purchase agreement or Tenancy Agreement, Employee of the company with the company letter submit to the following address:

MCST 2719
10 Ubi Crescent
#02-05 Ubi Techpark
Singapore 408564
Tel: 67439163
Fax: 67439816

Parking areas are not to be used for recreation, storage or repair works by Owners/ Tenants.

No reservation of any parking lot is allowed except for those labeled "Handicapped" where applicable.

Handicapped parking lots are strictly to be used by the said category of drivers.

All vehicles parked in the Techpark will be at the owner's risk. The Management shall not be held liable for any theft, damage or other misdemeanour caused to the vehicles and/ or their contents.

The VPC fee payable to LTA is \$6.00 plus and administrative fee of S \$15.00 (subject to GST) per certificate or any other rate as may be prescribed from time to time regardless of the period required.

All vehicles should park at the designated parking lot to prevent causing unnecessary obstruction to the flow of traffic. A wheel-clamped fee of S\$214.00 (subject to GST) will be charged to offenders for unauthorized and illegal parking in the building. Any vehicle has been clamped will be charged at S\$15.00 per day until the vehicle owner concerned settle the wheel-clamping charges.

Lorries and containers are allowed to park at the lorry lots installed with dock leveller for loading/unloading purpose only. Lorry lots outside the Strata Terrace Units are part of the common property and shall not be reserved for Owner’s/Tenant’s exclusive use.

1. Season Parking Payment

All Owners /Tenants are reminded to renew their season parking before the due date. Please make payment by either by **NETS** or **CHEQUE**. Cheque Payment should be crossed and made payable to “MCST 2719”.

There is strictly NO REFUND for late payment, EPS (Cash Card) Deduction after the grace period or exceed 10 minutes grace period per entrance.

2. Season Parking Charges for Motor Vehicles

The following season parking fees (subject to GST) with effect from 1 January 2023 for motor vehicles parked at Ubi Techpark for Owners/Tenants subject to availability:

Blk 10 (Lobby A – E) ~ Max. 4 cars ~	Blk 40 & 60 (2-Storey Terrace) ~ Max. 6 cars ~	Blk 20 - 70 (3-Storey Terrace) ~ Max. 8 cars ~
1 st car at S\$80.00 per month 2 nd – 4 th car at S\$95.00 per month 5 th car onwards at \$110.00 per month (subject to availability)	1 st – 3 rd car at S\$80.00 per month 4 th – 6 th car at S\$95.00 per month 7 th car onwards at \$110.00 per month (subject to availability)	1 st – 3 rd car at S\$80.00 per month 4 th – 8 th car at S\$95.00 per month 9 th car onwards at \$110.00 per month (subject to availability)

NOTE: Parking is on first come first served basis. No reservation of parking lot is allowed.

3. Season Parking Charges for Lorries

The following season parking fees (subject to GST) with effect from 1 January 2023 for lorries parked at Ubi Techpark for Owners/Tenants subject to availability:

1st Lorry at S\$110.00 per month
 2nd Lorry at S\$150.00 per month

To apply for a lorry season parking above 1500 Tonnages, applicants have to apply the Vehicle Parking Certificate (VPC), attached a copy of the road tax renewal notice and submit to the above address.

NOTE: Parking is on first come first served basis. No reservation of parking lot is allowed.

4. Season Parking Charges for Motorcycle

The following season parking fees (subject to GST) with effect from 1 January 2023 for motorcycle parked at Ubi Techpark for Owners/Tenants subject to availability:

S\$12.00 per month

5. Application for Change of IU / Vehicle Particulars

Please allow at least 24 hours notice to the Management Office for changing and updating of IU. There is strictly no refund for late submission of Application Form to the Management Office.

Note: For changing of IU due to Repair or Service - Owners / Tenants are required to provide a service report bearing the Vehicle number of the Season Parking for Management Office for updating.

6. Charges for Container Parking

The following charges (subject to GST) with effect from 1 January 2013 for containers parked at Ubi Techpark for Owners/Tenants subject to availability:

Period	20-Footer Container	40-Footer Container
1 st 24 Hours	FREE	FREE
After 24 Hours	S\$5.00 per hour (capped at S\$60.00 per day)	S\$6.00 per hour (capped at S\$72.00 per day)
Refundable Deposit	S\$100.00	S\$100.00

1. Application and payment for the deposit and parking charges is to be made at least 1 working day in advance to MCST 2719 Management Office.
2. The Management Office will issue an invoice to the Container Parking Unit based on the application and payment made.
3. The charges shall apply to ALL weekends, Sundays and Public Holidays.
4. Those units who failed to make application and payment for the container charges 1 working day before their scheduled entry may be rejected to enter Ubi Tech Park.
5. Applicant who park their container shall undertake and deem to indemnify and keep the Management Corporation fully indemnified against all actions, claims, demands, losses, etc that may be made against the Management Corporation by any person or persons arising out of use of the facility and surrounding areas.
6. The Management reserves the right to forfeit in part or in full, the said deposit in the event of any damages, claims, losses, etc or parking beyond the application period or breach of the terms and conditions stated herein. Any costs incurred by the Management Corporation in excess of S\$100.00 to rectify the irregularities shall be recovered as a debt from the applicant concerned.

7. Charges for Hourly Parking

The following charges (subject to GST) for hourly parking fees with effect from 1 January 2023:

Day	Time	Cars	Motorcycles	Lorry/Van/Bus with (P, W, X & Y Plate)
Mon - Sat	0700hrs – 1859hrs	S\$2.00/hour and part thereof	S\$1.60/entry	S\$3.00/hour
Mon - Sat	1900hrs – 0659hrs of next day	S\$3.00/entry	S\$1.20/entry	S\$5.00/entry
Sun & Public Holidays	0700hrs – 0659hrs of next day	S\$3.00/entry	S\$1.20/entry	S\$5.00/entry

8. Refund Charges for Season Holders

Refund of season car park only applicable to those Owners / Tenants who have permanently terminated using their cars (such as car sold; resigned from the company etc).

There is no a pro-rated charge or refund and the refund application will be based on either 1st to 15th or 16th to 30th /31st. of the calendar month. All refunds are subject to approval.

Breakdown of Essential Services

In case of breakdowns in essential services such as electrical supply, lifts, etc., please contact The Management office at 6743 9163 or Fire Command Centre at 6743 1375. After office hours, you can contact the security for assistance at 6743 1375 (24 hrs).

For units' internal fittings and equipment such as air-conditioners, you should contact the relevant contractors directly for the defective condition of the said items.

Occupier's Particulars Form

In order to facilitate contact between the Management and the Owners/ Tenants in times of emergency, please complete the occupier's particulars form attached and return them to the Management office once you moved in. If there are any other changes in future, you are advised to inform the Management office of the changes immediately.

Owner's/ Tenant's Maintenance Responsibilities

The Owners / Tenants are responsible for the repair and maintenance of the interior of their unit, including all equipment, fixtures and fittings at their own costs.

Occupancy

The unit shall be used only for the purpose intended for only. The occupier shall ensure that the premises are granted "Change of Use" approval by the relevant authorities where the intended use is different from the original approved use. Such approval must be obtained before any works are carried out.

Occupier who is not the Owner of a particular unit must obtain a written approval from the Owner of that particular unit to confirm that the Owner is aware of the renovation work carried out within the unit.

Owners/ Tenants must not, without the written consent from the Management, carry out any alterations or install any fittings or fixtures that deviate from the approved plans and specifications. Owners/ Tenants will be responsible for and shall pay all fines or penalties imposed by any government department for any unauthorised additions and/or alterations found within their premises.

Common Area

The passages, lobbies, stairways and corridors must not be obstructed at any time, or used for any purposes other than their designated usage.

Personal property of any kind shall not be placed on or stored in the common areas.

Owners/ Tenants have to take good care of the floor tiles along the corridor, and they will liable for the repair cost should the workers deliberately, or carelessly, lower their pallets and trolleys in such manner that cracked the floor tiles.

Renovation

All Owners' / Tenants' fitting-out work must be vetted by the Management prior to submission to the relevant authorities.

Owners / Tenants shall not carry out any work which may affect the external facade of the building and its structural stability.

The endorsement of the Management does not constitute an approval of the Building Authorities. The Owners/ Tenants must bear full responsibility to ensure compliance with the building by-laws and other regulations as may be introduced and applicable from time to time.

Renovation works shall only be carried out on the days and hours as follow:

Monday – Friday : 0900hrs to 1700hrs

Saturday : 0900hrs to 1200noon

(No work shall be carried out on Sundays and Public Holidays).

Any works that generate noise such as hacking, drilling, knocking etc. are not allowed during office hours.

Owners / Tenants and their contractors must inform the Management of their work schedule at least 5 days before the works commence.

All renovation contractors must report to the security check-point prior to the work being carried out, failing which the Management reserves the right to refuse entry to any unknown person which cannot be verified there and then.

All renovation workmen must report at the security check-point to obtain identification passes and must wear their passes at all times whilst in the Techpark. Security personnel have the right to question any person in the Techpark found without an identification pass.

All renovation workmen should only use designated lifts and staircases so as not to cause inconvenience to Owners / Tenants. Packing and crating materials must be removed and disposed of by the Owners / Tenants / contractors on the same day as they are being brought in.

All Owners /Tenants are not allowed to tap water / electricity supply from the common areas for their special use unless approval is granted by the Management.

No storage space will be provided on site. All articles / materials must be stored within the Owners' / Tenants' unit.

The Owners / Tenants shall be fully responsible for the dumping of debris by their contractors and / or by their personnel. Unwanted materials, debris etc., should not be left in the corridors, lift lobbies, fire escape staircases or any other common areas of the Techpark. Otherwise, they will be removed and the cost charged to the Owners / Tenants concerned.

For the purpose of installation of pipes, Owner's / Tenant's contractors may make use of the openings provided on the wall. The openings are currently filled up with fire-stop; the contractor may break the fire-stop for the installation and shall make good with the same material when the installation is completed.

All renovation works should be confined to the boundaries of the Owner's / Tenants' unit. Hacking of structural slabs, columns and beams are strictly prohibited. Demolition of non-load bearing wall by the Owners / Tenants can only be allowed if professional Engineer confirms that such alteration will not affect the structural stability of the building.

Owners / Tenants must ensure that adequate measures are taken to protect the common property during the delivery or removal of materials by their contractors. A doormat must be provided by the contractor at the door entrance of the unit to prevent worker in that unit from dirtying the common area. The common property affected during the delivery or removal of materials must be left in a clean and tidy condition on the completion of work each day.

Owners / Tenants shall be responsible for the conduct and behavior of their appointed contractors. Any damages to the building and its equipment caused by the moving of equipment or other effects shall be replaced or repaired at the expense of the Owners/ Tenants concerned.

Applications for approval of renovation works and payment of the deposit should be made at the Management office during office hours. Applications must be submitted in prescribed form (download from our website). All applications must be accompanied by copies of all relevant plans, designs and approvals obtain from relevant authorities in respect of the intended renovations.

No renovation works shall commence before the approval and issuance of the permit for renovation by the Management Office. This permit must be placed at the entrance of the unit for the duration of the renovation.

The Owners/ Tenants and their Guests shall keep the Management indemnified against all actions, claims, demands, losses, etc that may be brought or made against the Management by any person arising out of the use of the room.

The Management, security officers may require any person in the Meeting Room to identify himself or herself.

Except for meetings, discussions, training and business presentations for which the Meeting Room were intended, no other activities will be allowed in the Meeting Room.

No food or beverages is allowed in the Meeting Room.

The number of Guests is limited to not more than thirty (30) persons.

Owners/ Tenants and their Guests shall abide by all rules set out by the Management when they utilise the Meeting Room.

The Management reserves the right to change the rules. Owners/ Tenants shall be notified in advance before such changes take effect.

II. Tennis Court

Operation Hours: Mondays to Sundays & Public Holidays: 0800hrs to 2000hrs

The charge for using the tennis court is S\$5.00 (subject to GST) per hour.

Bookings of court must be made in person at the Management office during office hours. Booking of court shall be made at least one week in advance. No last-minute booking or booking through telephone is allowed. Application form is available from our website and booking is confirmed only upon payment is made at the Management office. Bookings will be accepted on a first come first serve basis.

Each Owner/ Tenant is entitled to book a maximum two one-hour session per week for not more than 2 sessions a month.

All bookings are not transferable.

No cancellation of bookings is allowed however the Owners/ Tenants who have booked the court will be allocated to another date and time slot. Owners/ Tenants shall notify the Management about his intention of change of date, in writing, at least one week before the booked date.

In case of no-show, the booked hours will be forfeited after a grace of ten (10) minutes and there is strictly no refund.

If due to un-permitted weather, the Owners/ Tenants shall notify the security officer or the Management immediately. Another time slot will be arranged based on hour-to-hour basis.

Owners/ Tenants shall produce booking receipts for identification before the security officer proceeds to switch on the lights for the court.

Owners/ Tenants will not be permitted to enter the court without valid booking receipts.

All players shall be in proper attire for the game. Shoes and balls used shall be of the non-marking types. Any player found not complying with such rulings would be barred from the court.

Owners/ Tenants who booked the court must be present when their Guests are playing, so as to be responsible for their behavior and safety.

The facilities are to be used for the purpose intended. Any other games are strictly prohibited.

Players must vacate the courts when their sessions of play end.

No smoking, drinking, eating, gambling or other activities other than the respective game is permitted in the courts.

Owners/ Tenants will be held responsible for any damages caused by their Guests or themselves. Any damage caused by the previous players must be reported to the Management immediately before the commencement of the game.

The Management will not be held responsible for any injuries, damages or loss sustained by Owners/ Tenants and their Guests, however caused during the use of these facilities.

The Management will not be held responsible for any injury, damage or loss sustained by Owners/ Tenants and their Guests, howsoever caused, during the use of these facilities.

Owners/ Tenants and their Guests who use the court shall undertake and deem to indemnify and keep the Management fully indemnified against all actions, claims, demands, losses, etc that may be made against the Management by any person or persons arising out of use of the court and surrounding area.

III. Chill Out Corner

Operation Hours: Mondays to Friday: 0930hrs to 1730hrs

The Chill Out Corner is only opened to Members and Occupants of Ubi Techpark.

All Owners / Occupants of Ubi Techpark are welcomed to apply membership at Chill Out Corner. Application for membership can be made in person at the Management office during office hours.

The rates (subject to GST) for booking of the Chill Out Corner (multi-purpose room) are as follow:

Booking	3 Hours Block	4 Hours/Half Day	8 Hours/Full Day
Member	\$30.00	\$35.00	\$65.00
Non-member	\$60.00	\$80.00	\$100.00

Bookings of room must be made in person at the Management office during office hours. Booking through telephone is not allowed. Application form is available from our website and booking is confirmed only upon payment is made at the Management office. Bookings will be accepted on a first come first serve basis.

Only Member / Occupant and their invited Guests are entitled to use the Multi-purpose Room. Member / Occupant is required to be present with their Guests at all times and to ensure that their guests comply with the House Rules.

The Member / Occupant who books the Multi-purpose Room shall be fully responsible and shall pay all necessary expenses for any loss or damage and loss to the properties managed by the Management Corporation at the said site.

The Member / Occupant shall keep the Management Corporation indemnified against all actions, claims, demands and losses etc. that may be fully brought or made against the Management Corporation by any person or persons on account or attribute to the use of the said site.

The Member / Occupant shall ensure that the cleanliness of the said site and shall be responsible for any damages and shall pay for all costs and expenses incurred by the Management Corporation for making good such damages.

No excessive noise is to be created that will become a source of nuisance or annoyance.

Electricity and water may be obtained from the site's supply. However, it is subject to the condition that there shall be no overloading to the electricity supply and no wastage of water.

The Management Corporation shall not be liable for any damage to any equipment which the Member / Occupant may bring upon the said site (whether or not caused by the default of the Management Corporation or his servants or agents or independent contractors).

The Management Corporation in its absolute discretion reserves the right to revoke any Membership granted. The Management Corporation shall not be liable for any damages arising from the revocation of the Membership.

Smoking and sleeping are not allowed.

Illegal or immoral activities are strictly prohibited.

The Management Corporation shall not be responsible for any damages or loss of the Member's / Occupant's property.

The said site should not be used for commercial, political, religious, gambling and/or illegal activities.

Due care must be exercised when using any equipment or furniture provided in the said site. They are the property of the Management Corporation and must not be shifted or removed from their original positions in the said site. Care must be taken to ensure that all equipment or furniture are not damaged or subject to undue wear and tear.

The Member / Occupant must inform the Management Corporation of any existing damage to the said site, equipment and furniture observed by them prior to their use thereof, failing which they may be held responsible for such damage and be liable for any related repair or replacement costs.

The Management Corporation reserves the right and at its sole discretion to close the said site for maintenance or repair as it deems necessary.

The Management Corporation or their appointed representatives may at any time check the identities of any person in the said site. This is to prevent any unauthorised persons from using the said site.

The Management Corporation reserves the right to stop any of the Member / Occupant from using the said site or request them to leave the said site if they fail to abide and comply with the House Rules or behave in a manner that is a danger to themselves or others.

The Management Corporation shall not be responsible for any damage, loss, injury or death howsoever caused to the Member / Occupant when using the said site. Member / Occupant are reminded to exercise due care and caution in respect of their safety and well-being and use the said site at their own risk.

The Management Corporation reserves the right to add new clauses or amend existing House Rules as and when necessary.