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### **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 \$10.70 (inclusive of 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 (Inclusive of 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 leveler 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 15 minutes grace period per entrance.

## **2. Season Parking Charges for Motor Vehicles**

The following season parking fees (inclusive of GST) with effect from 1 December 2016 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 <sup>st</sup> car at S\$80.00 per month 2 <sup>nd</sup> – 4 <sup>th</sup> car at S\$95.00 per month 5 <sup>th</sup> car onwards at \$110.00 per month (subject to availability)	1 <sup>st</sup> – 3 <sup>rd</sup> car at S\$80.00 per month 4 <sup>th</sup> – 6 <sup>th</sup> car at S\$95.00 per month 7 <sup>th</sup> car onwards at \$110.00 per month (subject to availability)	1 <sup>st</sup> – 3 <sup>rd</sup> car at S\$80.00 per month 4 <sup>th</sup> – 8 <sup>th</sup> car at S\$95.00 per month 9 <sup>th</sup> 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 (inclusive of GST) with effect from 1 December 2016 for lorries parked at Ubi Techpark for Owners/Tenants subject to availability:

1<sup>st</sup> Lorry at S\$110.00 per month  
2<sup>nd</sup> Lorry at S\$150.00 per month

To apply for a lorry season parking above 1500 Tonnages, applicants has 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 (inclusive of GST) with effect from 1 December 2016 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 <sup>st</sup> 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 (inclusive of GST) for hourly parking fees with effect from 1 December 2016:-

Day	Time	Cars	Motorcycles	Lorry/Van/Bus with (P, W, X & Y Plate)
Mon - Sat	0700hrs – 1859hrs	S\$1.40/hour and part thereof	S\$1.20/entry	S\$2.40/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 1<sup>st</sup> to 15<sup>th</sup> or 16<sup>th</sup> to 30<sup>th</sup> /31<sup>st</sup>. 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.

Not to install air-conditioning units except in areas designated in the building which were designed and built for such air-conditioning units when the building were originally built.

The paintwork on the external facade cannot be repainted to another colour.

## **Use of Facilities**

### **I. Meeting Room**

Operation Hours: Mondays to Fridays 0900hrs to 1700hrs  
Saturdays 0900hrs to 1200hrs

The charge for using the meeting room is S\$10.00 (inclusive of GST) per hour.

Bookings of room must be made in person at the Management office during office hours. 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

Only Owners/ Tenants and their invited Guests are entitled to use the Meeting Room. Owners/ Tenants are required to be present with their Guests at all times and to ensure that their guests comply with the House Rules.

Owners/ Tenants are requested to produce their Staff ID at the time of booking of the Meeting Room.

Children under 12 years old shall not be allowed to handle any of the equipment in the Meeting Room. They shall be accompanied by their parents or supervisory adults who shall be responsible for their safety and proper behaviour.

Owners/ Tenants shall be responsible for any damage caused to the equipment in the Meeting Room by them or their Guests. Owners/ Tenants shall inform the security or the Management staff of any existing damage to the Meeting Room and its facilities they or their Guests are about to use, failing which they may be held responsible for such damage.

Inspection of the Meeting Room would be done by the Management to determine if there have been any damages caused to the common property.

The Management reserves their right to claim all damages caused to the property by the Owners/ Tenants or their Guest.

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 (inclusive of 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.