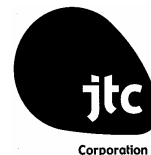


Application for Assignment/Transfer of Lease



This form may take you about 30 minutes to fill in.

You will need the following to fill in the form:

- Assignment handbook
- Assignor/Transferor and Assignee/Transferee particulars
- Central Building Plan Unit (CBPU)/Public Utilities Board (PUB) clearances (if applicable)

JTC will consider your application and notify you of the outcome within 14 working days.

This application is available online via our Customer Portal, Krypton at <http://www.jtc.gov.sg>.

Please complete the application form and submit with the following necessary documents:

CBPU/PUB clearances

- ✓ Please ensure that you have obtained clearances from CBPU and PUB, if applicable, **before** submitting your application to JTC.
- ✓ Please apply directly to CBPU and PUB for clearances. The CBPU and PUB application forms are enclosed in the application kit for your convenience.
- ✓ You will be required to submit the letters of clearance from CBPU and PUB (if applicable) to assist in the assessment of your application.

There is no need to obtain CBPU's clearance in the following scenarios:

- ❖ The assignee/transferee's (buyer) use of the property is the same as the existing approved usage of the property; or
- ❖ For non-flatted factory lessees:
 - ✓ The proposed usage does not generate any air or water pollution, or noise or smell nuisance that can affect neighbouring premises, or require the use of hazardous chemicals, and
 - ✓ The proposed usage falls within the List of "Uses that do not require clearance from CBPU" (You may refer to Annex 6 of the handbook entitled "Transferring Your Lease with JTC" for the list).
- ❖ For flatted factory lessees, if all your answer to the questions 7.2.1(a) to 7.2.1(g) of this application form are 'No'.

PUB clearance is required if the potable water consumption of proposed usage is more than 500 cubic meters per month and /or if you are applying for NEWater / Industrial Water usage.

For the following industries, please also submit these additional application forms, enclosed in the application kit (where applicable) to aid our assessment:

- ❖ Proposed usage is warehousing : Warehousing Industry Project Data Form
- ❖ For all waterfront sites : Application Form for use of waterfront site
- ❖ Proposed Usage is in Wood Products & Wood Furniture industry : Business Plan Evaluation Form and Value-added (VA) Form

Additional points to note before submission of application form:

- (1) Please note that the land rent and relevant charges can be revised upon assignment/transfer of lease. The shareholding relationship between the Seller & Buyer will be considered in the calculation of the revised rent.
- (2) Please ensure that you have read the assignment application handbook entitled **‘Transferring Your Lease with JTC’** before applying. Please refer to the handbook for Annex 1 to Annex 11 mentioned in the application form. You may also access JTC’s web site at <http://www.jtc.gov.sg> for information published in the handbook.
- (3) JTC collects personal information in the course of processing your application. We may share necessary data with other Government agencies (or non Government entities which have been authorized to carry out specific Government services) to process any applications you have made or to render you a service, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by legislation.
- (4) All applications are subject to final approval by JTC at JTC’s discretion (including any terms and conditions that JTC may in its discretion impose with such final approval).

If you require any assistance, please contact:

Contact Centre
JTC Corporation
The JTC Summit
8 Jurong Town Hall Road
Singapore 609434
Hotline: 1800-5687000
Email : askjtc@jtc.gov.sg

Note:

Please note that JTC collects personal information in the course of processing your application. We may share necessary data with other Government agencies (or non-Government entities which have been authorised to carry out specific Government services) to process any applications you have made or to render you a service, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by legislation.

1. PARTICULARS OF ASSIGNOR/TRANSFEROR (SELLER)

Name of Company/Firm	
Private Lot Number <i>(property to be assigned/transferred)</i>	
Site Address <i>(property to be transferred)</i>	
New Correspondence Address after Sales of Property <i>(if applicable)</i>	
Contact Person	
Designation	
Mailing Address	
Telephone Number	
Mobile Phone Number	
Facsimile Number	
Email Address	

2. PARTICULARS OF ASSIGNEE/TRANSFeree (BUYER)

Name of Company/Firm	
Business Ownership (eg. Partnership, Sole-Proprietorship or Private Ltd Company, etc.)	
Contact Person	
Designation	
Mailing Address	
Telephone Number	
Mobile Phone Number	
Facsimile Number	
Email Address	

Please give us the details of all existing and new partners in the firm
(applicable only for sole-proprietorship and partnerships)

No.	Partners' Name	Country	Shareholding %

3. DETAILS OF SELLING PRICE

Please give a breakdown of the selling price of the Property in the following categories.

Selling Price for the Building	\$
Selling Price for taking over of Plant	\$
Selling Price for taking over of Fixtures & Fittings	\$
Total	\$

4. REASONS FOR PROPOSED ASSIGNMENT/TRANSFER OF LEASE

Please tick on the appropriate box.

- Outright sale of factory premises to prospective buyer
- Corporate Restructuring and/or assignment/transfer of lease of property to a related or joint-venture company where there is shareholding relationship between the assignor/transferor and the assignee/ transferee.

Please specify percentage of related shareholding between the assignor/transferor and the assignee/ transferee: _____ %.

- Inclusion/Withdrawal of partners involving external business partners, ie. not involving immediate family members like parents/siblings
(Applicable for sole-proprietorship or partnership only)

Please indicate below whether you or the original partners of your firm will maintain at least 51% of the shareholding after the inclusion/withdrawal.

- Yes, I or the original partners will maintain at least 51% of the shareholding.
- No, I or the original partners will not maintain at least 51% of the shareholding
- Inclusion/Withdrawal of partners involving immediate family members like parents/siblings
(Applicable for sole-proprietorship or partnership only)
- Conversion from sole-proprietorship/partnership to Pte Ltd company/ Limited Liability Partnership and vice-versa.

Please indicate below whether you or the original shareholders/partners of your new company/firm maintain at least 51% of the shareholding after the conversion.

- Yes, I or the original shareholders/partners will maintain at least 51% of the shareholding
- No, I or the original shareholders/partners will not maintain at least 51% of the shareholding

5a. SURVEY (ASSIGNOR’S/TRANSFEROR’S/SELLER’S PORTION)

Please give us your reasons and their causes by ticking on the appropriate boxes provided.

I Reasons for sale/Relocation Details	II Causes
<input type="checkbox"/> Relocation to <ul style="list-style-type: none"> <input type="checkbox"/> JTC Premises <ul style="list-style-type: none"> <input type="checkbox"/> Flatted Factories <input type="checkbox"/> Standard Factories <input type="checkbox"/> Land <input type="checkbox"/> Others <input type="checkbox"/> HDB or Other Government Premises <input type="checkbox"/> Private Factory (Local) <input type="checkbox"/> Overseas <ul style="list-style-type: none"> <input type="checkbox"/> Malaysia <input type="checkbox"/> China <input type="checkbox"/> Japan <input type="checkbox"/> USA <input type="checkbox"/> Europe <input type="checkbox"/> Others (Please specify:_____) <input type="checkbox"/> Ceased operations/ Wind up <input type="checkbox"/> Sale and Leaseback <input type="checkbox"/> Others:_____	<input type="checkbox"/> Business expansion/ Diversification/ Upgrading <input type="checkbox"/> Business contraction/ Poor Business/ Financial Difficulties <input type="checkbox"/> Consolidate operations/ space under one roof <input type="checkbox"/> Restructure/ Reorganisation <input type="checkbox"/> High Rental <input type="checkbox"/> High Labour Costs <input type="checkbox"/> Ideal Location <input type="checkbox"/> Dissolution of Partnership <input type="checkbox"/> Partners deceased/ retired <input type="checkbox"/> Others

5b. SURVEY (ASSIGNEE’S/TRANSFeree’S/BUYER’S PORTION)

Please give us your reasons and their causes by ticking on the appropriate boxes provided.

I Reasons for sale/Relocation Details	II Causes
<input type="checkbox"/> Relocation to <ul style="list-style-type: none"> <input type="checkbox"/> JTC Premises <ul style="list-style-type: none"> <input type="checkbox"/> Flatted Factories <input type="checkbox"/> Standard Factories <input type="checkbox"/> Land <input type="checkbox"/> Others <input type="checkbox"/> HDB or Other Government Premises <input type="checkbox"/> Private Factory (Local) <input type="checkbox"/> Overseas <ul style="list-style-type: none"> <input type="checkbox"/> Malaysia <input type="checkbox"/> China <input type="checkbox"/> Japan <input type="checkbox"/> USA <input type="checkbox"/> Europe <input type="checkbox"/> Others (Please specify:_____) <input type="checkbox"/> Ceased operations/ Wind up <input type="checkbox"/> Sale and Leaseback <input type="checkbox"/> Others:_____	<input type="checkbox"/> Business expansion/ Diversification/ Upgrading <input type="checkbox"/> Business contraction/ Poor Business/ Financial Difficulties <input type="checkbox"/> Consolidate operations/ space under one roof <input type="checkbox"/> Restructure/ Reorganisation <input type="checkbox"/> High Rental <input type="checkbox"/> High Labour Costs <input type="checkbox"/> Ideal Location <input type="checkbox"/> Dissolution of Partnership <input type="checkbox"/> Partners deceased/ retired <input type="checkbox"/> Others

6. CHANGE/EXTENSION OF USE

6.1 Will there be any change/extension of use to the existing approved usage of the property after the assignment/transfer of lease?

Yes No

6.2 Is your existing usage Amenity?

Yes No

Note: If your answer is “No” to question 6.1, please proceed to Question 9 – Criteria Checklist for Assignment/Transfer of Lease directly.

If your answer is “Yes”, please give us the full description of your proposed usage of the Property in the box below and complete the remaining portion of the application form.

Description of Proposed Usage:

7. UTILITIES AND CLEARANCES CHECKLIST FOR CHANGE/EXTENSION OF USE¹

7.1 For non-flatted factory lessees only

- a. Central Building Plan Unit (CBPU) has a list of uses that do not require CBPU's Clearance. Is your usage outside this list?
(You may like to refer to Annex 6 of the handbook entitled "Transferring Your Lease with JTC" for the list.)
- Yes No
- b. If your answer is 'Yes' to question 7.1(a) above, have you obtained clearance from Central Building Plan Unit (CBPU) for your proposed usage?
- Yes No
- Not applicable
(Please answer "Not applicable" if your answer to 7.1(a) is "No")
- c. Would your proposed usage at the premises require NEWater / Industrial Water or requires potable water consumption of more than 500 cubic meters per month?
- Yes No
- d. Have you obtained clearance from Public Utilities Board (PUB) for your proposed usage?
- Yes No
- Not applicable
(Please answer "Not applicable" if your answer to question 7.1(c) is "No")

Note : Please proceed to question 8 directly.

¹ This section is applicable where assignee/transferee's (buyer) proposed usage is different from the assignor/transferee's (seller) existing approved use of the Property.

7.2 For flatted factory lessees only

7.2.1 Clearance from Central Building Plan Unit**Air Pollution**

a. Would you need to burn fuel, oil, diesel or gas for your proposed usage at the premises?

Yes No

b. Would your proposed usage at the premises emit smell, chemical fumes, smoke or dust particles?

Yes No

Water Pollution

c. Would your proposed usage at the premises generate waste water?

Yes No

Use of Chemicals

d. Would you store or use any controlled hazardous chemicals eg. corrosive acids, alkalis, poisons, toxic gases, etc ?

(You may like to refer to 2nd schedule of the Environment Pollution Control Act for the list of controlled hazardous chemicals at Annex 2 of the handbook entitled “Transferring Your Lease with JTC” for the list.)

Yes No

e. Would you store any chemicals, oils or solvents exceeding 100kg at the premises?

Yes No

Noise Pollution

f. Would you use any noisy machinery which emit strong vibrations, loud or high frequency noises (eg. cutting and drilling etc) at the premises?

Yes No

Toxic Industrial Wastes

- g. Would your proposed usage at the premises generate toxic or medical wastes eg. chemical wastes, waste oil, pathogenic waste etc?
(You may like to refer to the list of toxic wastes at Annex 3 of the handbook entitled “Transferring Your Lease with JTC” for the list.)

Yes No

#Note: If any of your answers to questions 7.2.1(a) to 7.2.1(g) is ‘Yes’, please answer question 7.2.1(h).

- h#. Have you obtained clearance from Central Building Plan Unit (CBPU) for your proposed usage?

Yes No

Not applicable

(Please answer “Not applicable” if all your answers to questions 7.2.1(a) to 7.2.1(g) are “No”)

7.2.2 Clearance from Public Utilities Board (PUB)

- a. Would your proposed usage at the premises require water consumption of more than 500 cubic meters per month?

Yes No

- b. Have you obtained clearance from Public Utilities Board (PUB) for your proposed usage?

Yes No

Not applicable

(Please answer “Not applicable” if your answer to question 7.2.2(a) is “No”)

PUB reserves the right to seek clarification from the Applicant should it be deemed necessary.

Note: Please proceed to Question 8.

8 CHECKLIST FOR CHANGE/EXTENSION OF USE²

If you have any questions in filling up the checklist, please do not hesitate to contact our officers for assistance. Our officers may also contact you for more information to assist their assessment of your application.

- 8.1 Does your proposed activities comply with Urban Redevelopment Authority's 60:40 requirement set out below for space utilization?

Urban Redevelopment Authority's 60:40 requirement:

The tenant/lessee must ensure that at least 60% of the total gross floor area shall be used for industrial activities i.e. for manufacturing, assembly, research & development purposes, including ancillary storage and warehousing related to the industrial activity only. The remaining 40% of the total gross floor area may be used as ancillary offices, showrooms, neutral areas or communal facilities and such other uses approved in writing by us and the relevant governmental and statutory authorities.

For warehousing leases, at least 60% of the total gross floor area shall be used for warehousing activities. The remaining 40% of the total gross floor area may be used as ancillary offices, showrooms, neutral areas or communal facilities and such other uses approved in writing by us and the relevant governmental and statutory authorities.

Yes No

- 8.2 Is your proposed usage industrial or warehousing?

Yes No

- 8.3 Does your proposed usage at the premises **NOT** involve metal stamping, shot blasting, spray painting, electro-plating, sputtering, wood working or chemical etching?

(This question is only applicable to Flatted Factories tenants/lessees)

Yes No

Not applicable

(Please answer "Not Applicable" for all non-Flatted Factories tenants/lessees)

- 8.4 Is your proposed usage compatible with Urban Redevelopment Authority's land use zoning (i.e. general, light & clean and warehousing industry zoning)?

Yes No

² This section is applicable where assignee/transferee's (buyer) proposed usage is different from the assignor/transferee's (seller) existing approved use of the Property.

8.5 Is your proposed usage compatible with JTC's usage zoning?
Please note that JTC's food zone and JTC's Biomedical Park are dedicated to food and biomedical related activities respectively.
(You may like to refer to Annex 4 & Annex 9 of the handbook entitled "Transferring Your Lease with JTC" for the location maps of the food zone and the Biomedical Park)

Yes No

8.6 Does your proposed usage fall outside the usage/activities listed in the Negative List of Annex 1 (attached at the back of the application form)?

Yes No

8.7 Does your proposed usage **NOT** involve a change of use from warehousing to non-warehousing and vice versa.

Yes, it does NOT involve such a change

No, it does involve such a change

8.8 Is your proposed usage non-dormitory?

Yes, the proposed usage is not dormitory

No, the proposed usage is dormitory

8.9 Proposed Usage

Please answer one of the following questions depending on the type of property you are occupying.

Non-Flatted Factory lessee, please answer 8.9(i)

Flatted Factory lessee, please answer 8.9(ii)

Business park lessee, please answer 8.9(iii)

i For Non-Flatted Factory lessee only

Is your proposed usage **outside** of the list of activities in Part A & Part B of the Further Assessment List in Annex 1 of the assignment handbook entitled 'Transferring Your Lease with JTC' ?

Yes No

If your answer is 'No' to the above, please indicate in the blank below the category in the Further Assessment List that your proposed usage falls under:

ii For Flatted Factory lessee only

Is your proposed usage **outside** the activities in Part A of the Further Assessment List in Annex 1 of the assignment handbook entitled 'Transferring Your Lease with JTC' ?

Yes No

If your answer is 'No' to the above, please indicate in the blank below the category in the Further Assessment List that your proposed usage falls under:

iii For Business Park applicants only

Does your proposed usage fall **within** the list of allowable activities of Business Park in Annex 5 of the assignment handbook entitled 'Transferring Your Lease with JTC' ?

Yes No

9. CHECKLIST FOR ASSIGNMENT/TRANSFER OF LEASE

(Please note that this section is not applicable if the property to be transferred is a Flatted Factory)

- 9.1 Has a requirement to conduct Environmental Baseline Study (EBS) on this property been imposed on or undertaken by you (the assignor/transferor/seller) prior to this application?

(This refers to the mention of conducting an EBS as a requirement or as a condition to be completed in any offer/consent letter/correspondence/legal documentation between JTC and the assignor/transferor or their representatives.)

Yes No

- 9.2 JTC has a list of activities that have potential to cause land pollution. Is your **existing** usage outside this list? (Please refer to Annex 11 of the assignment handbook entitled “Transferring your lease with JTC” for the list)

Yes No

- 9.3 JTC has a list of activities that have potential to cause land pollution. Is your **proposed** usage outside this list? (Please refer to Annex 11 of the assignment handbook entitled “Transferring your lease with JTC” for the list)

Yes No

Not applicable

(Please answer “Not applicable” if there is no change of use upon assignment/transfer of lease)

- 9.4 Do you have any foreshore sites/structures with JTC ?

Yes No

10. MODE OF PAYMENT

An administrative fee of \$500 per allocation (subject to GST at prevailing rate) will be charged upon JTC’s approval of your application. If there is a change/extension of use arising from the assignment/transfer of lease, an additional administrative fee of \$500 for non-amenity/ \$100 for amenity per allocation (subject to GST at prevailing rate) will be charged upon JTC’s approval of your application. Please indicate your preferred mode of payment for the administrative fee.

I would like the above admin fees to be paid together with my monthly rent when it is due through my existing GIRO account.

I would like the above admin fees to be paid together with my monthly rent when it is due by cheque payment.

I would like to make a separate cheque payment for the above admin fees.

11. DECLARATION BY ASSIGNOR/TRANSFEROR (SELLER)

In consideration of Jurong Town Corporation (JTC) agreeing to consider our application for assignment/transfer of lease _____³

hereby *jointly and severally*⁴ :

- (a) declare that the information stated in this application form is true and accurate.
- (b) undertake for ourselves and our successors to
 - Fully indemnify and keep indemnified JTC against all proceedings, costs, expenses, claims, losses, damage, penalties and liabilities arising or which may arise out of or in relation to or by reason of the falsehood or inaccuracy or otherwise of the above statements.
- (c) agree that:
 - JTC's agreement to our assignment/transfer of lease, if given, shall not in any way prejudice, nor be deemed to be or construed as a waiver of any of JTC's rights or remedies whatsoever;
 - JTC is under no obligation to verify the truth or accuracy of the above statements, by checking its records or otherwise and is entitled to agree to our assignment/transfer of lease without further query;
 - If any of the above statements have been falsely declared, JTC shall have the full right and liberty to withdraw its agreement to our assignment/transfer of lease and such withdrawal shall be without prejudice to any other right or remedy, including JTC's right of re-entry under the Building Agreement/Agreement of Lease/Lease JTC may have against either us or the assignee/transferee (buyer); and we shall not be entitled to any refund of any sum paid.

Name of Applicant(s)⁵/Date : _____

Signatures(s)⁶/Designation(s)⁷: _____
for and on behalf of the Applicant⁸

Company's Stamp :

³ If is a Private Limited company/ Limited Liability Partnership, please state the name of the company/Limited Liability Partnership. If it is a Sole Proprietorship then the name of the sole proprietor and if it is a Partnership, please state all the names of the partners.

⁴ For Partnership only.

⁵ For Partnership, please state ALL partners' names

⁶ For Partnership, please ensure that ALL partners sign.

⁷ For Private Limited company and Limited Liability Partnership only.

⁸ For Private Limited company and Limited Liability Partnership only.