

Application Form For Factories

Before proceeding with the application, please read the information set out below and the terms and conditions attached to the relevant Factsheet.

1. Submission of Application

- 1.1 In order for JTC to consider your application, you must submit the completed and signed application form ("Application Form") :

Compulsory Items to be attached to Application Form	
i.	Latest audited accounts (in the case of a company / LLP) or latest unaudited statement of accounts (in the case of a sole-proprietorship / partnership)
ii.	Payment advice evidencing bank transfer of Application Deposit

- 1.2 The completed Application Form and above documents must be submitted **by Email** to Email address: JTC_StandardFactory_Launch_Tender@jtc.gov.sg.

- 1.3 Submission of an incomplete form will be deemed invalid without further reference to you.

- 1.4 The attachments must not exceed a total file size of **25MB** and must be in any of the following formats:
.BMP; .DOC; .DOCX; .GIF; .JPG; .PDF; .PNG; .PPT; .PPTX; .XLS; .XLSX; . TIFF
or .JPEG

- 1.5 You will receive an auto-generated email acknowledging receipt of your application, upon successful transmission of your email. You may contact us at 1800-568 7000 for assistance if you fail to receive any acknowledgment.

2. Application Deposit

- 2.1 The Application Deposit in the amount set out in the Factsheet must be paid **BY BANK TRANSFER TO JTC'S CITIBANK N.A. SINGAPORE ACCOUNT NO.: 0-020459-042**. The **BANK TRANSFER MUST** quote the following reference for the transaction: "[Company Name]/SF [Location of factory unit], e.g. ABC PTE LTD/SF 33 Pioneer Sector 1". **PAYMENT IN CASH / CHEQUE / CASHIER'S ORDER/ BANK GUARANTEE/ OTHER MODES WILL NOT BE ACCEPTED.**

- 2.2 The Application Deposit **will be forfeited** (without prejudice to JTC's rights to recover other damages which JTC may have suffered) in the any of the following events:

- 1) the Applicant withdraws the application at any time: -
 - (i) after the submission of this Form; or
 - (ii) after JTC makes an offer of the Proposed Site to the Applicant; or
- 2) the application is successful but the Applicant fails to accept the offer for the Proposed Site within the time stipulated by JTC.



Application Form For Factories

IMPORTANT NOTE

1. All fields are mandatory. Otherwise your application will be rejected.
2. All applications are subject to (i) JTC's assessment; and (ii) terms and conditions as may be imposed by JTC, at its discretion.
3. Prices/rents quoted earlier (if any) are subject to changes in accordance with market conditions without prior notice.
4. JTC collects information in the course of processing your applications. Unless prohibited by law, we may share the information furnished with other Government agencies (or non-Government entities authorised to carry out specific Government services) to process any application or so as to serve you in a more efficient and effective way.

I APPLICANT'S DETAILS

Name of Company/ Partnership/ Sole- Proprietorship (" <u>Applicant</u> ") <i>(In the case of Partnership/SoleProprietorship, please also insert name(s)/of the individual partners/sole-proprietor)</i>		
UEN No. of Applicant <i>(In the case of Partnership/SoleProprietorship, please also insert NRIC No(s) of the individual partners/sole-proprietor)</i>		
Is there any law suit or legal proceedings pending against the Applicant currently? If "Yes", Please provide details below in a <i>separate sheet</i> attached to this Form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Contact Person	Mr/ Mrs/ Mdm/ Miss	Surname
	Given Name	
Designation		
Email Address of Contact Person		
Contact Number	Office	Mobile
Applicant's Mailing Address		

II INFORMATION ON PROPOSED SITE (Please refer to the Factsheet for more details before completing this section.)

Location of Proposed Site	
---------------------------	--

Proposed Usage <i>(Please underline the predominant usage)</i>	
---	--

III PROPOSED USAGE DETAILS

1. Does the usage:			
(a) Comply with the land use zoning and development control requirements of the Urban Redevelopment Authority (URA) (e.g. B1, B2, Business Park Zone and 60:40 industrial space usage requirement)? ¹	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Fall under any of the following industries:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(i) Concrete			
(ii) Motor workshop			
(iii) Inland container depot i.e. use of open yard for storage of containers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(c) Fall under the Further Assessment List ? ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(d) Comply with the Singapore Standard on the Code of Practice for Pollution Control of the National Environment Agency (NEA)? ³	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(e) Fall within the list of activities that have potential to cause land pollution i.e. within Annex S for list of Polluting activities subject to site assessment before change of use or rezoning? ³	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(f) Comply with the Fire Safety (Petroleum and Flammable Materials) Regulations of the Singapore Civil Defence Force ? ⁴	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>Note: If you require more than the electrical load set out in the Factsheet, please contact the SP Group JTC makes no representation that the increased electrical load will be provided to you.</i>			
Applicable for JTC Food Zone Premises or Premises situated within 100 m from JTC Food Zone²			
2. Does the proposed usage fall within the list of B2 activities that are incompatible with Food industries? Please refer to Annexes C and D of Singapore Standard on the Code of Practice for Pollution Control. ³	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No

¹ URA's 60:40 industrial space usage rule stipulates that the lessee must ensure that at least 60% of the floor space is used for industrial activities. The remaining space can be used for ancillary offices, neutral areas and communal facilities. Please refer to URA's website at <https://www.ura.gov.sg/maps/> for more information on land use zoning; and <https://www.ura.gov.sg/Corporate/Guidelines/Development-Control/Non-Residential> for more information on development control.

² Please refer to JTC's website at http://www.jtc.gov.sg/Documents/Usage_Guidelines.pdf for more information.

³ Please refer to NEA's website at www.nea.gov.sg/our-services/development-control/overview for more information on the Singapore Standard on the Code of Practice for Pollution Control.

⁴ Please refer to SCDF's website at <https://www.scdf.gov.sg/home/fire-safety> for more information on fire safety requirements.

Applicable for Tuas Biomedical Park and Premises Situated within 1 km from Tuas Biomedical Park ²			
3. Does the proposed usage fall within the List of Scheduled Premises (except for boilers using natural gas)? ²	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicable for Business Park Premises only			
4. Does the proposed usage fall within the List of Allowable Activities in Business Parks ? ²	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicable for Waterfront Premises only			
5. Does the proposed usage involve marine industrial activities which utilize the waterfront area within the subject premises?	<input type="checkbox"/> NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No

IV VALUE-ADDED DETAILS

Components for Value Add ⁵	Last FY (Based on Audited Statement or Management Account)	Current FY (Year of Application: Projected for full year, if necessary)	Projected FY
	(\$'000)	Year ₁ (\$'000)	Year ₅ (\$'000)
	(MM / YY)	(MM / YY)	(MM / YY)
<u>Operating Income</u>			
A) Sale / Revenue			
B) Other Operating Income			
<u>Operating Costs</u>			
C) Raw Material, Components and Packaging (including subcontracted out)			
D) Work Subcontracted Out			
(i) In Singapore			
(ii) Outside Singapore			
E) Total Remuneration			
F) Depreciation			
G) Rental			
(i) Land			
(ii) Building			
H) Interest Cost			
I) Royalties & Know-how Fees			
(i) In Singapore			

⁵ Refer to [Annex A](#) for the definition of Value Add (VA) terms.

(ii) Outside Singapore			
J) Indirect Taxes			
K) Other Operating Costs			
(i) In Singapore			
(ii) Outside Singapore			

V EMPLOYMENT INFORMATION

	Last FY <i>(Based on Audited Statement or Management Account)</i>	Current FY <i>(Year of Application: Projected for full year, if necessary)</i>	Projected FY
	Year () (MM /YY)	Year₁ () (MM /YY)	Year₅ () (MM /YY)
1. Remuneration (\$'000)			
(a) Singaporean & Permanent Resident			
(b) Foreign			
2. Total number of workers (exclude sub-contracted workers)			
(a) Singaporean & Permanent Resident			
(b) Foreign			
3. Number of Workers in List of Occupations shown in Annex B (exclude sub-contracted workers)			
(a) Singaporean & Permanent Resident			
(b) Foreign			

VI INDUSTRIAL PROPERTIES HELD BY APPLICANT⁶

Please state the amount of industrial land area (including TOL land) occupied in Singapore:

Current FY <i>(Year of application ie. Year 1)</i>	sqm	Projected FY <i>(Year 5)</i>	sqm
---	-----	---------------------------------	-----

1. Have you and/or your related companies⁷ assigned any JTC property within the last five years?

If yes, please provide details.

Yes No

	Location of Site	Land Area (sqm)	Year of Sale
1.			
2.			
3.			

VII DECLARATION

I, the undersigned, as the authorized representative of the Applicant or the Applicant, hereby declare and agree as follows:

- (a) all of the information and terms and conditions in the Factsheet in respect of the Proposed Site set out at Part II above are acceptable and no objection will be raised by the Applicant in respect thereof;
- (b) all of the information provided in this Form are true and accurate and JTC has no obligation to verify the truth or accuracy of the information provided;
- (c) in the event any of the information is found to be false or inaccurate, JTC has the right to withdraw any approvals given and forfeit any monies paid to JTC without prejudice to JTC's rights to claim for any loss suffered as a consequence of the such false or inaccurate information;
- (d) to indemnify and fully compensate JTC against any costs, expenses, claims, loss, damage, penalties and liabilities suffered as a consequence of false or inaccurate information;
- (e) that the Application Deposit paid will be forfeited (without prejudice to JTC's right to recover other damages which JTC may have suffered) in the event:

⁶ Industrial sites include any such sites located in Singapore on JTC, HDB or other private land zoned Business-1, Business-2 or BusinessPark land/space.

⁷ Related companies are defined as: (i) the holding company of another corporation (ii) the subsidiary of another corporation (iii) the subsidiary of the holding company of another corporation. Provided there is more than 50% shareholding relationship between the two companies.

- (1) the Applicant withdraws the application at any time:-
 (i) after the submission of this Form; or
 (ii) after JTC makes an offer of the Proposed Site to the Applicant; or
(2) the Applicant fails to accept the offer for the Proposed Site within the stipulated time; or
(3) the application is for any of the Restricted Usage set out in the Factsheet;
- (f) that notwithstanding the information set out in the Factsheet, the Applicant must at its own costs conduct its own independent searches and enquiries to ascertain the suitability of the Proposed site for the proposed usage;
- (g) to act in accordance with and take all actions to comply with all laws and regulations, including but not limited to Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) Act for the prevention, detection and cessation of money laundering and terrorism financing activities.

Name of Authorised Person : _____

Signature and Designation of Authorised Person : _____

Date : _____

ANNEX A

DEFINITION OF VALUE ADD (VA) TERMS

Operating Income

A. Sale/ Revenue

Sale/ Revenue refer to sales derived from goods manufactured or processed by the company only, excluding goods purchased for resale. The value of sales should be based on selling price excluding excise duties, if any.

B. Other Operating Income

Operating income the company derives other than those arising from sale of manufactured goods.

Operating Costs

C. Raw Material, Components and Packaging (including subcontracted out)

Comprise direct input materials for the goods sold, both sourced from Singapore and imported, whether purchased by the company or by the outsourced company for work subcontracted out.

D. Work Subcontracted Out (i) In Singapore (ii) Outside Singapore

Work subcontracted out comprises activities of the company's core business which are performed externally and excludes cost of raw material, components and packaging incurred on behalf of the company.

Expenses from work subcontracted out are considered to have been incurred in Singapore if activities were conducted within Singapore.

E. Remuneration

Remuneration should pertain only to employees working in Singapore.

It comprises wages and salaries (which include bonuses), contributions to the Central Provident Fund and pension paid by employers, and the value of other benefits provided such as food, lodging and medical care.

F. Depreciation

Depreciation refers to that for capital assets located in Singapore only, i.e. does not include amortisation of intangible assets.

G. Rental

Clear distinction should be made between rental arising from use of building space and that for land.

H. Interest Cost

Interest Cost refers to interest payable to local banks, branches of foreign bank and other corporations.

I. Royalties & Know-how Fees (i) In Singapore (ii) Outside Singapore

Payment which is recurring for ongoing use of intellectual property and transfer of know-how. Does not include one-off lump sum payments made in the event of acquisition of intellectual property.

J. Indirect Taxes

Indirect taxes include property tax, foreign workers' levy, others including registration fees, license fees, entertainment duties and stamp duties, road tax, net GST paid to IRAS, custom & excise duties, skills development levy etc.

K. Other Operating Costs (i) In Singapore (ii) Outside Singapore

Examples include freight charges and advertising and promotion costs. Please provide breakdown in terms of expenses incurred and activities carried out within Singapore or outside Singapore.

ANNEX B

LIST OF OCCUPATIONS (Based on Singapore Standard Occupational Classification 2010)

SSOC 2010	JOB TITLES	SSOC 2010	JOB TITLES
1	MANAGERS		
		2269	Other Health Professionals Not Elsewhere Classified
1120	Managing Directors, Chief Executives and General Managers	2310	University, Polytechnic and Higher Education Teachers
1211	Finance and Administration Managers	2320	Vocational Education Teachers
1212	Human Resource Managers	2330	Secondary Education Teachers
1213	Policy and Planning Managers	2340	Primary School Teachers
1219	Business Services and Administration Managers Not Elsewhere Classified	2351	Education Methods Specialists
1221	Sales, Marketing and Business Development Managers	2352	Special Education Teachers
1222	Advertising and Public Relations Managers	2359	Other Teaching Professionals Not Elsewhere Classified
1223	Research and Development Managers	2411	Accountants
1224	Customer Service and Call Centre Managers	2412	Financial and Investment Advisers
		2413	Financial Analysts and Related Professionals
2	PROFESSIONALS	2511	Systems Analysts
		2512	Software, Web and Multimedia Developers
2111	Physicists and Astronomers	2514	Applications and Systems Programmers
2112	Meteorologists	2515	Information Technology Testing and Quality Assurance Professionals
2113	Chemists	2516	Information Technology Project Managers
2114	Geologists, Geophysicists and Other Physical Science Professionals	2519	Software and Applications Developers and Analysts Not Elsewhere Classified
2121	Mathematicians, Operations Research Analysts and Actuaries	2521	Database Designers and Administrators
2122	Statisticians	2522	Network and Computer Systems Administrators
2131	Biologists, Botanists, Zoologists and Related Professionals	2523	Computer Network Professionals
2132	Farming, Forestry and Fishery Advisers	2524	Information Technology Security Specialists
2133	Environmental Protection and Related Professionals	2529	Database and Network Professionals Not Elsewhere Classified
2134	Pharmacologists and Related Professionals	2611	Lawyers
2141	Industrial and Production Engineers	2612	Judges
2142	Civil Engineers	2621	Archivists, Curators And Conservators
2143	Environmental Engineers	2622	Librarians and Related Information Professionals
2144	Mechanical Engineers	2631	Economists
2145	Chemical Engineers	2632	Sociologists, Anthropologists and Related Professionals
2146	Mining Engineers, Metallurgists and Related Professionals	2633	Historians, Political Scientists and Other Social Science Professionals
2149	Engineering Professionals Not Elsewhere Classified	2634	Psychologists
2151	Electrical Engineers	2635	Social Work and Counselling Professionals
2152	Electronics Engineers	2641	Authors and Related Writers
2153	Telecommunications Engineers	2642	Journalists
2211	Generalist Medical Practitioners	2651	Visual Artists
2212	Specialist Medical Practitioners (Medical)	2652	Musicians, Composers and Singers
2213	Specialist Medical Practitioners (Surgical)	2653	Dancers and Choreographers
2214	Specialist Medical Practitioners (Other Specialisations)	2654	Film, Stage and Related Directors and Producers
2230	Traditional and Complementary Medicine Professionals	2655	Actors
2250	Veterinarians	2901	Religious Professionals
2261	Dentists	2909	Other Professionals Not Elsewhere Classified
2262	Pharmacists		
2263	Environmental and Occupational Health and Hygiene Professionals		

3	ASSOCIATE PROFESSIONALS AND TECHNICIANS		
3100	Assistant Engineers	359	Government Associate Professionals Not Elsewhere Classified
3111	Chemical And Physical Science Technicians	3411	Legal Associate Professionals
3112	Civil Engineering And Related Technicians	3412	Social Work Associate Professionals
3113	Electrical Engineering Technicians	3431	Photographers
3114	Electronics Engineering Technicians	3433	Gallery, Museum and Library Technicians
3115	Mechanical Engineering Technicians	3435	Fashion, Garment and Product Designers
3116	Chemical Engineering Technicians	3436	Graphic and Multimedia Designers and Artists
3117	Manufacturing Engineering Technicians	3439	Artistic and Cultural Associate Professionals Not Elsewhere Classified
3118	Draughtsmen	3441	Radio and Television Presenters and Related Associate Professionals
	Physical and Engineering Science Technicians Not Elsewhere	3442	Clowns, Magicians, Acrobats and Related Associate Professionals
3119	Interior Designers and Decorators	3511	Computer Systems Operators
3132	Life Science Technicians (Except Medical)	3512	Computer Technicians
3141	Agronomy, Horticultural and Farming Technicians	3514	Website Administrators
3142	Ships' Engineers	3521	Broadcasting Technicians and Audio-Visual Operators
3151	Ships' Deck Officers and Pilots	3522	Telecommunications Engineering Technicians
3152	Aircraft Pilots and Related Associate Professionals	3523	Telecommunications Equipment Operators
3153	Air Traffic Controllers	3529	Optical and Electronic Equipment Operators Not Elsewhere Classified
3154	Sea Traffic Controllers	3610	Pre-Primary Education Teachers
3156	Transport Operations Supervisors	3620	Extracurriculum Instructors
3157	Transport Controllers and Related Workers Not Elsewhere Classified	3691	Private Tutors
3159	Building and Fire Inspectors	3699	Teaching Associate Professionals Not Elsewhere Classified
3171	Quality and Safety Inspectors	3910	Translators and Interpreters
3172	Dental Nurses and Therapists		
3251	Dietitians and Nutritionists	5	SERVICE AND SALES WORKERS
3252	Audiologists and Speech Therapists		
3253	Optometrists and Opticians	51201	Chef
3254	Physiotherapists and Related Associate Professionals		
3255	Occupational Therapists	7	SKILLED PRODUCTION CRAFTSMEN (a subset of SSOC 7 Production Craftsmen and Related Workers)
3256	Environmental and Occupational Health Inspectors		
3257	Health Associate Professionals Not Elsewhere Classified	7200	Supervisors And General Foremen (Metal, Machinery And Related Trades)
3259	Securities and Finance Dealers and Brokers	72121	Welders
3311	Credit and Loans Officers	7213	Sheet Metal Workers
3312	Accounting Associate Professionals	72155	Aircraft Rigger
3313	Statistical, Mathematical and Actuarial Associate Professionals	7221	Blacksmiths, Hammersmiths And Forging-Press Workers
3314	Valuers and Loss Assessors	7222	Toolmakers And Related Workers
3315	Insurance Representatives	72242	Tool Grinder (Machine Tools)
3321	Commercial and Marketing Sales Representatives	7232	Aircraft Engine Mechanics and Repairers
3322	Buyers and Purchasing Agents	7233	Other Machinery Mechanics
3323	Trade and Ship Brokers	72332	Machinery Fitters
3324	Sales and Related Associate Professionals Not Elsewhere Classified	7300	Supervisors And General Foremen (Precision, Handicraft, Printing And Related Trades)
3329	Shipping, Clearing and Forwarding Agents	7311	Precision Instrument Makers And Repairers
3331	Conference and Event Planners	7411	Electricians
3332	Employment Agents and Labour Contractors	7412	Electrical Fitters And Mechanics
3333	Real Estate Agents	74121	Electronics Fitters
3334	Business Services Agents Not Elsewhere Classified	7413	Electrical Line Installers
3339	Public Relations Associate Professionals		
3345	Human Resource Associate Professionals		
3346	Administrative and Related Associate Professionals Not Elsewhere Classified		
3349	Customs and Immigration Officers		
3351	Police Inspectors		
3355			

