

**APPENDIX 1 OF PART D
CHECKLIST
(REFERRED TO IN PARAGRAPH 1.1 OF PART D)**

(Note: Landlord must complete and provide the Checklist to tenant together with the first draft of the lease agreement in respect of retail premises. Where there are any deviation in any of the Leasing Principles, landlord must indicate the same by checking the box under "Deviation" column and may include remarks under the "Remarks" section. Please ensure that one box is checked for every item in this Checklist.

The Code of Conduct only allows for deviations in the Leasing Principles if such deviation is mutually agreed and in which case a declaration of permitted deviation must be submitted by landlord to FTIC in accordance with the Act. These are indicated with an asterisk ().*

If landlord and tenant mutually agree to the deviation, kindly initial in the two boxes below the check box. Please do not initial in the box if you do not agree to the deviation.

If a Leasing Principle is not applicable to the lease agreement, parties must indicate this by checking the box indicating that it is "Not Applicable", e.g. if landlord does not require integration of tenant's POS system with landlord's POS system, the box under the "Not Applicable" section under S/N 2.2 is to be checked.)

S/N	Leasing Principle	Code - Compliant	Deviation from Code requiring submission of declaration to FTIC?	Not Applicable
PART B OF CODE OF CONDUCT: LEASING PRINCIPLES FOR KEY TENANCY TERMS				
1.	* Exclusivity	<input checked="" type="checkbox"/> To check if there is no exclusivity clause	<input type="checkbox"/> To check if there is exclusivity clause Landlord Tenant To initial if deviation is agreed	-
Remarks:				
2.	Costs to Prepare the Lease Agreement and Third Party Costs			
2.1	General Principles on all Costs	<input checked="" type="checkbox"/>	-	-
2.2	Point-of-Sales system (POS system)	<input checked="" type="checkbox"/>	-	<input type="checkbox"/> To check if landlord does not require integration of tenant's POS system with landlord's POS system

S/N	Leasing Principle	Code - Compliant	Deviation from Code requiring submission of declaration to FTIC?	Not Applicable	
	2.3	Costs to Prepare the Lease Agreement	<input checked="" type="checkbox"/>	-	-
	2.4	Fees for Tenant-Initiated Requests	<input type="checkbox"/>	-	<input checked="" type="checkbox"/> To check if there are no ancillary documents arising from tenant-initiated requests at the time of lease preparation
	2.5	Third Party Costs			
	2.5.1	General Principles on Third Party Costs	<input checked="" type="checkbox"/>	-	-
	2.5.2	Sales Audit Fees	<input checked="" type="checkbox"/>	-	<input type="checkbox"/> To check if the rent payable to landlord does not comprise GTO Rent
	2.5.3	Public Liability Insurance	<input checked="" type="checkbox"/>	-	<input type="checkbox"/> This box may only be checked if the floor area of the leased premises is more than 15,000 square feet
	2.5.4	Electricity Charges	<input checked="" type="checkbox"/>	-	-
3.	Advertising and Promotion Charge and Service Charge		<input checked="" type="checkbox"/>	-	<input type="checkbox"/> To check if there is no A&P charge and no service charge payable to landlord
4.	Pre-termination by Landlord due to Landlord's Redevelopment Works		<input type="checkbox"/>	-	<input checked="" type="checkbox"/> To check if landlord does not require the right to pre-terminate the lease for redevelopment works
5.	* Sales Performance		<input checked="" type="checkbox"/> To check if there is no sales performance clause	<input type="checkbox"/> To check if there is sales performance clause	-
	Remarks:			Landlord Tenant To initial if deviation is agreed	
6.	Pre-Termination by Tenants		<input checked="" type="checkbox"/>	-	<input type="checkbox"/>

S/N	Leasing Principle	Code - Compliant	Deviation from Code requiring submission of declaration to FTIC?	Not Applicable
				Tenant To check and initial above if tenant is not trading under the brand name of a principal or franchisor or if tenant does not require the right to pre-termination the lease for exceptional conditions
7.	* Security Deposit	<input checked="" type="checkbox"/> To check if security deposit does not exceed 3 months' gross rent	<input type="checkbox"/> To check if security deposit exceeds 3 months' gross rent Landlord Tenant To initial if deviation is agreed	<input type="checkbox"/> To check if floor area of premises is more than 5,000 square feet and/or lease term is more than 3 years or if 3 months' gross rent is equal to or less than \$500
Remarks:				
8.	Floor Area Alterations	<input checked="" type="checkbox"/>	-	<input type="checkbox"/> To check if lease is a renewal lease or if the agreed floor area is equal to or less than 300 square feet
9.	Building Maintenance	<input checked="" type="checkbox"/>	-	-
10.	*Rental Formula	<input checked="" type="checkbox"/> To check if rental formula is a single rental formula (i.e. <u>not</u> an "either/or" formula, or <u>does not</u> have a GTO component if GTO is more than S\$Z)	<input type="checkbox"/> To check if rental formula is not a single rental formula Landlord Tenant To initial if deviation is agreed and to select and complete the alternative agreed rental formula in the section below	-
Agreed Rental Formula <input type="checkbox"/> S\$ XX psf or Y% of GTO, whichever is higher <input type="checkbox"/> (S\$ XX psf \pm Y% of GTO) or Z% of GTO, whichever is higher <input type="checkbox"/> S\$ XX psf + Y% of GTO above S\$XY per month <input type="checkbox"/> Others: _____				
PART C OF CODE OF CONDUCT: LEASING PRINCIPLES FOR CONFIDENTIALITY CLAUSES AND DATA TRANSPARENCY				

S/N	Leasing Principle		Code - Compliant	Deviation from Code requiring submission of declaration to FTIC?	Not Applicable
11.	Confidentiality		<input type="checkbox"/> To check if confidentiality clause applies to both landlord and tenant	-	<input checked="" type="checkbox"/> To check if there is no confidentiality clause binding on both parties
12.	Data Transparency				
12.1		Sharing of sales data prior to signing of lease agreement	<input checked="" type="checkbox"/> To check if landlord has shared sales data prior to signing of lease agreement	-	<input type="checkbox"/> This box may only be checked if landlord do not collect sales data from tenants as part of the GTO Rent structure
12.2		Sharing of sales data on a bi-annual basis during the lease term	<input checked="" type="checkbox"/>	-	<input type="checkbox"/> To check if landlord do not collect sales data from tenants as part of the GTO Rent formula