

26 July 2019



Breaking New Ground

- | | | |
|----|--|---------------------------|
| 1. | The Law Society of Singapore
39 South Bridge Road
Singapore 058673 | BY FAX (6533 5700) & POST |
| 2. | The Association of Banks in Singapore
10 Shenton Way #12-08
MAS Building
Singapore 079117 | BY FAX (6224 1785) & POST |
| 3. | Council for Estate Agencies, Singapore
480 Lor 6 Toa Payoh #13-01
East Wing, HDB Hub
Singapore 310480 | BY FAX (6643 2575) & POST |

JTC Corporation

The JTC Summit
8 Jurong Town Hall Road
Singapore 609434

JTC hotline 1800 568 7000

main line (65) 6560 0056

facsimile (65) 6565 5301

website www.jtc.gov.sg

Dear Sirs

JTC'S PRACTICE CIRCULAR ON STREAMLINING OF DOCUMENTS FOR LEASE RENEWAL

1. JTC periodically reviews the operational processes for the issuance of our leases and related documents.

Supplemental Legal Documents in respect of Further Term

2. Please note that upon a Lessee's acceptance of an offer for a further term of the Lease with JTC ("Offer"), JTC will no longer prepare an Agreement to Lease/Variation of Lease/Supplemental Deed to update the covenants and conditions in the existing lease between JTC and our lessee.

3. The above approach will also apply to existing cases where a Lessee has already accepted JTC's offer for a further term of Lease as at the date of this Practice Circular, but has yet to execute an Agreement to Lease/Variation of Lease/Supplemental Deed with JTC. In these cases, JTC waives any condition or stipulation requiring the Lessee to enter into an Agreement to Lease/Variation of Lease/Supplemental Deed with JTC.

JTC's Practice Circular on Streamlining of Building Agreement Process

4. Further, with reference to JTC's Practice Circular dated 11 November 2008 – (Streamlining of Building Agreement Process), please note that JTC will no longer issue an Acknowledgement Letter to acknowledge a customer's due acceptance of a JTC offer. The Practice Circular dated 11 November 2008 is superseded by this Circular.

5. This Practice Circular takes effect from the date set out above. Nothing in this Practice Circular is intended to have any effect on the binding nature of the agreements between JTC and our lessees.



6. Kindly inform your members of this Practice Circular. For any queries, please fax us at 68855248.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Hafiz Sayuti', is positioned above the typed name.

Hafiz Sayuti (Mr)
General Counsel
Legal Services Division
DID: 68833194
EMAIL: mohamad_hafiz_sayuti@jtc.gov.sg

(This Practice Circular is also available on the website of Jurong Town Corporation at <http://www.jtc.gov.sg>)