26 July 2019

1.	The Law Society of Singapore 39 South Bridge Road Singapore 058673	BY FAX (6533 5700) & POST	Breaking New Ground	
2.	The Association of Banks in Singapore 10 Shenton Way #12-08 MAS Building Singapore 079117	BY FAX (6224 1785) & POST	JTC Corporation The JTC Summit 8 Jurong Town Hall Road Singapore 609434	
			3.	Council for Estate Agencies, Singapore 480 Lor 6 Toa Payoh #13-01 East Wing, HDB Hub
facsimile	(65) 6565 5301			
website	www.jtc.gov.sg			

Dear Sirs

Singapore 310480

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

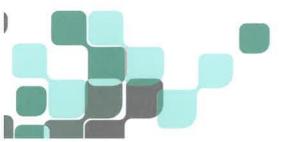
1. JTC periodically reviews the operational processes for the issuance of our leases and related documents.

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 The Practice Circular dated 11 November 2008 is superceded by this Circular.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

Hafiz Sayuti (Mr) General Counsel

Legal Services Division

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