Application for Renewal of Tenancy

Before proceeding with the application, please read the information on Renewal of Tenancy at http://www.jtc.gov.sg/.

1. **Submission of Full Application**
   
   In order for JTC to consider your application, you must submit:-
   
a) the completed and signed application form (“Application Form”);
   
b) the following supporting documents, where applicable.

<table>
<thead>
<tr>
<th>All applicants</th>
<th>Please ✓ where applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Updated company profile from Accounting &amp; Corporate Regulatory Authority (ACRA)</td>
<td></td>
</tr>
<tr>
<td>ii. Advisory for Industrial Allocation from National Environment Agency (NEA)’s Development Control and Licensing Department (DCLD) if there is a change/extension of use from existing usage</td>
<td></td>
</tr>
<tr>
<td>iii. Completed Annex A if there is a change/extension of use from existing usage</td>
<td></td>
</tr>
</tbody>
</table>

2. **Administrative Fee**

   Please consider submitting your application via our Customer Service Portal, where you will not have to pay administrative fees.

   If you choose to submit this hardcopy application, a non-refundable administrative fee of $550 (subject to prevailing GST), will be charged. This administrative fee will be reflected in your Statement of Account.

3. **Application Status**

   We will notify you on the outcome of your application within 3 working days from receiving your complete application.

**Enclosure**

Annex A – Proposed Usage Details
# Application Form

## IMPORTANT

1. All applications are subject to approval by JTC at its discretion and we may impose terms and conditions with such approval. Prices/rents quoted earlier by our officers and/or on our website may change to reflect market conditions.

**Note:**

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

## I APPLICANT DETAILS

<table>
<thead>
<tr>
<th>Company/ Partnership/ Sole Proprietor</th>
</tr>
</thead>
</table>

| Is there any law suit or legal proceeding pending currently? | ☐ Yes | ☐ No |

<table>
<thead>
<tr>
<th>Name of Contact Person</th>
<th>Mr/ Mrs/ Mdm/ Miss Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designation</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact Number</th>
<th>Office</th>
<th>Mobile</th>
<th>Fax</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
</table>

## II INFORMATION OF PREMISED TO BE RENEWED

1. Allocation No & Address of Site to be renewed

2. Allocation No & Address of Ancillary Site to be renewed

3. New tenancy term
   - _____ years _____ months _____ days

4. Will there be a change or extension of use?
   - ☐ Yes
   - ☐ No
   - (Please indicate proposed new use and complete Annex A:
     ___________________________)

---

The JTC Summit 8 Jurong Town Hall Road Singapore 609434
JTC Contact Centre Hotline: 1800 5687000 email: askjtc@jtc.gov.sg Fascimile: 68855934 / 68855936 Website: [www.jtc.gov.sg](http://www.jtc.gov.sg)
III USAGE DETAILS

1. Does the usage comply with the following:

(a) 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)? □ Yes □ No

(b) The Singapore Standard on the Code of Practice for Pollution Control of the National Environment Agency (NEA)? □ Yes □ No

(c) The Fire Safety (Petroleum and Flammable Materials) Regulations of the Singapore Civil Defence Force? □ Yes □ No

Note: If you require more than the electrical load provided for your unit, please contact your customer engagement officer

IV DECLARATION

We, ________________________________ hereby jointly and severally:

(a) declare that we have read the terms and conditions stated in the application form and agree to observe them;

(b) confirm that the information we have provided is true and accurate and JTC has no obligation to verify the truth or accuracy of the information provided;

(c) agree that if false or inaccurate information is provided, JTC has the right to withdraw the consent given. Such a withdrawal will not affect JTC’s full rights, including the right to re-enter the property and there will not be any refund of any sum paid. Alternatively, JTC can allow the consent given to continue upon terms and conditions to be imposed at its discretion, including payment of fees;

(d) agree to fully compensate JTC due to any false and inaccurate information provided, covering all legal proceedings, costs, expenses, claims, losses, damage, penalties and liabilities;

(e) agree 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.

---

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/media/Corporate/Guidelines/Development-control/Documents/non-resi-handbook.pdf for more information on development control.

2 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

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

4 If it is a Private Limited Company, please state the name of the company; if it is firm, please state the names of all the partners.

5 For Partnerships only, otherwise delete.
We agree to the above terms and conditions.

Name of Applicant(s)\textsuperscript{6}/Date : ____________________________________________

Signatures(s)\textsuperscript{7}/Designation(s)\textsuperscript{8} : ____________________________________________

for and on behalf of the Applicant\textsuperscript{9}

\textsuperscript{6} For Partnerships, please state ALL partners’ names.
\textsuperscript{7} For Partnerships, please ensure that ALL partners’ sign
\textsuperscript{8} For Private Limited Company only
\textsuperscript{9} For Private Limited Company only
# ANNEX A

## PROPOSED USAGE DETAILS

<table>
<thead>
<tr>
<th>1. Does the proposed usage:</th>
<th>□ Yes</th>
<th>□ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Fall under any of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Concrete industry</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>(ii) Motor workshop</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>(iii) Inland container depot i.e. use of open yard for storage of containers?</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>b) Fall under the Further Assessment List? 10</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>c) 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? 2</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
</tbody>
</table>

Applicable for JTC Food Zone Premises or Premises situated within 100 m from JTC Food Zone 10

| 2. Does the proposed usage fall within the list of B2 activities that are incompatible with Food industries i.e. within Annex C and D for Examples of general and special industries? 2 | □ Yes | □ No |

Applicable for Tuas Biomedical Park and Premises Situated within 1 km from Tuas Biomedical Park 10

| 3. Does the proposed usage fall within the List of Scheduled Premises (except for boilers using natural gas)? 10 | □ Yes | □ No |

Applicable for Business Park Premises only

| 4. Does the proposed usage fall within the List of Allowable Activities in Business Parks? 10 | □ Yes | □ No |

---