Application for Space

Terms and Conditions

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) payment of an application deposit (“Application Deposit”) being equivalent to one (1) month’s gross rental and/or fixed recurring charges, if any, as determined by JTC; and
   c) the following supporting documents.

<table>
<thead>
<tr>
<th>All applicants</th>
<th>Please ✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Company’s latest annual report or audited accounts</td>
<td></td>
</tr>
<tr>
<td>ii. Completed Direct Credit Authorisation for Electronic Payment form</td>
<td></td>
</tr>
<tr>
<td>iii. Updated company profile from Accounting &amp; Corporate Regulatory Authority (ACRA)</td>
<td></td>
</tr>
<tr>
<td>iv. Advisory for Industrial Allocation from National Environment Agency (NEA)’s Development Control and Licensing Department (DCLD)</td>
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</table>

2. Application Deposit

a) Placement payment of the Application Deposit is to be made by the following modes:

   • Bank transfer to JTC Corporation’s designated bank account below:
     Account Name: JTC Corporation
     Bank: Overseas-Chinese Banking Corporation Limited
     SWIFT code: OCBCSGSG
     Bank Account No.: 501-104-970-001
     Please quote our reference “Application Deposit – coy name” when paying via bank transfer.

   • Bank guarantee in favour of “JTC Corporation” as set out in Annex A and the bank guarantee shall be valid for a period of at least 8 months from the date of submitting the Application Form.

b) Please note that the receipt of Application Deposit by JTC does not constitute an offer of the land/building/unit by JTC to the Applicant nor a binding contract between parties.

c) In the event JTC makes an offer of the land/building/unit to the Applicant, the Application Deposit shall be offset against the total payment required to be made by the Applicant when accepting the offer. Else, the Application Deposit shall be refunded/returned to the Applicant without interest after deducting any outstanding sum to JTC, if any. Thereafter, the Applicant shall have no claim whatsoever against JTC.

d) The Application Deposit shall be forfeited without prejudice to JTC’s rights to recover other damages which JTC may have suffered in the event:
   • the Applicant withdraws the application for the land/building/unit after payment of the Application Deposit; or
• JTC makes an offer of the land/building/unit to the Applicant and the Applicant fails to accept the offer within the stipulated time.

3. **Application Status**

We will notify you on the outcome of your application within **7 working days** from receiving your complete application.

**Enclosures**
Annex A – Form of Bank Guarantee
Annex B - Definition Of Value Add (VA) Terms
# 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>
<th></th>
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<tbody>
<tr>
<td>UEN</td>
<td></td>
</tr>
<tr>
<td>Legal Entity</td>
<td>Private Limited Company / Sole-proprietorship / Partnership / Limited Liability Partnership / Others (Please state:          )</td>
</tr>
<tr>
<td>Is there any law suit or legal proceeding pending currently?</td>
<td>Yes</td>
</tr>
<tr>
<td>Name of Contact Person Mr/ Mrs/ Mdm/ Miss</td>
<td>Surname</td>
</tr>
<tr>
<td>Given Name</td>
<td></td>
</tr>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Contact Number Office Mobile Fax</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
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</table>

**Preferred Notification of Future Information**

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

## II INFORMATION ON PROPOSED PREMISES

<table>
<thead>
<tr>
<th>Location of Premises Applied for (Please specify preferred unit, if any)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Activity (Please underline predominant activity)</td>
<td></td>
</tr>
<tr>
<td>Reason for Taking Up JTC Premises</td>
<td></td>
</tr>
<tr>
<td>Preferred Key Possession Date</td>
<td>dd/mm/yyyy</td>
</tr>
<tr>
<td>Amount of Investment on Plant and Machinery upon allocation of the unit</td>
<td></td>
</tr>
</tbody>
</table>
## III PROPOSED USAGE DETAILS

| 1. Does the proposed usage comply with the following: |
|---------------------------------|-------------------|
| (a) The [land use zoning](https://www.ura.gov.sg/maps/) and [development control requirements](https://www.ura.gov.sg/-/media/Corporate/Guidelines/Development-control/Documents/non-resi-handbook.pdf) 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](https://www.nea.gov.sg/our-services/development-control/overview) of the National Environment Agency (NEA)? | [ ] Yes [ ] No |
| (c) The [Fire Safety (Petroleum and Flammable Materials) Regulations](https://www.scdf.gov.sg/home/fire-safety) of the Singapore Civil Defence Force | [ ] Yes [ ] No |

| 2. Does the proposed usage: |
|-----------------------------|-------------------|
| (a) Involve metal stamping, shot blasting, spray painting, electroplating, sputtering, wood working or chemical etching? | [ ] Yes [ ] No |
| (b) Involve the use of machinery which emit strong vibrations or loud or high frequency noises e.g. cutting, drilling etc? | [ ] Yes [ ] No |
| (c) Fall under the [Further Assessment List](http://www.jtc.gov.sg/Documents/Usage_Guidelines.pdf)? | [ ] Yes [ ] No |
| (d) Fall under the motor workshop trade? | [ ] Yes [ ] No |

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

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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/](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](https://www.ura.gov.sg/-/media/Corporate/Guidelines/Development-control/Documents/non-resi-handbook.pdf) for more information on development control.


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

### IV VALUE-ADDED DETAILS

<table>
<thead>
<tr>
<th>Components for Value Add 5</th>
<th>Last FY (Based on Audited Statement or Management Account)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(MM / YY)</td>
</tr>
<tr>
<td></td>
<td>($'000)</td>
</tr>
</tbody>
</table>

**Operating Income**
- A) Sale / Revenue
- B) Other Operating Income

**Operating Costs**
- C) Raw Material, Components and Packaging (including subcontracted out)
- D) Work Subcontracted Out (include in & outside of Singapore)
- E) Remuneration
- F) Depreciation
- G) Rental
  - (i) Land
  - (ii) Building
- H) Interest Cost
- I) Royalties & Know-how Fees (include in & outside of Singapore)
- J) Indirect Taxes
- K) Other Operating Costs (include in & outside of Singapore)

### V EMPLOYMENT INFORMATION

<table>
<thead>
<tr>
<th>No. of Workers (exclude sub contracted workers, based on latest audited statement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Singaporean &amp; Permanent Residents</td>
</tr>
<tr>
<td>(b) Foreign</td>
</tr>
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</table>

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5 Refer to Annex B for the definition of Value Add (VA) terms.
VI DECLARATION

We, ____________________________________________________________ 6 hereby jointly and severally7:

(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.

We agree to the above terms and conditions.

Name of person authorised to fill in this Application Form on behalf of the Applicant: ________________________________

Signature and Designation of Authorised Person: ________________________________

Date: ________________________________

6 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.

7 For Partnerships only, otherwise delete.
ANNEX A (I)

FORM OF BANK GUARANTEE
(Note: This Guarantee is to be typed on paper with bank's letterhead and submitted together with the Application Form)

FORM OF BANK GUARANTEE

To: JTC Corporation
The JTC Summit
8 Jurong Town Hall Road
Singapore 609434

Dear Sir

LAND PARCEL AT [ ] */ BUILDING AT [ ] UNIT NO: [ ] *
GUARANTEE OF PAYMENT OF APPLICATION DEPOSIT

WHEREAS:

1. [Name of company*/ partnership*/ sole-proprietorship*] is applying for the land parcel at [ ] */ building at [ ]/ unit no. [ ] at building at [ ]* subject to the terms and conditions in the application.

2. Every Applicant shall pay a deposit ("Application Deposit") when submitting the application and such Application Deposit being such amount and payable in such manner as specified in the terms and conditions.

3. Application Deposit may be provided by way of a bank guarantee issued in favour of "JTC Corporation" and that such bank guarantee provided may be enforced in such circumstances as set out in the terms and conditions.

Pursuant to the terms and conditions and at the request of ........................................... of ...................................................................................... the Applicant for the abovementioned Land Parcel at [ ] / Unit No: [ ] Building at [ ],
WE ................................................................................................................................................ (Name of Bank)
a company incorporated in Singapore and having its registered office at ........................................................................................................... Singapore (hereinafter referred to as "the Guarantor") hereby guarantee the due payment on demand by you of the sum of Singapore Dollars ......................................................... (S$..................) being equivalent to one (1) month's rental being the Application Deposit required to be paid by the Applicant Provided Always that our liability hereunder shall not exceed the said sum of Singapore Dollars ................................................................. (S$..................).
ANNEX A (II)

This Guarantee is valid from .................... and shall expire on .................. ("Expiry Date") and our liability hereunder shall cease in respect of any claims made after the Expiry Date.

Notwithstanding that this Guarantee may not have expired, our liability hereunder shall cease forthwith upon our paying to you the Application Deposit.

Dated this ........... day of ............... 20.....

Signed by )

) in the presence of : )

_____________________

Ω INSERT HERE THE NAME AND ADDRESS OF THE APPLICANT.

* DELETE WHICHEVER IS INAPPLICABLE.
ANNEX B

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, 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.