

APPLICATION FOR DORMITORY UNIT(S) AT NORTH COAST LODGE

Instructions

Fill in all particulars & details clearly below and send the original copy to Swee Hong Limited at 190A/190C Choa Chu Kang Avenue 1, Singapore 689466

ALL INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL.

PARTICULARS OF COMPANY

Name of Company:		
Official Address:		
Mailing Address:		
Name of Company's Representative:		
Designation of Representative:		
Tel:	Fax:	E-mail:
Type of Industry:	RCB No.:	
Brief Description of Company's scope of work:		

OCCUPANTS' DETAILS

No. of Work Permit Holders to be Housed	Nationality of Work Permit Holders	Designation (s) of Work Permit Holders

DECLARATION, UNDERSTANDING AND AGREEMENT

I, certify to the best of my knowledge and belief that all the above information of my employees are true in substance and fact. I understand that this application will be void if any of the information given is found to be incorrect or false.

Signed by (Name and Designation):		Signature:	
For and on behalf of (Name of Company):		Company Stamp:	Date:

GUIDELINES FOR APPLICATION

1. ELIGIBILITY

- ❖ This application and the tenancy documents (if approved) will be in the name of the applicant company.
- ❖ The occupants must be foreign workers who are holders of work permits and/or employment passes and are employed in the construction industry.

2. PAYMENT

- ❖ GIRO arrangement will be made for the payment of monthly gross rents.
- ❖ At the time of acceptance of the offer of tenancy, a Booking Fee equivalent to 1 month's rent (accommodation and service charge) per unit is payable to Swee Hong Ltd by **cheque only**.
- ❖ Upon signing the tenancy agreement, a Security Deposit equivalent to 2 months' rent (accommodation and service charge) per unit and the advance rent for the first month are payable by cheque.
- ❖ The Booking Fee paid earlier may be used to form part of the Security Deposit.
- ❖ The Booking Fee will be forfeited in the event that the company decides to cancel the booking.

3. TENANCY PERIOD AND TENANCY AGREEMENT

- ❖ A typical tenancy period is two (2) years.
- ❖ There will be no provision for pre-termination.
- ❖ The tenancy agreement would be signed between the authorized representatives of the company and the Swee Hong Ltd at the time of acceptance of the offer of tenancy.
- ❖ The administration cost for the preparation of the tenancy agreement is to be paid by the company.

4. OCCUPANTS

- ❖ The occupants for each unit must be the company's own foreign workers.

5. LETTER OF OFFER

- ❖ Every successful applicant would receive a letter of offer, valid for three working days, for the number of tenancy approved.
- ❖ Applicants are to indicate their acceptance by signing the acceptance portion of the letter of offer and affixing their company stamp. The letter of offer shall then be returned to Swee Hong Ltd together with the cheque for the Booking Fee within three working days.
- ❖ The tenancy agreement shall be drawn up between the company and Swee Hong Ltd when the completed letter of offer and Booking Fee are received in order. The commencement date of the tenancy agreement shall be subjected to the date of Temporary Occupation Permit (TOP) granted by Building and Construction Authority (BCA) and unless such approval is obtained, Swee Hong Ltd has the absolute discretion to terminate, suspend or delay the commencement of the tenancy agreement. The applicant acknowledges and accepts that, in such an event, that it shall have no further recourse or claim against Swee Hong Ltd, provided that the Booking Fee and Security Deposit (less any necessary deductions) are refunded.