

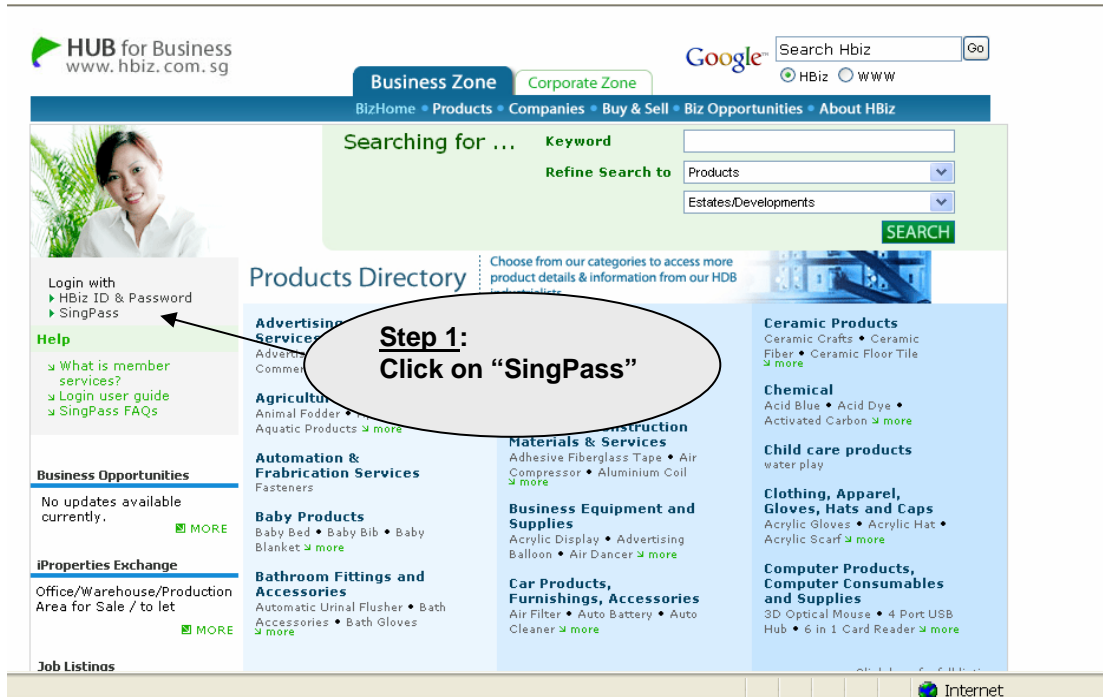
STEP-BY-STEP GUIDE TO E-RENEWAL

STEP 1: Log-on to IPD's website www.hbiz.com.sg

- Login for Member Services (*using SingPass)

*You will need HBiz User ID & Password for the first login to convert to SingPass. Once you have successfully logged in, you will need only SingPass for your future logins.

(If you face any difficulty in accessing the website, please call our helpdesk hotline at 1800-8663077 for assistance.)



STEP 2: View Renewal Offer Letter

- Click on "Offer Letter" to view the Renewal Offer Letter.



STEP 3: Accept / Reject Offer

3.1 To Accept Offer

- Click on 'ACCEPT' button to process to the "Terms & Conditions of Tenancy".

HOUSING & DEVELOPMENT BOARD
Industrial Properties Department

Our Ref : 66330044619
Date : 24 October 2003
DID : 64904505
FAX : 64904545

Mr/Mdm/Messrs XXXXXX Company
BLK XX XXXXXXXX #01-01
Singapore XXXXXXX

Dear Sir

OFFER OF RENEWAL OF TERM TENANCY FOR TERRACE WORKSHOP AT BLOCK XX XXXXXXXX #01-01 ("the Premises")

- The term tenancy for the Premises will expire on 30 November 2003.
- HDB is prepared to offer you a renewal of the tenancy for the Premises for either 1/2/3 years commencing on 01 December 2003, on the Terms and Conditions of Tenancy for HDB

10 Please call our Toll-Free Hotline 1800-8663077, for any enquiry on arrears payment or BISMI at Tel : 64902706 regarding this offer.

Yours faithfully

(Signed)
ANG BOON PENG
SENIOR INDUSTRIAL PROPERTIES OFFICER
FOR DIRECTOR (INDUSTRIAL PROPERTIES)
INDUSTRIAL PROPERTIES DEPARTMENT
HOUSING & DEVELOPMENT BOARD

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**Step 3:
1. Click on "ACCEPT"**

- Select the term for renewal

5 Subject to paragraphs 2, 3 and 4, our summary offer is shown on Table A:

As the increase in the renewal rent effective from 01 Apr 2008 is above the rent of the current term by more than 20%, we are pleased to offer you a stagger rent plan if you take up more than 1 year term as shown in Table A. This offer is valid for this renewal only. The requisite payments are tabulated in Table B.

Table A	Rental Payable Per Month		
	Year 1	Year 2	Year 3
<input type="checkbox"/> 1-year term	\$1,205.00	NA	NA
<input type="checkbox"/> 2-year term	\$1,205.00	\$1,205.00	NA
<input type="checkbox"/> 3-year term	\$1,174.00	\$1,205.00	\$1,205.00
Service & Conservancy Charges (SC/CC)	\$33.00		
Goods & Services Tax (GST)			
New Rental Deposit	\$1,238.00		
New Reinstatement Deposit	\$800.00		
Stamp Fee for: 1 year	\$62.00		
2 years	\$122.00		
3 years	\$122.00		
(AT YOUR OPTION)			

**Step 3:
2. Select the term**

Table B	
New Rental/Reinstatement Deposit Top-up required to your existing amount of \$1,811.00 <i>(Payment can be made in cheque or covered by a fresh Banker's or Insurance Guarantees)</i>	\$227.00

- Click on the 'Check Box'; and
- Click on 'NEXT' button after you have read the "Terms & Conditions of Tenancy".

TERMS AND CONDITIONS OF TENANCY FOR HDB INDUSTRIAL PREMISES AND ANNEX A

1. Grant of Tenancy
2. Tenant's Covenants
 - 2.1 Payment of Revised Service and Conservancy Charges; Goods and Services Tax; Interest on Ex-arrears; Rental Deposit; Penalties; All Outgoings
 - 2.2 Use of Premises/Mode of Business
 - 2.3 Obligation to Notify the HDB of Change of Address Change of Shareholding Damage to Premises or Fittings\Fixtures
 - 2.4 Reinstatement of Premises
 - 2.5 Refuse Disposal
 - 2.6 Maintenance of Premises
 - 2.7 Fumigation of Premises

Industrial Workshop	2000	Ramp	
		Ground floor	: 10 KN/sq m
		Upper floor	: 7.5 KN/sq m
Terrace workshop	-	12.5 KN/sq m	
Warehouses	3000	20 KN/sq m	
Eating House at Industrial Workshop	-	7.5 KN/sq m	
Stand Alone Canteen	-	3 KN/sq m	

Step 3: 3. Click on "Check Box"

I accept the terms and conditions

Step 3: 4. Click on "Next"

Next Cancel

- Click on 'NEXT' button to process to the document gallery.

Dear Sir

ACCEPTANCE OF OFFER OF RENEWAL OF TERM TENANCY
 AT BLOCK 3007 UBI ROAD 1 #02-446 ("the Premises")
 ACCOUNT NO. 66830270220

- 1 I have read and understood your Terms and Conditions Of Tenancy for HDB Industrial Premises and Annex A posted at www.hbiz.com.sg as of 13 Jan 2006 and the terms of your Offer dated 13 Jan 2006.
- 2 I hereby accept your offer dated 13 Jan 2006 and a renewed term of tenancy of the Premises for a term of ____ year/s (1, 2 or 3 years) with effect from 01 Feb 2006. I also confirm that this letter of acceptance and your Offer dated 13 Jan 2006 shall constitute a valid and binding agreement between us.
- 3 I agree to make the following monthly payments via GIRO:

Date _____

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Step 3: 5. Click on 'NEXT'

Next Close

- Click and print the required document;
- Click on the 'Check Box'; and
- Click on 'Next' button after you have printed the document.

DOCUMENT GALLERY FOR RENEWAL OF TENANCY

This checklist will guide you in preparing the documents and payments required for the renewal of your tenancy. Please ensure that the below listed documents are in order before Industrial Properties Department for your appointment.

S/N.	Document	Things To Check
1	Acceptance Letter	a) Fill in name and address of registered tenant. b) Fill in name of bank / branch. c) Fill in name, contact no. and account no. of bank account holder. d) Endorse Company stamp (if using company account). e) Fill in date.
2	Relevant Payments	Please refer to paragraph 6 of HDB's Offer Letter.
3	GIRO Application Form (Existing GIRO Users need not re-apply)	a) Fill in name and address of registered tenant. b) Fill in name of bank / branch. c) Fill in name, contact no. and account no. of bank account holder. d) Fill in HDB scheme account no. and date. e) Sign GIRO form. f) Affix Company stamp (if using company account).
4	NRIC / Passport of all Relevant Parties	Enclose photocopies of NRIC / Passports (front & back) of the person signing or authorised to sign the Acceptance Letter by company resolution, person signing the Deed of Guarantee (if applicable).
5	Company Resolution	Company resolution authorising the person signing the Acceptance Letter by company resolution, signed by either 2 major shareholders or 1 major shareholder and 1 director.
6	Deed of Guarantee	Prepare Deed of Guarantee, to be signed by the person signing the Acceptance Letter. The signatory must be a Singapore Citizen.

To proceed, please acknowledge that all the above necessary documents are in order.

- Complete the Acceptance Letter and all necessary documents and mail them to us.

DOCUMENT GALLERY FOR RENEWAL OF TENANCY

Please complete the Acceptance Letter and all the necessary documents, and send them to:

HDB Hub
 Industrial Properties Department
 3rd storey Atrium
 480 Lorong 6 Toa Payoh
 Singapore 310480
 Attn: Renewal Team

Thank you.

Note: After your tenancy is renewed, you will receive an on-line 'Confirmation of Renewal of Term Tenancy' in the Member's Corner – 'My Transaction'.

3.2 To Reject Offer

- Click on 'Reject' button then 'Submit' button
- You will receive "Your submission is successful. Thank you" message.