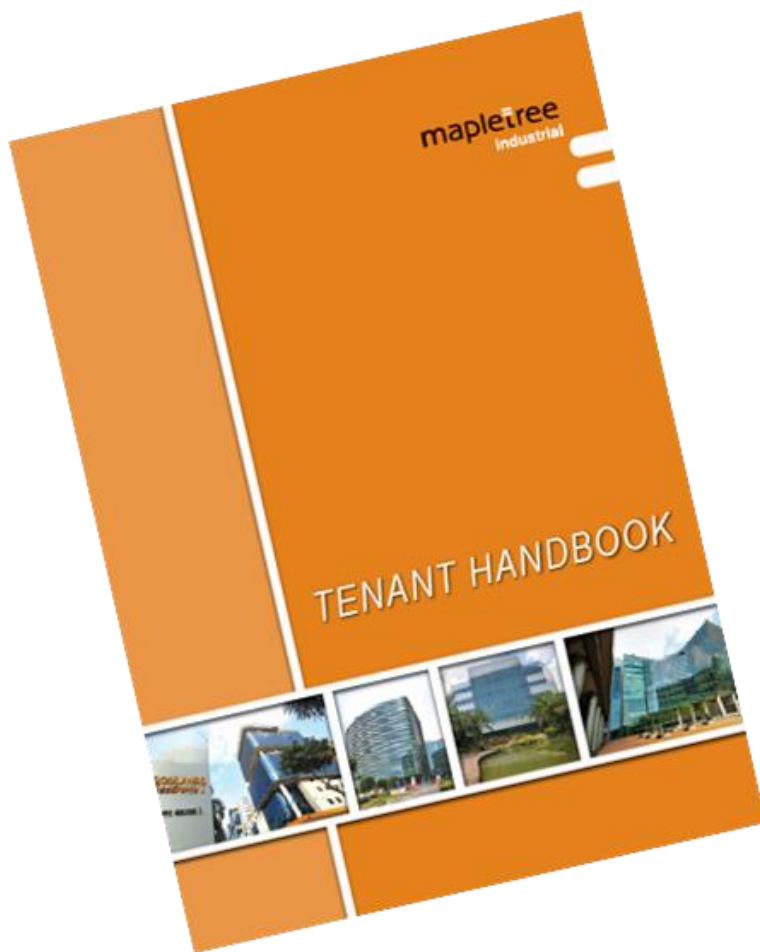


Tenant Handbook



Essential Matters at Your Fingertips

This handbook is a reference guide on important tenancy matters. It is divided into several sections for easy reference and covers details on the day-to-day activities such as car park allocation, billing, tenancy, renovation and other operational matters which are frequently asked by tenants.

We hope that this handbook will answer any queries you may have concerning operations in our properties.

Version: September 2014

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TIP:

We update this Tenant Handbook from time to time, and the latest copy can be found online at www.mapletreeindustrialtrust.com/tenant-handbook

Foreword

On behalf of Mapletree Industrial, I am pleased to extend a warm welcome to you and your employees to our premises.

We have compiled this tenant handbook which will provide you with essential tenancy matters. We hope that you will find the handbook useful. We believe that the key to achieving mutual success is through understanding each other and maintaining good channels of communication. This handbook is one of the ways in which we hope to foster a healthy business relationship with you.

We look forward to a long and fruitful partnership with you.

Thank you.

Tham Kuo Wei
CEO, MITM

Property Management

Management Office Operating Hours	<table> <tr> <td>Mondays - Thursdays</td><td>8:00 am - 6:00 pm</td></tr> <tr> <td>Fridays</td><td>8:00 am - 5:00 pm</td></tr> <tr> <td>Sat, Sun & Public Holidays</td><td>Closed</td></tr> </table>	Mondays - Thursdays	8:00 am - 6:00 pm	Fridays	8:00 am - 5:00 pm	Sat, Sun & Public Holidays	Closed
Mondays - Thursdays	8:00 am - 6:00 pm						
Fridays	8:00 am - 5:00 pm						
Sat, Sun & Public Holidays	Closed						
Property Management Operations	<p>The common areas at your leased premises are managed by our appointed Facility Management Companies or our Mapletree In-House team.</p> <p>Please refer to Directory of Phone Numbers for the respective Facility Management Company or Mapletree In-House team contact numbers for your leased premises.</p> <p>You can contact them regarding any property management matters during the Management Office operating hours as mentioned above.</p>						
Essential Service Hotline 1800-377-6688 (24hrs)	<p>After management office operating hours if you have any queries regarding property management matters such as lift breakdowns, toilet cleanliness, car park matters, etc., you can contact the Call Centre through our 24 hour essential hotline 1800 377 6688.</p> <p>24-hour Essential Service Hotline: 1800-377-6688.</p>						

Car Park Matters

Car Park Operations

- The car park at your leased premises is operated by our appointed Car Park Management Companies.
- Please refer to "Directory of Phone Numbers" for the respective Car Park Management Company at your leased premises.
- You can contact them regarding any car park matters during the management office operating hours as mentioned on "Property Management" section.
- The car park systems are cashless – it is either full Electronic Parking System (EPS) or semi-EPS.
- The details of the Car Park Management Company and the car park charges are also displayed at the car park entrances.

Season Car Parking Policy

Applications and renewals of season permits are handled by the respective Car Park Management Company at your leased premises.

There are two types of Season Parking permits:

Entitled Season Permits:

Entitled season permits are allocated on basis of one permit for every 250 square metres of area leased.

- Entitled Season Permits can only be purchased for a minimum of a 1-month to a maximum of 3-month period.

Conditional Season Permits:

These are permits over and above Entitled Season Permits and are subject to availability. Conditional Season Permits can only be purchased for a 1-month period. The management reserves the right to withdraw the permit as and when the need arises.

- Season permits are sold on a calendar month basis and are valid from the first day to the last day of the month.
- All season permits have to be renewed at least 2 weeks before the expiry date.
- There are no pro-rata charges for season car park applications that commence after the first day of the month or refunds for terminations that take place before the last day of the month. For example, if your permit commences on the 15th of January, you are still required to pay for the whole month of January. Similarly if you terminate on the 15th of January, you will not be able to get a refund for the remainder of the month (in this case a refund for the period of 16th to 31st of January).
- Terms and Conditions governing the use of parking facilities apply.

Season Car Park Charges

Kindly contact the appointed Car Park Management Company at your location for details of the season car park charges as well as the terms and conditions. Please note that depending on the location of the car parks, the conditional season permits may be priced higher than the entitled season permits.

Other Terms and Conditions

- The allocation of "Conditional Season Permits" is made at our discretion. We reserve the right to reject the renewal of such permits without prescribing any reasons.
- The transfer of permit between vehicles is ONLY allowed if both vehicles belong to the same registered owner.
- The reservation of car park lots is prohibited. If you need to reserve any car park lots to facilitate your operations or events, please approach the respective Facility Management Company at your leased premises for assistance.
- We, the Landlord and our agents, shall not be held responsible for any loss or damages that may arise from the usage of the car parking facilities.

Hourly Parking

- Car parks are open to the public.
- The hourly parking rates are displayed at the entrance to the property.



Billing & Payment Matters

Billing

Rent & Conservancy	Your rent and conservancy charges are billed on a monthly basis on the first of each month.
Tax Invoice	You should receive the Tax Invoice by the first week of each month. If you need a duplicate copy of the Tax Invoice, please call us at 6377 6000 or email industrial@mapletree.com.sg .
Ad Hoc Charges	Ad-hoc charges, such as the extension of hours for air conditioning and the temporary use of premises, are billed when incurred. Depending on when these ad-hoc charges are incurred, you may either receive the Tax Invoice with the monthly rental on the first of each month or during the middle of each month.
Statement of Accounts	<p>The Statement of Accounts will only be sent to tenants with outstanding balances. You can expect to receive this by the first week of each month.</p> <p>Interest will be charged on late payments. If you have outstanding bills, the Interest Advice will be mailed to you by the first week of each month.</p>

Payment Terms

Rent Due	<p>The monthly rent is due on the first day of each month.</p> <p>14 -day Grace Period for non-Giro payments For your convenience, we have extended a 14-day grace period for payment. Your payment should reach us within 14 days of the Tax Invoice date. Otherwise, interest will be incurred on the outstanding amount calculated from the first day of the month.</p> <p>21-day Grace Period for Giro payments If you are a GIRO member, we have extended a 21-day grace period for payment. Your deduction will be made by the 21st of each month OR the previous working day should the 21st fall on a Saturday, Sunday or Public Holiday. Otherwise, interest will be incurred on the outstanding amount calculated from the first day of the month.</p>
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Late Payment Interest

Late Payment	<p>For payments received after the Grace Period, a late payment interest will be imposed on your outstanding balance (excluding interest previously charged) at the prevailing interest rate stated in the Tax Invoice.</p> <p>The interest charges will be computed based on the period between the Tax Invoice date and the date we receive your payment.</p>
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4 Modes of Payment

Paying your bills with us is designed to be a hassle-free process. We accept the following modes of payments:

1. GIRO

Longer Grace Period	GIRO offers the most convenient way for you to pay. With GIRO, you also enjoy a longer payment Grace Period of up to 21 days. To sign up for GIRO, please refer to the section located at the bottom of the page titled "How to sign up for GIRO".
Deduction Day	Monthly deduction from your bank account occurs on the 21st of each month OR the previous working day should the 21st fall on a Saturday, Sunday or Public Holiday.
Failed Deductions	Please ensure there are sufficient funds in the bank account on the deduction date. For failed GIRO deductions, interest will be incurred on the outstanding amount calculated from the first day of the month. We reserve the right to impose an administrative fee for any failed GIRO deductions.
Interest Charges	The interest charges will be computed based on the period between the Tax Invoice date and the date we receive your payment.



2. Cheque

Issue Your Cheque	Cheques should be issued in favour of " Mapletree Industrial Trust "
Mail to	Mapletree Industrial Trust Management Pte Ltd 10 Pasir Panjang Road #13-01 Mapletree Business City Singapore 117438 Attn: Finance Department Please do not send post-dated cheques. We reserve the right to impose an administrative fee for any cheques returned unpaid by the bank.

3. Telegraphic Transfer

Telegraphic transfers can be made to:

Bank Name	DBS Bank Ltd
Bank Branch	MBFC Branch
Bank Address	12 Marina Boulevard DBS Asia Central Marina Bay Financial Centre Tower 3 Singapore 018982
SWIFT	DBSSSGSG
Telex	RS 24455
Bank Account Name	DBST S/A MIT (REV)
Bank Account Number	003-912870-3 (SGD)

4. Cash

Please do not send cash by post. Cash payment can only be made at:

Address	Mapletree Industrial Trust Management Pte Ltd 10 Pasir Panjang Road #13-01 Mapletree Business City Singapore 117438
Cashier Opening Hours	Mondays to Fridays 9.00 am to 4.00pm. Tel: 6377-6000.
Customer Service Hotline	For any assistance/enquiries on your bills, please contact our Customer Service Hotline.

How to Sign Up for GIRO

GIRO is the most convenient mode of payment.

With GIRO, you can enjoy an extended Grace Period of up to 21 days from the Tax Invoice date.

GIRO Application Process – Please follow the steps below:

Step 1	<p>a. Obtain a copy of the GIRO application form by downloading the softcopy from our website</p> <p>b. Or you may call 6377-6000 to request for a copy.</p>
Step 2	<p>Send your original completed GIRO application form to:</p> <p>Mapletree Industrial Trust Management Pte Ltd 10 Pasir Panjang Road #13-01 Mapletree Business City Singapore 117438 Attn: Finance Department</p>
Step 3	<p>We will send you a letter to inform you of the effective date of the GIRO arrangement once your bank approved the GIRO application. Please continue to pay your invoice by cheque, cash or telegraphic transfer until you receive our notification that your GIRO application has been activated.</p>
Step 4	<p>Please maintain sufficient funds in your bank account for payment deduction on the due date.</p>

Renovation, Fitting Out and Addition & Alteration Works

- Written Approval

Please obtain our written approval before you renovate your premises. Otherwise, you will be required to reinstate the renovation carried out. You can refer to the Fitting-Out Manual for details on our guidelines for renovation.

- Fitting Out Manual

A copy of the Fitting-Out Manual can be obtained from the site Management Office. Please refer to the [directory of numbers](#) in this handbook and contact the respective management office for assistance.

Renovation Deposit

A renovation deposit is required before any renovation work can commence. The deposit amounts are as follows:

For Business Parks (Signature, Strategy, Synergy and 6 Serangoon North):	
Floor Area	Security Deposit
For area < 100 sqm	\$2,500.00
For 100 sqm ≤ area < 200 sqm	\$5,000.00
For 200 sqm ≤ area < 300 sqm	\$7,500.00
For area ≥ 300 sqm	\$10,000.00

For Other Properties:	
Floor Area	Security Deposit
For area < 100 sqm	\$1,000.00
For 100 sqm ≤ area < 400 sqm	\$2,500.00
For 400 sqm ≤ area < 700 sqm	\$5,000.00
For 700 sqm ≤ area < 1000 sqm	\$7,500.00
For area ≥ 1000 sqm	\$10,000.00

This deposit will be used to defray any cost incurred to repair/make good or replace any part of the property that may be damaged during your renovation.

Refund of Deposit

We will refund you the deposit or the balance (whichever the case may be, free of interest and less any deduction payable) within one month after completion of the renovation. This is provided we have received the approved 'as built' plan and relevant authorities approval letters or documents, and the renovation works are completed to our satisfaction.

Return of Deposit Quick Checklist

- ✓ The approved 'as built' plan
- ✓ Approval letters or Documents from the relevant authorities
- ✓ Check by our Property Management Staff that the completed renovation works are in order

Insurance Policies

We require you to take up the following insurance policies at your own cost and expense for the fitting out works:

- Public Liability in the joint names of Mapletree Industrial Trust and the Contractor which shall not be less than S\$1 million per claim and unlimited for the period of insurance
- Work Injury Compensation
- Any other Insurance Policy as deemed to be necessary

Copies of the Insurance Policies and receipts of premium payment must be submitted to the Management Office before commencement of renovation work.

Temporary Electricity Supply

You may apply to the Property Management Office to tap on the temporary electricity supply (e.g. for renovation purposes or alterations and additions works).

The tenant shall pay the following charges:

Temporary Electrical and Water Charges (All charges are subject to prevailing Goods and Services Tax)		
Administrative Fee	An administrative fee of \$50.00 per application	
Temporary Electricity Supply	Electricity charges <ul style="list-style-type: none"> • 13 Amp power point power supply • 30 Amp single-phase power supply • 30 Amp three phase power supply 	<ul style="list-style-type: none"> • \$35 per day per point • \$75 per day per point • \$225 per day per point
Temporary Water Supply	<ul style="list-style-type: none"> • \$35 per day per tap. 	

Temporary Water Supply

You may apply for temporary water supply from the Property Management Office prior to the opening of the utilities accounts.

Water will be charged at a rate of \$35 per day per tap (subject to GST).

NOTE: Your licensed plumber must submit schematic diagrams and layout plan of the water supply pipes to the Management Office for approval prior to the commencement of the work.

You must apply for a new water meter with SP Services to register the water consumption for your premises.

*All rates and charges are subjected to changes without prior notice.

Quick Checklist Before Your Renovation

- ✓ Apply for Temporary Electricity
- ✓ Apply for Temporary Water
 - licensed plumber must submit schematic diagrams and
 - layout plan of the water supply pipes
- ✓ Apply for Insurance (Copies of the Insurance Policies and receipts of premium payment)
- ✓ Public Liability in the joint names of Mapletree Industrial Trust and the Contractor which shall not be less than S\$1 million per claim and unlimited for the period of insurance
 - Work Injury Compensation
 - Any other Insurance Policy as deemed to be necessary

General Guidelines and Services

Contents for This Section:

1. Fire Safety
2. Fire Evacuation Procedure
3. Good Community Practices
4. General Guidelines For Safe And Comfortable Working Environment
5. General Guidelines On Pollution And Environment Controls
6. General Services
 - Telecommunications Facilities
 - Letter Boxes
 - Utilities
 - Normal Maintenance Services

1. Fire Safety

We recognise the importance of fire safety and would like to seek your co-operation in making the premises a safe place to work in. Protection and prevention is the best defence against the high cost of fire damage and its disruptive effects on businesses.

Please take note of the following statutory guidelines to safeguard your premises and ensure that your operations are fire-safe:



Firefighting Equipment

Equip your premises with the appropriate firefighting equipment. You should also ensure that all fire alarm and extinguishing systems, air conditioning systems, ventilation systems, exit lighting, signs, emergency lighting and other electrical wiring equipment and installations are serviced and maintained regularly to keep them in good working condition.

Fire Alarm & Extinguishers

If the existing fire alarm and extinguishing system in your premises is unsuitable or inadequate for your activities, please carry out the necessary modification works with our prior consent. You may also need to modify your existing system if it does not comply with the requirements of the relevant authorities due to any modification to the premises, for example the installation of false ceilings.

Fire Exits

Under the Fire Safety Act, all emergency exits should be kept unlocked at all times. You are required to install exit lightings and signs at exit passageways and exits of your premises. Emergency lighting should also be installed in your premises.

False Ceiling

For premises with additional false ceilings, you are advised to:

- (i) lower the heat/smoke detectors or install an additional layer of heat / smoke detectors below the false ceiling or;
- (ii) install an additional layer of sprinklers if the space between the false ceiling and the concrete ceiling is more than 0.8m.

Keep Common Corridors Clear

Under the Fire Safety Act, you are not allowed to carry out any operations such as packing and unpacking, or storing cargo along the common corridors, which may obstruct accesses, stairways, passageways, and other common areas of the building.

Flammable Matter

As portable petroleum and gas cylinders are highly flammable; they should not be stored in your premises for production work as they endanger lives and property. This also applies to any materials or chemicals of a flammable nature. If you have to use or store them in your premises, please ensure that you comply with the requirements stated in the Fire Safety Act.

2. Fire Evacuation Procedure



Your property is equipped with a Fire Alarm System and it is remotely monitored on a 24-hour basis.

If the fire alarm is activated, please evacuate to the designated Assembly Area by using the nearest evacuation route. Please do not take the lifts.

To avoid false alarms, please do not break the “call points” except during an actual fire.

- ✓ Please ask for a copy of the **Fire Emergency Plan** for the building from the Property Management Office if you are not given one.

3. Good Community Practices

We encourage good community practices within our properties as they benefit all tenants and visitors. These practices are essential in enabling you to maintain good relations with your neighbours. Some examples of good community practices are:

Passenger Lifts	Use the passenger lifts for transportation of passengers only and not for goods or other purposes. Misuse of such communal facilities may cause inconveniences and unnecessary wastage of time for other users.
Utilities	Avoid using or diverting any gas, electricity, water or other utilities unless these are supplied through separate meters installed by you.
No Obstruction	Please do not obstruct others by placing your goods or any other objects in the car park, driveways, roads, platforms, common corridors, loading and unloading bay. A smooth traffic flow will benefit everyone within the property.
Parking	Please do not park indiscriminately and comply with all notices, rules and regulations regarding the use of the car park including the parking or placement of containers, vehicles and trailers. Vehicles which are parked indiscriminately will be wheel clamped and an unclamping fee will be charged for releasing the clamp.
Use of Forklifts	You may use forklifts for your operations but only on the ground floor. You should fulfill all statutory and safety requirements before the forklifts can be operated. Only electric or gasoline operated forklifts are allowed within the designated areas and should only be used for loading and unloading goods. They should not be parked along common passageways when not in use.
Fire fighting	Fire alarms and Fire extinguishing equipment should only be used for fire fighting. Please do not misuse such equipment as they are meant for emergencies.

4. General Guidelines for Safe and Comfortable Working Environment

For all of us to enjoy a safe and comfortable working environment in your property, please follow these guidelines.


Do's	
Safety & Security	<ul style="list-style-type: none"> • Switch off all lights and electrical appliances when they are not in use and when you leave the premises. • Keep stack cargo at least 0.5 metres below the sprinkler heads and not less than 1 metre from the wall. • Maintain your forklifts regularly to ensure that they are in safe working condition. • All hoisting works must comply with the Factories Act (Cap. 104, repealed), where applicable, and the WSH Act, all relevant regulations and Authorities' guidelines and directives. All documentation to certify hoisting works, including insurance policies, risk assessment reports, load calculation (by PE), methods of statements and other necessary documentations are to be submitted and approved by Management Office prior to commencement of such works. The date of commencement shall subject to management's approval. • Ensure all forklift drivers are properly trained and licensed. • Check that all doors are locked before leaving your premises. • Ensure that the common corridors in front of your premises are not obstructed at all times. • Ensure there is no overloading of the electrical supply. • Engage a licensed electrical worker to install electrical appliances and equipment. • Any renovation or alterations and additions work, which may affect means of escape / fire safety must be endorsed by a Qualified Person (QP). • Smoke only at the designated smoking area.
Parking of vehicles & use of loading and unloading bay	<ul style="list-style-type: none"> • Park only at designated parking lots and not along the driveways. • Drive your goods vehicles away from the loading bays immediately after the loading and unloading operations.
Housekeeping & Disposal of Waste	<ul style="list-style-type: none"> • Maintain your leased premises well at all times. • Please ensure and maintain proper housekeeping in your premises at all times. • Dispose your unwanted dunnage and pallets at the designated dunnage points. Do not bring in dunnage and pallets from outside. • Dispose your daily trade wastes such as foams, carton boxes, strapping and plastic items into refuse bins or designated refuse store. ☑your daily with the Property Management Office to dispose bulky items such as old refrigerators, televisions, machineries, old furniture, etc., at an approved dumping ground. • Report leaking taps or pipes in the building to the Property Management Office quickly.

Don'ts	
Passenger and Cargo Lifts	<ul style="list-style-type: none"> • Do not use the passenger lifts for delivering goods. • Do not overload the lifts. • Do not hog the lifts. • Do not vandalize the lifts. • Do not allow forklift to enter into the lift which exceed the lift weight capacity.
Others	<ul style="list-style-type: none"> • Do not litter and no illegal dumping. • Not allowed to use water from toilets or fire hose reels to wash your vehicles. • Not allowed to bring in any heavy industrial cranes into the premises without prior written approval from the Property Management Office.

5. General Guidelines on Pollution and Environment Controls

Non-Polluting Works	<p>Pollution is disruptive and damaging to businesses and our environment. Please take steps to ensure that all works and installations are compatible with your neighbours and will not pollute the environment.</p>
Discharge of Water	<p>In line with the Drainage and Sewerage Department's regulations, please ensure that all water collected in the premises is discharged into public drains and sewers.</p> <p>You should not discharge any silt, oil, chemicals, debris, etc., into public drains, sewers or watercourses.</p>
Drainage and Sewerage Department	<p>You should obtain the Drainage and Sewerage's interpretation plans and consult them regarding the existing drainage and sewerage systems when carrying out connection works.</p> <p>Please do not dispose oil wastes into drains and sewer lines. You should engage NEA -licensed contractors to dispose them.</p>

6. General Services

Telecommunication Facilities 	<p>All our properties are provided with telecommunication facilities in line with IDA's Code of Practice for Infocomm Facilities.</p> <p>You will have access to all telecommunication service providers. Please make direct arrangement with your preferred telecommunications company for such supplies and services.</p>
Letter Boxes	<p>You are allocated one letterbox according to your unit. You may apply for another letterbox subject to availability.</p>
Utilities	<p>You can apply to SP Services Ltd or our appointed electricity retailer for the direct supply of electricity to your premises. We reserve the right to arrange with other service providers to provide electricity power supply for the whole building.</p>

Directory of Phone Numbers

Name	Issues Regarding	Contact Us
Essential Services Hotline (24-hour basis)	Property management matters (Lift breakdown, toilet cleanliness, car park matters, etc.)	1800-377-6688
Marketing Hotline (Mon to Fri 9:00 am - 5:00 pm)	All marketing queries relating to rental of space	6377-8000 industrial@mapletree.com.sg
Customer Service Hotline (Mon to Fri 9:00 am - 5:00 pm)	All other queries (lease management matters, billing enquiries, etc.)	6377-6000

S/No	Property / Cluster Name (In Alphabetical Order)	Property Address	Marketing Contact	Facility Management Company	Car Park Management Company
1	Chai Chee Lane	Chai Chee Lane Blk 510, 512 & 514	6377-8000	Guthrie FMC 6246-3180	Wilson Parking 6411-5511
2	Changi North	Changi North St. 1 Blk 11	6377-8000	Mapletree 6260-6760/1/2	G-Tech Pte Ltd 6487-7421
3	Clementi West	Clementi Loop Blk 1	6377-8000	Mapletree 6465-7613	NA
4	Kaki Bukit	Kaki Bukit Avenue 1 Blk 2, 4, 6, 8 & 10	6377-8000	Mapletree 6846-2614	G-Tech Pte Ltd 6487-7421
5	Kallang Basin 1	Kallang Place Blk 5 & 7	6377-8000	SMM Pte Ltd 6398-0198	Wilson Parking 6411-5511
6	Kallang Basin 2	Kallang Place Blk 9 & 11	6377-8000	SMM Pte Ltd 6398-0198	Wilson Parking 6411-5511
7	Kallang Basin 3	Kallang Place Blk 16	6377-8000	SMM Pte Ltd 6398-0198	Wilson Parking 6411-5511
8	Kallang Basin 4	4 Kallang Place Blk 26, 26A, 28 & 30	6377-8000	SMM Pte Ltd 6398-0198	Wilson Parking 6411-5511
9	Kallang Basin 5	Kallang Avenue Blk 19, 21 & 23	6377-8000	Guthrie FMC 6396-5907	Wilson Parking 6411-5511
10	Kallang Basin 6	Kallang Avenue Blk 25	6377-8000	Guthrie FMC 6396-5907	Wilson Parking 6411-5511
11	Kampong Ampat	Kampong Ampat Blk 171	6377-8000	Mapletree 6287-4541	G-Tech Pte Ltd 6487-7421
12	Kampong Ubi	Ubi Road 1 Blk 3014A, 3014B & 3015A	6377-8000	Guthrie FMC 6742-6208	Wilson Parking 6411-5511

S/No	Property / Cluster Name (In Alphabetical Order)	Property Address	Marketing Contact	Facility Management Company	Car Park Management Company
13	Kolam Ayer 1	Lorong Bakar Batu Blk 8, 10 & 12	6377-8000	Guthrie FMC 6744-3682	Wilson Parking 6411-5511
14	Kolam Ayer 2	Kallang Way Blk 155, 155A & 161	6377-8000	Guthrie FMC 6744-6720	Wilson Parking 6411-5511
15	Kolam Ayer 5	Kallang Sector Blk 1, 3 & 5	6377-8000	Guthrie FMC 6744-2694	G-Tech Pte Ltd 6487-7421
16	Loyang 1	Loyang Way Blk 30	6377-8000	Mapletree 6214-2687/6	G-Tech Pte Ltd 6487-7421
17	Loyang 2	Loyang Lane Blk 2, 4 & 4A	6377-8000	Mapletree 6214-2687/6	G-Tech Pte Ltd 6487-7421
18	Redhill 1	Jalan Bukit Merah Blk 1001, 1002 & 1001A	6377-8000	SMM Pte Ltd 6272-1820	Wilson Parking 6411-5511
19	Redhill 2	Bukit Merah Central Blk 1003 & 3752	6377-8000	SMM Pte Ltd 6272-1820	Wilson Parking 6411-5511
20	Serangoon North	Serangoon North Ave 5 Blk 6	6377-8000	Mapletree 6484-7543	G-Tech Pte Ltd 6487-7421
21	Tanglin Halt	Commonwealth Drive Blk 115A & 115B	6377-8000	SMM Pte Ltd 6272-1820	Wilson Parking 6411-5511
22	Telok Blangah	Depot Road Blk 1160, 1200 & 1200A	6377-8000	SMM Pte Ltd 6272-1820	Wilson Parking 6411-5511
23	The Signature	Changi Business Park Central 2 Blk 51 Signature	6377-8000	Mapletree 6260-6760/1/2	G-Tech Pte Ltd 6487-7421
24	The Strategy	International Business Park Blk 2 Strategy	6377-8000	Mapletree 6665-1640/1/2	Wilson Parking 6411-5511
25	The Synergy	International Business Park Blk 1 Synergy	6377-8000	Mapletree 6665-1640/1/2	Wilson Parking 6411-5511
26	Tiong Bahru 1	Lower Delta Road Blk 1090	6377-8000	SMM Pte Ltd 6272-1820	Wilson Parking 6411-5511
27	Tiong Bahru 2	Lower Delta Road Blk 1091, 1092, 1093, 1091A & 1080	6377-8000	SMM Pte Ltd 6272-1820	Wilson Parking 6411-5511
28	Toa Payoh North 1	Toa Payoh North Blk 970, 998 & 970A	6377-8000	Guthrie FMC 6252-9338	Wilson Parking 6411-5511
29	Toa Payoh North 2	Toa Payoh North Blk 1004	6377-8000	Guthrie FMC 6252-9338	Wilson Parking 6411-5511
30	Toa Payoh North 3	Toa Payoh North Blk 1008 & 1008A	6377-8000	Guthrie FMC 6252-9338	Wilson Parking 6411-5511
31	Woodlands Central	Marsiling Industrial Estate Blk 33 & 35	6377-8000	Mapletree 63639680	G-Tech Pte Ltd 6487-7421
32	Woodlands Spectrum 1	Woodlands Sector 1 Blk 2	6377-8000	Mapletree 6852-3681/2	NA

S/No	Property / Cluster Name (In Alphabetical Order)	Property Address	Marketing Contact	Facility Management Company	Car Park Management Company
33	Woodlands Spectrum 2	Woodlands Avenue 9 Blk 201, 203, 205, 207, 209 & 211	6377-8000	Mapletree 6852-3681/2	NA

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