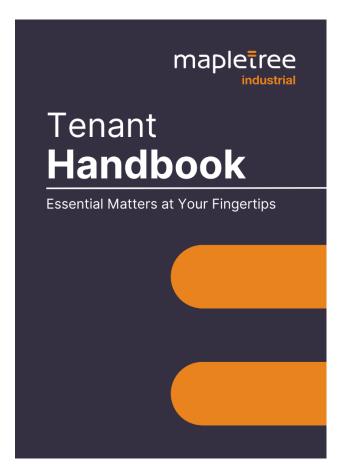


# **Tenant Handbook**



## **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 provides 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: April 2025



# **CONTENT OVERVIEW**

- 1. Foreword
- 2. Property Management
- 3. Car Park Matters
- 4. Billing & Payment Matters
- 5. Renovation, Fitting Out And Addition & Alteration Works
- 6. General Guidelines & Services
  - a. Fire Safety
  - b. Fire Evacuation Procedure
  - c. Good Community Practices
  - d. General Guidelines For Safe And Comfortable Working Environment
  - e. General Guidelines On Pollution And Environment Controls
  - f. General Services
    - Telecommunications Facilities
    - Letter Boxes
    - Utilities
- 7. Directory of Phone Numbers

TIP:

This Tenant Handbook may be updated from time to time and the latest copy can be found online at <u>https://www.mapletreeindustrialtrust.com/en/Customer-Solutions/For-Tenants/Tenant-Handbook.aspx</u>



# 1. 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.

Ler Lily CEO, MITM



# 2. Property Management

Management Office	Mondays - Fridays 8:30 am - 6:00 pm
Operating Hours	Sat, Sun & Public Holidays Closed
Property Management Operations Essential Service Hotline 1800-377-6688 (24hrs)	You can contact our 24-hour essential service hotline regarding any property management matters such as lift breakdowns, toilet cleanliness, car park matters, common areas defects, etc. <b>24-hour Essential Service Hotline: 1800-377-6688.</b>



# 3. Car Park Matters

#### **Car Park Operations**

The car park at your leased premises is operated and maintained by Mapletree and/or our appointed Car Park operators.

Please refer to "<u>Directory of Phone Numbers</u>" for the respective Mapletree's management office or Car Park operator at your leased premises.

You can contact them regarding any car park matters during the management office operating hours as mentioned in "Property Management" section.

The car park systems are cashless – it is on full Electronic Parking System (EPS).

The details of the Car Park operators and the car park charges are also displayed at the car park entrances.

#### **Season Car Parking Policy and Charges**

Applications and renewals of Season Parking Permits are handled mostly through our online Centralized Carpark Portal and Management System ("CCPMS") (<u>https://carpark.mapletree.com.sg</u>). For some properties which are not covered by CCPMS, the said applications and renewals would be handled by the respective Mapletree's Management office as stated in the <u>Directory of Phone</u> <u>Numbers</u>.

Please refer to CCPMS (<u>https://carpark.mapletree.com.sg</u>) or Mapletree's Management office for details of the season car park charges as well as the terms and conditions. Please note that the season parking permit charges differ depending on the location of the car parks and the type of permits purchased.

All Season Parking Permits must be renewed at least 2 weeks before the expiry date. Season Parking Permits can be purchased for a minimum period of 1 month to a maximum of 3 months. Sale of Tenant Conditional Season Parking Permits is subject to availability.

Season Parking Permits are sold on a calendar month basis and are valid from the first day to the last day of the month. There will not be 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).

#### There are two types of Season Parking Permits available

a) <u>Tenant's Entitlement Season Parking Permits</u>

The Entitlement Season Parking Permits are allocated based on area leased or as per stated in the tenancy agreement.



### b) Tenant's Conditional Season Parking Permits

These are additional permits over and above the Entitled Season Parking Permits and are subject to availability. The management reserves the right at its absolute discretion to withdraw the permit as and when the need arises.

#### CCPMS Tenant administrator account / Tenant's staff individual account

#### Tenant administrator account

CCPMS Tenant administrator login is different from FMS Tenant administrator login, which is currently used for fitting out applications.

One company can only have one CCPMS Tenant Administrator at this point of time.

Tenant Administrator account can be transferred to another person via the CCPMS system, via the following steps:

- a) Existing administrator to log in to the system
- b) Update the email address to be used for login to the new email address under tenant account administrator profile in CCPMS

#### Tenant's staff individual account

If you wish to have your staff to manage their own season parking permit or pay by themselves, you can acknowledge your staff with your Tenant administrator account. You can then assign your entitlement permits to your acknowledged staff or have them apply for conditional parking permits using the acknowledged email.

The Tenant is still accountable and responsible for the assigned permits.

Tenant administrator can cancel the permits assigned to their employees at any time at their own discretion.

#### **Other Terms and Conditions**

The transfer of season parking permit between vehicles is only allowed if both vehicles belong to the same registered owner.

The reservation of physical car park lots is prohibited. If you need to reserve any car park lots to facilitate your operations or events, please approach the respective Property Management staff 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**

The car parks are open to the public.

The hourly parking rates are displayed at the entrance to the property.



# 4. Billing & Payment Matters

# Billing (non-parking payment)

Bont & Conconvongy	Your rent and concervancy charges are hilled on a menthly basis on the first of
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 to your registered email address by the first week of each month. If you need a duplicate copy of the Tax Invoice, please email us at _MITM_Finance-AA_SG@mapletree.com.sg. If you need to update your registered email address, please email us at 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	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. 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.

# Payment Terms (non-parking payment)

Rent Due	The monthly rent is due on the first day of each month.
	<b>14 -day Grace Period for non-GIRO payments</b> 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.
	<b>21-day Grace Period for GIRO payments</b> If you are a GIRO member, we have extended a 21-day grace period for payment. Your deduction will be made by the 21 <sup>st</sup> of each month OR the previous working day should the 21 <sup>st</sup> 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.

# Late Payment Interest

Late Payment	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.
	The interest charges will be computed based on the period between the Tax Invoice date and the date we receive your payment.



# Modes of Payment (non-parking payment)

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

a. GIRO	
Longer Grace Period	<ul> <li>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.</li> <li>To sign up for GIRO, please refer to the section located at the bottom of the page titled "How to sign up for GIRO".</li> </ul>
Deduction Day	Mapletree Industrial Trust ("MIT") Monthly deduction from your bank account occurs on the 21 <sup>st</sup> of each month. If the 21 <sup>st</sup> falls on a weekend or public holiday, deduction will made on the preceding working day.
	<b>Mapletree Singapore Industrial Trust ("MSIT") and MIT Tai Seng Trust ("MITTST")</b> Monthly deduction from your bank account occurs on the 25 <sup>th</sup> of each month. If the 25 <sup>th</sup> falls on a weekend or public holiday, deduction will made on the preceding working day.
Failed Deductions	<ul> <li>Please ensure there are sufficient funds in the bank account on the deduction date.</li> <li>An administrative fee of SGD 50 (before GST) will be levied for any dishonoured cheque or failed GIRO deduction.</li> <li>For failed GIRO deductions, interest will be incurred on the outstanding amount calculated from the first day of the month.</li> <li>We reserve the right to impose an administrative fee for any failed GIRO deductions.</li> </ul>
Interest Charges	The interest charges will be computed based on the period between the Tax Invoice date and the date we receive your payment.





## b. Corporate PayNow (non-parking payment)

Payment can be made to the entities with their respective Corporate UEN number:

Mapletree Industrial Trust (MIT)	197502043GMIT
Mapletree Singapore Industrial Trust (MSIT)	197502043GMSI
MIT Tai Seng Trust (MITTST)	197502043GMTS

# c. Telegraphic Transfer (non-parking payment)

Telegraphic transfers can be made to:

MIT	
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
Bank Account Name	DBST S/A MIT (REV)
Bank Account Number	0039128703 -SGD

MSIT	
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
Bank Account Name	DBST S/A MSIT (REV)
Bank Account Number	0039131429 - SGD

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MITTST	
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
Bank Account Name	DBST S/A MITTST (REV)
Bank Account Number	0039249020- SGD

# d. Cheque (non-parking payment)

lssue Your Cheque	Crossed cheques should be issued in favour of : "Mapletree Industrial Trust", "Mapletree Singapore Industrial Trust" "MIT Tai Seng 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
	We reserve the right to impose an administrative fee for any cheques returned unpaid by the bank.

# e. Cash (non-parking payment)

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 (non-parking payment)

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	<ul> <li>a. Obtain a copy of the GIRO application form by downloading the softcopy from our website</li> <li>b. Or you may call 6377-6000 to request for a copy.</li> </ul>
Step 2	Send your original completed GIRO application form to:         Mapletree Industrial Trust Management Pte Ltd         10 Pasir Panjang Road #13-01         Mapletree Business City         Singapore 117438         Attn: Finance Department
Step 3	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.
Step 4	Please maintain sufficient funds in your bank account for payment deduction on the due date.



### 5. Renovation, Fitting Out and Addition & Alteration Works

• Written Approval

Application shall be made through <u>Mapletree Tenant Portal</u>. Please obtain our 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 <u>directory of phone numbers</u> 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 Signature, Strategy, Synergy, 6 Serangoon North and K&S Corporate Headquarters):			
Floor Area Renovation 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 Renovation 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		

For 18 Tai Seng:			
Area Use / Floor Area	Renovation Deposit		
F&B/ Restaurant / Cineplex	\$16.15 per sqm (Minimum \$5,000)		
Retail Space/Kiosk	\$10.77 per sqm (Minimum \$3,000)		
Office/ B2			
≤ 6,503 sqm	\$16.15 per sqm		
> 6,503 sqm	\$10.77 per sqm		

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 4-6 weeks 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:

- Contractor's All Risks (including Fire and Perils and Public Liability) in the joint names of DBS Trustee Limited As Trustee Of Mapletree Industrial Trust/Mapletree Singapore Industrial Trust/MIT Tai Seng 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 must be submitted via Mapletree Tenant Portal together with the application before commencement of renovation work.



# **Temporary Electricity and Water Supply**

You may apply to the Management Office or if applicable, via Mapletree Tenant Portal to tap on the temporary electricity/water supply (e.g. for renovation purposes or alterations and additions works).

You can refer to the Fitting-Out Manual for details on the charges.

NOTE: Schematic diagrams and layout plan of water supply, endorsed by licensed plumber, must be submitted together with the temporary electricity/water application for approval prior to commencement of the work.

Quick Checklist Before Your Renovation:

- ✓ Apply for Temporary Electricity
- ✓ Apply for Temporary Water
  - o licensed plumber must submit schematic diagrams and
  - layout plan of the water supply pipes
- ✓ Apply for Insurance (Copies of the Insurance Policies)
  - Contractor's All Risks (including Fire and Perils and Public Liability) in the joint names of Mapletree Industrial Trust/Mapletree Singapore Industrial Trust/MIT Tai Seng 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
- ✓ Apply for renovation work in Mapletree Tenant Portal



### 6. General Guidelines and Services

#### **Contents for This Section:**

- a. No Subletting of Premises
- b. Fire Safety
- c. Fire Evacuation Procedure
- d. Good Community Practices
- e. General Guidelines For Safe And Comfortable Working Environment
- f. General Guidelines On Pollution And Environment Controls
- g. General Services
  - Telecommunications Facilities
  - Letter Boxes
  - Utilities



#### a. No Subletting of Premises

Please note that you are not allowed to assign, sub-let, license or in any way dispose of or part with possession of the premises or any part thereof either by way of sub-letting, sharing, or other means to any third party who is not a party to the lease.

## b. 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.

#### c. 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 Emergency Response Plan for the building from the Property Management Office if you are not given one.



# d. 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 for You should fulfill all statutory and safety requirements before the forklifts can be operated. Only electric or gasoline operated forkli 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. Forklifts should be parked designated lots (where applicable).		
Fire fighting	Fire alarms and Fire extinguishing equipment should only be used for firefighting. Please do not misuse such equipment as they are meant for emergencies.	



# e. 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> <li>Switch off all lights and electrical appliances when they are not in use and when you leave the premises.</li> <li>Keep stack cargo at least 0.5 metres below the sprinkler heads and not less than 1 metre from the wall.</li> <li>Maintain your forklifts regularly to ensure that they are in safe working condition.</li> <li>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.</li> <li>Ensure all forklift drivers are properly trained and licensed.</li> <li>Check that all doors are locked before leaving your premises.</li> <li>Ensure that the common corridors in front of your premises are not obstructed at all times.</li> <li>Ensure there is no overloading of the electrical supply.</li> <li>Engage a licensed electrical worker to install electrical appliances and equipment.</li> <li>Any renovation or alterations and additions work, which may affect means of escape / fire safety must be endorsed by a Qualified Person (QP).</li> <li>Smoke only at the designated smoking area.</li> </ul>
Parking of vehicles & use of loading and unloading bay	<ul> <li>Park only at designated parking lots and not along the driveways.</li> <li>Drive your goods vehicles away from the loading bays immediately after the loading and unloading operations.</li> </ul>
Housekeeping & Disposal of Waste	<ul> <li>Maintain your leased premises well at all times.</li> <li>Please ensure and maintain proper housekeeping in your premises at all times.</li> <li>Dispose your unwanted dunnage and pallets at the designated dunnage points. Do not bring in dunnage and pallets from outside.</li> <li>Dispose your daily wastes such as foams, carton boxes, strapping and plastic items into refuse bins or designated refuse store.</li> <li>Arrange to dispose bulky items such as old refrigerators, televisions, machineries, old furniture, etc., at an approved dumping ground.</li> <li>Report leaking taps or pipes in the building to the Property Management Office quickly.</li> </ul>

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Don'ts	lon'ts				
Passenger and Cargo Lifts	<ul> <li>Do not use the passenger lifts for delivering goods.</li> <li>Do not overload the lifts.</li> <li>Do not hog the lifts.</li> <li>Do not vandalize the lifts.</li> <li>Do not allow forklift to enter into the lift which exceed the lift weight capacity.</li> </ul>				
Others	<ul> <li>Do not litter and no illegal dumping.</li> <li>Not allowed to use water from toilets or fire hose reels to wash your vehicles.</li> <li>Not allowed to bring in any heavy industrial cranes into the premises without prior written approval from the Property Management Office.</li> </ul>				

# f. General Guidelines on Pollution and Environment Controls

Non-Polluting Works	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.	
Discharge of Water	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. You should not discharge any silt, oil, chemicals, debris, etc., into public drains, sewers or watercourses.	
Drainage and Sewerage Department	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. Please do not dispose oil wastes into drains and sewer lines. You should engage NEA -licensed contractors to dispose them.	



# g. General Services

Telecommunication Facilities	All our properties are provided with telecommunication facilities, in line with IMDA's Code of Practice for Info-communications Facilities in Buildings.	
	You will have access to all telecommunication service providers. Please make direct arrangement with your preferred telecommunications company for such supplies and services.	
Letter BoxesYou are allocated one letterbox according to your unit. You may ap another letterbox subject to availability.		
Utilities	You can apply to <u>SP Services Ltd</u> 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.	



# 7. Directory of Phone Numbers

Name	Issues Regarding	Contact Us
Essential Services Hotline (24-hour basis)	Property management matters (lift breakdowns, toilet cleanliness, car park matters, common areas defects, etc)	1800 377 6688
Marketing Hotline (Mon to Fri 9:00 am - 5:00 pm)	All marketing queries relating to rental of space	+65 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, marketing opportunities, etc.)	+65 6377 6000

S/N	Property / Cluster Name	Property Address	Car Park Maintenance	Car Park Permit applications
1	1 and 1A Depot Close	Depot Close Blk 1 & 1A	Managed by Mapletree 1800 377 6688	1 Depot Close #01-01 Management Office S(109841)
2	18 Tai Seng	18 Tai Seng Street	Managed by Mapletree 1800 377 6688	18 Tai Seng Street #02-02 Management Office S(539775)
3	30A Kallang Place	Kallang Place Blk 30A	Top Parking Pte Ltd 6295-3113	https://carpark.mapletree.com.sg
4	45 Ubi	45 Ubi Road 1	Times24 Singapore Pte Ltd 6592 2700	seasonparking@times24.com.sg
5	Chai Chee Lane	Chai Chee Lane Blk 510, 512 & 514	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
6	Changi North	Changi North St. 1 Blk 11	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
7	Clementi West	Clementi Loop Blk 1	Managed by Mapletree 1800 377 6688	Not Applicable
8	K&S Corporate Headquarters	Serangoon North Ave 5 Blk 23A	Managed by Mapletree 1800 377 6688	23A Serangoon North Ave 5 #02-01 Mgmt Office S(554369)
9	Kaki Bukit	Kaki Bukit Avenue 1 Blk 2, 4, 6, 8 & 10	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
10	Kallang Basin 1	Kallang Place Blk 5 & 7	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
11	Kallang Basin 2	Kallang Place Blk 9 & 11	Top Parking Pte Ltd 6295-3113	https://carpark.mapletree.com.sg
12	Kallang Basin 3	Kallang Place Blk 16	Top Parking Pte Ltd 6295-3113	https://carpark.mapletree.com.sg
13	Kallang Basin 4	Kallang Place Blk 26, 26A, 28 & 30	Top Parking Pte Ltd 6295-3113	https://carpark.mapletree.com.sg
14	Kallang Basin 5	Kallang Avenue Blk 19, 21 & 23	Top Parking Pte Ltd 6295-3113	https://carpark.mapletree.com.sg

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15	Kallang Basin 6	Kallang Avenue Blk 25	Top Parking Pte Ltd 6295-3113	https://carpark.mapletree.com.sg
16	Kampong Ampat	Kampong Ampat Blk 171	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
17	Kampong Ubi	Ubi Road 1 Blk 3014A, 3014B & 3015A	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
18	Kolam Ayer 1	Lorong Bakar Batu Blk 8, 10 & 12	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
19	Kolam Ayer 5	Kallang Sector Blk 1, 3 & 5	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
20	Loyang 1	Loyang Way Blk 30	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
21	Loyang 2	Loyang Lane Blk 2, 4 & 4A	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
22	Mapletree Hi-Tech Park @ Kallang Way	161, 163, 165 Kallang Way	Managed by Mapletree 1800 377 6688	163 Kallang Way #01-11A Management Office S349256
23	Redhill 1	Jalan Bukit Merah Blk 1001, 1002 & 1001A	Top Parking Pte Ltd 6295-3113	https://carpark.mapletree.com.sg
24	Redhill 2	Bukit Merah Central Blk 1003 & 3752	Top Parking Pte Ltd 6295-3113	https://carpark.mapletree.com.sg
25	Serangoon North	Serangoon North Ave 5 Blk 6	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
26	The Signature	Changi Business Park Central 2 Blk 51	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
27	The Strategy	International Business Park Blk 2	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
28	The Synergy	International Business Park Blk 1	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
29	Tiong Bahru 1	Lower Delta Road Blk 1090	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
30	Tiong Bahru 2	Lower Delta Road Blk 1091, 1092, 1093, 1091A & 1080	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
31	Toa Payoh North 1	Toa Payoh North Blk 970, 998 & 970A	LHN Parking Pte Ltd 6856 6600	https://carpark.mapletree.com.sg
32	Toa Payoh North 2	Toa Payoh North Blk 1004	LHN Parking Pte Ltd 6856 6600	https://carpark.mapletree.com.sg
33	Toa Payoh North 3	Toa Payoh North Blk 1008 & 1008A	LHN Parking Pte Ltd 6856 6600	https://carpark.mapletree.com.sg

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34	Woodlands Central	Marsiling Industrial Estate Blk 33 & 35	G-Tech Pte Ltd 6487-7421	https://carpark.mapletree.com.sg
35	Woodlands Spectrum 1	Woodlands Sector 1 Blk 2	LHN Parking Pte Ltd 6856 6600	https://carpark.mapletree.com.sg
36	Woodlands Spectrum 2	Woodlands Avenue 9 Blk 201, 203, 205, 207, 209 & 211	LHN Parking Pte Ltd 6856 6600	https://carpark.mapletree.com.sg

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