

ANNEX D

ORDER FOR MANHOLE CONNECTION TO BUILDING MDF/TER/RISER ROOM/BUILDER'S MANHOLE

The Requesting Licensee

Date of Application : _____ Application Reference Number : _____

Estate/Street Name & Block No : _____

Manhole No. to connect : _____

MDF, Ter or Riser No. : _____

No. of ducts to be connected : _____

No. of Cable / Type / Size & Pair : _____

No. of Lead-in ducts required : _____

(* Plan map indicating the location of the manhole to be attached)

On Behalf of the Requesting Licensee

Sign : _____ Requesting Licensee Name: _____

Name : _____ Requesting Licensee BRN: _____

Designation : _____

Department : _____

Contact Number : _____ Company Stamp : _____

Fax Number : _____

SingTel's Reply to the Requesting Licensee

Application returned – incomplete/illegible

Not Approved Reason for Rejection : _____

Approved subject to details and conditions given in the attached Letter of Authorisation

Alternative Date and Time SingTel Approval Code : _____

On Behalf of SingTel

Sign : _____ Contact Number : _____

Name : _____ Fax Number : _____

Date : _____

Processing Status

Received Date : _____ Queue Status : _____

Processed Date : _____

ANNEX E

REQUEST FOR PHYSICAL ACCESS TO LEAD-IN DUCT AND ITS ASSOCIATED MANHOLE

The Requesting Licensee

Date of Application : _____ Application Reference Number : _____

Physical Access is sought for the purpose of :

[Reason] _____

Manhole Number : _____

Requested Date / Time of Access : _____

Estimated Duration of Access : _____ [Hours]

Name of Person(s) for which Physical Access is requested. (please attach separate sheet if space is insufficient)

1. _____ [Name of Senior Person & NRIC No, or Passport No & Work Permit No (where applicable)]
2. _____ [Name & NRIC No, or Passport No & Work Permit No (where applicable)]
3. _____ [Name & NRIC No, or Passport No & Work Permit No (where applicable)]
4. _____ [Name & NRIC No, or Passport No & Work Permit No (where applicable)]

On Behalf of the Requesting Licensee

Sign : _____ Requesting Licensee Name: _____

Name : _____

Designation : _____

Department : _____

Contact Number : _____ Company Stamp : _____

Fax Number : _____

SingTel's Reply to the Requesting Licensee

- Application returned – incomplete/illegible
- Not Approved Reason for Rejection : _____
- Approved subject to details and conditions given in the attached Letter of Authorisation

On Behalf of SingTel

Sign : _____ Contact Number : _____
Name : _____ Fax Number : _____
Date : _____

ANNEX F

REQUEST FOR EMERGENCY PHYSICAL ACCESS TO LEAD-IN DUCT AND ITS ASSOCIATED MANHOLE

The Requesting Licensee

Date of Application : _____ Application Reference Number : _____

Emergency Physical Access is sought for the purpose of :

[Reason] _____

Manhole Number : _____

Requested Date / Time of Access : _____

Estimated Duration of Access : _____ [Hours]

Name of Person(s) for which Physical Access is requested.

1. _____ [Name of Senior Person & NRIC No, or Passport No & Work Permit No (where applicable), & SIC/SOC No]
2. _____ [Name & NRIC No, or Passport No & Work Permit No (where applicable), & SIC/SOC No]
3. _____ [Name & NRIC No, or Passport No & Work Permit No (where applicable), & SIC/SOC No]
4. _____ [Name & NRIC No, or Passport No & Work Permit No (where applicable), & SIC/SOC No]

On Behalf of the Requesting Licensee

Sign : _____ Requesting Licensee Name: _____

Name : _____

Designation : _____

Department : _____

Contact Number : _____ Company Stamp : _____

Fax Number : _____

SingTel's Reply to the Requesting Licensee

- Application returned – incomplete/illegible
- Not Approved Reason for Rejection : _____
- Approved subject to details and conditions given in the attached Letter of Authorisation

On Behalf of SingTel

Sign : _____ Contact Number : _____
Name : _____ Fax Number : _____
Date : _____

ANNEX G

**LETTER OF AUTHORISATION
FOR PHYSICAL ACCESS TO LEAD-IN DUCT AND ITS ASSOCIATED MANHOLE**

This Letter of Authorisation is issued in conjunction with the approval given to the request application via reference _____ date _____ .

It must be carried in the possession of the senior person at all time during the duration of access granted to the Underground Plant as indicated below.

Location of Manhole and Manhole Number granted for access :

Name of Person(s) for which Physical Access is requested.

1. _____ [Name of Senior Person & NRIC No / Passport No]
2. _____ [Name & NRIC No / Passport No]
3. _____ [Name & NRIC No / Passport No]
4. _____ [Name & NRIC No / Passport No]

Approved Date of Access : _____

Approved Time of Access : _____

Approved Duration of Access : _____ [Hours]

On Behalf of SingTel

Sign : _____ Contact Number : _____

Name : _____ Fax Number : _____

Date : _____

ANNEX H

MASTER LIST FOR PHYSICAL ACCESS TO LEAD-IN DUCT AND ITS ASSOCIATED MANHOLE

S/n	Name	Company Name / Requesting Licensee A's Contactor Name	NRIC / Passport No.	SIC / SOC No.	SIC/SOC's Expiry Date	Contact Tel No.	Fax No.
1	Richard Tan	Requesting Licensee A	1234567C	8888999	30/12/2009	2899848	
2	Yeh Sing Ping	Pipe Construction Pte Ltd	3333444A	7777788	12/11/2009	2885678	
	Two examples for reference.						

ANNEX I

SINGTEL'S GUIDELINES ON WORK METHOD STATEMENT

1. GENERAL

The Requesting Licensee shall provide its work method statement to SingTel based on the following guidelines. The work method statement shall:

- (a) describe in sufficient detail, either in pictorial or photographic form, where the Requesting Licensee intends to install its equipment (including cables). The Requesting Licensee must indicate the position of its installation or work area relative to SingTel's existing plant (including cables and fixtures) at the site;
- (b) identify the equipment, plant, fixtures and cables that will be directly affected during its installation; and
- (c) describe in sufficient detail, either in pictorial or photographic form, how the Requesting Licensee proposes to prevent damage to the equipment, plant, fixtures and cables.