

ANNEX D

ORDER FOR MANHOLE CONNECTION TO BUILDING MDF / TER/RISER ROOM			
The Requesting Operator			
Date of Application	<input type="text" value="[Date]"/>	Application Reference Number	<input type="text" value="[Number]"/>
Estate/Street Name & Block No	<input type="text" value="[Location /Address]"/>		
Manhole no .to connect	<input type="text" value="[Manhole/No.]"/>		
MDF, Ter or Riser No.	<input type="text" value="[MDF/Ter/Riser No.]"/>		
No.of ducts to be connected	<input type="text" value="[Numbers]"/>		
No of Cable / Type / Size & Pair	<input type="text" value="[Type/Size/Pair/No]"/>		
No. of Lead-in ducts required	<input type="text" value="[Numbers]"/>	and Location	<input type="text" value="[Location /Building Name]"/>
(Plan map indicating the location of the manhole to be attached)			
On Behalf of the Requesting Licensee			
Sign	_____		
Name	<input type="text" value="[Name]"/>	Name of Requesting Licensee	<input type="text" value="[Company Name]"/>
Designation	<input type="text" value="[Designation]"/>		
Department	<input type="text" value="[Department Name]"/>		
Contact Number	<input type="text" value="[Telephone Number]"/>	Company Stamp	_____
Fax Number	<input type="text" value="[Fax Number]"/>		
SingTel's Reply to the Requesting Operator			
<input type="checkbox"/> Application returned - incomplete/illegible			
<input type="checkbox"/> Not Approved		Reason for Rejection	<input type="text" value="[Reason]"/>
<input type="checkbox"/> Approved in principle subject to Detailed Study			
SingTel Approval Code			<input type="text" value="[Approval Code]"/>
On behalf of SingTel			
Sign	_____		Contact Number
Name	<input type="text" value="[Name]"/>	Fax Number	<input type="text" value="[Fax Number]"/>
		Date	<input type="text" value="[Date]"/>
Processing Status			
Received Date	<input type="text" value="[Date]"/>	Queue Status	<input type="text" value="[Queue No]"/>
		Processed Date	<input type="text" value="[Date]"/>

ANNEX E

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

The Requesting Operator	
Date of Application	Application Reference Number
<input style="width: 90%;" type="text" value="[Date]"/>	<input style="width: 90%;" type="text" value="[Number]"/>
Approval for Physical Access is sought for the purpose of:	
<input style="width: 98%;" type="text" value="[Reason]"/>	
Manhole Number	<input style="width: 90%;" type="text" value="[Manhole Number]"/>
Requested Date / Time of Access	<input style="width: 90%;" type="text" value="[Date & Time]"/>
Estimated Duration of Access	<input style="width: 90%;" type="text" value="[Hours]"/>
Name of Person(s) for which Physical Access is requested.	
1	<input style="width: 90%;" type="text" value="[Name & NRIC No of Senior Person / Passport No]"/>
2	<input style="width: 90%;" type="text" value="[Name & NRIC No / Passport No]"/>
3	<input style="width: 90%;" type="text" value="[Name & NRIC No / Passport No]"/>
4	<input style="width: 90%;" type="text" value="[Name & NRIC No / Passport No]"/>
5	<input style="width: 90%;" type="text" value="[Name & NRIC No / Passport No]"/>

On Behalf of the Requesting Licensee	
Sign	<input style="width: 90%;" type="text"/>
Name	<input style="width: 90%;" type="text" value="[Name]"/> Name of Requesting Licensee <input style="width: 90%;" type="text" value="[Company Name]"/>
Designation	<input style="width: 90%;" type="text" value="[Designation]"/>
Department	<input style="width: 90%;" type="text" value="[Department Name]"/>
Contact Number	<input style="width: 90%;" type="text" value="[Telephone Number]"/> Company Stamp <input style="width: 90%;" type="text"/>
Fax Number	<input style="width: 90%;" type="text" value="[Fax Number]"/>

SingTel's Reply to the Requesting Operator	
<input type="checkbox"/> Application returned - incomplete/illegible	
<input type="checkbox"/> Not Approved	Reason for Rejection <input style="width: 90%;" type="text" value="[Reason]"/>
<input type="checkbox"/> Approved subject to details and conditions given in the attached Letter of Authorisation	

On behalf of SingTel	
Sign	Contact Number
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value="[Telephone Number]"/>
Name	Fax Number
<input style="width: 90%;" type="text" value="[Name]"/>	<input style="width: 90%;" type="text" value="[Fax Number]"/>
	Date
	<input style="width: 90%;" type="text" value="[Date]"/>

ANNEX F

REQUEST FOR EMERGENCY PHYSICAL ACCESS TO LEAD-IN DUCT AND ITS ASSOCIATED MANHOLE	
The Requesting Operator	
Date of Application	[Date] Application Reference Number [Number]
Approval for Emergency Physical Access is sought for the purpose of:	
[Reason]	
Manhole No.	[Manhole Number]
Requested Date / Time of Access	[Date & Time]
Estimated Duration of Access	[Hours]
Name of Person(s) for which Physical Access is requested.	
1	[Name & NRIC No of Senior Person / Passport No]
2	[Name & NRIC No / Passport No]
3	[Name & NRIC No / Passport No]
4	[Name & NRIC No / Passport No]
5	[Name & NRIC No / Passport No]
On Behalf of the Requesting Licensee	
Sign	_____
Name	[Name] Name of Requesting Licensee [Company Name]
Designation	[Designation]
Department	[Department Name]
Contact Number	[Telephone Number] Company Stamp _____
Fax Number	[Fax Number]
SingTel's Reply to the Requesting Operator	
<input type="checkbox"/> Application returned - incomplete/illegible	
<input type="checkbox"/> Not Approved	Reason for Rejection [Reason]
<input type="checkbox"/> Approved subject to details and conditions given in the attached Letter of Authorisation	
On behalf of SingTel	
Sign	Contact Number [Telephone Number]
Name [Name]	Fax Number [Fax Number]
	Date [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 granted for access:	<input type="text" value="[Location / Manhole No, for the purpose of Cable Pulling]"/>
Name of Person(s) granted to access:	1 <input type="text" value="[Name of Senior Person & NRIC No / Passport No]"/>
	2 <input type="text" value="[Name & NRIC No / Passport No]"/>
	3 <input type="text" value="[Name & NRIC No / Passport No]"/>
	4 <input type="text" value="[Name & NRIC No / Passport No]"/>
	5 <input type="text" value="[Name & NRIC No / Passport No]"/>
Approved Date of Access:	<input type="text" value="[Date]"/>
Approved Time of Access:	<input type="text" value="[Time]"/>
Approved Duration of Access:	<input type="text" value="[Duration]"/>

On behalf of SingTel

Sign	<input type="text" value="_____"/>	Contact Number	<input type="text" value="[Telephone Number]"/>
Name	<input type="text" value="[Name]"/>	Fax Number	<input type="text" value="[Fax Number]"/>
		Date	<input type="text" value="[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	IC / Passport No.	SIC / SOC No.	Contact Tel No.
1	Richard Tan	Requesting Licensee A	1234567C	A12345	8888999
2	Yeh Sing Ping	Pipe Construction Pte Ltd	3333444A	C67890	7777788
Two examples for reference.					