Circular No: RD/E01/2018
Date of Issue: 02 Apr 2018

To: All Licensed Electrical Workers

Dear Sirs,

APPLICATION FOR BCA TEMPORARY OCCUPATION PERMIT (TOP) / CERTIFICATE OF STATUTORY COMPLETION (CSC) SUBMISSION FOR NEW RESIDENTIAL DEVELOPMENT (EXCLUDING RESIDENTIAL DEVELOPMENT WITH NOT MORE THAN 10 UNITS)

This circular is to inform Licensed Electrical Workers that with effect from 1 June 2018, the Notice of Unit Inspection Completion issued by SP Services, the Market Support Services Licensee, shall be required for the grant of TOP/CSC by BCA for all new residential developments (except residential developments with not more than 10 units/houses).

2 The industry was also informed in a joint Circular dated 28 Feb 2018 by BCA and EMA. A copy of the Circular (Ref: APPBCA-2018-01) is enclosed for your reference.

3 New residential developments with 10 units/houses or less will be included subsequently. The industry will be informed on the implementation in due course.

4 For any clarification, please contact our officers from Electricity Inspectorate Branch at telephone number 6835 8060 or email to EMA_RD_ELISE@ema.gov.sg.

Yours faithfully,

[Signature]

KNG MENG HWEE
DEPUTY CHIEF EXECUTIVE
INDUSTRY REGULATION DIVISION

Enc
Our Ref: APPBCA-2018-01

28 February 2018

See Distribution List

Dear Sir/Madam

ADDITIONAL DOCUMENT REQUIRED FOR THE SUBMISSION OF TEMPORARY OCCUPATION PERMIT (TOP) / CERTIFICATE OF STATUTORY COMPLETION (CSC)
- NOTICE OF UNIT INSPECTION COMPLETION ISSUED BY MARKET SUPPORT SERVICES LICENSEE (MSSL)

AIM

This circular is to inform the industry that the Notice of Unit Inspection Completion issued by the Market Support Services Licensee (MSSL), licensed by Energy Market Authority (EMA), shall be submitted for the application for TOP/CSC for all new residential developments excluding residential developments with not more than 10 units/houses.

BACKGROUND

2 Pursuant to regulation 5(1)(b) of the Electricity (Electrical Installations) Regulations, read with section 71 of the Electricity Act and the Electricity (Licensing of Electrical and Supply Installations)(Exemption) Notification, electrical installations in new residential buildings and condominium developments, the flats or units in these developments and other new residential premises are required to be inspected by an MSSL. Currently, SP Services is the MSSL licensed by EMA under the Electricity Act.

SUBMISSION AT TOP/CSC APPLICATION WITH EFFECT FROM 1 JUNE 2018

3 The Notice of Unit Inspection Completion issued by SP Services, as the MSSL, shall be required for the grant of TOP/CSC for all new residential developments (except residential developments with not more than 10 units/houses) whose first TOP inspection is to be conducted on or after 1 June 2018. QPs are required to submit the Notice of Unit Inspection Completion,
among other documents, for the application for TOP or CSC (if TOP has not been issued earlier).

4 A sample of the Notice of Unit Inspection Completion issued by SP Services is at Annex A.

FOR CLARIFICATION

5 We would appreciate it if you could convey the contents of this circular to the members of your organisation. For clarification, you may contact:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Contact no.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOP/CSC application</td>
<td>BCA</td>
<td>1800-221-9001</td>
</tr>
<tr>
<td>Inspection of electrical installation</td>
<td>SP Services</td>
<td>69169364/ 69169380</td>
</tr>
</tbody>
</table>

Fax: 63048614

Yours faithfully

PUNITHAN SHANMUGAM
DIRECTOR
BUILDING PLAN & POLICIES
BUILDING PLAN & MANAGEMENT GROUP
for COMMISSIONER OF BUILDING CONTROL

YEO LAI HIN
DIRECTOR
ELECTRICITY INDUSTRY REGULATION DEPARTMENT
for DY CHIEF EXECUTIVE, INDUSTRY REGULATION DIVISION
Annex A - Sample of Notice of Unit Inspection Completion issued by SP Services

<Design LEW> DD/MM/YYYY
<Address 1> Our Ref:
<Address 2> Tel:
<Address 3> Fax: 63048614

Attention: <LEW>

Dear Sirs

NOTICE OF UNIT INSPECTION COMPLETION AT:
<Development Address> (TOTAL UNITS: XX)

1. We are pleased to inform you that we have successfully carried out the unit inspection on the electrical installations of the residential units for the above-mentioned residential development.

2. We wish to highlight that electricity supply to each residential unit will be turned on only after the unit owner/tenant has opened an account with our company.

3. This notice is also for Temporary Occupation Permit (TOP) clearance or Certificate of Statutory Completion (CSC) clearance (under Reg 42 and Reg 43 of the Building Control Regulations 2003) for residential units only.

Yours faithfully

for DIRECTOR (INSTALLATION BRANCH)
OPERATIONS DIVISION

cc: <Developer>
 <Address 1>
 <Address 2>

This is a computer generated letter, which requires no signature.