

4 Sept 2023

Attention to: Developers, Building Owners and Qualified Person (“QP”)

REMINDER - SUBMISSION OF INFORMATION BY THE DEVELOPER/OWNER/QUALIFIED PERSON

Under IMDA’s Code of Practice for Info-communication Facilities in Buildings (“COPIF”) 2018, the developer or owner of a new development shall submit the building plans to the Telecommunication Facility Co-ordination Committee (“TFCC”) during the planning stage of the development together with the following information –

- (a) the name and contact details (including contact number and address) of the developer or owner;
- (b) the names and contact details (including contact numbers and addresses) of the consultants and contractors engaged for the building works, including the architect, the M&E consultant and building contractors;
- (c) the location of the development;
- (d) the proposed number of units and the usable floor area;
- (e) the intended use of the development;
- (f) the estimated dates of commencement and completion of the building works;
- (g) the estimated TOP Date; and
- (h) the house or unit numbering plan.

In addition to the information required above, IMDA would appreciate if the developer/owner/QP can also provide and submit the IRAS’s letter (if any) during the submission as to reduce the administrative process of the TFCC manually checking with the developer/owner/QP for the IRAS’s letter. The information in the IRAS will assist the telcos in creating their database for planning purpose.

We would appreciate it if you could help convey the contents of the circular to members of your organisation. Thanks.