

Dear Sir/Madam,

I hope this email finds you well.

1. I'm reaching out to you from JTC, a government agency under the Ministry of Trade and Industry (MTI), in charge of developing industrial infrastructure that supports the growth of new industries and transforms enterprises in Singapore.
2. To better serve our customers, we have streamlined our processes to reduce or simplify industrialists' submission processes and provide greater clarity on JTC's submission requirements. Before any work begins on units or buildings on JTC land, agencies like URA, BCA, NEA, LTA, PUB, NPARKS and SCDF typically require the land owner's consent before they process the applications via the Construction and Real Estate Network (CORENET). To help clarify this process, we published the "JTC Space Submission Handbook" on our website in 2020. This handbook is designed to guide you through the various submission types and requirements for our multi-tenanted buildings, making it a handy reference for all members of your association.
3. We're glad to share that we've recently updated the JTC Space Submission Handbook for land owner's consent submissions (published on our website), and you can access the latest version [here](#) under the tab "Guidelines for space/land submissions". We believe this will be a valuable resource for you.
4. Additionally, we're expanding the list of items that no longer require JTC land owner's consent for our multi-tenanted buildings. You'll find the new items (s/n 10 to 19, highlighted in blue) in the table below, please refer to List A in the JTC Space Submission Handbook for more details. This change, effective from 8 May 2025, will help tenants who need to carry out minor works reduce the number of agencies to submit their plans to, as they no longer need to submit to JTC for land owner's consent.

Exemption List for Space Submissions to JTC	
1	Repositioning of sink / wash basin
2	Installation of ceiling fan / wall fan (less than 45kg)
3	Internal door replacement
4	Window grilles installation
5	Floor finishes replacement
6	Wall finishes replacement
7	Shelving system / racks
8	Portable grease trap installation (gross weight less than 750kg)
9	Installation of machinery / equipment (individual weight less than 750kg)
10	Installation of additional and/or replacement of electrical and lighting points within tenant's unit
11	Installation of false ceiling within unit
12	Installation of new floor waste, drain pipe, gully and/or grease trap with additional new raised platform within tenant's unit
13	Installation of partition wall within unit
14	Installation of raised floor system within unit
15	Installation / replacement of potable water point within tenant's unit
16	Installation of retractable awning
17	One-to-one replacement of unit's windows, doors, or roller shutters not along external building façade
18	Laying of telco / fiber cables from MDF room/riser along existing telecom cable trays to tenant's premise
19	Tenant signages / signboard (with business name and logo only) outside tenant's unit

5. We would greatly appreciate your help in sharing this information with your members. This will help ensure that everyone involved is aware of these process improvements and make use of the streamlined requirements. If you have any questions or need further assistance, please don't hesitate to reach out to the following officers:

CORENET related matters: Isaac Yeo (Email: Isaac_YEO@jtc.gov.sg)

Architectural related matters: Ang Swee Cheng (Email: ANG_Swee_Cheng@jtc.gov.sg)

Civil & Structural related matters: Soe Moe Zin (Email: SOE_Moe_Zin@jtc.gov.sg)

Mechanical related matters: Dong Tao (Email: DONG_Tao@jtc.gov.sg)

Electrical related matters: Melvin Yap (Email: Melvin_YAP@jtc.gov.sg)

Facilities management related matters: Ng Hwee Peng (Email: NG_Hwee_Peng@jtc.gov.sg)

Thank you.

Regards,



Isaac Yeo | Assistant Manager, Land Planning Division

t. +65 6885 5152 **m.** +65 9727 6370 **e.** isaac_yeo@jtc.gov.sg



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