

Appendix 3 – Side Letter Template

Date:

To: [Purchaser]
[Address]

Dear Sir/Madam

[ADDRESS OF UNIT] (the “Unit”)

1. The Unit contains a balcony approved by the Competent Authority under the Planning Act (Cap. 232). The Competent Authority has also approved balcony screens to be installed in units in the development. Drawings and specifications of the approved balcony screens are [as follows/set out at Appendix A]. [Developer to insert/append drawings and specifications of the balcony screen]
2. You have the option to install the approved balcony screen for the balcony of the Unit by the time the developer delivers vacant possession of the Unit to you. The balcony screens will be installed *free of charge / at an additional cost of _____ [to insert cost of pre-installing balcony screens] to be paid by way of _____ [to insert mode of payment, e.g. cheque or cashier's order] drawn in favour of _____ [to insert the name of Vendor's project account opened with bank or finance company] and to be paid by the date the duly signed Sale and Purchase Agreement is returned to us.
** Delete whichever is inapplicable.*
3. Please complete the form below this letter and submit the duly completed form to us together with the duly signed Sale & Purchase Agreement.
4. Please note that if you opt to install the approved balcony screen for the balcony of the Unit, the approved balcony screen shall be deemed to be included as one of the items to be provided for the Unit under the Specifications of the Sale and Purchase Agreement for the Unit.
5. In the event you sub-sell the Unit before legal completion, you shall inform any sub-purchaser(s) to whom you may sell the Unit of the terms of this letter and you shall procure the agreement of the sub-purchaser(s) to the terms of this letter.
6. Please note Clause _____ [to insert relevant clause number as stated in the Sale and Purchase Agreement] of the Sale and Purchase Agreement which is reproduced below:

Roofing Over/Enclosing Private Enclosed Space, Open Terrace, Roof Garden and Balcony

The Purchaser acknowledges that he is aware that the private enclosed space(s) and/or open terrace(s) and/or roof garden(s) and/or balcony(ies) in the

Unit (collectively known as the “Open-Air Spaces”) (if any) are designed and intended to be open to the sky/Open-Air Spaces and that the Purchaser shall therefore not be entitled to cause or require the Open-Air Spaces (if any) to be roofed over or enclosed in any manner or form unless the prior written approvals of the relevant competent authority and the Vendor or the management corporation (when formed) are first obtained, nor shall he be entitled to raise objections to the fact that the Open-Air Spaces (if any) is/are open to the sky.

7. If you have any queries as to the interpretation or import of the matters set out in this letter, you should seek the advice of your solicitors.
8. Please acknowledge receipt of this letter on the duplicate copy.

Yours faithfully

for [Name of Developer]

To: [Name of Developer]

I/We* hereby acknowledge receipt of this letter dated [developer to insert date of letter] prior to making payment of the booking fee for the grant of option for the Unit.

In respect of the option to install the approved balcony screen for the balcony of the Unit on the terms set out in the [developer's name] letter dated [date],
[Please [tick/check/select/etc] the [relevant box/option/etc] below.]

- ☐ I/We* want the approved balcony screen installed for the balcony of the Unit.
- ☐ I/We* do not want the approved balcony screen installed for the balcony of the Unit.

Date: _____

(For individual)

Name:
NRIC/Passport No.:

or

(For Company)

Name:
NRIC/Passport No.:

Name / NRIC or Passport No:

Designation:
For and on behalf of:
Company Stamp:

* Delete whichever is inapplicable.