

## **II. BUILDING CONSTRUCTION AND FIRE SAFETY**

**Version 2**

**(11<sup>th</sup> July 2017)**

## ***II. Building Construction and Fire Safety***

As for the Construction of building(s)/ factory (ies), an Investor of Thilawa Special Economic Zone (TSEZ) is required to obtain necessary permit/ approval/ registration of building construction and fire safety through the Construction Section of OSSC, MJTD and other relevant Sections of OSSC.

### **Step 1: Preparatory stage for starting construction**

1. An Investor which obtained the Investment Permit issued by Thilawa Special Economic Zone Management Committee (TSMC) and the Company Registration Certificate issued by the DICA Section of OSSC may apply for Building Permit and Fire Safety Certificate to start the construction work of building(s)/ factory (ies).
2. At first, the Investor shall obtain a **Design Approval by MJTD** for the construction before applying for Building Permit and Fire Safety Certificate.
3. After obtaining the Design Approval issued by MJTD, the Investor may apply for Building Permit and Fire Safety Certificate to the Construction Section of OSSC through the Front Office of OSSC.
4. The Construction Section of OSSC reviews and examines all the submitted documents and drawings basing on **the Myanmar National Building Code (Provisional 2012)** or codes of other countries permitted by the Construction Section of OSSC.
5. The Construction Section of OSSC checks with the Environment Section of OSSC whether the Investor obtained an Approval of Environmental Conservation and Prevention Plan (ECP) issued by the TSMC or not.
6. The Construction Section of OSSC issues a **Building Permit** and a **Fire Safety Certificate**.
7. After receiving the Building Permit and the Fire Safety Certificate, the Investor shall apply for Start of Construction to MJTD.
8. After obtaining the **Approval for Start of Construction** issued by MJTD, the Investor may **commence their construction work**.

### **Step 2: Construction stage**

1. When a contractor for the factory construction permitted under the Building Permit and Fire Safety Certificate is appointed, the Investor shall submit **Request for Contractor Registration** with required information of the appointed contractor to the Construction Section of OSSC.
2. Within seven (7) days after the commencement of construction, the Investor shall submit **Project Information Sheet** to report the information of a supervisor and a project manager for the construction to the Construction Section of OSSC.

3. During the construction period, the Construction Section of OSSC implements following **Intermediate Inspections** according to the progress of construction.
  - 1) First Intermediate Inspection at the stage of Foundation Work
  - 2) Second Intermediate Inspection at the stage of Structure Framing Work
  - 3) Third Intermediate Inspection at the stage of Roofing Work
4. It should be noted that the Intermediate Inspections are implemented aiming to confirm whether the construction work is done in line with the plan of the Building Permit and Fire Safety Certificate or not, not aiming to guarantee the safety of the building (s)/ factory (ies).

### **Step 3: Completion stage of construction**

1. After completion of the construction including receipt of **Electricity Certificate** from the Industry Section of OSSC, the Investor shall request the implementation of **Final Inspection** for building work and fire safety to the Construction Section of OSSC.

Building work: Inspection for the conformity of the actual building work with the documents and drawings attached with Building Permit

Fire safety: Inspection for the conformity of the actual fire protection system with the documents and drawings attached with Fire Safety Certificate

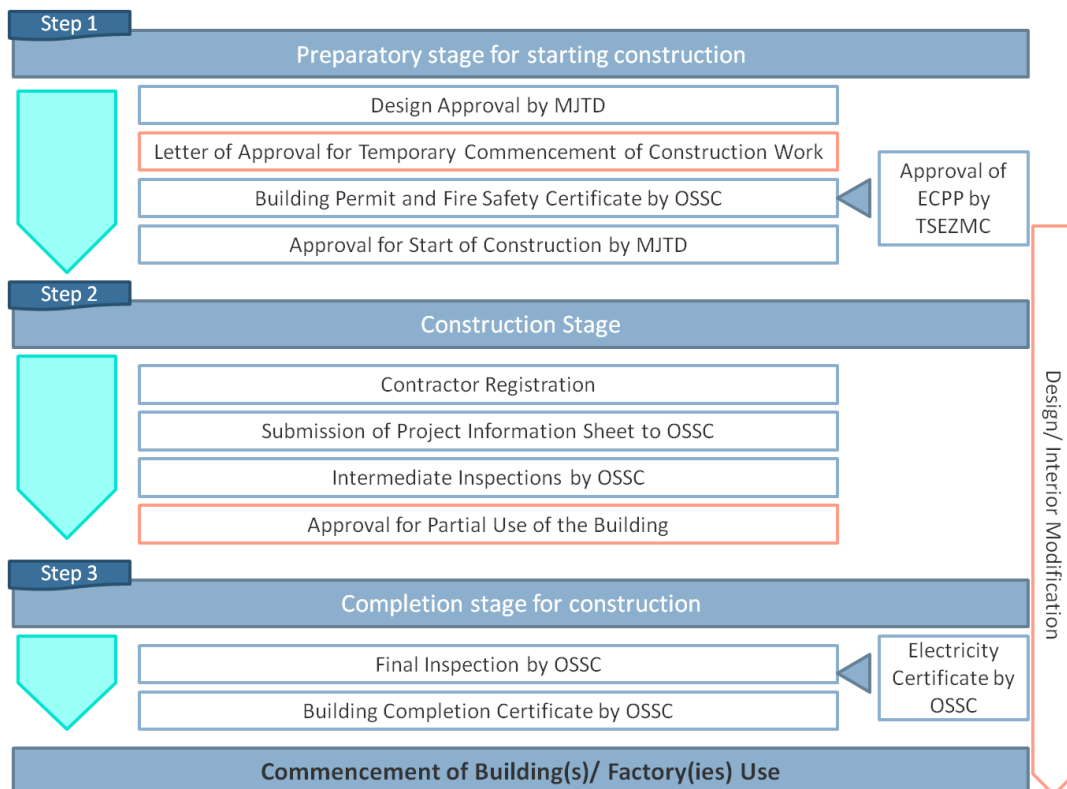
2. When the Investor passes the Final Inspection, the Construction Section of OSSC issues a **Building Completion Certificate**.

After obtaining the Building Completion Certificate, the Investor may **use the building(s) / factory (ies)**.

### **Other Procedures**

1. If the Investor wants to change the design of the building(s)/ factory (ies), or interior of the office(s)/ bank(s), at first, the Investor shall consult with the Construction Section of OSSC. The Construction Section of OSSC shall decide whether the new Application for Building Permit is required or not. If it is not required, the Investor can submit Application for Design Modification/ Interior Modification to the Construction Section of OSSC through the Front Office of OSSC.
2. If the Investor wants to commence the construction before obtaining Building Permit due to inevitable reasons, the Investor shall submit Application for Temporary Commencement of Building/Factory Construction Work to the Construction Section of OSSC through the Front Office of OSSC. Prior consultation with the Construction Section of OSSC is required before the submission of application.

3. If the Investor wants to start to use the building(s)/ factory (ies) temporarily or partially for the purpose of machine use or training of employees, etc. before obtaining Building Completion Certificate, the Investor shall submit Application for Temporary Use/ Partial Use of the Building together with required documents including plan for safety work, evacuation route in case of fire, fire protection plan and etc. to the Construction Section of OSSC through the Front Office of OSSC. Prior consultation with the Construction Section of OSSC is required before the submission of application.



*Figure II-1: Overall Procedures for Building Construction and Fire Safety*

**1. Issuance of the Building Permit and Fire Safety Certificate**

**\*Below mentioned necessary documents should be filed in A4 size double ring binders (black color). Sample is available at Front Office of OSSC.**

**1-1) Design Approval by MJTD**

Necessary Documents to be submitted by Applicant	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Letter of Confirmation of Appointment (If any)</li> <li>3. Design Overview Documents</li> <li>4. Master Plan (Layout Plan)</li> <li>5. General Drawings</li> <li>6. Drawing of Rainwater Drainage</li> <li>7. Drawing of Wastewater Discharge Pipeline</li> <li>8. Drawing of Water Supply</li> <li>9. Drawing of Power Supply including Exterior Lighting</li> <li>10. Detail drawings (Protection detail for existing infrastructure on and under access road, Connection detail for all of infrastructure, Fencing, Pavement)</li> <li>11. Construction Schedule</li> <li>12. Future demand forecast of Water and Power supply</li> <li>13. Any document that MJTD may require Hard copies: 3 sets (3 originals) CD-ROM (PDF File or CAD File) : 3 sets</li> </ol>
Code and Regulation	TSEZ Zone A, Internal Regulations
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits the required documents and drawings with CD-ROM (PDF file or CAD File) to MJTD.</li> <li>2. MJTD reviews such documents and drawings that need to be checked in relation with the Internal Regulations of MJTD and confirms the conformity.</li> <li>3. When all documents and drawings are confirmed being in line with the Internal Regulations, MJTD gives confirmation and returns the confirmed documents and drawings to the Applicant.</li> </ol>
Application Fee	None
Time Frame	Thirty (30) Working days
Remarks	None

**1-2) Application and Issuance of the Building Permit**

Necessary Documents to be submitted by Applicant	<p>Application Form</p> <ol style="list-style-type: none"> <li>1) FORM-BC1-1 : Sample of Cover Letter for Building Permit</li> <li>2) FORM-BC1-2 : Application of Building Permit</li> <li>3) FORM-BC1-3 : Information of Licensed Engineers</li> </ol> <ol style="list-style-type: none"> <li>1. Documents for Licensed Engineer’s Certification <ul style="list-style-type: none"> <li><u>In case of Myanmar architect:</u> <ol style="list-style-type: none"> <li>1) A Copy of “License” <ul style="list-style-type: none"> <li>- “AEC” (ASEAN Engineer Certificate) or</li> <li>- “P.E.” (Professional Engineer) and/or</li> <li>- YCDC Licensed Engineer</li> </ul> </li> </ol> </li> <li><u>In case of non-Myanmar architect:</u> <ol style="list-style-type: none"> <li>1) CV (including the details of experience in professional works, academic career)</li> <li>2) Statement on the Experiences in Similar Projects</li> <li>3) A Copy of “License”</li> </ol> </li> </ul> </li> <li>2. Design Approval by MJTD with documents and drawings (2 originals)</li> <li>3. Architectural Drawings <ol style="list-style-type: none"> <li>1) Layout Plan/ Finish Schedule</li> <li>2) Floor plans (every storey)</li> <li>3) Elevations and Sections</li> <li>4) Perspective View (3D)</li> <li>5) Sewage Treatment Plant (if any)</li> <li>6) Machinery Installation Plan or Production Flow Chart</li> </ol> </li> <li>4. Structural Analysis <ol style="list-style-type: none"> <li>1) Drawings</li> <li>2) Calculation Report</li> <li>3) Soil Investigation Report</li> </ol> </li> </ol> <p>In case of submission in hard copies: 3 sets (3 originals) with CD-ROM (3 sets in PDF File or CAD File)</p>
Code and Regulation	<p>Myanmar National Building Code(Provisional 2012) OR Codes of other countries (Submit copies in English)</p> <p>*MNBC (PDF File) is available at OSSC.</p>
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits required documents and drawings for Building Permit either in person or <b>online</b> with application fees to the Front Office of OSSC.</li> </ol>

	<ol style="list-style-type: none"> <li>2. The Construction Section of OSSC reviews and examines all the documents and drawings based on the Myanmar National Building Code (Provisional 2012) or codes of other countries permitted by the Construction Section of OSSC.</li> <li>3. If the submitted documents and drawings are confirmed their conformity, the Construction Section of OSSC issues the Building Permit and returns the confirmed documents and drawings.</li> </ol>
Application Fee	See Appendix 1: List of fees attached to this manual
Time Frame	Within thirty (30) working days after receipt of application with its fee
Remarks	<ol style="list-style-type: none"> <li>1. Building Permit shall not be issued until the Fire Safety Certificate is issued by the Construction Section of OSSC.</li> <li>2. Building Permit shall not be issued until the Environmental Approval is issued by the Management Committee.</li> </ol>

**1-3) Application and Issuance of Fire Safety Certificate**

Necessary Documents to be submitted by Applicant	<p>Application Form</p> <ol style="list-style-type: none"> <li>1) FORM-BC2-1: Sample of Covering Letter for Fire Safety Certificate</li> <li>2) FORM-BC2 -2: Application of Fire Safety Certificate</li> </ol> <p>1. Drawings</p> <ol style="list-style-type: none"> <li>1) Architectural Drawings (Layout Plan, Finish Schedule, Floor Plans, Elevations and Sections)</li> <li>2) Means of Egress (fire escape plan)</li> <li>3) Emergency Lighting and Exit Signs</li> <li>4) Fire Alarm and Detecting System</li> <li>5) Emergency Generator</li> <li>6) Fire Hydrant (hose reel)</li> <li>7) Fire Extinguisher</li> <li>8) Sprinkler (if necessary)</li> <li>9) Dry Riser/ Breeching Inlet (if necessary)</li> <li>10) Lightning Arrester</li> <li>11) Hazardous Material Safety Plan</li> <li>12) Other items required by the Construction Section of OSSC</li> </ol> <p>In case of submission in hard copies: 3 sets (3 originals) with CD-ROM (3 sets in PDF File or CAD File)</p>
Code and Regulation	Myanmar National Building Code (Provisional 2012) OR

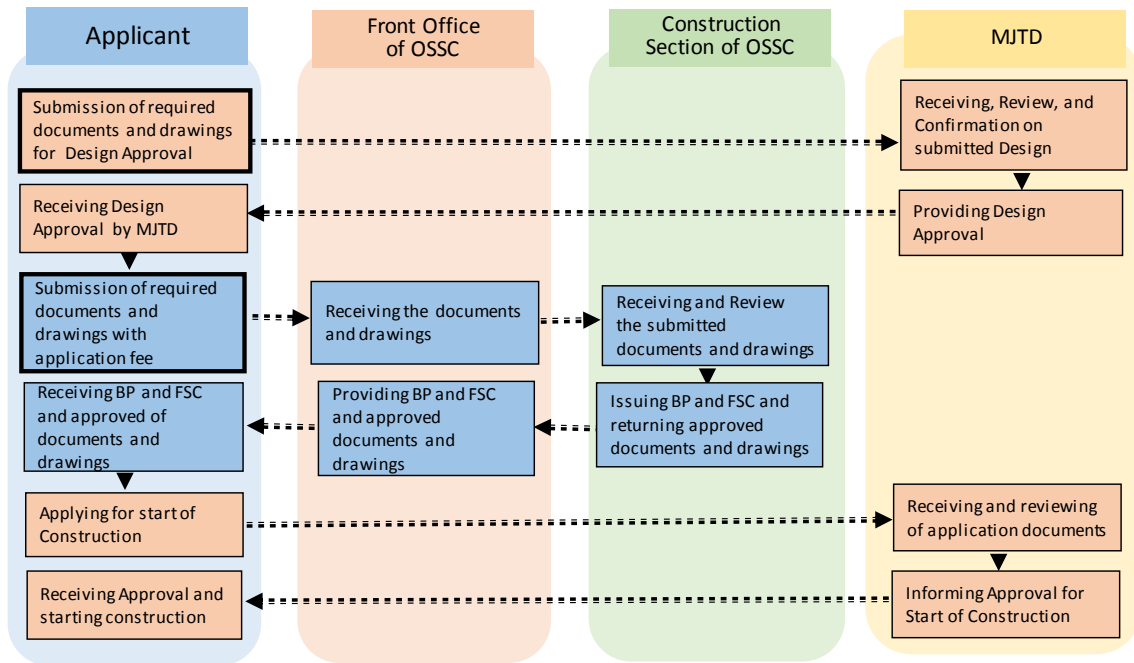
	Codes of other countries (Submit copies in English) *MNBC (PDF File) is available at OSSC.
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant submits required documents and drawings on Fire Protection System either in person or <b>online</b> to the Front Office of OSSC at the same time of the application of Building Permit.</li> <li>2. The Construction Section of OSSC reviews and examines all the submitted documents and drawings basing on <b>the Myanmar National Building Code (Provisional 2012)</b> or codes of other countries permitted by the Construction Section of OSSC before issuance of Building Permit.</li> <li>3. When all the submitted documents and drawings are confirmed, OSSC issues “<b>Fire Safety Certificate</b>” and returns the confirmed documents and drawings to the Applicant.</li> </ol>
Application Fee	None
Time Frame	Within thirty (30) working days after receipt of application
Remarks	None

**1-4) Approval for Start of Construction by MJTD**

Necessary Documents to be submitted by Applicant	<ol style="list-style-type: none"> <li>1. Cover letter</li> <li>2. Application Form(Format-B)</li> <li>3. Copy of Building Permit</li> <li>4. Copy of Fire Safety Certificate</li> <li>5. Copy of Environmental Conservation and Prevention Plan Approval</li> <li>6. Temporary plan under construction (Temporary construction facilities drawings, Entrance and Access road, Power and Water Supply, Rainwater and Sewage Discharge, Disposal of waste)</li> <li>7. Copy of Rules of Construction During Construction Work or Rules of Construction with Signature</li> <li>8. Copy of Insurance</li> <li>9. Other Permits from Authority (if any)</li> </ol> <p>Hard copies: 3 sets (3 originals)</p>
Actual Procedure	<ol style="list-style-type: none"> <li>1. The Applicant submits the application form with required documents such as the copies of Building Permit, Fire Safety Certificate and Environmental Conservation and Prevention Plan to MJTD.</li> <li>2. MJTD reviews submitted documents that need to be checked in</li> </ol>



	<p>relation with the Internal Regulations of MJTD and confirms the conformity within five (5) calendar days.</p> <p>3. When all documents submitted are confirmed, MJTD issues and gives the Approval Letter for Start of Construction to the Applicant.</p>
Application Fee	None
Time Frame	Five (5) calendar days
Remarks	<ul style="list-style-type: none"> <li>- The Applicant should submit application documents not less than ten (10) working days prior to commencement date of construction.</li> <li>- MJTD will issue approval letter after confirming full payment of sublease fee.</li> </ul>

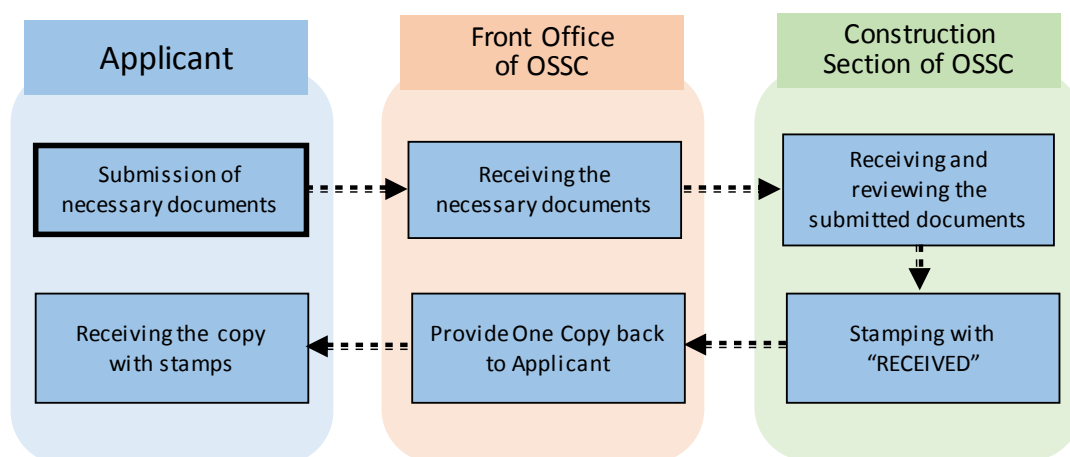


*Figure II-2: Procedures for Building Permit (BP) and Fire Safety Certificate (FSC)*

## 2. Registration of Contractor for Construction Work

Necessary Documents to be submitted by Applicant	<ol style="list-style-type: none"> <li>1. FORM-BC3-1 : Cover Letter</li> <li>2. FORM- BC3-2 : Registration Form of Contractor</li> <li>3. Copy of Company Registration Certificate of Contractor</li> <li>4. Company Profile (including organization chart)</li> <li>5. Project Experience in Asia (5years)</li> <li>6. Financial Statement (3years)</li> <li>7. Letter of Confirmation for Appointment, if any</li> </ol>
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	<p>8. Other items required by the Construction Section of OSSC</p> <p>Hard copies: 2 sets (2 originals)</p> <p><b>*Above mentioned documents should be filed in A4 size double ring binder (black color).</b></p> <p>Sample is available at Front Office of OSSC.</p>
Actual Procedure	<ol style="list-style-type: none"> <li>1. An Applicant submits the necessary documents either in person or <b>online</b> to the Frond Office of OSSC <b>immediately after the appointment of a contractor.</b></li> <li>2. The Construction section of OSSC receives the submitted documents.</li> <li>3. When all submitted documents are accepted, the Construction Section of OSSC stamps “RECEIVED” to the Registration of Contractor for Construction Work and returns the documents to the Applicant.</li> </ol>
Application Fee	None
Time Frame	One (1) or two (2) working days after receipt of documents
Remarks	-

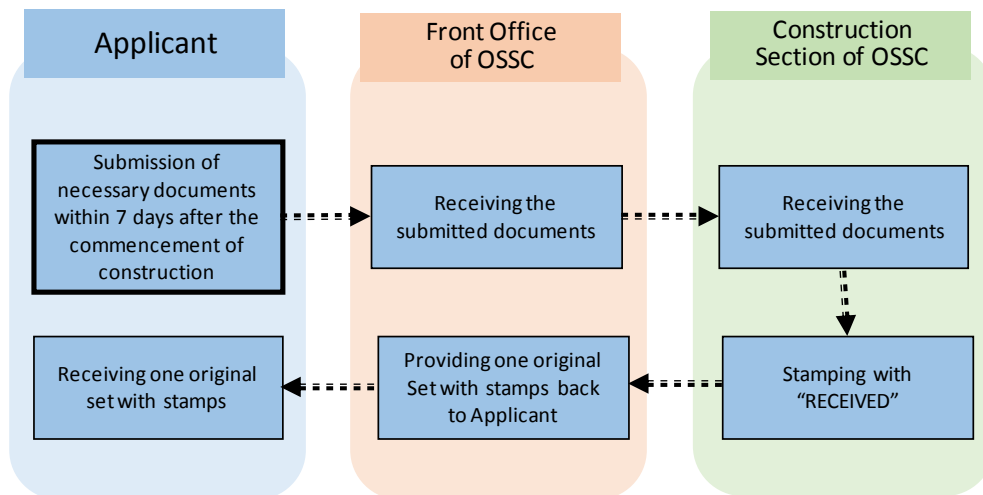


*Figure II-3: Procedure for Registration of Contractor for Construction Work*

### 3. Submission of Project Information Sheet

Necessary Documents to be submitted by Applicant	<ol style="list-style-type: none"> <li>1. FORM-BC4-1 : Cover Letter</li> <li>2. FORM- BC4-2 : Project Information Sheet</li> <li>3. Copy of Approval Letter for the Start of Construction by MJTD and its related documents</li> <li>4. Construction Schedule</li> <li>5. Letter of Confirmation for Appointment, if any</li> </ol>
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	6. Other items required by the Construction Section of OSSC In case of submission in hard copies: 2 sets (2 originals)
Actual Procedure	<ol style="list-style-type: none"> <li>The Applicant submits Project Information Sheet with other required documents including the copy of the Approval Letter for Start of Construction either in person or <b>online</b> to the Front Office of OSSC <b>within seven (7) days after the commencement of construction.</b></li> <li>The Construction Section of OSSC reviews and examines all documents.</li> <li>When all documents submitted are accepted, the Construction Section of OSSC stamps “RECEIVED” to the Project Information Sheet and returns one original of them to the Applicant.</li> </ol>
Application Fee	None
Time Frame	One (1) or two (2) working days after receipt of documents
Remarks	-

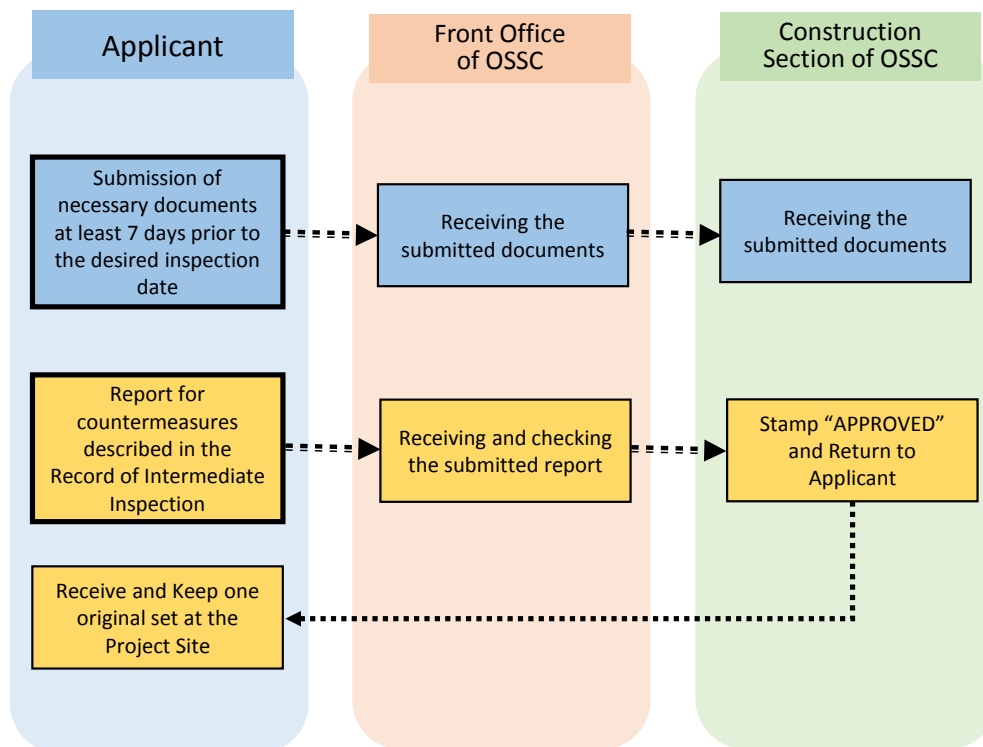


*Figure II-4: Procedure for Submission of Project Information Sheet*

#### 4. Implementation of Intermediate Inspection

Necessary Documents to be submitted by Applicant	<ol style="list-style-type: none"> <li>FORM-BC5-1 : Application Form</li> <li>Letter of Confirmation for Appointment, if any</li> <li>Other items required by the Construction Section of OSSC</li> </ol> In case of submission in hard copies: 2 sets (2 originals)
Actual Procedure	<ol style="list-style-type: none"> <li>The Applicant submits the application form for Implementation of Intermediate Inspection either in person or <b>online</b> to the Front Office of OSSC <b>at least seven (7) days prior to the desired inspection date.</b></li> </ol>

	<ol style="list-style-type: none"> <li>2. The Construction Section of OSSC informs the exact date of Intermediate Inspection and the name of Inspector to the Applicant within three (3) working days after receipt of application.</li> <li>3. The Inspector conducts the Intermediate Inspection at the Project Site.</li> <li>4. The Inspector adds result of Inspection on the Record of Intermediate Inspection and returns one original to the Applicant.</li> </ol>
Application Fee	None
Time Frame	Intermediate Inspection: 1 day
Remarks	<ol style="list-style-type: none"> <li>1. The presence of the Supervisor, the Contractor and the person in charge of the Applicant are requested to attend all Intermediate Inspections.</li> <li>2. Two copies of Record of Intermediate Inspection (Form-BC5-2) with necessary information shall be prepared by the Supervisor at the time of Inspection.</li> <li>3. The Supervisor is required to ready for submitting other inspection records in response to the request by the Inspector of the Construction Section of OSSC.</li> </ol>



*Figure II-5: Procedure for Implementation of Intermediate Inspection*

### 5. Implementation of Final Inspection and Issuance of Building Completion Certificate (BCC)

Necessary Documents to be submitted by	<ol style="list-style-type: none"> <li>1. FORM-BC6-1 : Application Form</li> <li>2. Letter of Confirmation for Appointment (if any)</li> </ol>
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Applicant	3. Other items required by the Construction Section of OSSC In case of submission in hard copies: 2 sets (2 originals)
Actual Procedure	<ol style="list-style-type: none"> <li>1. The Applicant submits the application form for Implementation of Final Inspection of both Building Works and Fire Protection System either in person or <b>online</b> to the Front Office of OSSC <b>at least seven (7) days prior to the desired inspection date.</b></li> <li>2. The Construction Section of OSSC informs the exact date of Final Inspection and the name of Inspector to the Applicant within three (3) working days after receipt of application.</li> <li>3. The Inspector conducts the Final Inspection at the Project Site.</li> <li>4. The Inspector adds result of Inspection on the Record of Final Inspection and returns one original to the Applicant.</li> <li>5. When Applicant passes the final inspection, the Construction Section of OSSC issues “Building Completion Certificate (BCC)” and gives it to the Applicant.</li> </ol>
Application Fee	None
Time Frame	Final Inspection: 1 day Issuance of BCC: Within seven (7) working days after the Final Inspection
Remarks	<ol style="list-style-type: none"> <li>1. The presence of the Supervisor, the Contractor and the person in charge of the Applicant are requested to attend the Final Inspection.</li> <li>2. Two copies of Record of Intermediate Inspection (Form-BC6-2) with necessary information shall be prepared by the Supervisor at the time of Inspection.</li> <li>3. The Supervisor is required to ready for submitting other inspection records in response to the request by the Inspector of the Construction Section of OSSC.</li> </ol>

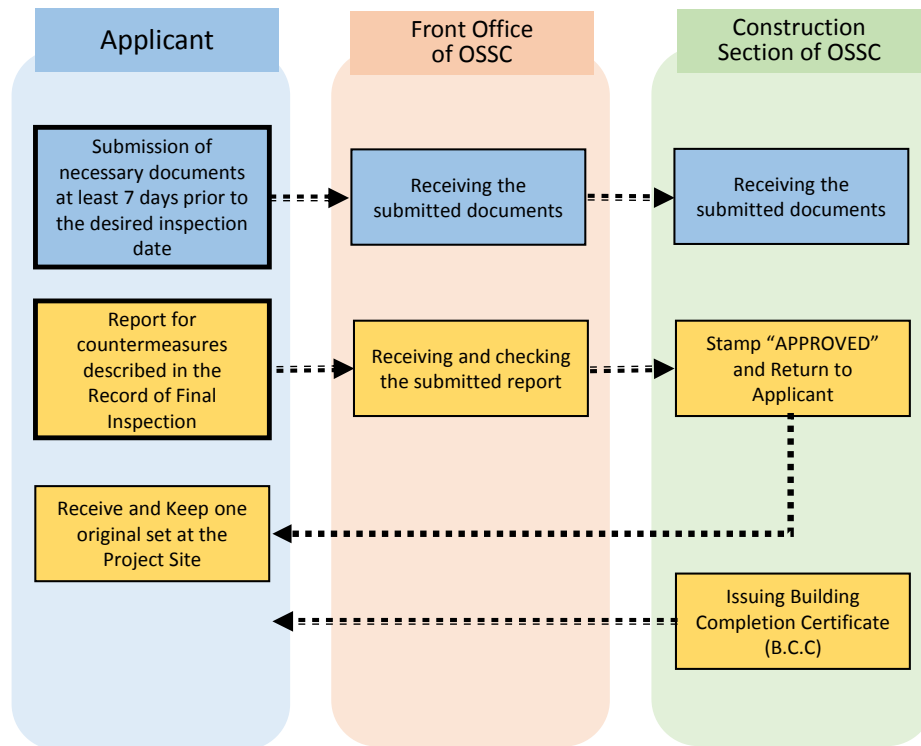
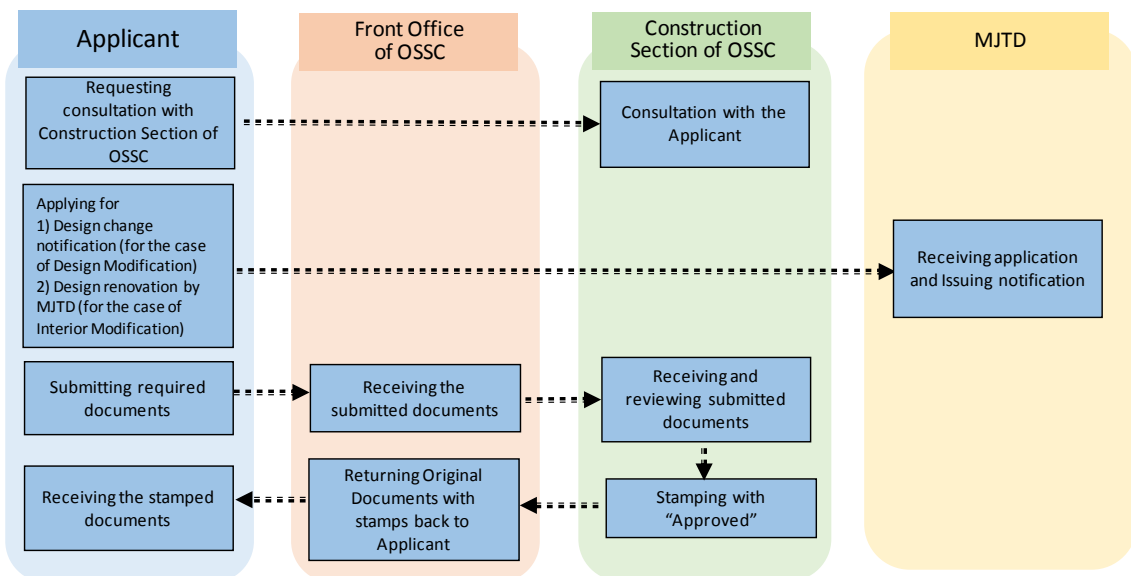


Figure II-6: Procedure for Final Inspection and Issuance of Building Completion Certificate (B.C.C)

**6. Application for Design Modification for Building(s)/ Factory(ies) /Interior Modification for Office(s)/ Bank(s)**

Necessary Documents to be submitted by Applicant	<p>Application Form</p> <ol style="list-style-type: none"> <li>1. FORM-BC7-1 : Sample of Covering Letter for Application of Design/Interior Modification</li> <li>2. FORM-BC7-2 : Application for Design/Interior Modification</li> <li>3. Design change notification by MJTD (for the case of Design Modification)</li> <li>4. Design renovation by MJTD (for the case of Interior Modification)</li> <li>5. Documents and drawings before the modification</li> <li>6. Documents and drawings after the modification</li> <li>7. Calculation Sheets (if any)</li> </ol> <p>In case of submission in hard copies: 3 sets (2 originals, 1 copy) with CD-ROM (3 sets in PDF File or CAD File)</p> <p><b>*Above mentioned documents should be filed in A4 size double ring binder (black color).</b></p>
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	Sample is available at Front Office of OSSC.
Code and Regulation	Myanmar National Building Code (Provisional 2012) OR Codes of other countries (Submit copies in English) *MNBC (PDF File) is available at OSSC.
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant consults with the Construction Section of OSSC.</li> <li>2. After getting confirmation from the Construction Section of OSSC, the Applicant applies for obtaining necessary documents from MJTD.</li> <li>3. The Applicant submits required documents and drawings for Design/Interior Modification either in person or online to the Front Office of OSSC.</li> <li>4. The Construction Section of OSSC reviews and examines all the documents and drawings basing on the Myanmar National Building Code (Provisional 2012) or codes of other countries permitted by the Construction Section of OSSC.</li> <li>5. If the submitted documents and drawings are confirmed their conformity, the Construction Section of OSSC stamps “Approved” to all submitted documents and returns them back to the Applicants.</li> </ol>
Application Fee	None
Time Frame	Within fifteen (15) working days after the receipt of application
Remarks	None



*Figure II-7: Procedure for Design/Interior Modification*

## 7. Application for Temporary Use/Partial Use of the Building

Necessary Documents to be submitted by Applicant	<p>Application Form</p> <ol style="list-style-type: none"> <li>1. FORM-BC8-1 : Sample of Covering Letter for Application of Temporary Use/Partial Use of the Building</li> <li>2. FORM-BC8-2 : Application for Temporary Use/Partial Use of the Building</li> <li>3. Power of Attorney (if necessary)</li> <li>4. Copy of Approval Letter by MJTD</li> <li>5. Explanation of the safety plan for temporary use/ partial use <ul style="list-style-type: none"> <li>- To explain proposed plan how take measures on work safety, fire safety, evacuation smoothly and other proposals on safety during the Partial using of building</li> </ul> </li> <li>6. Planned Drawings <ul style="list-style-type: none"> <li>- To show the partial using area on the Site Plan, Floor Plans, Elevations and Sections which were approved in Building Permit</li> </ul> </li> <li>7. Construction Work Plan (Drawings) <ul style="list-style-type: none"> <li>- To show the partial using area on the Construction work plan and secure the work safety</li> </ul> </li> <li>8. Fire Safety Plan (Drawings) <ul style="list-style-type: none"> <li>- To show and explain safety measures of fire alarming, evacuation and firefighting which were approved by Building Permit and Fire Safety Certificate</li> </ul> </li> <li>9. Construction Schedule <ul style="list-style-type: none"> <li>- To make the construction schedule and show the duration of partial using, connection date of utilities, final inspection date and the date of start operation</li> </ul> </li> </ol> <p>In case of submission in hard copies: 3 sets (2 originals, 1 copy) with CD-ROM (3 sets in PDF File or CAD File)</p> <p><b><u>*Above mentioned documents should be filed in A4 size double ring binder (black color).</u></b></p> <p><b><u>Sample is available at Front Office of OSSC.</u></b></p>
Actual Procedures	<ol style="list-style-type: none"> <li>1. The Applicant consults with the Construction Section of OSSC.</li> <li>2. After getting confirmation from the Construction Section of OSSC, the Applicant shall obtain the approval by MJTD for <ol style="list-style-type: none"> <li>i) Utilization of common area of Thilawa SEZ,</li> <li>ii) Connection and usage of Infrastructure and</li> </ol> </li> </ol>



	<p>iii) Starting of temporary use / partial use.</p> <p>3. The Applicant submits required documents and drawings for Temporary Use/Partial Use of the Building either in person or <b>online</b> with application fees to the Front Office of OSSC.</p> <p>4. The Construction Section of OSSC reviews and examines all the documents and drawings.</p> <p>5. If the submitted documents and drawings are confirmed their conformity, the Construction Section of OSSC stamps “Approved” to all submitted documents and returns them back to the Applicants.</p> <p>6. When the Applicant is ready for Temporary Use/ Partial Use, the applicant undergoes Inspection by the Construction Section of OSSC.</p> <p>7. The Inspector adds result of Inspection on the Record of Inspection and returns one original to the Applicant.</p> <p>8. When Applicant passes the Inspection, the Applicant can start to use the building partially/ temporally.</p>
Application Fee	None
Time Frame	Within thirty (30) working days after the receipt of application
Remarks	<p>1. The application for Temporary Use/ Partial Use shall be approved, when the Construction Section of OSSC judged that the Applicant has the sufficient reasons and there is no objection in terms of safety, fire protection and evacuation route for the Application submitted by the Applicant.</p> <p>2. The Applicant shall take necessary actions to solve the legal and technical issues related to the Temporary Use / Partial Use under the cooperation with the Contractor by own risk.</p> <p>3. The Applicant may refer the Final/Partial Inspection List.</p> <p>4. Two copies of Record of Inspection for Temporary Use/Partial Use (Form-BC8-3) with necessary information shall be prepared by the Supervisor at the time of Inspection.</p> <p>5. The Supervisor is required to ready for submitting other inspection records in response to the request by the Inspector of the Construction Section of OSSC.</p>

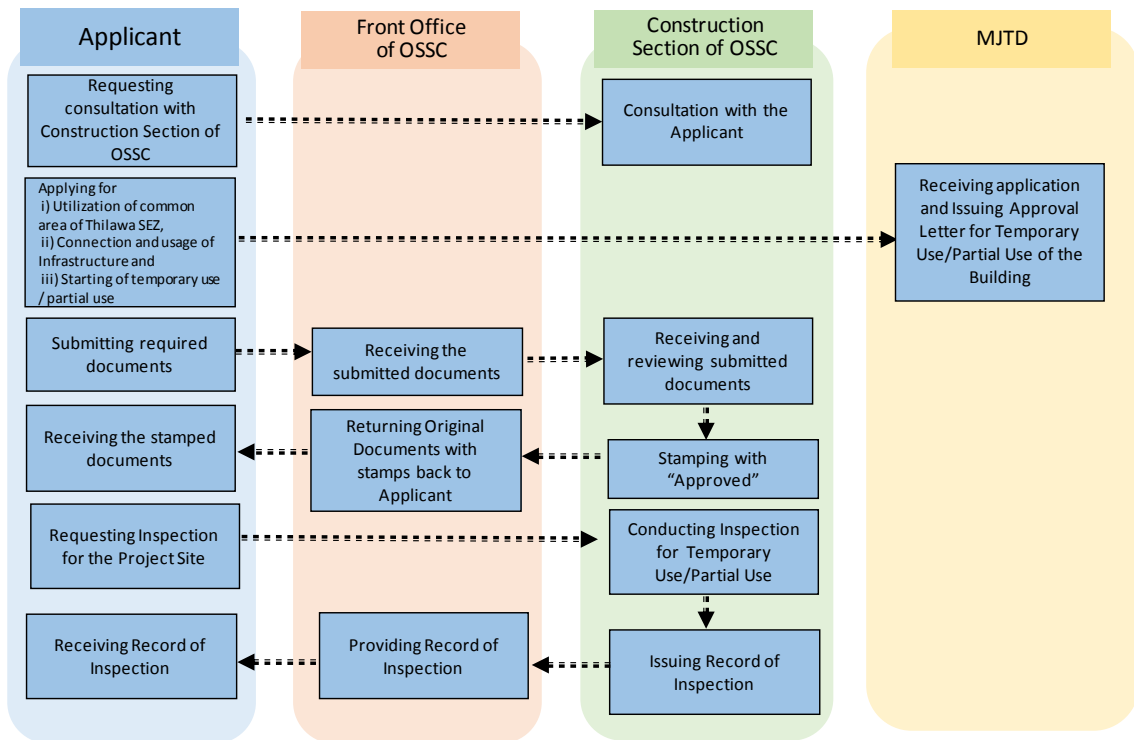
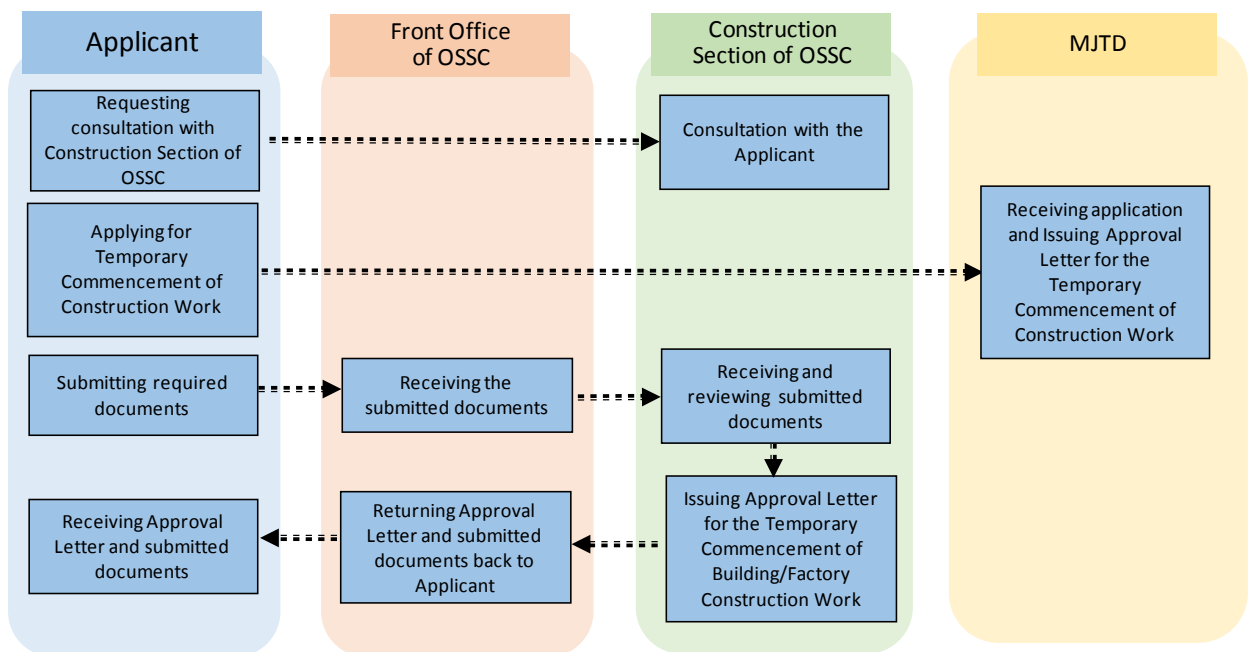


Figure II-8: Procedure for Temporary Use/Partial Use of the Building

## 8. Application for Approval to the Temporary Commencement of Building/Factory Construction Work

<p>Necessary Documents to be submitted by Applicant</p>	<p>Application Form</p> <ol style="list-style-type: none"> <li>1. FORM-BC9 : Request Letter for Approval of the Temporary Commencement of Building/Factory Construction Work</li> <li>2. Copy of Approval Letter for the Temporary Commencement of Construction Work by MJTD(Including the confirmation of conformity between the planned Piling Position and the Building Position approved by MJTD)</li> <li>3. Building Layout Drawings</li> <li>4. Drawings of Piling Work</li> <li>5. Structural Drawings with Calculation Sheet</li> </ol> <p><b>*Above mentioned documents should be filed in A4 size double ring binder (black color).</b></p> <p>Sample is available at Front Office of OSSC.</p>
<p>Actual Procedures</p>	<ol style="list-style-type: none"> <li>1. The Applicant consults with the Construction Section of OSSC.</li> <li>2. After getting confirmation from the Construction Section of OSSC, the Investor obtains Approval Letter for the Temporary Commencement of Construction Work by MJTD.</li> </ol>

	<p>3. The Applicant submits required documents and drawings for the Approval of Temporary Commencement of Building/Factory Construction Work either in person or <b>online</b> to the Front Office of OSSC.</p> <p>4. The Construction Section of OSSC reviews and examines all the documents and drawings.</p> <p>5. If the submitted documents and drawings are confirmed their conformity, the Construction Section of OSSC issues the Approval Letter for the Temporary Commencement of Building/Factory Construction Work and returns the confirmed documents and drawings.</p>
Application Fee	None
Time Frame	Within fifteen (15) working days after the receipt of application
Remarks	None



*Figure II-9: Procedure for Request of Approval to Temporary Commencement of Building/Factory Construction Work*

**Annex: Items to be inspected for Intermediate and Final Inspections**

**Intermediate Inspection**

No.	Items to be Inspected	Detailed Description
Intermediate Inspection at the stage of Foundation Work		
1	Inspection for Soil Condition of Footing	In case excavation depth for footing is more than 1.5 meter from ground level, inspection for soil condition at the bottom of footing shall be carried out.
2	Inspection for Foundation	Inspection for reinforcement of foundation.
3	Inspection for Joint of steel column and concrete foundation (for steel structure)	Inspection for joint between the base plate of steel column and the concrete foundation.
Intermediate Inspection at the stage of Structure Framing Work		
1	Inspection for Steel Framing (for steel structure)	Inspection for joint between steel column and beam after finishing the fabrication of frame work of super structure.
Intermediate Inspection at the stage of Roofing Work		
1	Inspection for Flooring and Roof	Inspection for reinforcement of slab (for RC structure) or decking sheet slab (for steel structure) of each floor and roof.

**Final inspection**

No.	Items to be Inspected	Detailed Description
1	Building Work	Conformity to drawings, fire / frame resistant
		Usage of rooms, usage of flame
		Width of corridor, door and stair for safety evacuation
		Light and ventilation
		Electricity room, electricity system
2	Fire Safety	
1)	Means of Egress	Route, distance, safety
2)	Emergency Light	Location, specification, confirm operation at dark
3)	Exit sign	Location, specification, confirm operation at dark
4)	Emergency Doors	Confirm to open from inside - thumb turn lock
5)	Fire Alarm System	Location, specification, confirm operation
6)	Fire Detectors	Location, specification, confirm operation
7)	Emergency Generator	Capacity, specification, oil tank, confirm operation
8)	Inside Fire Hydrant	Location, length of hose, confirm operation pressure
9)	Outside Fire Hydrant	Location, length of hose, confirm operation pressure
10)	Fire Extinguishers	Location, numbers, type, capacity
11)	Sprinkler	Location of heads, confirm operation (test valve)
12)	Breeching Inlet	Location, confirm operation
13)	Lightning Arrester	Location, earthing resistance
14)	Hazardous Storage	Location, protection wall, fire extinguishers

**List of Forms**

<b>Form No.</b>	<b>Name</b>
FORM-BC1-1	Covering Letter for Building Permit
FORM-BC1-2	Application for Building Permit
FORM-BC1-3	Information of Licensed Engineers
FORM-BC2-1	Covering Letter for Fire Safety Certificate
FORM-BC2-2	Application for Fire Safety Certificate
FORM-BC3-1	Request for Contractor Registration
FORM-BC3-2	Contractor Registration Form
FORM-BC4-1	Submission of Project Information Sheet
FORM-BC4-2	Project Information Sheet
FORM-BC5-1	Application for Intermediate Inspection of Construction
FORM-BC5-2	Record of Intermediate Inspection
FORM-BC6- 1	Application for Final Inspection of Construction
FORM-BC6-2	Record of Final Inspection
FORM-BC7-1	Covering Letter for Application of Design/Interior Modification
FORM-BC7-2	Application for Design/Interior Modification
FORM-BC8-1	Covering Letter for Application of Temporary Use/Partial Use of the Building
FORM-BC8-2	Application for Temporary Use/ Partial Use of the Building
FORM-BC8-3	Record of Inspection for Temporary use/ Partial Use
FORM-BC9	Application for Temporary Commencement of Building/Factory Construction Work

**FORM-BC1-1 Sample of Covering Letter for Building Permit**

**COMPANY LETTER HEAD**

Date:

Reference No.:

Attention: Head of Construction Section

One Stop Service Center

Thilawa Special Economic Zone Management Committee

We hereby submit Application for a Building Permit in 3 sets of the required documents and drawings with 3 sets of CD-ROM, together with the application fee of MMK XXXXX-.

Yours sincerely


\_\_\_\_\_

Name

Title

Company Name

Company Address



Company Seal

**FORM-BC1- 2 Application of Building Permit**

**Application of Building Permit**

Date: \_\_\_\_/\_\_\_\_/201\_\_

<b>1</b>	<b>Applicant</b>	
	Name of Applicant:	
	Kind of Manufacturing:	
	Address:	
	Contact:	Tel No.: _____ E- address: _____
<b>2</b>	<b>Building Information</b>	
	Location / Lot No. TSEZ	
	Purpose of Construction:	<input type="checkbox"/> New Construction <input type="checkbox"/> Extension <input type="checkbox"/> Renovation
	Type of Structure:	<input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Steel <input type="checkbox"/> Others
	Storey: / Max Height:	storey / (m)
	Site area (sqm):	
	Building area (sqm)	
	Floor area (sqm)	GF: _____ 1F: _____ 2F: _____ 3F: _____ 4F: _____ 5F: _____
	Total Floor Area (sqm)	
	Building Coverage Ratio (BCR)	
	Floor Area Ratio (FAR)	
<b>3</b>	<b>Construction Schedule</b>	
	Date of Commencement	
	Date of Completion	
<b>4</b>	<b>Attached Documents and Drawings</b>	
	<input type="checkbox"/> Architectural (Layout Plan, Finish Schedule, Floor Plans, Elevations, Sections) <input type="checkbox"/> Perspective view (3D) <input type="checkbox"/> Sewage Treatment Plant (if any) <input type="checkbox"/> Machinery Installation Plan or Production Flow Chart <input type="checkbox"/> Structural (Drawings, Calculation Report, Soil Investigation Report(if any)) <input type="checkbox"/> Other items  	

We hereby certify that above information is correct.

Licensed Architect / Engineer;

Name \_\_\_\_\_

Applicant;

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

OSSC record:

Received : ____/____/201__	Checked : ____/____/201__	Approved : ____/____/201__
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____

**FORM-BC1-3 Information of Licensed Engineers**

**Information of Licensed Engineers**

Date: \_\_\_\_\_ / \_\_\_\_\_ / 201\_\_\_\_\_

1. Licensed Engineers' Information

**REGISTERED ARCHITECT**

Name: \_\_\_\_\_  
License No.: \_\_\_\_\_ Year: \_\_\_\_\_  
Licensed by: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel / e-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

**STRUCTURE ENGINEER**

Name: \_\_\_\_\_  
License No.: \_\_\_\_\_ Year: \_\_\_\_\_  
Licensed by: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel / e-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

**EQUIPMENT ENGINEER / (FIRE FIGHTING SYSTEM)**

Name: \_\_\_\_\_  
License No.: \_\_\_\_\_ Year: \_\_\_\_\_  
License issued by: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel / e-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

2. Attached documents for each Engineer:

- Curriculum vitae:
- Copy of license of Engineer :
- Documents of Experience:
- Copy of License of Company:

We hereby inform that the above Engineers will take necessary responsibility to design of the building under the Myanmar National Building Code and/or Codes of other country.

Applicant:  
Company Name: \_\_\_\_\_  
Representative: \_\_\_\_\_  
Signature: \_\_\_\_\_

Stamp



**FORM-BC2-1 Sample of Covering Letter for Fire Safety Certificate**

**COMPANY LETTER HEAD**

Date:

Reference No.:

Attention: Head of Construction Section

One Stop Service Center

Thilawa Special Economic Zone Management Committee

We hereby submit Application for a Fire Safety Certificate in 3 sets of the required documents and drawings with 3 sets of CD-ROM.

Yours sincerely


\_\_\_\_\_

Name

Title

Company Name

Company Address



Company Seal



**FORM-BC3-1 Cover Letter for Registration of Contractor**

Date:

Attention: Head of Construction Section  
One Stop Service Center  
Thilawa Special Economic Zone

**Re: Request for Contractor Registration**

We hereby report you that we     (Applicant name)     have appointed     (Contractor name)     as the Contractor for the Construction Project permitted under the Building Permit (No. TSEZ-BP-xxx) dated on     (dd/mm/yy)     and the Fire Safety Certificate (No. TDEZ-FSC-xxx) dated on     (dd/mm/yy)     and submit the Contractor Registration Form.

Applicant  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

## FORM-BC3-2 Contractor Registration Form Contractor Registration Form

Date:

<b>1. Project Outline</b>	
1) Project Name:	
Name of Applicant	
Address of Project Site	
Building Permit	TSEZ-BP-xxx (Date of Issue: )
Fire Safety Certificate	TSEZ-FSC-xxx (Date of Issue: )
ECPP	TSEZ-EP-xxx (Date of Issue: )
Estimated Construction Schedule	
<b>2. Contractor's Information</b>	
1) Name of Contractor	
Address	
Telephone/ Fax	
Web-site, if any	
2) Legal Representative	
Full Name	
Position	
Date of Birth	
Passport Number	No: (Place of Issue: country, Date of Issue: (dd/mm/yy))
<b>3. Mother Company of the Contractor if any</b>	
1) Name of Parent Company	
Address	
Telephone/ Fax	
Web-site, if any	
2) Legal Representative	
Full Name	
Position	
<b>4. Attached Documents</b>	
<input type="checkbox"/> Information of Contractor	<input type="checkbox"/> Information of Mother Company
<input type="checkbox"/> Copy of Contractor's Company Registration	<input type="checkbox"/> Copy of Contractor's Company Registration
<input type="checkbox"/> Company Profile (including organization chart)	<input type="checkbox"/> Company Profile (including organization chart)
<input type="checkbox"/> Project Experience in Asia (5years)	<input type="checkbox"/> Project Experience in Asia (5years)
<input type="checkbox"/> Financial Statement (3 years)	<input type="checkbox"/> Financial Statement (3 years)
<input type="checkbox"/> Other documents, if any	<input type="checkbox"/> Other documents, if any

( _____ )	( _____ )
-----------	-----------

**UNDERTAKING**

I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief. I/We hereby declare to strictly comply with the terms and conditions described in the Building Permit (No. xx) dated on ....., the Fire Safety Certificate (No. xx) dated on ....., and the Approval Letter of Environmental Conservation and Prevention Plan (No. xx) dated on .... for the implementation of Construction Project above mentioned.

Place:

Signature of the Contractor

Date:

Name in Block Letters

Title

Official Seal/Stamp

Tel. No.

E-mail

Full Residential Address

<b>Construction Section of OSSC Use Only</b>	
Received Date	
Name	

**FORM-BC4-1 Submission of Project Information Sheet**

**Submission of Project Information Sheet**

Date:

Attention: Head of Construction Section  
One Stop Service Center  
Thilawa Special Economic Zone

We hereby submit "Project Information Sheet" with required attachments for the following construction project.

1. Project Name:
  
2. Approval No. of Building Permit:  
Approval No. of Fire Safety Certificate:

Applicant  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**FORM-BC4-2 Project Information Sheet**  
**Project Information Sheet**

Date:

**Project Name:**

1. General Information	
1)	The Applicant
	Company Name
	Company Address
	Person in Charge
	E-mail Address
	Tel No.
2)	The Supervisor
	Company Name
	Company Address
	Name of the Supervisor
	License No.
	E-mail Address
	Tel No.
3)	The Contractor
	Company Name
	Company Address
	Name of the Site Agent
	E-mail Address
	Tel No.

2. Construction Schedule	
	Commencement Date
	Completion Date

3. Approval No.	
Building Permit	TSEZ-BP-xxx (Date of Issue: )
Fire Safety Certificate	TSEZ-FSC-xxx (Date of Issue: )
ECPP	TSEZ-EP-xxx (Date of Issue: )

4. Attached Documents	
	Copy of Approval for Start of Construction issued by MJTD
	Construction Schedule Chart

Construction Section of OSSC Use Only	
	Received Date
	Name

**FORM-BC5-1 Application for Intermediate Inspection**

**Application for Intermediate Inspection**

Date:

Attention: Head of Construction Section  
One Stop Service Center  
Thilawa Special Economic Zone

We hereby submit "Application for Intermediate Inspection" for the building works of the following construction project.

1. Project Name:

2. Approval No. of Building Permit:

3. Inspection requested: (\*Make a check in appropriate inspection)

- 1) Inspection for Foundation Work
- 2) Inspection for Structure Framing Work
- 3) Inspection for Roofing Work

4. Preferred Date and Time of Inspection:

Applicant  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

<b>Construction Section of OSSC use only</b>	
<b>Received Date:</b>	
<b>Inspection Date:</b>	
<b>Submission Status of necessary documents:</b>	
<input type="checkbox"/> Contractor Registration	<input type="checkbox"/> Project Information Sheet
<b>Comments:</b>	

\*This document will be returned to the Applicants after confirming Inspection Date by Construction Section of OSSC.



**FORM-BC5-2 Record of Intermediate Inspection**  
**Record of Intermediate Inspection**

1. Project Name:
2. Inspection for    Foundation Work    Structure Framing Work    Roofing Work
3. Date and Time of Inspection:
4. Name of Attendants for Inspection:

	Name	Position
1		
2		
3		
4		
5		

5. Instructions for Inspection:

	Inspection Issues	Instructions

---

Name of Inspector:  
Construction Section  
One Stop Service Center  
Thilawa Special Economic Zone

**FORM-BC6-1 Application for Final Inspection of Construction**

**Application for Final Inspection of Construction**

Date:

Attention: Head of Construction Section  
One Stop Service Center  
Thilawa Special Economic Zone

We hereby submit “Application for Final Inspection” for both building works and fire protection system of the following construction project.

1. Project Name:
  
2. Approval No. of Building Permit:
  
3. Approval No. of Fire Safety Certificate
  
4. Estimated Date and Time of Final Inspection:

Applicant  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**FORM-BC6-2 Record of Final Inspection**

**Record of Final Inspection**

1. Project Name:

2. Date and Time of Inspection:

3. Name of Attendants for Inspection:

	Name	Position
1		
2		
3		
4		
5		

4. Instructions for Final Inspection:

	Inspection Issues	Instructions
1.	Building Works	
2.	Fire Protection System	

\_\_\_\_\_  
Name of Inspector:

Construction Section

One Stop Service Center

Thilawa Special Economic Zone

**FORM-BC7-1 Sample of Covering Letter for Application of Design/Interior Modification**

(Company Letterhead)

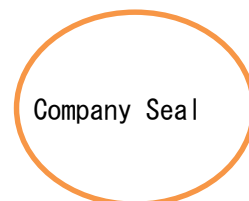
Date:

Attention: Head of Construction Section  
One Stop Service Center  
Thilawa Special Economic Zone

**Re: Application for Design/ Interior Modification**

We hereby apply for Design Modification in 3 sets (2 original, 1 copy) of the required documents and drawings with 3 sets of CD-ROM for the Construction Project permitted under the Building Permit (No. TSEZ-BP-xxx) dated on (dd/mm/yy) and the Fire Safety Certificate (No. TDEZ-FSC-xxx) dated on (dd/mm/yy).

Applicant  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_



**FORM-BC7-2 Application for Design/Interior Modification**  
**Application for Design / Interior Modification**

Date:

1. Project Information			
1)	Project Name:		
2)	Name of Applicant		
	Address of Project Site		
	Contact Number / E-mail		
3)	Information on Existing Building		
	Building Permit	TSEZ-BP-xxx	(Date of Issue: )
	Fire Safety Certificate	TSEZ-FSC-xxx	(Date of Issue: )
	ECPP	TSEZ-EP-xxx	(Date of Issue: )
4)	Estimated Construction Schedule	1 month for interior decoration	
	Modification Floor area (m2)		
	Name of Contractor		
	Name of Supervisor		
10	Contact Number / E-mail		
2. Contents of Design Modification			
1)	Modified Design for	<input type="checkbox"/> Building Permit	<input type="checkbox"/> Fire Safety Certificate <input type="checkbox"/> Interior Modification
2)	Description of Modification:		
	<u>Area Extension</u>		
	<input type="checkbox"/> Change in Floor Area, <input type="checkbox"/> No Change in Floor Area		
	 <u>Interior Modification</u>		
	  <u>Fire Safety Equipment</u>		
3)	Reasons of Modification		

<b>4. Attached Documents</b>		
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Fire Safety Certificate	<input type="checkbox"/> Interior Modification
<input type="checkbox"/> Confirmation Letter by the Building Owner for Starting Interior Modification		
<input type="checkbox"/> Documents and drawings before the modification		
<input type="checkbox"/> Documents and drawings After the modification		
<input type="checkbox"/> Calculation Sheets		
<input type="checkbox"/> Other documents, if any ( _____ )		

Place:

Date:

\_\_\_\_\_  
Signature of the Applicant  
Name of the Applicant  
Title  
Company Name  
Official Seal/Stamp  
Tel. No.  
E-mail

\_\_\_\_\_  
Signature of the Contractor  
Name of the Supervisor  
Title  
Company Name  
Official Seal/Stamp  
Tel. No.  
E-mail

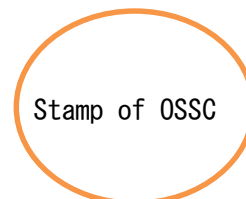
.....  
*The Construction Section of OSSC Use Only*

OSSC record:

Received : ____ / ____ / _201_	Checked : ____ / ____ / _201_
Name: _____	Name: _____
Signature: _____	Signature: _____

Comments and Instructions for the Proposed Design/Interior Modification

Approved: \_\_\_\_ / \_\_\_\_ / \_201\_  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title:



**FORM-BC8-1 Sample of Covering Letter for Application of Temporary Use/Partial Use of the Building  
(Company Letterhead)**

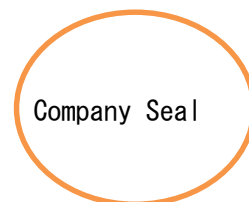
Date:

Attention: Head of Construction Section  
One Stop Service Center  
Thilawa Special Economic Zone

**Re: Application for Temporary Use/ Partial Use of the Building**

We hereby apply for Temporary Use/ Partial Use 3 sets (2 original, 1 copy) of the required documents and drawings with 3 sets of CD-ROM, for the Construction Project permitted under the Building Permit (No. TSEZ-BP-xxx) dated on (dd/mm/yy) and the Fire Safety Certificate (No. TDEZ-FSC-xxx) dated on (dd/mm/yy).

Applicant  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_



**FORM-BC8-2 Application for Temporary Use/Partial Use of the Building  
Application for Temporary Use/ Partial Use of the Building**

Date:

<b>1. Project Information</b>	
1)	Project Name:
2)	Name of Applicant
3)	Address of Project Site
4)	Contact Number / E-mail
4)	Building Permit      TSEZ-BP-xxx      (Date of Issue:                      )
5)	Fire Safety Certificate      TSEZ-FSC-xxx      (Date of Issue:                      )
6)	ECPP      TSEZ-EP-xxx      (Date of Issue:                      )
7)	Estimated Construction Period
8)	Name of Contractor
9)	Name of Supervisor
<b>2. Contents of Temporary Use/ Partial Use of the Building</b>	
1)	Period of Temporary Use/ Partial Use      From                                      To
2)	Reasons of Temporary Use/ Partial Use
<b>2. Necessary Documents</b>	
<input type="checkbox"/> Form of Application	<input type="checkbox"/> Construction Work Plan (Drawings)
<input type="checkbox"/> Copy of Approval Letter by MJTD	<input type="checkbox"/> Fire Safety Plan (Drawings)
<input type="checkbox"/> Explanation of the Safety Plan for temporary use/ partial use	<input type="checkbox"/> Construction Schedule
<input type="checkbox"/> Planned Drawings	<input type="checkbox"/> Other documents, if any ( _____ )

Place:

Date:

\_\_\_\_\_  
Signature of the Applicant  
Name of the Applicant  
Title  
Company Name  
Official Seal/Stamp  
Tel. No.  
E-mail

\_\_\_\_\_  
Signature of the Contractor  
Name of the Contractor  
Title  
Company Name  
Official Seal/Stamp  
Tel. No.  
E-mail



**FORM-BC8-3 Record of Inspection for Temporary Use/ Partial Use**  
**Record of Inspection for Temporary Use/ Partial Use**

6. Project Name:

7. Inspection for Foundation Work Structure Framing Work Roofing Work

8. Date and Time of Inspection:

9. Name of Attendants for Inspection:

	Name	Position
1		
2		
3		
4		
5		

10. Instructions for Inspection:

	Inspection Issues	Instructions

Name of Inspector:

Construction Section

One Stop Service Center

Thilawa Special Economic Zone

---

**FORM-BC9 Application for Temporary Commencement of Building/Factory Construction Work**

Date:

Attention: Head of Construction Section  
One Stop Service Center  
Thilawa Special Economic Zone

**Re: Request for Approval to the Temporary Commencement of  
Building/Factory Construction Work**

We hereby request for your approval to the Temporary Commencement of Construction Work of our factory as under:

- Investment Permit: TSEZ-IP-xxx dated on dd/mm/yy
- Construction Project Site: xx Zone A, Thilawa Special Economic Zone
- Requested Work: Piling Work
- Date of Commencement of Work:
- Reason for the necessity of the Temporary Commencement Start of Construction (*Please describe the reason in detail for the necessity of the temporary commencement of construction work*):

Applicant \_\_\_\_\_  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Attachment:

- Copy of Approval Letter for the Temporary Commencement of Construction Work by MJTD  
(Including the confirmation of conformity between the planned Piling Position and the Building Position approved by MJTD)
- Building Layout Drawings
- Drawings of Piling Work
- Structural Drawings with Calculation Sheet
- Other documents, if any ( \_\_\_\_\_ )

**UNDERTAKING**

I/We hereby declare that the above statements including the documents and drawings are true and correct to the best of my/our knowledge and belief. I/We hereby declare that we shall be liable for any and all results which may be caused by above Temporary Commencement of Construction Work. I/We hereby declare to strictly abide by any instructions and conditions given by the Construction Section of OSSC regarding the implementation of proposed Construction Work and carry out any necessary work to modify, remedy, recover and/or remove any defect pointed out by the Construction Section of OSSC.

Place:

Signature of the Contractor

Date:

Name in Block Letters

Title

Official Seal/Stamp

Tel. No.

E-mail

Full Residential Address