

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:

	Organisation	Contact no.	Email
TOP/CSC application	BCA	1800-221-9001	bca_enquiry@bca.gov.sg
Inspection of electrical installation	SP Services	69169364/ 69169380 Fax: 63048614	largeinstall@spgroup.com.sg

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.

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