



**APPLICATION TO USE HDB FLAT UNDER
HOME OFFICE SCHEME AT
BLK _____**

IMPORTANT NOTES :

- (1) This form may take you 10 minutes to complete.
- (2) Please read the Terms and Conditions before completing this form.
- (3) "Tenant" refers to (a) a person who rents flat directly from HDB and (b) a person who rents flat/bedroom(s) from an HDB flat owner.
- (4) Please state "Nil" or "Not Applicable" where appropriate.

A. Particulars of Applicant			
Full Name (in Block letters) Please underline surname.			
NRIC / Passport No.	Citizenship	Nationality	Date of Birth
Applicant's Owner/Occupier Status [Please tick (√)]			
<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Authorised Occupier			
Type of HDB flat Please tick (√)]			
<input type="checkbox"/> 1-room <input type="checkbox"/> 2-room <input type="checkbox"/> 3-room <input type="checkbox"/> 4-room <input type="checkbox"/> 5-room <input type="checkbox"/> Multi-Gen <input type="checkbox"/> Exec Apt/Mai <input type="checkbox"/> Others (please specify) : _____			
Tel. (Office)	Tel. (Home)	Pager/Handphone	E-mail
B. Business/Company			
Name / Proposed Name of Business / Company			
Date of Registration / Incorporation for Existing Business / Company (If applicable)			
Mode of Business [Please tick (√)]			
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Private Limited Company			
Shareholder(s) and list of people expected to work in the office (to list all)			
Name	NRIC No.	% Share	Appointment in Business / Company Responsibility
Type of Industry (What does your type of business best fall in?) :			
<input type="checkbox"/> Accountancy Services	<input type="checkbox"/> Architectural Services	<input type="checkbox"/> Consultancy Services (Business)	
<input type="checkbox"/> Consultancy Services (Engineering)	<input type="checkbox"/> Consultancy Services (IT/Management)	<input type="checkbox"/> Consultancy Services (Property)	
<input type="checkbox"/> Consultancy Services (Education)	<input type="checkbox"/> Design/Advertising Services	<input type="checkbox"/> Transportation Services	
<input type="checkbox"/> Accountancy Services	<input type="checkbox"/> Architectural Services	<input type="checkbox"/> Consultancy Services (Business)	
Others, please specify : _____			
Types of Activities (Daily operations) :			
Types of Equipment / Inventory :			

C. Terms and Conditions

1. **Eligible Applicants**

Owners, tenants, and authorised occupiers of HDB flats, who are 18 years and above, are eligible to apply under the Home Office Scheme (“the Scheme”).

2. **Administration Fee**

A non-refundable administration fee of \$20/- is required.

3. **Approval Period**

The approval granted by HDB is valid for 5 years. HDB reserves the right to revoke the approval as it deems fit.

4. **Registration of Business with Accounting & Corporate Regulatory Authority (ACRA)**

The applicant has to register his business with the Accounting & Corporate Regulatory Authority (ACRA - formerly known as Registry of Companies and Businesses).

5. **Performance Criteria**

The type of business suitable for this Scheme must comply with the performance criteria:

- The person(s) conducting the business must continue to use the residential unit as his primary place of residence. The business activities shall be confined wholly within the premises. The living quarters cannot be used as a home office for a society. In addition, the living quarters address cannot be used as the registered office of the society.
- The business must not generate noise, smoke, odour, effluent or dust that could cause more nuisance than is normally expected from the use of the premises for residential purposes. Examples are: excessive noise from the use of equipment or appliances required in the business; and/or smoke, odour and effluent as a result of preparation, processing and manufacturing of products.
- The business activities must not be illegal, unlawful or immoral. It also must not have any bad and immoral influences (e.g. gambling or pornography/vice related activities).
- The business activities must not introduce extraneous human or vehicular traffic to the surrounding neighbourhood.
- There must be no solicitation of business that may cause annoyance to the residents or public, i.e. distribution of brochures, flyers or door-to-door visitations. There should be no selling of physical goods.
- Display of advertisements or posters is strictly disallowed.
- The applicant must take all necessary safety precautions and ensure that the business activities do not pose any danger to human lives or damage to properties.
- Consumption of electricity and structural load must not exceed the normal (residential) load. Storage and use of dangerous chemicals and hazardous substances are strictly prohibited.
- The business activities must not adversely affect the character, ambience and environment of the residential estate.
- The business must comply with the fire safety requirements imposed by the Fire Safety and Shelter Department. They are:
 - a. To install one 1 x 2kg ABC Dry Chemical Powder fire extinguisher to the office area.
 - b. To install one single-station smoke detector to the office area.
 (For enquiry on the fire safety requirements, please call FSSD at Tel: 62800000)
- The business approved under the Scheme has to be registered with the Accounting & Corporate Regulatory Authority. It is not necessary to register business if it has been exempted from registration under the Business Registration Act.

6. Businesses that are not permitted

The businesses that are not permitted under the Scheme are:

1. Maid Agency/Employment Agency
2. Contractors Business
3. Car Trading Business
4. Commercial School e.g. music, dance, language school or tuition centre
5. Sales/Marketing that involve conducting seminars/talks for large number of customers
6. Courier Business
7. Manufacture/Preparation/Processing of products and goods. Examples are food products, beverages, textiles, apparel, handbags, footwear, wood and paper products, pharmaceutical products, soap, food chemicals, additives, joss sticks, camphor products, glass, plastic, rubber products, domestic appliances, watches and clocks and other related products.
8. Ophthalmic Dispensing/Pharmacy/Medical or Dental Clinics/Veterinary Medicine
9. Card Reading/Palm Reading or fortune telling in any form
10. Funeral chapels or homes
11. Mausoleums
12. Shops and any form of retail activity, including pet shops.
13. Food catering/Restaurants
14. Conducting of dress making/embroidery lessons
15. Repair of household appliances, electrical products, footwear, etc
16. Beauty/Hair-Dressing/Massage therapy services

7. Variation of terms and conditions

HDB reserves the right to vary the terms and conditions herein contained as and when it deems fit.

8. Data collection

HDB collects personal data from you to administer HDB's public housing programmes and services. We may share necessary data with other Government agencies, unless such sharing is prohibited by legislation. This is to enable us to serve you in the most convenient, efficient and effective way. We will not share your personal data with non-Government entities, except where such entities have been authorised to carry out specific Government services. If you would like to find out more about HDB's Data Protection and Privacy Policy, you can visit our website www.hdb.gov.sg for more details.

D. Declaration by Applicant

I declare that:

- I shall not do anything or allow anything to be done which may disturb or disrupt the character, ambience and environment of the residential estate.
- I shall use the flat to conduct the business allowed under the Scheme.
- I shall observe and comply with the Terms and Conditions for the Scheme.
- I shall immediately inform HDB when I cease to occupy the flat (if tenant, authorised occupier).
- The information provided in this application form is true and correct and I have not withheld or suppressed any information which may affect my application.
- I accept that HDB reserves the right, at all times, to revoke the approval granted for the use of the flat as a home office and the flat address for business registration with the Accounting & Corporate Regulatory Authority, without giving any reason therefor.
- I accept that the approval shall not in any circumstances be treated as a waiver of any infringement on the Tenancy/Lease Agreement. In the event of any non-compliance, any approval (if granted) by HDB shall automatically be revoked, without notice to me.

Signature of Applicant :

Name :

Date :