

TO: DIRECT CONTRACTORS

PROCEDURE FOR SITE ENTRY

1. Submit the appropriate attached form “Application for Site Entry” dully fully filled out and signed off by an Authorised Person from your company. No application for Site Entry Passes will be entertained verbally.
2. If the applicants are from your LOWER TIER SUB-CONTRACTORS, then the name of your LOWER TIER SUB-CONTRACTOR must be indicated. Prior notice of the name of your LOWER TIER SUB-CONTRACTOR must be made known to us in writing in the form of an updated organization chart, otherwise the application for the Site Entry Passes will not be processed.
3. Present all Original Documents of the workers to Penta-Ocean’s Safety Department/Administration Department for verification. The following are required:
 - (a) Passport number
 - (b) Work permit number or employment pass number;
 - (c) CSOC
 - (d) Job description;
 - (e) Employer’s name and address;
4. For applicants employed by your LOWER TIER SUB-CONTRACTORS, documentary proof showing contractual relationship of your LOWER TIER SUB-CONTRACTORS to the DIRECT CONTRACTOR/PRINCIPAL SUB-CONTRACTOR **must** be produced. This documentary proof shall also apply where the applicant’s Employer’s name does not match the Company name of the Direct Contractor/Principal Sub-Contractor or Lower Tier Sub-Contractor.
4. Submit a certified true copy of all the documents together with 2 passport size photographs to Penta-Ocean’s Safety Department/Administration Department.
5. Charges for Site Entry Passes are as follows:-
 - (a) S\$ 10.00 will be charged for providing each Entry Pass when the 2 No. photographs are provided by Applicant.
 - (b) S\$ 50.00 will be charged for replacement of a lost Entry Pass.
6. For replacement of an Entry Pass, the procedure in items 1 to 5 will be repeated.

APPENDIX 3

7. The above charges in item 5 shall be paid to Penta-Ocean Construction Co. Ltd by the DIRECT CONTRACTOR.
8. The Direct Contractor/Principal Sub-Contractor shall make all Site Entry Pass applications in good time prior to commencement of the site works. **NOTE: Penta-Ocean need a Minimum of 7 full working days to process and issue Site Entry Passes. Applications for Temporary Site Entry Passes will not be accepted.**
9. **Site Entry Passes are not transferable and shall be returned when the applicant is no longer working on the project. A S\$100.00 penalty will be imposed on the Direct Contractor for failure to return each Site Entry Pass for workers no longer working on the project or who have left the company or for which their Site Entry Pass validity period has expired. The Direct Contractor will be responsible for his Sub-Contractors and their Lower Tier Sub- Contractors.**

PROPOSED SENGKANG GENERAL HOSPITAL

TO : _____

ATTN : _____

FROM : PENTA-OCEAN ADMINISTRATION DEPARTMENT.

SITE ENTRY PASS CHARGES

		Number of Passes Issued	Cost
1	S\$10.00 per Entry Pass (Photographs provided by Applicant) a) 1st Time Application		S\$
2	S\$50.00 per Entry Pass (Applicant still working on the Project) (Photographs provided by Applicant) Replace Lost Pass		S\$
3	Penalty S\$100.00 per Entry Pass (Failure to return pass) a) Worker no longer working on Project Site		S\$
	b) Worker has left the company		S\$
	c) Expiry date for Site Entry Pass has lapsed		S\$
		Total Cost (excl. GST)	S\$

The above charges shall be paid to the Administration Department including 7% GST.

The charges should be paid by crossed cheque to Penta-Ocean Construction Co., Ltd
by the Direct Contractor.

Name of Authorized Person_____
Signature of Authorized Person

Date : _____

Company's Stamp: _____

Cheque No.