

To: Chief Executive Officer  
Urban Redevelopment Authority  
as Competent Authority  
under the Planning Act (Cap. 232)

**LETTER OF CONFIRMATION AND UNDERTAKING  
NON-EXCLUSIVE AND LIMITED RELIGIOUS USE AT (ADDRESS &  
DESCRIPTION OF PREMISES) (“the Premises”)**

Whereas:

- 1 **( name of religious organisation )** of **( address of religious organisation )** (“the Religious Organisation”) wishes to use the Premises for a non-exclusive and limited religious use.
- 2 **( name of owner )** (\* a company incorporated in Singapore and having its registered office at \_\_\_\_\_ /of \_\_\_\_\_) (“the Owner”) is the owner of the Premises;
- 3 The Competent Authority under the Planning Act (Cap. 232) has given clearance for the proposed non-exclusive and limited religious use of the Premises by the Religious Organisation for the period from \_\_\_\_\_ to \_\_\_\_\_ subject to the Guidelines for Non-exclusive and Limited Religious Use in Industrial Premises and the Owner and the Religious Organisation providing the confirmation and undertaking on the terms hereinafter set out.

The Owner and Religious Organisation hereby confirm and undertake as follows:

*[Applicable where the Premises is an approved common facility (e.g. auditorium, multi-purpose hall, theatre, training room) not within an industrial unit]*

- (i) the use of the Premises for religious events and activities shall be non-exclusive and limited and religious events and activities shall not be held or carried out on the Premises on more than 2 days per week; including Saturdays and Sundays;

- (ii) the Premises is and will be made available by the Owner for use for other non-religious events for industrial-related activities e.g. industrial training/talks, product demonstrations, etc during the remaining days in the week as approved under the planning permission of the Competent Authority under the Planning Act;
- (iii) the Premises will be managed and operated by the Owner on a neutral basis and there will not be any leasing or pricing policies that will discriminate against any religious groups or other institutions or organisations or discourage them from hiring or using the Premises;

[Applicable where the Premises is an approved ancillary supporting space (e.g. ancillary meeting room, ancillary office) within an industrial factory unit]

- (i) the use of the Premises for religious events and activities shall be non-exclusive and limited and religious events and activities shall be held or carried out on the Premises when the industrial activity at Premises is not in operation (e.g. Saturday, Sunday, public holiday or night time) on \_\_\_ (to specify day/time);
- (ii) the Premises shall continued to be used for such **(to insert approved use of the Premises)** use as approved under the planning permission of the Competent Authority under the Planning Act;
- (iii) the **(to insert approved use of the Premises)** use at the Premises shall not be compromised or adversely affected in any manner by the non-exclusive and limited religious use at the Premises;

[Applicable to all cases]

- (iv) the Premises is and will not be owned by or leased exclusively to the Religious Organisation;
- (v) no part of the Premises will be used or operated or allowed to be used or operated as a religious facility, which includes among others, the setting up of an administration office that supports the operation and activities of the Religious Organisation or any religious group(s), institution(s) and/or organisation(s) at the Premises;
- (vi) there will be no display of signage, advertisements or posters of the religious events and activities or of the Religious Organisation outside the Premises or on the exterior of the Development;

- (vii) the Premises will not be furnished as or to resemble a worship hall and there will not be any display of religious symbols, icons or any religious paraphernalia at or within the Premises when it is not in use by the Religious Organisation; and
- (viii) appropriate and adequate measures will be taken to ensure that there will be no disamenities or carparking and traffic problems.

The Owner and the Religious Organisation hereby also agree and confirm that the non-exclusive and limited religious use of the Premises shall immediately cease without the need for any notice from the Competent Authority if any of the terms of this confirmation and undertaking is not complied with.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signed by \_\_\_\_\_  
for and on behalf Of Owner

\_\_\_\_\_

Signed by \_\_\_\_\_  
for and on behalf of  
Religious Organisation

\_\_\_\_\_  
*(Position / Office held in Religious Organisation)*

\* Delete whichever is not applicable