


HANDBOOK ON GAS SUPPLY - PROCEDURES AND REQUIREMENTS FOR SUPPLY OF NATURAL GAS

VERSION CONTROL


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INTRODUCTION

This Handbook is prepared by Pavilion Gas Pte. Ltd. (PGPL) to familiarise customers, who intend to secure natural gas supply from PGPL, with the requirements and procedures for obtaining gas supply and making gas connection to the piped natural gas network owned and operated by the Gas Transporter.

It serves as a guide to our customers and all other relevant parties (e.g. consultants, developers, Licensed Gas Service Workers, Professional Engineers etc.) on the application process of natural gas supply for both the Natural Gas Transmission Network and the Natural Gas Distribution Network.

This Handbook shall be read in conjunction with the Gas Act (Cap 116A), Gas (Supply) Regulations, Gas Supply Code, Gas Safety Code, Gas Metering Code, Gas Retailer Code of Conduct and all other relevant rules, regulations, codes and standards in force in Singapore from time to time.

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ASSISTANCE & CLARIFICATION

For more information about this Handbook, please contact the Sales and Business Development Team of PGPL.

General Enquiries on Gas Supply Application	6228 8100
Sales and Business Development Contact Numbers	6228 8110 / 6228 8657 / 6228 8120

AVAILABILITY OF HANDBOOK

This Handbook can be downloaded from the corporate website at www.pavilionenergy.com.sg.

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GENERAL INFORMATION ON NATURAL GAS SUPPLY

1. BACKGROUND

Pavilion Gas Pte. Ltd. is a wholly owned subsidiary of Pavilion Energy Pte Ltd. Pavilion Gas manages downstream gas operations in Singapore and markets, trades and distributes natural gas and liquefied natural gas in Singapore and the region.

The Green Energy

Natural gas is one of the cleanest and safest energy sources when transported, stored and used. It is a highly efficient, safe and clean fuel. A copy of the Singapore Natural Gas Specification can be found in the Gas Supply Code which is available on the Energy Market Authority's (EMA) website at www.ema.gov.sg.

2. DEFINITIONS

- 2.1 SS608: The Code of Practice for Gas Installation, Singapore Standard, SS608: 2015
- 2.2 Customer(s): Natural gas user(s) who off-take natural gas supplied by PGPL from Gas Network 1 and 2.
- 2.3 Energy Market Authority (EMA): A statutory board under the Ministry of Trade and Industry that regulates the electricity and gas industry and district cooling services in designated areas.
- 2.4 Gas Retailer: A Retailer holds a Gas Retailer's Licence that allows them to retail gas to customers and arrange the transportation of gas with the Gas Transporter.
- 2.5 Gas Transporter: A Gas Transporter holds a Gas Transporter's licence that allows it to transport gas in Singapore. At this moment, SPPG-Gas Division is the Gas Transporter.
- 2.6 Gas Network Code (GNC): The GNC is one of the several regulatory framework governing Singapore's gas market since 15 September 2008. It governs the arrangements between the Gas Transporter and Gas Shippers for the conveyance of gas through the transportation system to gas customers. The GNC defines the parameters and

boundaries for operating and managing gas transportation in Singapore's piped natural gas network while enabling open and non-discriminatory access to the gas pipeline network. A copy of the GNC can be downloaded from the Gas Transporter website.

- 2.7 Gas (Supply) Regulations 2008: It defines the steps and regulations required for the application and installations of gas works.
- 2.8 Gas Supply Code: The code of practice that sets out the obligations of gas licensees to comply with the standards and procedures for the safe operation of the gas supply system.
- 2.9 Gas Metering Code: The code of practice that sets out the obligations of gas licensees to comply with the standards and procedures for meter installations and metering data.
- 2.10 Gas Act: The Gas Act (Cap.116A) of Singapore.
- 2.11 Gas Safety Code: It means the code of practice that sets out the obligations of gas licensees to ensure public safety from dangers arising from the production, processing, storage, conveyance, shipping, supply or use of gas.
- 2.12 Professional Engineer: A professional engineer who is registered with the Professional Engineers Board Singapore and has a valid practicing certificate in the mechanical engineering discipline.

3. PIPED NATURAL GAS NETWORK

PGPL retails natural gas through the Gas Transporter's piped natural gas network that serves the industrial users and generation companies on Jurong Island and mainland Singapore. Depending on each individual Customer's application requirement, natural gas could be supplied using the Transmission Network at a minimum pressure of 18 barg (as set out in Clause A.3.2.1 of the Gas Network Code) or the Distribution Network (as set out in Clause A.3.2.2 of the Gas Network Code).

4. LICENSED GAS SERVICE WORKER AND PROFESSIONAL ENGINEER

Natural Gas service works can be carried out by a Licensed Gas Service Workers (LGSWs) in the presence of a Professional Engineer (PE). Submissions for natural gas connection works must be endorsed and submitted by a PE who shall ensure that the submission complies with the Gas Act, relevant Regulations, Codes and Standards.

5. TRANSPORTATION TARIFFS

The transportation tariffs levied by the Gas Transporter for the transportation of natural gas from the Gas Injection Point to the Customer's premises comprise of the following:

- a. Transmission Charges (comprising of a Capacity Charge and Usage Charge, applicable to all Customers); and
- b. Distribution Charge (applicable to Customers who off-take gas from the Distribution Network)

These charges are subjected to review by the Gas Transporter and approval by EMA. It is prudent to note that PGPL will levy a Transportation Charge based on the transportation tariffs to its Customers.

PROCEDURES FOR OBTAINING GAS SUPPLY

6. GENERAL

All enquiries for natural gas supply can be made to the Sales and Business Development Unit of PGPL through the Contact Information provided at the beginning of this document.

7. DEMARCATION OF ROLES AND RESPONSIBILITIES

The ownership and responsibility of the pipelines at the boundary of Customer's premises are illustrated in Appendix 1.

8. DISTRIBUTION OFF-TAKE CUSTOMERS

8.1 PROJECT CONFIRMATION

Initial Discussion

PGPL's sales personnel will contact the Customer upon receiving enquiries or technical information to discuss:

- a. Natural gas supply arrangement – the Customer is requested to complete a survey form and the Customer Project Data Sheet as a basis for discussion and to solicit relevant information pertaining to gas pipeline construction and connection. A copy of the form is available in Appendix 2 for gas supplied through the distribution network (form GDP 102).
- b. Site survey.
- c. Metering & Pressure Regulating Skid (MPRS) location - The MPRS is an installation that regulates and measures the flow of natural gas off-taken by the Customer.
- d. Authorities' site access requirements.
- e. Availability of nearby natural gas pipeline to service the requirements.
- f. Proposed natural gas pipeline route.
- g. Indicative connection fees (amount is subject to confirmation by the Gas Transporter).
- h. Project schedule and economics (if applicable).

- i. Safety requirements.
- j. Key Terms in the Summary Term Sheet (STS) or Initial Proposal Sheet (IPS).

Negotiations of Commercial Terms and Firm Contract Agreement

PGPL and the Customer shall enter into negotiations of key commercial terms for the sale and purchase of gas. Once an agreement on the key terms is reached, both parties shall endorse an STS or IPS that captures the key terms agreed upon by PGPL and the Customer. Both parties shall then proceed in good faith to negotiate and conclude a Gas Retail Agreement (GRA). Upon the execution of the GRA by both parties, PGPL will begin liaising with the Gas Transporter to extend the pipeline from the natural gas mains to the Customer's premises.

Appointment of Designated Representative

The Customer is required to appoint a Designated Representative (DR) to liaise with PGPL's project Liaison Officer (LO). The DR shall be a Professional Engineer (PE). All submissions for natural gas projects shall be endorsed by a PE.

The DR applying on behalf of the Customer for the supply of gas shall ensure the design of the gas installation and the gas service work carried out on the gas installation comply with the requirements of the latest revision of the following:

- a. The Gas Act;
- b. The Gas (Supply) Regulations 2008;
- c. The Gas Supply Code;
- d. The Gas Metering Code;
- e. The Gas Safety Code;
- f. Code of Practice for Gas Installation, Singapore Standard SS608:2015;
- g. Handbook on Gas Supply; and
- h. Any other relevant rules, regulations, codes and standards.

8.2 PIPE EXTENSION FROM NATURAL GAS MAINS AND MPRS

Gas Connection from Natural Gas Mains

To initiate this process, the Customer shall submit the Application for Supply of Gas (refer to Appendix 2, FORM DR-01, DR-02 and DR-03), accompanied with the proposed gas installation drawings/ plan duly endorsed by a PE, to PGPL for approval. This approval does not include the checking of the submission for compliance and/or engineering design soundness. The DR is required to check, ensure and confirm that the submission and all services work are in compliance with the Gas Act, the Gas (Supply) Regulations, the Gas Supply Code, the Gas Safety Code, the Gas Metering Code and all other relevant regulations, codes and standards.

Subsequently, the Customer shall apply for a gas connection to their premises by submitting two (2) copies of form GDP 101 in Appendix 2, with the required supporting documents, to the Gas Transporter through PGPL. Upon approval, PGPL will apply to the Gas Transporter for a Distribution Network Offtake Point Registration Certificate with respect to the new connection (for Distribution connections) and book the necessary firm capacity rights if necessary. This step is necessary to ensure that PGPL has the right to flow gas to the Customer's site in accordance with GNC requirements.

If there are changes to the details in form GDP 102 and/or previously agreed MPRS location, PGPL will re-submit the form to the Gas Transporter to obtain details of the final connection fees. If there are no changes to the abovementioned forms and/or MPRS location, PGPL will request from the Gas Transporter details of the final connection fees. In both instances, the Gas Transporter is required to reply within fourteen (14) days upon receipt of the application or request.

Upon confirmation by the Customer to proceed with the project and payment of the connection fees, the Gas Transporter shall undertake the construction of the pipeline extension to Customer's premises. PGPL shall discuss with the DR and the Gas Transporter on an agreed entry point at the Customer's

premises, the pipeline route and the location of the Meter Installation within the Customer's premises. The Gas Transporter will install a Gas Service Isolation Valve (GSIV) at the Customer's premises' end of the pipe extension.

MPRS and Pipe from GSIV to Inlet Service Valve (S/V)

Concurrently, the Gas Transporter will proceed to procure an MPRS for the Customer's project. The MPRS shall be owned, operated and maintained by the Gas Transporter (as defined in Clause 2.1.3 and Clause 2.3 of the Gas Metering Code).

The construction of the interconnecting pipeline between the GSIV and the inlet S/V of the MPRS will be under the Customer's scope of work. However, this portion of work may be undertaken by the Gas Transporter at the Customer's cost. Extension of the pipeline and the delivery of the MPRS to the Customer's site typically require five (5) to eight (8) months.

Note

For connection to medium pressure natural gas distribution network, typically a lead-time of up to six (6) months is required to fabricate, deliver, install and commission the MPRS (Metering and Pressure Reduction Skid).

Final Pressure Test

Once the portion of pipe from GSIV to the MPRS inlet S/V is complete, the DR shall conduct a Final Pressure Test in accordance with SS608 for gas supplied at pressure up to 50 kPag or other applicable codes or standards for gas supplied at pressure above 50 kPag. The Final Pressure Test shall also be witnessed by the DR and may be observed by the LO.

8.3 INTERNAL PIPE WORKS

Design and Certification of Gas Installation

The design for the installation of natural gas pipelines and its relevant system within the Customer's premises shall adhere to the Code of Practice for Gas Installation, Singapore Standard, SS608 for gas supplied at pressure up to 50 kPag or other applicable design codes or engineering standards for gas supply at pressure above 50 kPag. The design, methodology of construction, material and other relevant requirements shall be approved by a PE, certified fit for purpose and are in compliance with governing codes. All boiler equipment(s) must also be certified by a PE that specialises in **boiler equipment**.

Pipe Works

The gas installation within the Customer's premises shall be carried out in accordance to the designs and plans as approved by a PE. The DR shall supervise the construction works to ensure strict adherence to the approved designs and plans. Re-certification by a PE is necessary for any deviations from the original designs. The DR shall ensure that the deviations comply with the governing design codes and standards. All deviations shall be updated and reflected in the as-built plans (with amendments) upon completion of the gas installation. The DR shall ensure that the gas pipes are properly labelled and colour coded.

The Customer, on their own accord, shall install the required internal piping connecting the MPRS outlet Service Valve (S/V) and the Customer's gas installation. Any gas pressure adjustment from the outlet S/V to meet the Customer's process requirements will be under the Customer's scope of work.

When the pipe works are completed, the DR shall ensure that a blind flange is installed at the tie-in point of the internal piping, located immediately downstream of MPRS outlet S/V. The installation of the blind flange is **absolutely necessary** to physically segregate the MPRS outlet S/V from the Customer's internal piping and eliminate the inadvertent admittance of natural gas into the gas installation.

Final Pressure Test

Once the internal pipe works is complete, the DR shall conduct a Final Pressure Test in accordance with SS608 for gas supplied at pressure up to 50 kPag or other applicable codes or standards (such as INSTITUTION OF GAS ENGINEERS AND MANAGERS) for gas supplied at pressure above 50 kPag. The Final Pressure Test shall also be witnessed by the DR and may be observed by the LO.

8.4 GAS ADMITTANCE AND GAS TURN ON

Application for Gas Admittance and Gas Turn On

Once the Customer's premises is ready to receive natural gas, the Customer shall express the intent of turning-on the natural gas supply to its gas installation by submitting an application in writing to PGPL using the template as in Appendix 2, FORM DR-06.

In addition, the DR is required to complete and submit two (2) sets of the following documents (with relevant PE certification) to the LO at least ten (10) business days prior to the actual day of gas admittance and turn-on:

- a. As-built drawings (piping isometric drawings, plan drawings, etc);
- b. FORM DR-04 and FORM DR-05 in Appendix 2;
- c. Pipe mill certificates;
- d. Welders' test certificates and welding procedures;
- e. Pipe joint radiography results;
- f. Inspection certificate for gas installation (if applicable);
- g. Statement of Method for Turn On by the DR (this shall include the method for Proof Testing of Internal Pipe Works); and
- h. FORM DR-09: Certificate of Conformity (Equipment Specification) in Appendix 2.

Once the application for gas admittance is approved by the Transporter, PGPL shall liaise with the DR and the Gas Transporter to fix a date for admittance of gas. Site inspection(s) at the Customer's premises will be carried out by PGPL and/or Gas Transporter prior to the date of gas admittance.

Proof Test for Internal Pipe Works

Once the internal pipe works is completed, and prior to the turn on of gas supply, the DR shall conduct a Proof Test on the Internal Pipe Works in accordance with SS608 for gas supplied at pressure up to 50 kPag or other applicable codes or standards (such as INSTITUTION OF GAS ENGINEERS AND MANAGERS) for gas supplied at pressure above 50 kPag. The Proof Test shall also be witnessed by the PE and observed by the LO. Once the test is complete and successful, the DR shall complete FORM DR-07.

Proof Test for Pipe Section from GSIV to MPRS

The DR shall arrange for a proof test of the portion of pipe from GSIV to the MPRS inlet S/V. The DR shall ensure that all the necessary equipment such as gas detectors, fittings and vent points for purging are set up and ensure that all necessary safety precautions will be taken. The Customer shall provide all aforementioned equipment and materials at its own cost.

Once the test is complete and successful, the DR shall complete form GDP 108 and request for interim admittance of gas.

Admittance of Natural Gas to MPRS Outlet S/V

The Gas Transporter will admit gas up to the MPRS inlet S/V. The Gas Transporter shall then issue a "Statement of Interim Admittance of Gas" to the DR and request the DR to purge the gas installation up to the MPRS inlet

S/V with inert gas. The DR is required to acknowledge by signing off on the aforementioned Statement.

Once purging is complete, the Gas Transporter will proceed to admit gas up the MPRS outlet S/V and perform checks on the components of the MPRS to ensure that it is operationally ready.

Upon successful admittance of gas up to the MPRS outlet S/V, the Gas Transporter will issue a "Statement of Admittance of Gas" to the Customer whereby the DR is required to acknowledge by signing off on the Statement.

Tie-In of Gas Supply to Customer's Gas Installation

Customer shall pre-fabricate a pipe-spool prior to the tie in of gas supply to Customer's gas installation. The tie-in process shall commence upon receiving instructions from the Transporter. It will be carried out by removing the blind flange and installing the pipe-spool between the MPRS outlet S/V and the Customer's gas installation. In addition to the spool piece, Customer shall also provide gaskets to be installed on both ends of the pipe-spool.

Prior to the introduction of natural gas to the gas installation, the PE accompanied by PGPL's LO and the DR shall conduct a physical check on all valves located on the gas installation system to verify the safeness of the system.

When natural gas is being introduced to the gas installation, the DR shall use gas detector(s) at the furthest vent point of the gas installation to verify that gas purge has been fully completed and the system is completely filled with natural gas. Soap test will be carried out at all connections to check for leakages. If applicable, the LO may authorise the Gas Transporter to operate the Meter Control Valve by submitting form GDP 111 during the gas turn-on.

Once the DR certifies the successful completion of gas turn-on to the Customer's gas installation, the LO will issue a "Statement of Turn-On of Gas

Supply” (Appendix 7A) to the Customer. The DR is required to acknowledge by signing off the Statement and a copy of the signed Statement will be issued to the Gas Transporter for record.

DR shall complete and submit FORM DR-08: Acknowledgment of Turn-on Gas Supply (Appendix 7B) to PGPL. DR shall complete and submit Equipment Commissioning FORM DR-10: Statement of Safe for Use to PGPL.

The DR shall provide and affix the “LIVE GAS. DO NOT TAMPER” labels on all plugs, caps, isolating valves and other end points of the gas installation. **Safety lockout tags** for all valves shall also be provided by the DR at their own costs.

In the event the capacity certificate and/or the Off-take Point Registration Notice (OPRN) first gas flow date has yet to commence on the turn-on date, the Customer isolation valve shall be shut and locked upon successful gas turn-on. The key will be kept by the LO until the commencement of the capacity certificate and/or OPRN first gas flow date. Customer shall ensure no personnel is able to tamper with the connection. The Customer isolation valve will be turned-on again upon the commencement of the start date of the capacity certificate. The turn-on shall be witnessed by the LO.

Incomplete Turn-On of Natural Gas to Customer's Gas Installation

The MPRS outlet S/V and the Customer's gas installation tie-in point shall remain positively isolated by the blind flange in any of the following circumstances:

- a. The turn-on of gas supply is not conducted on the same day as the admittance of gas up to the MPRS outlet S/V; or
- b. The turn-on of gas supply to the Customer's gas installation has commenced but failed to be completed by the end of the day (the turn-on of gas shall be aborted and the blind flange shall be reinstalled).

The DR shall arrange with the LO for another date for gas turn-on during which the DR shall repeat the proof test and gas purge on the internal pipe works and the tie-in procedures described above.

The procedure for application of natural gas supply by new users is illustrated in the flowchart in Appendix 4.

9. TRANSMISSION OFF-TAKE CUSTOMERS

9.1 PROJECT CONFIRMATION

Initial Discussion

PGPL will contact the Customer upon receiving enquiries or technical information to discuss:

- a. Availability of nearby natural gas pipeline to service the requirements
- b. Proposed natural gas pipeline route
- c. Project schedule and economics (if applicable)
- d. Safety requirements
- e. Key Terms in the Heads of Agreement (HOA) / Summary Term Sheet (STS)

Negotiations of Commercial Terms and Firm Contract Agreement

PGPL and the Customer shall enter into negotiations of key commercial terms for the sale and purchase of gas. Once an agreement on the key terms is reached, both parties shall endorse a HOA/STS that captures the key terms agreed upon by PGPL and the Customer. Both parties shall then proceed in good faith to negotiate and conclude either a Gas Sales Agreement (GSA), a Gas Supply and Purchase Agreement (GSPA) or a Gas Retail Agreement (GRA). Upon the execution of the GSA/GSPA/GRA, PGPL will begin liaising with the Gas Transporter to extend the pipelines from the natural gas mains to the Customer's premises.

Appointment of Professional Engineer

The Customer is required to appoint a designated representative (DR) who is a Professional Engineer (PE) to liaise with PGPL's project Liaison Officer (LO).

The DR applying on behalf of the customer for the supply of gas shall ensure the design of the gas installation and the gas service work carried out on the gas installation comply with the requirements of the latest revision of the following:

- i. The Gas Act;
- j. The Gas (Supply) Regulations 2008;
- k. The Gas Supply Code;
- l. The Gas Metering Code;
- m. The Gas Safety Code;
- n. Code of Practice for Gas Installation, Singapore Standard SS608:2015;
- o. Gas Supply Handbook; and
- p. Any other relevant rules, regulations, codes and standards.

9.2 PIPE EXTENSION FROM NATURAL GAS MAINS AND MPRS

Gas Connection from Natural Gas Mains

The Customer must first apply for a gas connection to their premises by submitting two (2) copies of form GTP 101 and GTP 102 in Appendix 3, with the required supporting documents, to the Gas Transporter through PGPL. The Gas Transporter will reply within thirty (30) days upon receipt of the application. Upon approval, PGPL will book the necessary firm capacity rights. This is necessary to ensure that pipeline capacity is booked for utilisation on a pre-agreed date according to GNC requirements.

Upon confirmation by the Customer to proceed with the project and payment of the connection fees, the construction of the pipeline extension shall be undertaken by the Gas Transporter. PGPL shall discuss with the PE and the Gas Transporter on an agreed entry point at the Customer's premises, the pipeline route and the location of the Meter Installation within the Customer's premises. The Gas Transporter will install a Gas Service Isolation Valve (GSIV) at the Customer's premises' end of the pipe extension.

MPRS and Pipe from GSIV to Inlet S/V

Concurrently, the Gas Transporter will proceed to procure an MPRS for the Customer's project. The construction of the interconnecting pipeline between the GSIV and the inlet Service Valve (S/V) of the MPRS will be under the Customer's scope of work. However, this portion of work may be undertaken by the Gas Transporter at the Customer's cost. Extension of the pipeline and the delivery of the MPRS to the Customer's site typically require ten (10) to fourteen (14) months.

Final Pressure Test

Once the portion of pipe from GSIV to the MPRS inlet S/V is complete, the DR shall conduct a Final Pressure Test in accordance with SS608 for gas supplied at pressure up to 50 kPag or other applicable codes or standards for gas supplied at pressure above 50 kPag. The Final Pressure Test shall be witnessed by the LO.

9.3 INTERNAL PIPE WORKS

Design and Certification of Gas Installation

The designs for the installation of natural gas pipelines and its relevant system within the Customer's premises shall adhere to the Code of Practice for Gas Installation, Singapore Standard, SS608 for gas supplied at pressure up to 50 kPag or other applicable design codes or engineering standards for gas supply at pressure above 50 kPag. The design, methodology of construction, material and other relevant requirements shall be approved by a PE, certified fit for purpose and are in compliance with governing codes.

Pipe Works

The gas installation within the Customer's premises shall be carried out in accordance to the designs and plans as approved by a PE. The DR shall supervise the construction works to ensure strict adherence to the approved designs and plans. The DR shall certify and ensure that any deviations comply with the governing design codes and standards. All deviations shall be updated and reflected in the as-built plans (with amendments) upon completion of the gas installation.

The Customer, on their own accord, shall install the required internal piping linking the MPRS outlet Service Valve (S/V) and the Customer's gas installation. Any gas pressure adjustment from the outlet S/V to meet the Customer's process requirements will be under the Customer's scope of work.

When the pipe works are completed, the DR shall ensure that a blind flange is installed at the tie-in point of the internal piping, located immediately downstream of MPRS outlet S/V. The installation of the blind flange is **absolutely necessary** to physically segregate the MPRS outlet S/V from the Customer's internal piping and eliminate the inadvertent admittance of natural gas into the gas installation.

Final Pressure Test

Once the internal pipe works is complete, the DR shall conduct a Final Pressure Test in accordance with SS608 for gas supplied at pressure up to 50 kPag or other applicable codes or standards for gas supplied at pressure above 50 kPag. The Final Pressure Test shall also be witnessed by the LO.

9.4 GAS ADMITTANCE

Application for Gas Admittance

Once the Customer's premises is ready to receive natural gas, the Customer shall express the intent of turning-on the natural gas supply to its gas installation by submitting an application in writing to Gas Transporter using the template as in Appendix 3, GTP 107.

In addition, the DR shall apply to PGPL and the Gas Transporter in writing for the admittance and turn-on of natural gas to the Customer's premises at least ten (10) business days prior to the actual day of gas admittance and turn-on. The DR is required to complete and submit two (2) sets of the following documents to the LO:

- a. As-built drawings (piping isometric drawings, plan drawings, etc);
- b. Form GTP 105, 108 and 109 in Appendix 3 with regards to the portion of pipe from GSIV to MPRS inlet S/V;
- c. Form GTP 108 and 109 in Appendix 3 with regards to the internal pipe works;

- d. Pipe mill certificates;
- e. Welders' test certificates;
- f. Pipe joint radiography results; and
- g. Inspection certificates for boilers installation (if applicable)

Once the application is approved by the Transporter, PGPL shall liaise with the DR and the Gas Transporter to fix a date for admittance of gas. Site inspection(s) at the Customer's premises will be carried out by PGPL and Gas Transporter prior to the date of gas admittance.

Proof Test for Pipe Section from GSIV to MPRS

The DR shall arrange for a proof test of the portion of pipe from GSIV to the MPRS inlet S/V. The LGSW shall set up all the necessary equipment such as gas detectors, fittings and vent points for purging and ensure that all necessary safety precautions will be taken under the supervision of the DR. The Customer shall provide all aforementioned equipment and materials at its own cost.

Once the test is complete and successful, the DR shall complete form GTP 110 to request for interim admittance of gas.

Admittance of Natural Gas to MPRS Outlet S/V

The Gas Transporter will admit gas up to the MPRS inlet S/V. The Gas Transporter shall then issue a "Statement of Interim Admittance of Gas" to the DR and request the DR to purge the gas installation up to the MPRS inlet S/V with inert gas. The DR is required to acknowledge by signing off on the aforementioned Statement.

Once purging is complete, the Gas Transporter will proceed to admit gas up to the MPRS outlet S/V and perform checks on the components of the MPRS to ensure that it is operationally ready.

Upon successful admittance of gas up to the MPRS outlet S/V, the Gas Transporter will issue a "Statement of Admittance of Gas" to the Customer whereby the DR is required to acknowledge by signing off on the Statement.

9.5 GAS TURN ON

Application of Gas Turn on

Customer shall write in to PGPL officially for the application for Gas Turn On of gas from the Outlet S/V up to the Gas Installation

Proof Test for Internal Pipe

The DR shall arrange for a proof test of the portion of pipe for the internal pipe up to the gas installation. The LGSW shall set up all the necessary equipment such as gas detectors, fittings and vent points for purging and ensure that all necessary safety precautions will be taken under the supervision of the DR. The Customer shall provide all aforementioned equipment and materials at its own cost.

Tie-In of Gas Supply to Customer's Gas Installation

Customer shall pre-fabricate a pipe-spool prior to the tie in of gas supply to Customer's gas installation. The tie-in process is commenced by removing the blind flange and installing the pipe-spool between the MPRS outlet S/V and the Customer's gas installation. The Customer shall provide gaskets to be installed on both ends of the pipe-spool.

The Gas Transporter will then open the Gas Meter Control Valve and turn-on gas to the Customer's gas installation. While natural gas is being introduced to the gas installation, the DR shall use gas detector(s) at various vent points of the gas installation to verify that gas purge has been fully completed and the system is completely filled with natural gas. Soap test must be carried out at all connections to check for leakages.

Upon successful turn-on, the Transporter shall issue a "Statement of Interim Turn-On" to the DR and request the DR to purge the internal pipe works up

to the Customer's gas installation with inert gas. The DR is required to acknowledge by signing off on the aforementioned Statement.

Once purging is complete and the DR certifies the successful completion of gas turn-on to the Customer's gas installation, the LO will issue a "Statement of Turn-On of Gas Supply" (Appendix 7) to the Customer. The DR or the Customer's authorised representative is required to acknowledge by signing off the Statement and a copy of the signed Statement will be issued to the Gas Transporter for record.

The DR shall provide and affix the "**LIVE GAS. DO NOT TAMPER**" labels on all plugs, caps, isolating valves and other end points of the gas installation. Safety lockout tags for all valves shall also be provided by the Customer at their own costs.

In the event the capacity certificate has yet to commence on the turn-on date, the Customer isolation valve shall be shut and locked. The key will be kept by the LO until the commencement of the capacity certificate. The Customer isolation valve will be turned on again upon the commencement of the start date of the capacity certificate. The turn-on shall be witnessed by the LO.

Incomplete Turn-On of Natural Gas to Customer's Gas Installation

The MPRS outlet S/V and the Customer's gas installation tie-in point shall remain positively isolated by the blind flange in any of the following circumstances:

- a. The turn-on of gas supply is not conducted on the same day as the admittance of gas up to the MPRS outlet S/V; or
- b. The turn-on of gas supply to the Customer's gas installation has commenced but failed to be completed by the end of the day (the turn-on of gas shall be aborted and the blind flange shall be reinstalled).

The DR shall arrange with the LO for another date for gas turn-on during which the DR shall repeat the proof test and gas purge on the internal pipe works and the tie-in procedures described above.

The procedure for application of natural gas supply by new users is illustrated in the flowchart in Appendix 4.

10. EXISTING NATURAL GAS USERS (NON-PGPL CUSTOMERS)

For existing natural gas users intending to apply for gas supply from PGPL, they can contact PGPL for commercial/technical discussions. Once the parties have agreed to the key terms and endorsed on a Supply Term Sheet/Head of Agreement (STS/HOA), they will proceed to conclude the GSA/GSPA/GRA. Concurrently, PGPL will also work with the Customer to determine the need to book new pipeline capacity or transfer pipeline capacity. Whichever the case, the start date will be determined by the Customer.

Upon signing the STS/HOA, PGPL will request the Gas Transporter to provide the administrative/connection fees, if relevant.

If there are no requirements for a new MPRS or modification to the pipeline(s), the existing infrastructure shall be used. If new infrastructure must be installed, the procedures in Sections 8.2, 8.3, 8.4 and 8.5 for distribution off-take Customers and Sections 9.2, 9.3, 9.4 and 9.5 for transmission off-take Customers shall apply (where necessary).

Procedures for application of natural gas supply by existing users (non-PGPL Customers) are illustrated in the flowchart in Appendix 5.

OTHER GAS SUPPLY ISSUES**11. ALTERATION OF CUSTOMER'S GAS INSTALLATION****11.1 ALTERATION OF GAS INSTALLATION**

In the event that the Customer wishes to alter its gas installation, the Customer shall first apply to PGPL requesting for approval to modify the gas installation. The Customer shall submit the scope of modification work; the modification works drawing(s) and any other relevant document for PGPL's approval prior to carrying out the modification works.

Upon receiving the in-principle approval from PGPL for the works, the Customer shall apply to PGPL requesting to isolate the supply of natural gas (Appendix 8).

PGPL upon receiving such application shall notify the Gas Transporter. The Gas Transporter shall, at an agreed date and time, isolate the gas supply at the outlet S/V and install a blind flange. The Customer shall be responsible for uninstalling the pipe spool and providing the blind flange at the tie-in point of the gas installation.

Once this isolation has been carried out by the Gas Transporter, PGPL will issue a "Notification of Isolation of Gas Supply" (Appendix 9) to the Customer to confirm the disconnection of gas supply. A copy of the Notification will be sent to the Transporter for their records.

All additional/replacement/alteration works on the Customer's gas installation shall be designed and certified by a PE and such work shall be supervised by a PE.

The appointment of DR and reintroduction (turn-on) of gas to the Customer's gas installation shall adhere to the relevant steps as described in Section 8.4 or 9.4.

Subsequent turn-on of gas after alteration works have been carried out is to be made through an application to PGPL in accordance to the procedures laid out in Section 8 or 9.

Prior to re-admittance of natural gas, Customers are required to replace the gaskets used on both ends of the spool piece once the spool piece is physically removed.

11.2 RESTORATION OF GAS SUPPLY

Prior to the restoration of gas supply, PGPL will coordinate with the Gas Transporter and Customer to ensure the restoration of gas supply is executed safely.

Once the Gas Transporter has confirmed that the situation is appropriate for restoration of gas supply, PGPL shall notify the Customer to make the necessary preparations for gas supply restoration. The Customer shall appoint a PE as its DR. The DR shall perform a proof test by purging the Customer's internal piping with inert gas, e.g. nitrogen.

Once the DR certifies to the LO that the aforementioned proof test is successful, the LO shall authorise the DR to proceed with turn-on of gas, who shall turn on the Customer isolation valve. The DR shall re-conduct the proof test to ensure that the internal piping is flowing with 100% natural gas and that there are no gas leaks. The LO, acting as witness to the aforementioned procedures will authorise the Transporter to Turn on the Gas Meter control valve. Upon successful turn on of gas supply to the premises, PGPL will proceed to issue the Statement of Gas Turn on to the DR. A copy of the document will be kept by PGPL and the Gas Transporter respectively.

12. GAS SUPPLY EMERGENCY

A gas supply emergency can be a gas leak incidence within/outside a Customer's premises or a gas supply interruption. In the event of an emergency that affects the safe delivery of gas to Customer's gas installation, please contact the following:

Gas Transporter's Emergency Hotline (24/7 Operational)	1800 752 1800
PGPL Nomination Centre (24/7 Operational)	6228 8129
Gas Transporter's Call Centre (Gas Control Centre)	6595 5013

Gas Supply Emergency due to Gas Leak

If the gas leak is within the Customer's premises and Customer informs PGPL of such incident, the LO will instruct the Customer to first isolate at Customer's valve immediately downstream of the spool piece. If PGPL is informed by the Gas Transporter of a gas leak that affects a network of Customers, PGPL shall notify such network of Customers as formally instructed.

For the scenarios indicated above, while the Gas Transporter executes their own internal mitigation Standard Operating Procedures (SOPs) and assesses the severity of the gas leak, PGPL shall await further instruction from the Gas Transporter on whether isolation of gas supply at the MPRS Outlet S/V is required. If it is deemed by the Gas Transporter that an isolation is needed, the LO, shall in turn, proceed to convey this to the Customer. The procedures for gas isolation shall be as follows:

- a. The Gas Transporter isolates the gas supply at the GSIV and with authorisation from PGPL, the MPRS Outlet S/V.
- b. An appointed DR, engaged by the Customer, shall uninstall the pipe-spool and provide and install a blind flange for physical segregation.
- c. A "Notification of Isolation of Gas Supply" (refer to Appendix 9) will be issued to the Customer by PGPL upon isolation of gas supply.

Subsequently, PGPL shall await confirmation from the Gas Transporter on the appropriate date and time for restoration of gas supply, which shall be further relayed to the Customer.

Gas Supply Emergency due to Gas Supply Interruption

In the event of a gas supply interruption affecting delivery of gas to Customer's gas installation, PGPL will facilitate an up-to-date two-way communication between the Gas Transporter and the affected Customer, while the Gas Transporter investigates the cause of supply interruption.

PGPL shall await confirmation from the Gas Transporter on the appropriate date and time for restoration of gas supply, which shall be further relayed to the affected Customer.

13. DISCONNECTION OF GAS SUPPLY

In the event that the Customer wishes to terminate the natural gas supply in accordance with the terms of the relevant gas agreement, the Customer shall notify PGPL in such manner as prescribed under the relevant gas agreement. Upon receipt of the written notice, PGPL will effect the following arrangements:

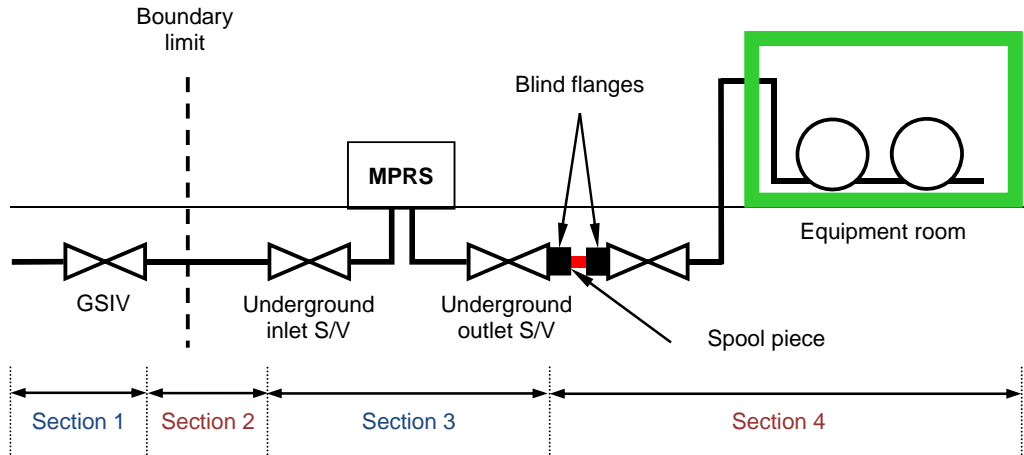
- a. Gas Transporter to disconnect supply
 - A "Notification of Isolation of Gas Supply" (refer to Appendix 9) will be issued to the Customer by PGPL upon complete isolation of gas supply at the MPRS outlet S/V or GSIV, whichever applicable. A copy of the Notification will be sent to the Gas Transporter for their records.
 - A "Notification of Termination of Gas Supply" (refer to Appendix 10) will also be issued to the Customer by PGPL upon successful isolation of the GSIV. A copy of the Notification will be sent to the Gas Transporter for their records.

- b. The removal of the MPRS (if necessary) (to be witnessed by LO from PGPL)
- c. PGPL to arrange for the final settlement of payment
- d. Return of Banker's Guarantee (BG)/security deposit to the Customer after settlement of outstanding payments, if any.

Appendix 1: Demarcation of Scope of Work

**GENERAL ILLUSTRATION FOR THE OWNERSHIP & RESPONSIBILITY OF PIPELINE
ACROSS THE BOUNDARY OF THE RETAIL CUSTOMER’S PREMISES**

(Please refer to the Gas Supply Code for the exact demarcation of the ownership and responsibility)



LEGEND

- MPRS Metering & Pressure Regulating Skid
- S/V Service Valve
- GSIV Gas Service Isolation Valve

Section	Description	Scope of Work
1	Gas Mains to GSIV	Gas Transporter
2	GSIV to MPRS inlet Service Valve	Customer
3	MPRS Inlet Service Valve to MPRS Outlet Service Valve	Gas Transporter
4	MPRS Outlet Service Valve to downstream equipment(s).	Customer

Note:

Customer shall be responsible for the fabrication of the inter-connecting spool piece complete with gaskets on both sides of the spool piece.

Appendix 2: Distribution Connections Forms

Forms	Description
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Project Enquiry and Confirmation

GDP 101	Application For Gas Distribution Connection
GDP 102	Consumer Project Data Sheet
FORM DR 01	Application for Gas Supply/Discontinuation
FORM DR 02	Submission of Plan and Specification
FORM DR 03	Declaration Form

Customer Internal Pipe/Gas Installation

FORM DR 04	Notification of Final Pressure Test
FORM DR 05	Certificate of Final Pressure Test
FORM DR 06	Request for Turn-on of Gas Supply
FORM DR 07	Certificate of Proof Test

Pipe between GSIV to MPRS

GDP 105	Application For Admittance of Gas
GDP 106	Certification of Completion
GDP 107	Certification of Final Pressure Test
GDP 108	Certification of Proof Test
GDP 111	Authorisation to Turn On Gas Meter Control Valve
FORM DR 09	Certificate of Conformity
FORM DR 10	Statement of Safe For Use

APPLICATION FOR GAS DISTRIBUTION CONNECTION

To: PowerGas Ltd
 c/o HOS (Gas Network Planning)
 SP PowerGrid Ltd

Through Shipper

 Signature of Retailer Representative
 Name / Designation

Pavilion Gas Pte. Ltd.
 Name of Retailer

GAS CONNECTION TO:

 (Project Name)

 (Address of Gas Installation)

I would like to apply for connection to the PowerGas' gas distribution pipeline network for the above project.

I hereby submit the following documents and certify that the information provided is correct:

- Consumer Project Data information
- Location / site plan showing the project site and proposed connection point(s)
- Pipe route from property boundary to the Meter Installation and location of Meter Installation where applicable.

Name of Applicant: _____

Designation: _____

Company: _____

Signature/ Date: _____

GDP 101
 (0418)

Consumer Project Data Sheet

Consumer Project Data Sheet

Consumer Information			
Project Name :			
Address of Premises/ Development :			
Request type :	Retailer switch (NG only) / New supply connection *		
Consumption Information			
Type of Gas :	Town Gas / Natural Gas *		
Consumer Type :	Residential / Non-residential *		
Application of Gas :	Co-Gen / Tri-Gen / Boiler / Cooking / Water Heating / Others* If Others, please specify : _____		
Shipper Name (NG only)			
Injection Point (NG only)			
Gas Consumption Duration per Day	8 / 12 / 24* hours or otherwise please specify : _____		
Expected Gas Admittance Date [DD/MM/YY]			
Gas Usage	If gas supply is meant for interim use (less than 5 yrs), please specify duration of gas usage in years: _____		
Delivery Pressure and Flowrate			
Applicable to NG projects only*	Load profile	Year 1	mmBtu / year
		Year 2	mmBtu / year
		Year 3	mmBtu / year
		Year 4	mmBtu / year
		Year 5	mmBtu / year
	Maximum Instantaneous Flowrate:		Sm ³ /hr
MPRS Outlet Pressure		barg	
Applicable to TG projects only*	Average Monthly Consumption		kWh/mth
	Maximum Instantaneous Flowrate:		Sm ³ /hr
Design pressure of gas installation			barg

Submitted by Applicant	Confirmation by Retailer
Name of Company :	Name of Retailer :
Name of Officer :	Name of Officer :
Designation :	Designation :
Date :	Date :
Signature :	I agree with the above information provided by the applicant. Signature :

Note : The above is for information purposes only. PowerGas may not be able to nor is obliged to fulfill any of the above requirements.

*Delete where applicable

GDP102
(0418)

Application for Gas Supply / Disconnection / Discontinuation

Date: _____

To : Gas Retailer

Gas supply to:

 (Project Name)

 (Address of Premises / Development)

*I / I, on behalf of the owner, wish to apply for the following:-

- new turn-on of gas supply;
 - Premises with existing gas connection
 - Premises without existing gas connection
- gas installation addition and alteration (A&A Work)
 - consumer's service pipe
 - consumer's internal pipe
- gas supply disconnection/discontinuation.
 (Please tick the appropriate box)

I hereby submit the following documents:

- Owner written consent (if the applicant is not the owner of the internal pipe)
- Location / site plan showing the proposed connection/disconnection/discontinuation point(s) and the gas appliance(s) location
 (Please tick the appropriate box)

The expected date of gas *turn-on / disconnection / discontinuation: _____

Applicant Name: _____

Address: _____

Contact No.: _____

Signature/Date: _____

*: delete where not applicable

Submission of Plan & Specification

Date: _____

To : Gas Retailer**Gas supply to:**_____
(Project Name)_____
(Address of Premises / Development)

This submission is to seek approval from the retailer for the following:-

- new gas supply; or
 gas installation addition and alteration (A&A Work).
(Please tick the appropriate box)

I hereby submit the following endorsed documents:

- Gas installation plan and specification
 Owner written consent (if the applicant is not the owner of the internal pipe)
 Declaration form (Form DR 03)
 Proposed pipe layout plan of the gas installation from MPRS / gas meter to gas appliances
(Please tick the appropriate box)

Designated Representative for the project	
Name: _____	Contact No. _____
*PE / LGSW No. : _____	
c/o Address: _____	
*Owner / Developer of the project	
Name : _____	
Address : _____	
*PE / Architect	
Name: _____	
Address: _____	

Applicant Name:

Address:

Contact No:

Signature / Date: _____

*: delete where not applicable

Designated Representative Declaration Form

To : Gas Retailer

Gas supply to:

 (Project Name)

 (Address of Premises / Development)

I, the designated representative of the above project, holding a valid *practicing certificate / gas service worker licence, certify that the gas installation is designed to and all gas service works are carried out in compliance to the requirements and provisions of the latest revision of the following:

- a) Gas Act (Cap 116A);
- b) Gas (Supply) Regulations;
- c) Gas Supply Code;
- d) Singapore Standard, SS 608, Code of Practice for Gas Installation;
- e) Other relevant code / international standard(s): _____; and
 (please specify for installation with operating pressure higher than 50 kPa)
- f) All statutory requirements in government laws and relevant regulations of Government departments.

The gas installation is designed to operate at _____ kPa / Bar.

 Signature and Stamp of *PE / LGSW

 Date

Name : _____

*PE / LGSW No : _____

Company : _____

Contact No : _____

Address : _____

E-mail Address : _____

*: delete where not applicable

FORM DR 03
(11/2015)

Notification of Final Pressure Test

Date: _____

Retailer Reference Number: _____

To : Gas RetailerAttn: _____
(Project Coordinator)**Final pressure test of gas installation at:**_____
(Project Name)_____
(Address of Premises / Development)

I certify that the gas installation for the above project is completed and ready for final pressure test. The proposed date for the test is _____.

The gas installation is from;

- consumer's service pipe and/or
 consumer's internal pipe.
(Please tick the appropriate box)

The gas installation is constructed in compliance with;

- (a) Approved plan for construction;
(b) All statutory and relevant codes which are applicable to the gas installation;
(c) Singapore Standard, SS 608, Code of Practice for Gas Installation;
(d) Others standards: _____ (please specify);
(e) Retailer Handbook on Gas Supply; and
(f) All statutory requirements in government laws and relevant regulations of Government departments.

I submit the following documents duly endorsed:

- As-built drawings (inclusive of line drawing indicating all the end points);
(As-built drawing no: _____)
 Other relevant documents _____ (please specify).
(Please tick the appropriate box)

The operating pressure of the Gas Installation is _____ kPa/Bar. The final pressure test for the gas installation are:

First Test: _____ kPa/Bar Second Test: _____ kPa/Bar

I will attend the Final Pressure Test and will copy a set of the As-built drawings to the owner.

The expected date of gas turn-on:

Signature and Stamp of Designated Representative_____
Date

Name of *PE / LGSW: _____

*PE / LGSW No: _____

*: delete where not applicable

Certificate of Final Pressure Test

Date: _____

Retailer Reference Number: _____

To : Gas Retailer

Gas supply to:_____
(Project Name)_____
(Address of Premises / Development)_____
(As-Built Drawing Nos)

I certify that the gas installation has passed the final pressure test on _____ conducted in accordance with the * Singapore Standard, SS 608, Code of Practice for Gas Installation or

(Please specify other relevant code / standard, if applicable)

Test Pressure	Maximum Allowable Operating Pressure
First Test: _____ Duration: _____	MAOP: _____ bar
Second Test: _____ Duration: _____	
Other additional test (please specify): _____	

No person shall be allowed to carry out any further work on this installation without prior written consent from the respective gas retailer.

Certified by: _____ Date: _____
(Signature & Stamp of Designated Representative)

Name: _____ *PE / LGSW No: _____

Witnessed by: _____ Date: _____
(Signature of Retailer's Project Coordinator)

Name: _____

Copy given to:
(Please tick appropriate box)

Owner

MCST

Main Contractor

Consultant

Others

Name / Company / Signature

*: delete where not applicable

FORM DR 05
(11/2015)

Request for Turn-on / Re-commissioning of gas supply

Date: _____

Retailer Reference Number: _____

To : Gas Retailer _____

Gas supply to:_____
(Project Name)_____
(Address of Premises / Development)_____
(As-Built Drawing Nos)_____
(As-Built Drawing Nos)

I certify that the gas installation is safe and ready to receive gas. I request that gas be ***Turned-on / Re-commissioned** to the gas installation on _____.

The gas installation has passed the final pressure test and that no further work has been carried out on the gas installation after the final pressure test and that the gas installation is safe for the turn-on/re-commissioning of gas.

I confirmed that all end points have been properly capped/plugged. The number of end-points in the gas pipe installation is _____.

The proof test will be carried out during the turn-on/re-commissioning process and the Certificate of Proof Test will be issued. The gas installation will be depressurized to atmospheric pressure before I proceed with the turn-on/re-commissioning request.

After the turn-on/re-commissioning of the gas supply to the premises, I will inform all relevant parties accordingly not to tamper with the gas installation. In addition, I will undertake to affix warning labels at all end-points of the gas pipe installation.

A copy of the floor plans and line/isometric drawing has been given to the owner for reference and safe keep.

Designated Representative's Signature/ Date_____
*PE/ LGSW No:

Name: _____ Tel No: _____

Address: _____

*: delete where not applicable

FORM DR 06

(06/2015)

**CONSENT BY PROFESSIONAL ENGINEER / MAIN CONTRACTOR / OWNER
(where applicable)**

We consent to the above application for the turn-on of gas supply.

Name of Professional Engineer : _____ Date : _____

Signature : _____ PE No : _____

Name of Main Contractor : _____

Signature: _____
(authorized main contractor's representative) (company stamp)

Date : _____

Name of Owner / Developer :

Signature : _____

Date : _____

Note: *delete where not applicable

Certificate of Proof Test

Date: _____

Retailer Reference Number: _____

To : Gas Retailer

_____**Gas supply to:**_____
(Project Name)_____
(Address of Premises/Development)_____
(As Built Drawing Nos)

I certify that the *consumer's service pipe / consumer's internal pipe has passed the proof test on _____ (Date) conducted in accordance with the Singapore Standard, SS 608, Code of Practice for Gas Installation or _____.

(Please specify other relevant code / standard, if applicable)

Test Pressure

Proof Test: _____ Duration: _____

Other additional test (please specify): _____

I request that gas be *Turned-On / Re-commissioned to the gas installation.Certified by: _____ Date: _____
(Signature & Stamp of Designated Representative)

Name: _____ *PE / LGSW No: _____

Witnessed by: _____ Date: _____
(Signature of Retailer's Project Coordinator)

Name: _____

Copy given to: Name/Company/Signature

(Please tick appropriate box)

 Owner _____ MCST _____ Main Contractor _____ Consultant _____ Others _____

*: delete where not applicable

FORM DR 07

(11/2015)

Application for Admittance of Gas

PowerGas Ltd
c/o HOS (Gas Distribution Projects)
SP PowerGrid Ltd

Through Retailer

Signature of Retailer Representative
Name / Designation

Pavilion Gas Pte. Ltd.
Name of Retailer

(Project Name)

(Address of Premises / Development)

- (A) I, the Designated Representative (DR) of the above project, certify that,
- i The gas installation from, but excluding, the GSIV up to, but excluding, the meter installation is ready to receive gas.
 - ii The consumer internal pipe is not connected to the meter installation.
 - iii I attached the following forms for your reference please:
 - GDP 106"Certificate of Completion"
 - GDP 107" Certificate of Final Pressure Test"
 - iv All end points are capped / blanked / plugged off
 - v I undertake to conduct Proof Test and submit GDP 108"Certificate of Proof Test" immediately prior to the connection.

*PE / LGSW No.: _____

Signature and Stamp of DR / Date

(B) I hereby request for admittance of gas to the gas installation up to, but excluding, the meter installation on _____.

Signature of Applicant / Date

Name: _____

Designation: _____

To the Retailer:

This is to confirm gas admittance shall be carried out on _____ (date) at _____ (time). Please notify all relevant personnel to be present on site.

SPPG Officer-in-charge

GDP105
(0418)

Certificate of Completion

PowerGas Ltd
 c/o HOS (Gas Distribution Projects)
 SP PowerGrid Ltd

Through Shipper

 Signature of Retailer Representative
 Name / Designation

Pavilion Gas Pte. Ltd.
 Name of Retailer

 (Project Name)

 (Address of Premises / Development)

I, the Designated Representative of the above project, hereby certify that the Gas Installation for the above project from, but excluding, the GSIV up to, but excluding, the Meter Installation have been designed and constructed in compliance with the requirements of the latest revision of the following:

- Gas Act (Cap 116A);
- Gas (Supply) Regulations 2008;
- Gas Supply Code;
- Singapore Standard, SS608 - Code of Practice for Gas Installation;
- Other relevant code / standard : _____
- All relevant acts, regulations and rules which are applicable to the gas installation;
- All statutory and relevant codes which are applicable to the gas installation;
- All statutory requirements in government laws and relevant regulations of government departments.

2 The design pressure of the Gas Installation is _____ barg.

 Signature and Stamp of DR / Date

Name: _____

PE / LGSW * No.: _____

GDP 106
 (0418)

Certificate of Final Pressure Test

PowerGas Ltd
c/o HOS (Gas Distribution Projects)
SP PowerGrid Ltd

Through Retailer

Signature of Retailer Representative
Name / Designation

Pavilion Gas Pte. Ltd.
Name of Retailer

(Project Name)

(Address of Gas Installation)

1. I, Designated Representative of the above project, hereby certify that the Gas Installation from, but excluding, the GSIV up to, but excluding the Meter Installation, has been successfully tested and passed the final pressure test in accordance to the requirements of:

Note: Please tick below where applicable

Codes / Standards

- Singapore Standard, SS608 - Code of Practice for Gas Installation; or
- Other relevant code / standard : _____

Pressure Test

Test	Pressure (Barg)	Duration (Hour)	Date Passed
<input type="checkbox"/> First test			
<input type="checkbox"/> Second test			
<input type="checkbox"/> Other test			

2. I hereby declare that the Maximum Allowable Operating Pressure (MAOP) and the Design Pressure of the above Gas Installation is _____ (Barg) and _____ (Barg).

3. I shall notify all parties concerned that Gas Installation has been completed and pressure tested.

Signature and Stamp of DR / Date

Name: _____

PE / ~~LGSW~~ * No.: _____

*Delete where applicable

GDP 107
(0418)

Certificate of Proof Test

PowerGas Ltd
c/o HOS (Gas Distribution Projects)
SP PowerGrid Ltd

Through Retailer

Signature of Retailer
Name / Designation

Pavilion Gas Pte. Ltd.
Name of Retailer

(Project Name)

(Address of Premises / Development)

I, Designated Representative of the above project, hereby certify that the Gas Installation for the above project from, but excluding, the GSIV up to, but excluding, the Meter Installation have been tested and successfully passed the proof test¹ on _____ (date).

2 I further certify that the test pressure has been released and the said Gas Installation is currently at atmospheric pressure. Accordingly, I hereby request to proceed with the connection and gas admittance.

3 I shall undertake to purge and commission the Gas Installation from, but excluding, the GSIV up to, but excluding, the Meter Installation immediately after the gas admittance.

Signature and Stamp of DR / Date

Name: _____

PE / LGSW * No.: _____

¹ *Proof test shall be conducted in accordance to the requirements of Singapore Standard SS608 for installation designed to operate up to 50 kPa or 20 kPa respectively, otherwise, proof test shall be carried out at 100 kPa or the operating pressure, whichever is lower, for a period of 30mins.*

REQUEST FOR INTERIM ADMITTANCE OF GAS

I, Designated Representative of the above project, hereby certify that the Gas Installation for the above project from, but excluding, the GSIV up to, but excluding, the Meter Installation have been prepared and is ready for purging and commissioning. Please proceed to admit gas for the purpose of purging and commissioning.

Signature and Stamp of DR / Date

Name: _____

PE / LGSW * No.: _____

*Delete where applicable

GDP 108
(0418)

Authorisation to Turn On Gas Meter Control Valve

Date: _____

PowerGas Ltd
c/o HOS (Gas Distribution Projects)
SP PowerGrid Ltd

(Project Name)

(Address of Premises / Development)

I, Project Coordinator ("PC") of the above project, certify that all legal requirements pertaining to gas safety have been complied with, including (but not limited to) (*) Regulation 3(4)(b) of the Gas (Supply) Regulations.

2 I hereby authorise PowerGas to turn on the Gas Meter Control Valve on my behalf now on _____ (date) at _____ (time).

Signature of PC

Name: _____

Designation: _____

Name of Retailer: _____

*Regulation 3(4)(b) of the Gas (Supply) Regulations states that – where an application for a supply of gas (or for an increase to an existing supply) is made to a gas retailer – the relevant gas retailer shall prior to turning on the gas supply at the relevant gas meter control valve, ensure that the appropriate test as specified in the gas supply code is conducted on the gas appliance and the consumer's internal pipe including the meter installation to ascertain that it is safe to turn on the gas supply.

MPRS
GDP 111
(0418)

Certificate of Conformity for Gas Appliance

Date: _____

Our Ref: _____

Retailer Reference Number:

To: Gas Retailer

Dear Sir

Gas appliance used for

(Project Name)_____
(Address of Premises/Development)

I would like to inform you that the gas appliance for the project is suitable to be used for *town gas / natural gas as per the gas specification stated in the Gas Supply Code.

S/N	Appliance Description	Model	Quantity	Supplier

- The gas appliance has obtained a Safety Mark from SPRING Singapore
- The gas appliance is certified locally by _____(certifying body)
- The gas appliance is not certified locally and I attached the relevant documents for your information;
 - Overseas Certificate on conformity to an international standard
 - Supplier's letter to confirm that the appliance is suitable for *town gas / natural gas usage
 - Other relevant document: _____

Yours faithfully

Signature and Stamp of *PE / LGSW

Date

- cc :
- 1) Owner
 - 2) PE/ LGSW
 - 3) Consultant (if any)

*: delete where not applicable

Statement of Safe for Use

Date:

Our Ref:

Retailer Reference Number: _____

To: [Name of Gas consumer]

Dear Sir

Commissioning of Gas Appliance

(Project Name)

(Address of Premises/Development)

We have tested the gas appliances (as attached or listed) to be gas tight and safe to use with *town gas / natural gas in accordance to Regulation 21 of Gas (Supply) Regulations.

Commission date: _____

Attachment: _____
(Commissioning report, list of gas appliances, etc, where applicable)

We have also demonstrated and advised the *client / users on the operation and maintenance of the listed gas appliances.

This is for your information and record.

Yours faithfully

Acknowledged by

Signature and Stamp of *PE / LGSW / Date

Signature of Owner Representative

- cc : 1) Gas Retailer
2) PE/ LGSW
3) Consultant (if any)

*: delete where not applicable

Appendix 3: Transmission Connections Forms

Forms	Description
GTP 101	APPLICATION FOR GAS TRANSMISSION CONNECTION
GTP 102	Consumer Project Data Sheet
GTP 105	APPLICATION FOR ADMITTANCE OF GAS
GTP 107	AUTHORISATION TO OPEN GAS METER CONTROL VALVE
GTP 108	CERTIFICATE OF COMPLETION
GTP 109	CERTIFICATE OF FINAL PRESSURE TEST
GTP 110	CERTIFICATE OF PROOF TEST

APPLICATION FOR GAS TRANSMISSION CONNECTION

To: PowerGas Ltd
 c/o HOS (Gas Network Planning)
 SP PowerGrid Ltd

Through Shipper

 Signature of Shipper Representative
 Name / Designation

Pavilion Gas Pte. Ltd.
 Name of Shipper

GAS CONNECTION TO:

 (Project Name)

 (Address of Gas Fitting)

I would like to apply for connection to the PowerGas' gas pipeline network for the above project.

I hereby submit the following documents and certify that the information provided is correct:

- Consumer Project Data information
- Location / site plan showing the project site and the proposed connection point
- Location of Meter Installation where applicable.

Name of Applicant: _____

Designation: _____

Company: _____

Signature / Date: _____

** Delete where applicable*

GTP 101
 (0418)

Consumer Project Data Sheet

Consumer Information			
Project name			
Address of Gas Fitting			
Consumption Information			
Application of Gas	Genco / Co-Gen / Tri-Gen / Boiler / Cooking / Water Heating / Others* If Others, please specify : _____	Issued with Generator Licence?	Yes / No *
Gas Consumption Duration per Day	8 / 12 / 24* hours or specify : _____		
Expected Gas Admittance Date [DD/MM/YY]			
Gas Usage	If gas supply is meant for interim use (less than 5 yrs), please specify duration of gas usage in years: _____		
Delivery Pressure and Flowrate			
Injection point (location)			
Offtake point (location)			
Meter Installation by Transporter?	Yes / No *		
Load profile / Pipeline Capacity Required	Year 1	mmBtu / hr	
	Year 2	mmBtu / hr	
	Year 3	mmBtu / hr	
	Year 4	mmBtu / hr	
	Year 5	mmBtu / hr	
Maximum Daily Quantity	BBtud		
Meter sizing parameters	Max Flowrate	BBtu / hr	
	Min Flowrate	BBtu / hr	
Minimum pressure required at Gas Service Isolation Valve [GSIV]	Barg		
Design pressure of user's gas facility:	Barg		

Submitted by Applicant	Confirmation by Shipper
Name of Company :	Name of Shipper :
Name of Officer :	Name of Officer :
Designation :	Designation :
Date :	Date :
Signature :	I agree with the above information provided by the applicant. Signature:

Note : The above is for information purposes only. PowerGas may not be able to nor is obliged to fulfil any of the above requirements.

*Delete where applicable

GTP102
[0418]

APPLICATION FOR ADMITTANCE OF GAS

PowerGas Ltd
c/o HOS (Gas Transmission Projects)
SP PowerGrid Ltd

Through Shipper

Signature of Shipper Representative
Name / Designation

Pavilion Gas Pte. Ltd.
Name of Shipper

(Name of Project)

(Address of Gas Fitting)

[A] I, the Designated Representative of the above project, certify that the Gas Fitting from, but excluding, the GSIV up to, [and including / but excluding]*, the Meter Installation, has been,

- Designed and constructed in accordance with the requirements of the relevant Legislations, Regulations, Codes and Practices. A copy of the "Certificate of Completion" (Form GTP108) is attached;
- Successfully tested and passed the final pressure test and that it is leak free. A copy of the "Certificate of Final Pressure Test" (Form GTP109) is attached;
- Capped / blanked / plugged off at all end points

I certify that the Consumer's Internal Pipe is not connected to and is physically separated from the outlet of the Meter Installation.

I further certify that the Gas Fitting from, but excluding, the GSIV up to [and including / but excluding]* the Meter Installation is ready to receive gas.

I undertake to conduct the necessary proof test on the Gas Fitting from, but excluding, the GSIV up to, [and including / but excluding]*, the Meter Installation and submit the "Certificate of Proof Test" (Form GTP110) immediately prior to the connection and gas admittance.

Signature and Stamp of PE / Date

Name: _____

PE No.: _____

[B] I hereby request for admittance of gas to the Gas Installation / Gas Fittings up to, [and including / but excluding]* the Meter Installation on _____.

Signature of Applicant / Date

Name: _____

Designation: _____

To the Shipper:

This is to confirm gas admittance shall be carried out on _____. Please notify all relevant personnel to be present on site.

SPPG Officer-in-charge

**Delete where applicable*

GTP 105
(0418)

AUTHORISATION TO OPEN GAS METER CONTROL VALVE

Date : _____

PowerGas Ltd
c/o HOS (Gas Transmission Projects)
SP PowerGrid Ltd_____
(Project Name)_____
(Address of Gas Installation)

I, Consumer / PE *, of the above project hereby authorise PowerGas to open the Gas Meter Control Valve on my behalf now on _____ [date] at _____ [time] for the purpose of gas turn on.

Signature of Consumer / PE

Name: _____

Designation: _____

**Delete where applicable*GTP 107
(0418)**CERTIFICATE OF COMPLETION**

PowerGas Ltd
c/o HOS (Gas Transmission Projects)
SP PowerGrid Ltd

Through Shipper

Signature of Shipper Representative
Name / Designation

Pavilion Gas Pte. Ltd.
Name of Shipper

(Name of Project)

(Address of Gas Fitting)

1. I, the Designated Representative of the above project, hereby certify that the Gas Fitting for the above project from, but excluding, the GSIV up to [and including / but excluding]* the Meter Installation have been designed and all gas service works has been carried out in compliance with the requirements of the latest revision of the following:

- Gas Act (Cap 116A);
- Gas (Supply) Regulations;
- Gas (Metering) Regulations;
- Gas Supply Code;
- Gas Metering Code;
- Singapore Standard, SS608 – Code of Practice for Gas Installation;
- Other applicable code / standard : _____
- All relevant acts, regulations and rules which are applicable to the gas installation;
- All statutory and relevant codes which are applicable to the gas installation;
- All statutory requirements in government laws and relevant regulations of government departments.

2. I further certify that the design pressure of the above Gas Fitting is _____ Barg.

Signature and Stamp of PE / Date

Name: _____

PE No.: _____

**Delete where applicable*

GSIV to Meter
GTP108
(0418)

CERTIFICATE OF FINAL PRESSURE TEST

PowerGas Ltd

c/o HOS (Gas Transmission Projects)
SP PowerGrid Ltd

Through Shipper

Signature of Shipper Representative
Name / Designation

Pavilion Gas Pte. Ltd.
Name of Shipper

(Name of Project)

(Address of Gas Fitting)

I, Designated Representative of the above project, hereby certify that the Gas Fitting from, but excluding, the GSIV up to, [and including / but excluding]*, the Meter Installation, has been successfully tested at _____ (Barg) for _____ (hrs) and passed the final pressure test on _____ (date) in accordance to the requirements of:

Note: Please tick where applicable

- Singapore Standard, SS608 - Code of Practice for Gas Installation; or
- Other applicable code / standard : _____

2. I hereby declare that the Maximum Allowable Operating Pressure (MAOP) is _____ (Barg).

Signature and Stamp of PE / Date

Name: _____

PE No.: _____

**Delete where applicable*

GSIV to Meter
GTP 109
(0418)

CERTIFICATE OF PROOF TEST

PowerGas Ltd
c/o HOS (Gas Transmission Projects)

SP PowerGrid Ltd

Through Shipper

Signature of Shipper
Name / Designation

Pavilion Gas Pte. Ltd.
Name of Shipper

(Name of Project)

(Address of Gas Fitting)

I, Designated Representative of the above project, hereby certify that the Gas Fitting for the above project from, but excluding, the GSIV up to, [and including / but excluding]*, the Meter Installation have been successfully proof tested and passed the proof test¹ on _____ (date).

2 I further certify that the test pressure has been released and the said Gas Fitting is currently at atmospheric pressure. Accordingly, I hereby request to proceed with the connection and gas admittance.

3 I shall undertake and proceed to purge and commission the Gas Fitting from, but excluding, the GSIV up to [and including / but excluding]* the Meter Installation after the gas admittance.

Signature and Stamp of PE / Date

Name: _____

PE No.: _____

¹ *Proof test shall be conducted in accordance to the requirements of SS608 or CP 51 where applicable for installation designed to operate up to 50 kPa and 20 kPa respectively. Otherwise, proof test shall be carried out at 100 kPa or the operating pressure, whichever is lower, for a period of 30mins.*

REQUEST FOR INTERIM ADMITTANCE OF GAS

I, Designated Representative of the above project, hereby certify that the Gas Installation for the above project from, but excluding, the GSIV up to [and including / but excluding]* the Meter Installation have been prepared and is ready for purging and commissioning. Please proceed to admit gas for the purpose of purging and commissioning.

Signature and Stamp of PE / Date

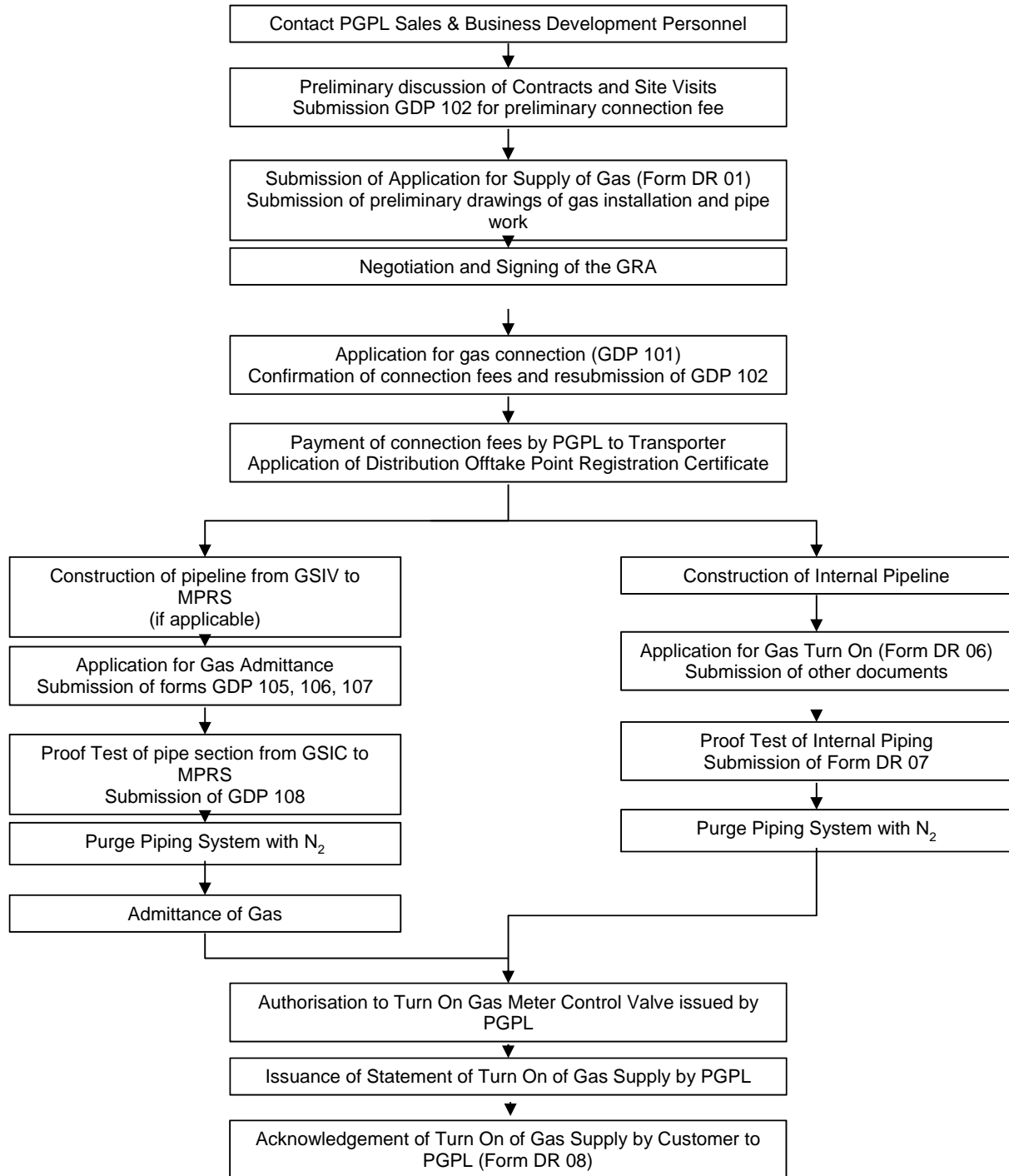
Name: _____

PE No.: _____

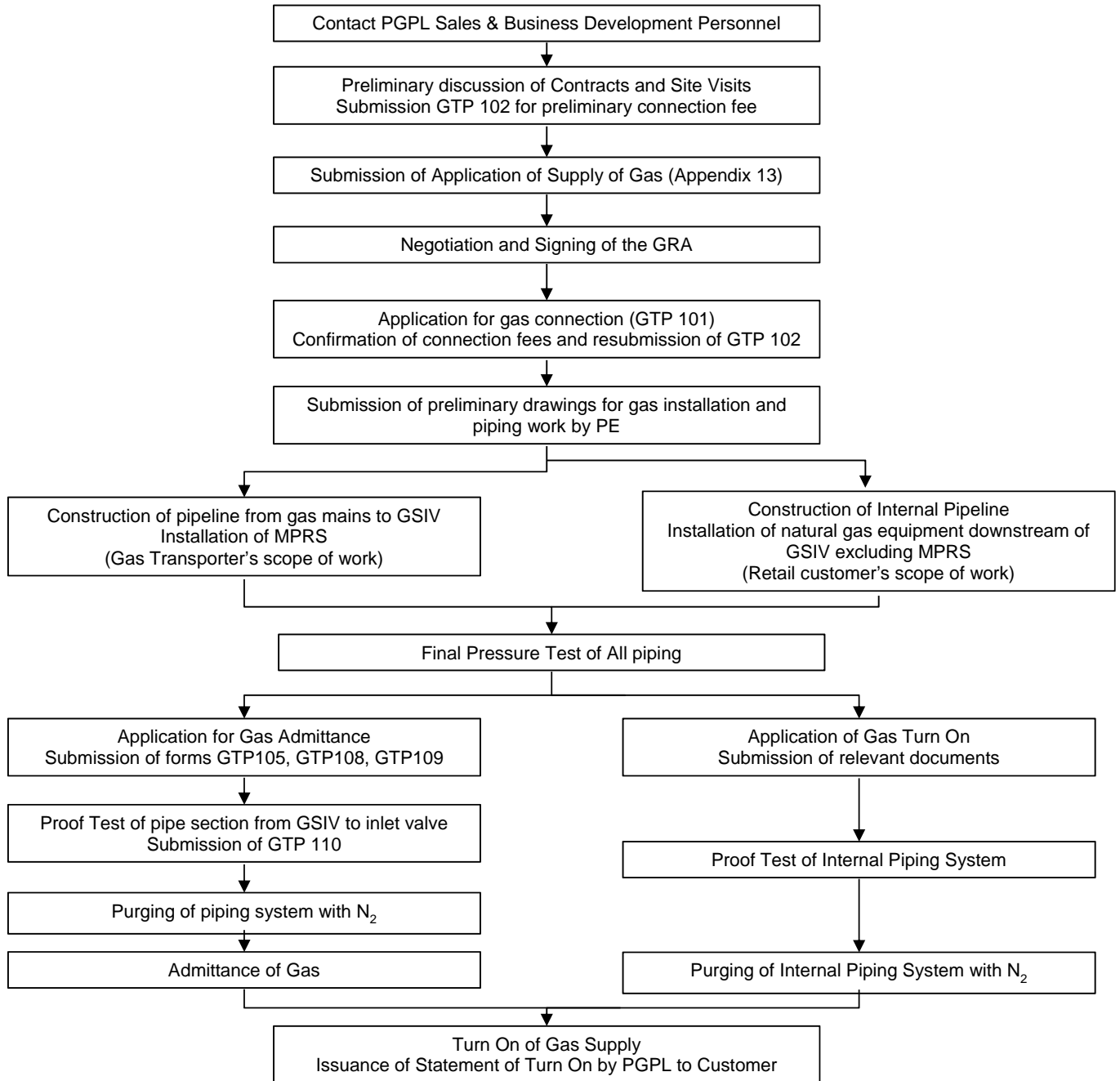
*Delete where applicable

GSIV to Meter
GTP 110
(0418)

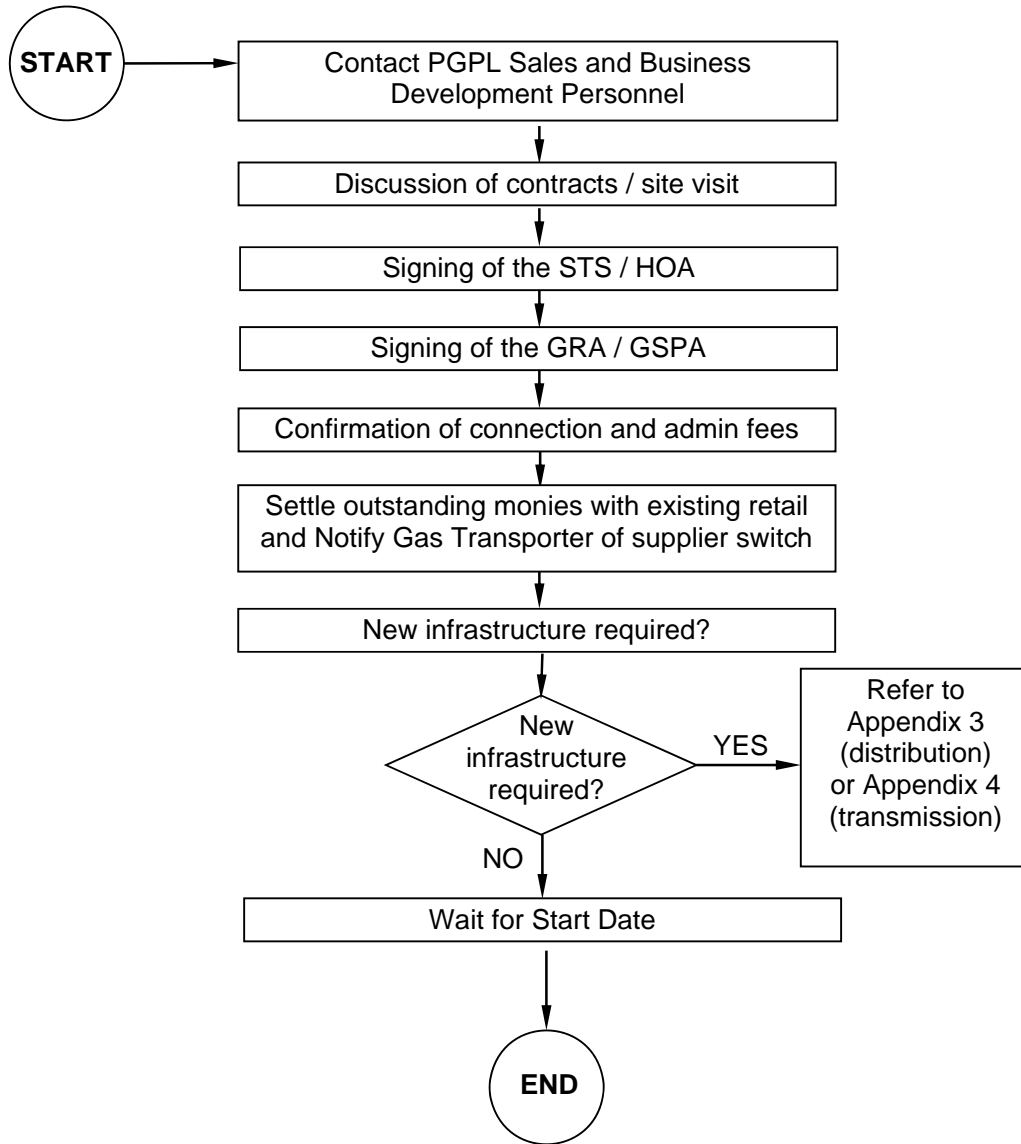
Appendix 4: Natural Gas Supply Application Procedural Flowchart for Distribution Off-Take Customers



Appendix 5: Natural Gas Supply Application Procedural Flowchart for Transmission Off-Take Customers



Appendix 6: Natural Gas Supply Application Procedural Flowchart for Existing User (Non-PGPL Customers)



Appendix 7A: Statement of Turn on of Gas Supply

Date: _____

Our Ref: _____

Your Ref: _____

To : Applicant _____

Company: _____

Project Coordinator:

Mr _____

Tel (O) : _____

Mobile : _____

Email : _____

Gas supply to:

(Project Name)_____
(Address of Premises/Development)

Dear Sir

We refer to your request to turn on gas supply to the abovementioned gas installation and the declaration of your Designated Representative that the gas installation is safe and ready to receive gas. We have introduced gas into the gas installation at your premises from the gas meter to the point of connection of the gas appliance(s).

Details Of Turn-On

Date: _____

Time: _____ am / pm

Type of gas: *Natural Gas / Town Gas

Nominal pressure: _____ kPa /Bar* gauge

We would remind you that the gas installation is now pressurized with gas. You shall ensure that the gas installation is not tampered with and all relevant parties are notified that gas has been turned on. You are required to complete and return the duly signed "Acknowledgement of Turn-on Gas Supply" form to us.

Please note that no further addition or alteration work on the gas installation can be undertaken without our prior written approval.

Yours faithfully

Acknowledged by

(Name & signature of Project
Coordinator/ Date)_____
(Name & signature of Applicant / Date)

*: delete where not applicable

Appendix 7B: Acknowledgement of Turn-on / Re-commissioning of Gas Supply

Date: _____

Retailer Reference Number: _____

To : Retailer

_____**Gas supply to:**_____
(Project Name)_____
(Address of Premises / Development)

Dear Sir

I acknowledge that gas supply has been *Turned-On / Re-commissioned to the abovementioned gas installation.

Date: _____

Time: _____ hr.

Type of gas: *Natural Gas / Town Gas

Nominal pressure: _____ kPa / Bar* gauge

I have informed all relevant parties that gas has been turned-on/re-commissioned to the gas installation and that the gas installation is pressurized with gas and should not be tampered with.

(Signature of Designated Representative)_____
(Name)_____
(*NRIC/ Passport No.)**Copy given to:** Name/Company/Signature*(Please tick appropriate box)* Owner _____ MCST _____ Main Contractor _____ Consultant _____ Others _____

*: delete where not applicable

Appendix 8: Request for Isolation of Gas Supply

< retail customer's company letterhead >

Date : []

Our Ref : []

Pavilion Gas Pte. Ltd.
12, Marina Boulevard, #26-01/02
Marina Bay Financial Centre Tower 3
Singapore 018982

Dear Sir,

REQUEST FOR ISOLATION OF GAS SUPPLY TO < retail customer's company & address >

1. We wish to request the isolation of gas supply to the captioned premises on / from < start date & time > till < end date & time > for < state purpose >.
2. We have appointed < name of DR > as the DR for the < maintenance works >.
3. Please contact < name and telephone no. of retail customer's contact person > for clarification, if any.

Yours faithfully,

< name >
< designation >
< retail customer's company name >

Appendix 9: Notification of Isolation of Gas Supply

Date : []

To : < *name of person-in-charge* >
< *designation* >
< *company's name* >
< *company's address* >
(Customer's side)



Our Ref : []

Dear Sir,

**NOTIFICATION OF ISOLATION OF GAS SUPPLY TO < *Customer's company name* >
PREMISES AT < *Customer's company address* >**

1. This is to inform you that the Gas Transporter has on _____ (date),
_____ hours isolated gas supply to your premises for the following purpose:

- (a) for your convenience in executing alteration works of the gas installation within your premises.
- (b) for termination of gas supply to your premises.

[applicable to (a) and (b) only]

The isolation conducted for the abovementioned purpose has been witnessed by your DR _____ (name of the DR).

- (c) as risk mitigation measure of leakage of gas supply.

2. For purpose (a), you are hereby reminded that PGPL and the Gas Transporter have to be notified in advance for any subsequent turn-on of gas to the above gas installation.

3. For purpose (b) or (c), you are hereby advised to await further instruction from PGPL and the Gas Transporter for the next course of action.

4. Your understanding and co-operation is greatly appreciated.

Yours faithfully,

< *name* >
< *designation* >
Pavilion Gas Pte. Ltd.

[applicable to (a) and (b) only]

I acknowledge that gas has been isolated at the outlet S/V on the date and time as indicated above.

Applicant / Designated Representative

Name

NRIC/Passport No.

CC: Gas Transporter

Appendix 10: Notification of Termination of Gas Supply



Date : []

To : < name of person-in-charge >
 < designation >
 < company's name >
 < company's address >
(retail customer's side)

Our Ref : []

Dear Sir,

NOTIFICATION OF TERMINATION OF GAS SUPPLY TO < retail customer's company name > PREMISES AT < retail customer's company address >

This is to inform you that the Gas Transporter has on < date & time > terminated the natural gas supply to your premises as witnessed by your DR < name of the DR >.

Yours faithfully,

 < name >
 < designation >
 Pavilion Gas Pte. Ltd.

I acknowledge that gas has been terminated at GSIV on the date and time as indicated above.

 Applicant / Designated Representative

 Name

 NRIC/Passport No.

CC: Gas Transporter