



**SINGAPORE  
LAND AUTHORITY**

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Your Ref: -

Our Ref: SLA/SVY 251/72 Vol 6

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CS CIRCULAR NO. 2/2008

To: All Registered Surveyors

### **STRATA TITLE PLAN (LIMITED COMMON PROPERTY) – STP(LCP)**

Division 7 (comprising Sections 76 to 83) of the Building Maintenance and Strata Management Act 2004 (BMSMA), Part VII of the Building Maintenance (Strata Management) Regulations 2005 and the Building Maintenance and Strata Management (Strata Units) Regulations 2005 contain the provisions for Subsidiary Management Corporations and Limited Common Property (LCP). A two-tier management corporation (MC) is made up of 2 levels of management – a main MC at the 1<sup>st</sup> tier and one or more subsidiary management corporations (sub-MCs) at the 2<sup>nd</sup> tier. Every 2-tier MC has at least 1 sub-MC. Each sub-MC represents the interest of a particular group of strata property owners having common interest. Example: A residential sub-MC, an office sub-MC and a shop sub-MC in a mixed-use development.

2 Pursuant to Section 78 of the BMSMA, the strata title plan showing common property designated as LCP shall be filed with the Chief Surveyor. Registered Surveyors, who are engaged by their clients (ie land owners/developers) to submit such strata title plans, termed as STP(LCP), to the Chief Surveyor for filing, shall prepare such STP(LCP) to meet the requirements of the BMSMA and any other technical requirements. As this is a new area of work for Registered Surveyors, you are advised to be familiarized with the whole process leading to the submission of the STP(LCP) for filing with the Chief Surveyor.

3 Section 78(9) of the BMSMA is self-explanatory on the Chief Surveyor's position on accepting the STP(LCP) and filing it in SLA. His acceptance of the STP(LCP) shall not be taken to warrant or certify as to the correctness of the boundaries of the LCP or the validity of the creation of such LCP and he is not to be responsible for the contents in the STP(LCP). As such, his checking and approval are not required.

4 For new strata developments involving LCP, please ensure that the STP and STP(LCP) are submitted simultaneously. Please also complete the items marked for STP(LCP) submission in the survey report form. Otherwise, the submission is incomplete and a re-submission will be required.

5 Additional information / requirements / specifications on STP(LCP) are as tabulated:

No	Additional information / requirements / specifications
1	STP for LCP is termed as STP(LCP) so as to differentiate it from the current STP depicting cadastral survey. The STP(LCP) and STP are therefore unique to one another.
2	The Plan No. for STP(LCP) will adopt the same number as the STP No. Eg: For a same strata development with LCP, STP1234 and STP(LCP)1234 will be used.
3	The size of STP(LCP) must be in ISO Standard metric size in B3 series - ie 500mm by 353mm.
4	It must be of scanned file in TIFF (.TIF) format and at 300dpi and 1 Bit depth.
5	STP(LCP) sheet numbering will be in its own running series and shall be numbered as Sheet 1, 2, 3, 4, etc.
6	STP(LCP) will contain relevant sheets depicting any plan, record and document such as the site plan, floor plan, M&E plan / description of M&E services, building plan, engineering plan, photograph, sketch, resolution, letter, minute, etc. that are required to uniquely identify the LCPs of each Sub-MC.
7	The LCPs are to be depicted in different colours where necessary such that each Sub-MC will have a distinct colour for its LCPs. Hence, if there are 3 Sub-MCs, 3 distinct colours must be used. If need be, different cross-hatching, shading, numeric (1,2,3,etc) or any other form of identification may be used to uniquely identify the LCPs that belong to each Sub-MC.
8	STP(LCP) shall be submitted in softcopies to SLA via CORENET. The naming convention should be STP(LCP)1234_0001, etc.
9	Sheet 1 of STP(LCP) will carry a note stating Section 78(9) of BMSMA.
10	<p>The Registered Surveyor shall digitally sign on each sheet of the STP(LCP) and on Sheet 1, a statement is appended as follows:  This STP(LCP) No. _____ comprising Sheet Nos ___ to ___ is prepared by me in compliance with the Building Maintenance and Strata Management Act 2004 and submitted for filing with the Chief Surveyor in accordance with Section 78 of the Act.</p> <p style="text-align: right;">[Name of Registered Surveyor &amp; Date] Digitally signed</p>

6 For each submission of the STP(LCP), a filing fee is payable. The fee chargeable is  $\$240 + \$A^* + 7\%$  GST where  $A^*$  is \$100 for each incremental range of 200 sheets of the STP(LCP) and is calculated as follows:

(a)	From 1 to 200 sheets	= $\$240 + \$100 + \$23.80\text{cts}$	= $\$363.80\text{cts}$
(b)	From 201 to 400 sheets	= $\$240 + \$200 + \$30.80\text{cts}$	= $\$470.80\text{cts}$
(c)	From 401 to 600 sheets	= $\$240 + \$300 + \$37.80\text{cts}$	= $\$577.80\text{cts}$
..... (and so on for every increment in range of 200 sheets)			

Example: For a STP(LCP) of 218 sheets, the fee is \$470.80cts.

When submitting the STP(LCP), please complete the "Authorization for deduction of survey fee" form for us to deduct the fee from your bank account via GIRO.

7 Annex A showing sample sheets of the STP(LCP) is attached for information.



**TAN KOK TIONG**  
**SENIOR MANAGER**  
**SURVEY SERVICES**  
for CHIEF SURVEYOR

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cc  
Commissioner of Buildings  
Attn: Mr. Koh Chye Hin

Registrar of Titles & Deeds

**STRATA TITLE PLAN (LIMITED COMMON PROPERTY)**

**STP(LCP) No. \_\_\_\_\_**

**SHEET 1**

[Show site plan of strata development]  
[Lot No, boundaries, area, full ground details]

[North Point]  
**SITE**  
**LAND LOT \_\_\_\_\_**  
**MK /TS \_\_\_\_\_**  
**Scale:**

Note:

Section 78(9) of the Building Maintenance & Strata Management Act 2004 states:

“For the avoidance of doubt, the Chief Surveyor shall not be taken to warrant or certify the correctness of the boundaries of any limited common property or the validity of the creation of such limited common property by his accepting any comprehensive resolution or any accompanying plan showing the boundaries or containing a description of that limited common property.”

This STP(LCP) No. \_\_\_\_\_ comprising Sheet Nos \_\_\_\_ to \_\_\_\_ is prepared by me in compliance with the Building Maintenance and Strata Management Act 2004 and submitted for filing with the Chief Surveyor in accordance with Section 78 of the Act.

[Name of Registered Surveyor & Date]  
Digitally signed

STP(LCP) No. \_\_\_\_\_

SHEET 2

(1) Sub-MC Details

[To describe the Sub-MC numbers as assigned and accepted by the Commissioner of Buildings]

Eg:

Sub-MC No	Assigned to	Strata Lots
Sub-MC No.1	[To describe as assigned & accepted by Commissioner of Buildings]	[Enter strata lots of Sub-MC No.1]
Sub-MC No.2	[ditto]	[Enter strata lots of Sub-MC No.2]
Sub-MC No 3	[ditto]	[Enter strata lots of Sub-MC No.3]

(2) LCP Details

[To describe an unique identifier by colour to LCPs to each Sub-MC. If need be, cross-hatching, shading, numeric, etc may be used to identify LCPs of each Sub-MC]

Eg:

LCPs of Sub-MC No. 1 are identified in blue. Additional identifier is .....  
[To describe unique cross-hatching, shading, numeric, etc if applicable].

LCPs of Sub-MC No. 2 are identified in red. Additional identifier is .....  
[To describe unique cross-hatching, shading, numeric, etc if applicable].

LCPs of Sub-MC No. 3 are identified in yellow. Additional identifier is .....  
[To describe unique cross-hatching, shading, numeric, etc if applicable].

[Name of Registered Surveyor & Date]  
Digitally signed

STP(LCP) No. \_\_\_\_\_

SHEET 3

[Sheet 3 onwards shall contain relevant plans, records and documents such as notification of approval, assigning of Sub-MC Nos., Building Plans (including plans of layout, floor, elevation view, cross-section), site plan, M & E plans / description of M & E services, as-built plans, engineering plans, charts, graphs, photographs, sketches, resolutions, letters, minutes, notices, etc that are capable of being marked or described and in colours on the STP(LCP) so as to distinctly and clearly identify the LCPs (Limited Common Property) as belonging to each respective Sub-MC (Subsidiary Management Corporation).]

[Name of Registered Surveyor & Date]  
Digitally signed