

## Annex H

### NOTICE TO TAKE POSSESSION

Date: .....

Our Ref: .....

(Mr/Mdm): .....

(Business Name): .....

(Address): .....

**Dear Sirs**

UNIT NO. (# - ) .....

We are pleased to inform you that the Temporary Occupancy Permit has been obtained for the above unit. Please take vacant possession of the above premises no later than .....

The actual date of possession shall be the date we handover the keys and premises to you, and the rent-free period mentioned in the Lease Contract shall commence from this date. In the event you delay taking possession, the date is assumed to be on ..... and the rent-free period shall be calculated from this date.

Our Property Officer ..... shall call upon you soon to make the necessary arrangements.

*Yours sincerely,*

(Signature) .....

Name of Signatory .....