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Attention to: Developers and Building Owners

IMDA'S CODE OF PRACTICE FOR INFO-COMMUNICATION FACILITIES IN BUILDINGS 2018 ("COPIF")

– SUBMISSION OF INFORMATION BY THE DEVELOPER AND OWNER

1. Under IMDA's COPIF, a developer or owner ("**Owner**"), including its Qualified Person ("**QP**"), is required to provide telecommunication space and facilities and submit its building plans to IMDA through Corenet.
2. Given the increasing importance and reliance on telecommunication services, it is important for Owners to ensure that the telecommunication infrastructure in the development is ready for licensed telecommunication operators to provision telecommunication services to the occupants.
3. IMDA has observed that there have been instances where the development is about to obtain or has obtained Temporary Occupation Permit ("**TOP**") and is ready for the occupants to move in, but the telecommunication infrastructure was not ready, thus inconveniencing the occupants who are not able to obtain telecommunication services.
4. IMDA hereby issues this circular (see Annex) to remind Owners of their key obligations under the COPIF and highlight related areas of improvements for Owners to adopt.

Compliance with COPIF

5. Owners are reminded to ensure that the building plans for the development fully and accurately incorporate the requirements of the COPIF¹.
6. IMDA, through the Telecommunication Facilities Co-ordination Committee ("**TFCC**")², will review the submissions and flag out any non-compliance with COPIF, and Owners should make the necessary rectifications and resubmit the plans highlighting the rectifications.

¹ Please refer to chapter 3 of the COPIF, regarding the necessary information the Owner is required to provide.

² TFCC members are represented by NetLink Management Pte Ltd (as Trustee-Manager of the NetLink Trust) ("**NLT**"), Singapore Telecommunications Ltd ("**Singtel**") and StarHub Ltd ("**StarHub**").

7. Owners are to ensure that all telecommunication space and facilities are completed and ready for use by TFCC, at least 3 months (for developments complying with chapter 4 of the COPIF), or 6 months (for developments complying with chapters 5 to 10 of the COPIF) before obtaining the TOP. This is to ensure that the telecommunication operators have sufficient time to roll out their respective telecommunication network prior to TOP.
8. IMDA trusts that the Annex will provide more clarity to the industry to support them in ensuring that telecommunication services can be provided to developments upon TOP. Should you have any queries, please email to IMDA at INFO@imda.gov.sg.
9. IMDA would appreciate it if you could help convey the contents of the Annex to members of your organisation.

Yours sincerely



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Telecommunication Facility Co-ordination Committee

Related areas of improvements

Cable Distribution System (“CDS”)

1. Under the COPIF, Owners are required to provide CDS, e.g., cable trays from:
 - (a) the retaining wall to the Main Distribution Frame (“MDF”) room and/or Telecommunication Equipment Room (“TER”);
 - (b) MDF room and/or TER to the telecommunication riser(s); and
 - (c) telecommunication riser(s) to units.

2. Where cable trays are provided, they should:
 - (a) be installed at the lowest tier as telecommunication operators need to access them regularly;
 - (b) be installed with at least a gap of 300mm apart from other trays, if cable trays are stacked to allow sufficient working space to pull cables;
 - (c) be installed in common areas and easily accessible, e.g., not pass through tenants’ premises or utility rooms, and removable access panels to be provided in front of units and at every turn or corner if installed above false ceilings.

Location of MDF room and TER

3. Where the Owners are required to provide an MDF room and TER(s), they should **not** site the MDF room and TERs:
 - (a) in an area through which any gas, water pipes and electrical trunking is passing through, except for electrical trunking that will be used to provide electricity into the MDF rooms and TERs, as these other utilities may be hazardous and may also cause damage to telecommunication equipment housed within;
 - (b) under any area that is susceptible to leaks, such as a vehicle washing bay, swimming pool, washroom or toilet, as water leakage may damage the telecommunication equipment;
 - (c) in any area where it will be directly subjected to the discharge of water, steam, fumes, gas or dust; and
 - (d) in any area within or near a bin centre, as pests such as rats or rodents may damage telecommunication equipment, including cables.

Provision of Electrical Distribution Panels (“EDP”) in MDF room(s) and TER(s)

4. Under the COPIF, Owners are required to provide EDPs in the MDF room and TER(s). There have been occasions where the EDPs are placed in locations that render the MDF room(s) and TER(s) being inefficiently used. Owners should place EDPs in corners of the MDF room and TER(s) whenever possible, or consult the TFCC, before installing the EDPs.

Inspection of Telecommunication Space and Facilities

5. Owners are currently required to make arrangements with all 3 TFCC members and arrange a common date and time for the inspection.
6. To streamline the process, Owners will only need to provide a date and time (at least 3 weeks ahead of the inspection date) to all TFCC members, and the co-ordinator³ will coordinate with the Owner to firm up the date and time for the inspection. So long as the co-ordinator can attend the inspection, the inspection shall proceed. Notwithstanding that the inspection may be carried out by the co-ordinator only, the Owner is reminded to copy all correspondence to all TFCC members.
7. For subsequent inspections where needed, the Owner may adopt the use of technology, e.g., photo-evidence and/or 360° video capture to replace the physical re-inspections, and coordinate with the co-ordinator for such subsequent inspections.

Obtaining Fibre Readiness Certification (“FRC”)

8. Currently for residential developments, Owners are required to obtain the FRC prior to the TOP date. Owners are reminded to hand over the relevant space and facilities to TFCC, at least 6 months (for developments complying with chapters 5 to 10 of the COPIF) before obtaining the TOP.
9. To ensure that the FRC process does not delay the development’s TOP, IMDA has worked with NLT to implement the following arrangements:
 - a. Owner to refer to NLT’s website⁴ for the application procedure and form to apply for FRC.
 - b. NLT to review each FRC application, within 3-5 working days once the full application has been submitted.
 - c. If the submission is in order, NLT will send a quotation to the Owner within 5 working days of the application submission. Otherwise, NLT will provide the relevant comments to the Owner.
 - d. Upon Owner’s payment to NLT, NLT will provide the testing schedule to the Owner within 7 working days and the Owner is to confirm if the schedule is acceptable.
 - e. If the testing schedule is accepted, parties will proceed. If the schedule is not acceptable, parties to arrange for an alternative date.
 - f. NLT will issue the FRC within 7 working days once the testing is passed.

³ Co-ordinators are representatives from NLT, Singtel and StarHub evaluating the submissions and they will contact the Owners upon receiving the proposed dates.

⁴ Application for FRC – <https://www.netlinktrust.com/fibre-network/fibre-network-for-building-developers>

10. In the event that the testing fails, NLT will also inform the Owner within 7 working days and the above steps will repeat where necessary.

Urban Redevelopment Authority (“URA”) Planning Permission (“PP”) or Written Permission (“WP”)

11. In addition to the submission of building plans, Owners should also attach a copy of URA’s PP or WP, as this will allow the TFCC to refer to the relevant COPIF version for compliance.

Inland Revenue Authority of Singapore (“IRAS”) Certificate of Numbering

12. Owners should attach a copy of IRAS Certificate of Numbering, as this will allow the TFCC to keep records of the exact postal code of the buildings in the development.