

## MAPLE RESIDENCES

### Rules & Regulations

A Student who accepts an offer of accommodation in Maple Residences shall be referred to in the Student Accommodation Agreement and in this Rules and Regulations as the “Resident”.

By accepting offer for accommodation made by iMax SG Ventures Private Limited, the Resident agrees to abide by all terms and conditions in the [Accommodation Agreement](#) and in the Rules and Regulations (inclusive of all amendments that are made to the Student Accommodation Agreement and/or to the Rules and Regulations from time to time by iMax SG Ventures Private Limited), and is liable for any breaches of any of the terms and conditions in the Student Accommodation Agreement and/or the Rules and Regulations that occurred during his or her stay in Maple Residences.

The Resident shall be responsible for familiarizing himself or herself with the Student Accommodation Agreement and the Rules and Regulations (inclusive of all amendments made to the Student Accommodation Agreement and/or to the Rules & Regulations from time to time by Management Office of Maple SG Private Limited that are published by Management Office of Maple SG Private Limited on Maple SG website). Lack of knowledge of the provisions of the Student Accommodation Agreement and/or the Rules & Regulations shall not excuse any non-compliance by any Resident of the terms and conditions of the Student Accommodation Agreement and/or the Rules & Regulations.

For the avoidance of doubt, any Resident who fails to comply with any of the provisions of the Rules & Regulations shall be subject to disciplinary action and/or penalties. The penalties for non-compliance with the provisions of the Rules & Regulations include, amongst others, eviction from the Maple Residences and forfeiture of rental fees and other related fees, and barring from Maple Residences thereafter.

For the avoidance of doubt, even after a Resident has vacated his or her room and returned the room key(s) and other Maple Residences property (where applicable) to the Management Office, the Resident remains liable and responsible for any breaches of the terms and conditions in the Student Accommodation Agreement and/or the Rules & Regulations that occurred during his or her stay in the Maple Residences. Any breaches may be subject to disciplinary action and/or penalties from the School/ Department/Centre in which the Student is enrolled in.

*References made to ‘Graduate Students’ in this document refer to Residents who are enrolled in a Masters or Doctor of Philosophy (PhD) programme in NTU. Statements with specific reference to Graduate Students only apply to graduate students, notwithstanding rules to the contrary.*

## 1. Room Inspection and Repairs

The Management Office staff and/or its authorised personnel shall have the right to enter and inspect any room at any time, with or without prior notice to the Resident, and with or without the presence of the Resident, in the interests of health, safety or wellbeing of any person, and/or if there is a suspected breach of any provision of the Rules & Regulations. The Management Office staff and/or its authorised personnel shall be permitted to take evidence (physical, electronic or otherwise) where necessary for the purpose of administration and/or investigation of non-compliance(s).

In order to execute necessary administration and maintenance services (e.g. repairs, aircon servicing, pest control), the Management Office staff and/or its authorised personnel shall give a minimum of 24 hours written notice prior to the entry. If emergency, health or safety circumstances warrant, entry may be made at any time, whether or not the Tenant is present, and without prior notice to the Resident.

## 2. Security and Safety

- a. Residents are strongly advised not to keep large amounts of money or valuables in their rooms. The onus is on the Resident to ensure that his or her money, important documents and valuables are locked up at all times. For security and safety, all Residents shall lock the door and windows whenever they leave the room. Management Office shall not assume any liability for any lost, damaged, and/or stolen personal belongings.
- b. Residents are not to deface, dismantle or tamper in any way, with any safety and security fittings and fixtures, including but not limited to: posters, notices, CCTVs, electronic locks, locksets, secured gates, sprinklers, heat/smoke detectors, fire hose reels and door closers. Penalties for offenders include and are not limited to eviction from the Residence. Any associated costs for replacement and repair arising from such actions shall also be borne by the Resident. In addition, such defacing, dismantling or tampering of property may give rise to the criminal offence of mischief under Section 425 of the Penal Code.
- c. It is the responsibility of Residents to be vigilant of all strangers and visitors who are not from the Maple Residences. To avoid unnecessary disputes and security concerns, items used to access the Residence and rooms (keys, access cards, key cards etc.) shall not be passed to any person or placed in a circumstance where it can be taken away from the Resident. Residents are also not to provide access for persons other than their visitors during visiting hours. Penalties for offenders include and are not limited to eviction from the Residence. Any associated costs for replacement and repair arising from such actions shall also be borne by the Resident.
- d. Timely reporting is important to the safety and security of Residents. Residents are to report any strangers and/or suspicious characters in the Residence premises immediately to Maple Residences Security Division at **(+65) 8832 2986**.
- e. Lending the access cards to another person for entry to any common toilet is also not allowed. Penalties may include eviction from the Residence.
- f. Residents are not to place any objects (including potted plants) on balconies and window ledges in a manner that will pose a safety hazard to other Residents.
- g. Residents are to make their own arrangements for collection of deliveries at the drop off/landing areas. As a security measure for residents, delivery personnel are not allowed to access the residential area (rooms) via any means. Residents found to have permitted access to such personnel shall be considered to have breached the RULES AND

## REGULATIONS.

### 3. Fire Safety

- a. Only electrical appliances/equipment and accessories such as 3-pin plug, multi-plug extension drum that are approved or certified safe for use in Singapore are allowed to be used in the rooms. All personal electronic devices such as laptops must be charged using Singapore certified standard sockets, adaptors, etc. All electrical connectors used in the Residence shall be approved and affixed with the Safety Mark



**Previous Version**



**New Version**

Singapore Safety Mark – Previous & New version of the Singapore Safety Version Mark (Effective 1 April 2018)

This is to ensure the safety of all residents and to avoid interruptions of the electricity supply due to power trips. Residents found to have caused such interruptions as a result of noncertified or unapproved electrical appliances/equipment may be liable for all repair/replacement costs, where applicable. As a matter of general safety, all electrical appliances/equipment shall not be left unattended when in use. Power supply for appliances/equipment not in use should be switched off.

- b. Personal Mobility Devices (PMDs) and Power Assisted Bicycles (PAB) are prohibited in the Residence. The Resident will be issued a warning and a **fine of \$150** will be imposed. Resident/s shall be held liable for all costs arising from safety incidents related to the charging, use or storage of PMDs/PABs. Repeated offenders may be evicted from the Maple Residences.
- c. For the purposes of safety from fire incidents, cooking or the use of naked flames, fire, candles, incense sticks, and sparklers etc. are not permitted in the room. Cooking is only allowed in the pantries provided in Maple Residences, and any form of cooking (regardless of appliance/equipment used) in the pantry is to be supervised. Pantries are to be always kept clean. Any appliance/equipment/utensils provided for Residents' use are to be cleaned after use and kept back in the original/appropriate location within the pantry. Removal of pantry appliance/equipment/utensils shall be considered a breach of the Rules and Regulations.
- d. Smoking, inhalation, oral consumption and/or possession of tobacco products (cigarettes, shisha, chewing tobacco, heat-not-burn tobacco, etc.) and/or vaporisers (e-cigarettes, e- pipes, e-cigars, etc.) is not allowed in the Room or in the Residence.
- e. Activities involving or the possession of chemicals, bio-compounds, 3D printers, etc that may cause fire, explosion, release of toxic materials or any kind of hazard to the residents are strictly prohibited.
- f. The Tenant is prohibited from placing any trash, bicycles, mobility devices or other articles (e.g., footwear, shoe racks, laundry, clothes racks, bags, receptacles, detergent, potted plants, etc) in the common areas (which will include corridors, stairs, passageways, ledges, balconies, etc) of the Residence. The Management Office reserves the right to remove or discard any item or article stored or placed in the common areas in violation of this clause. Such an item or article will not be returned to a claimant without satisfactory proof of ownership and payment of all expenses incurred for its removal and/or storage. A Tenant who wishes to seek exemption from

this clause is required to seek prior approval from the Management Office

#### **4. Condition of Room & Common Facilities / Care of Premises**

- a. Each Resident is required to submit an Online Inventory Checklist when an email notification by Management Office is sent to the resident to complete the checklist within **one (1) day** from the date of check-in. The room and its furnishings shall be deemed to be in good order if a checklist is not submitted within the stipulated **one (1) day**. Residents shall be responsible for any loss or damage thereafter, and may be liable for any other penalties as decided by the Management Office if such damage or loss is determined by the Management Office to have been caused by carelessness, negligence or improper conduct of the Resident, or his/her guests or visitors.
- b. Roommates shall be jointly responsible for any repair/replacement costs arising from any loss or damage, and such charges shall be shared equally unless one Resident is known to be responsible. In the event where one Resident is solely occupying a double room or apartment, such Resident shall be solely responsible for the entire room and all its furnishings and shall be solely responsible for any repair/replacement costs arising from any loss or damage.
- c. The tenant is not allowed to modify, damage, or interfere with the structure of the room, facilities or common areas including painting, putting nails or screws, making holes or hanging signs, posters or banner in undesignated areas without prior permission from the Management Office.
- d. The Tenant is responsible for the cost of repair, repainting, rectification or replacement in the event of damage or loss caused to the Contents, the Room, the facilities and the common areas in the Residence.
- e. Any fault in or damage to the facilities or the common areas in the Residence shall be reported without delay by filling up a work request form available at the Management Office.
- f. If damage or loss to the facilities or common areas of the Residence is determined to have been caused by the carelessness, negligence or improper conduct of the Tenant's visitors, the Tenant shall be responsible for the cost of such repair, repainting, rectification or replacement.
- g. Tenants sharing common facilities within a designated area of the Residence (if applicable) shall be liable for a joint payment towards the cost of repair, repainting or rectification of the common facilities and appliances within the designated area if the cause of such damage or loss to the shared facilities cannot be attributed to a single Tenant.
- h. The Tenant shall gauge the size of the Room first before bringing in his or her own furniture.
- i. The Tenant is prohibited from using the Residence as a storehouse for transshipment.
- j. The Tenant shall be responsible for the conservation of water and electricity. The Tenant shall ensure that all lights, fans, air-conditioners, personal computer and other electrical equipment (such as battery charger, alarm clock, etc) are switched off before leaving the Room or the common areas.
- k. The Tenant shall observe good habits in the use of pantry. Plates and utensils are to be washed and cleaned after use. Food scraps and litter should be properly disposed of in the rubbish bin provided.
- l. The Tenant shall comply with the instructions on the proper use of the washer and dryer.

Cleaned laundry shall be promptly removed from the washer and dryer. Clothes shall only be dried at the designated drying areas provided. Drying of clothes or laundry at windows, passageways, kitchens, staircases and other non-designated areas are strictly prohibited.

- m. Residents are not to make any alteration to the premises or to remove any fitting. Residents are not allowed to install a lock of their own or to have an additional lock unless approved of by the Management Office.
- n. Residents shall not use any form of adhesive material, including but not limited to: tape, reusable putty (Blu-Tack™ or equivalent), concrete nails, or other means of fixing objects to the furniture, windows, walls, doors, etc. in the rooms and surroundings. The cost in making good any damage arising from the process of removing these items shall be charged to the Resident(s) concerned.
- o. All premises shall be kept clean, neat, well maintained and in good condition. Residents are responsible for keeping their rooms clean and tidy so as not to compromise the health and safety of their roommates and/or fellow residents. When the Management Office determines that any Resident has failed to upkeep the cleanliness of the room, furniture or fittings provided, it will arrange for cleaning services to be carried out. The cost of cleaning will be borne by the Resident(s) concerned. The corridors/staircases are to be free from all personal items which may pose as obstacles during an evacuation or to cleaning work. Residents are not to litter.
- p. Vinyl flooring is not to be flooded and wooden furniture is not to be washed with water to prevent damage.
- q. Furniture shall not be indiscriminately used. Residents shall not shift any furniture from their designated places to other locations.
- r. Residents shall not tamper with the computer network points.
- s. To ensure that all Residents have the opportunity to use the shared laundromat facilities, laundry items are to be collected promptly when the wash/dry cycle is complete. Items that are not collected promptly may be collected by the Management Office, which shall bear no liability for any loss, misplacement and/or damage. Items that are not claimed within two (2) working days shall be discarded without any liability. Laundry is to be hung only at the designated drying areas. Residents are to note that the designated drying areas are generally accessible, and so if they leave valuable items or laundry/items in such areas, it is at their own risk.
- t. Residents shall not willfully damage the building, property or fixtures and fittings belonging to the Maple Residences, or permit them to be damaged in excess of reasonable wear and tear. Building, property and fixtures shall include all items which in the opinion of the Management Office, falls into these categories. Residents shall not dismantle beds, or detach blinds, window grilles or mosquito netting. Residents responsible for any damage shall assume the full cost of repairs or replacement. Recalcitrant offenders shall be evicted from the Maple Residences.
- u. Residents shall report any loss or damage of Maple Residences property to the Management Office immediately. Residents on the floor or in the block, where the loss or damage of property in the common areas has occurred, shall be liable to defray the cost of repairing or replacing the property concerned, unless those responsible for causing the loss or damage have been identified and have been assessed by the Management Office to have indeed caused the loss or damage.

## 5. Access Cards/Keys

- a. Residents who loan any access cards/keys from the Management Office are to return them on the same day. Access cards/keys loaned from the Maple Residences Security Division are to be returned by the next calendar day. Residents transferring from one room to another are to return the keys to the old room by the next calendar day following the collection of the keys to the new room. Access cards/keys are to be returned to the respective Management Office during its operational hours or deposited into the drop box at the respective Management Office during non-operational hours. Residents who do not return keys within the stipulated deadline shall be fined for late return of access cards/keys at the rate of - **\$50 per day**. Weekends and public holidays count toward the number of days, should a fine be imposed.
- b. Residents are not to duplicate any keys issued by the Management Office. Unauthorised duplication of keys and/or entry to a room by means of a duplicated key shall be deemed to be a serious breach of this Rules and Regulations. Duplicated keys shall be confiscated by the Management Office or by the Campus Security Division. Offenders shall be severely dealt with, and in cases of entry into a room by means of a duplicated key, offenders may, in cases that involve criminal offences, also be reported to the police.
- c. A replacement fee shall be levied for the loss of any key/card key/access card. The amount will depend on the type of key lost. In the event where the loss requires a change of door lockset, additional charges will apply and shall be borne by the Resident. Should the key/card key/key fob be found after the replacement has been made, it is to be returned to the Management Office as it is still property of Maple Residences. However, there shall be no refund of fees as the replacement has been made.
- d. If a resident is locked out of his/her room and requires assistance to unlock his/her room door, he/she shall be liable for a **lockout service charge of \$20**. As such, residents are to carry their key/card key/access card with them at ALL times.

## 6. Visitor Policy

- a. Residents shall supervise each and every one of their visitors in the Maple Residences at all times, and shall ensure that their visitors behave in a manner that does not breach any of the provisions of the Rules and Regulations. Residents shall be held accountable for the conduct and the behavior of their visitors. Any breach by any visitor(s) shall be deemed to be a breach of the Rules and Regulations by the Resident(s). Unless proven otherwise, Residents in the same room shall bear equal accountability and consequences for the failure of them and/or their visitors to comply with the Rules and Regulations. Criminal offences committed by visitors (e.g. property damage, theft, any other offences) shall be reported to the police for investigation.
- b. Visiting hours are **strictly from 8am to 11.00pm daily**. All visitors shall leave the room and/or Maple Residences premises **by 11.00pm**. Visitors shall be accompanied by Residents at all times. Visitors are not allowed to stay overnight or to be in the Maple Residences beyond visiting hours.
- c. Residents shall not to allow members of the opposite sex to stay in their rooms for any duration, except for short visits and subject to no complaints made by fellow Residents and within visiting hours. The door, windows and blinds/curtains of the room shall remain open during the visit.

## **7. Assigned Room Occupancy**

- a. Residents shall not exchange or transfer their rooms without prior approval from the Management Office.

## **8. Subletting/Illegal Stay**

- a. Residents shall not put up advertisements/notices in any manner, electronic or otherwise, to solicit for sublet, sublet their rooms or to allow another person to take over the room, with or without monetary consideration. The unauthorised tenant shall be treated as an illegal squatter. The errant Resident(s) and the illegal squatter shall be liable to eviction from the Maple Residences and the balance of the rental fees, and other related fees including the balance amount in the aircon prepaid account (where applicable) shall be forfeited. All information received by the Management Office on illegal squatters, or on the sublet or transfer of rooms, will be investigated. Room checks will be conducted and where information is verified during checks, action will be taken.
- b. Residents shall not accommodate any guest in their rooms without prior approval from the Management Office. A resident who harbours or in any way assists an unauthorised guest shall be liable to eviction from the Residence and the balance of the rental fees, and other related fees including the balance amount in the aircon prepaid account (where applicable) shall be forfeited.
- c. Any person found residing in a room without approval from the Management Office shall be treated as an illegal squatter. A non-resident shall be charged **\$150 a day** for the period of stay, or the minimum period of one week, whichever is higher. Should there be a case of harboring an illegal squatter, the errant Resident(s) and the illegal squatter (if he/she is a resident of the same Residence or another Maple Residences), shall be evicted from all Maple Residences accommodation and the balance of the rental fees, other related fees including balance of amount in prepaid air-conditioning account (where applicable) shall be forfeited.

## **9. Regrouping of Residents**

- a. In the event the Management Office requires particular block(s)/room(s) to be vacant in preparation for short term accommodation or for any other purposes, Residents may be required to move to other blocks/rooms.
- b. In the event where a single occupant is in a double room, the Management Office reserves the right to assign an additional occupant to the room, or to assign the single occupant to another room.
- c. To facilitate major repairs, renovation/upgrading, or if required arising from unforeseen circumstances, Management Office shall have the right to relocate residents to other rooms/Maple Residences, whether permanently or on a temporary basis.

## **10. Covid-19 Related Instructions**

- a. Residents shall comply with all Covid-19 related instructions whenever given by the University. These include, and are not limited to, the following: (i) undergoing swabbing and any other medical tests within or outside the University; and (ii) self-isolation in a specific venue within the Maple Residences for a specific period of time.
- b. Penalties for non-compliance with Covid-19 related instructions given by the University include eviction from the Maple Residences, forfeiture of rental fees and other related fees, and

barring from NTU accommodation thereafter. In addition, failure to undergo Covid-19 related swabbing and other medical tests, and non-compliance with self-isolation directions, may give rise to criminal offences under the Infectious Diseases Act, the Infectious Diseases (Covid-19- Stay Orders) Regulations 2020 or the Covid-19 (Temporary Measures) Act 2020.

## 11. Use of Electrical Appliances

- a. Residents shall not install or use air-conditioners, coolers, refrigerators or cooking appliances of any type in the room or any high electrical consumption equipment/appliances, as high electrical consumption causes electrical tripping easily. Equipment/appliances with heating elements (heating coils/hot plates etc.) are banned in the rooms as these items can easily cause powertrips.
- b. Rooms at Maple Residences are fitted with air-conditioners. Residents will be provided with a prepaid air-conditioning account (PACA) by Management Office for the usage of the air-conditioners in the rooms. Residents will be issued a zero value prepaid air-conditioning account (PACA) by their Management Office for the usage of the air-conditioners in the rooms.

These PACA may be topped up with stored value via PACA Portal. The air-conditioner can be used when a PACA with sufficient stored credits is available for the specific Resident's room. Residents who make use of the air conditioner shall be deemed to have agreed to comply with the **Terms & Conditions** governing the use of PACA and air-conditioners. The air-conditioner thermostat should not be set below 23 deg C at any time. The room door and windows shall be closed when the air- conditioner is operating.

- c. All electrical appliances shall be switched off when nobody is in the rooms/common rooms. A **fine of \$50** shall be imposed for any failure to do so. The errant Resident shall be evicted after incurring three (3) fines (in one or separate occasions) during his/her stay in the Residence. Lights and fans in the lounges, etc., are to be switched off when not in use.
- d. Residents shall not use the power sockets located outside their rooms, which are provided for use by contractors for the cleaning of the common areas. The plug from such power sockets may be disconnected and the equipment/appliance may be confiscated by the Management Office without any liability.

## 12. Integrity and Conduct

- a. Any person caught committing any criminal offence of any kind shall be referred to the police for action and shall, if he or she is a Resident, be evicted from the Residence with immediate effect and might be barred from University accommodation for the entire course of study, including postgraduate candidature (where applicable).
- b. **(Aircon Policy)** Residents shall not tamper with, dismantle or otherwise damage the PACA meter or air- conditioner in the room. Tampering with, modification of, or manipulation of the data contained in PACA or use other than for its prescribed purpose is also prohibited. Fraudulent or unauthorised use of the air-conditioners is also prohibited.
  - i. This is not only a breach of these Rules and Regulations but is also a violation of the Student Code of Conduct for inappropriate use of Maple Residences resources and/or damaging Residence property.
  - ii. A penalty of **\$150 per illegal top-up** transaction shall be imposed. Penalties include and are not limited to eviction from the Maple Residences for the entire course of study, including postgraduate candidature (where applicable). The case will



escalate up to the Board of Discipline. Residents are also not to abet or become an accessory to such behavior and those found to do so shall also be in breach of the Rules and Regulations.

- iii. In addition, such dismantling or damage to property, or tampering with or modification of the data contained in a PACA may give rise to criminal offences under the Penal Code and/or the Computer Misuse Act.
- c. Any Resident who is undergoing a police investigation of any nature shall be required to withdraw from the Maple Residences within five (5) calendar days of being served notice by the Management Office. He or she may be allowed to reapply to stay in Maple Residences after the police investigation has concluded and may be asked to provide evidence that such police investigation has concluded. Any decision to re-admit any student with such a history shall be at the sole discretion of the University, regardless of the outcome of the investigation.
- d. Residents who display behavior endangering themselves or others (defined as taking, or threatening, action(s) that endanger(s) the safety, physical or mental health, or life of oneself or of any other person, or creates a reasonable fear of such action) shall be required by the Management Office to either withdraw from the Maple Residences immediately, or within five (5) days of being served notice, as stated in the notice from the Management Office. Such Students may be allowed to reapply to stay in a Maple Residences provided that their applications are supported by a letter/memo from a medical practitioner registered with the Singapore Medical Council certifying that they are fit to stay on-campus independently. Residents are also not to abet such behavior and/or behave in a manner that triggers any such behavior. Those found to do so shall be subject to investigation.

### 13. Public Nuisance

- a. Pranks, ragging and rowdy games in any form shall not be carried out in the Maple Residences. Those who instigate such acts, and those who participate in such acts, breach the RULES AND REGULATIONS.
- b. At all times, Residents shall not talk loudly or make excessive noise. The noise level must be kept down to allow others the opportunity to study and sleep in comfort.
- c. Residents are to be considerate to fellow Residents by refraining from noisy activities at night, after 11.30pm whether individually or as part of group. Any Resident found to be engaging in noisy activities at night after 11.30pm may be evicted from the Maple Residences.
- d. Gambling of any form (mahjong, poker etc.), fighting, the use of habit-forming drugs and the use of abusive language is **STRICTLY PROHIBITED**. Any Resident found to have committed such acts shall be liable to be immediately evicted from the Maple Residences. All gambling equipment shall also be confiscated by the Management Office without liability.
- e. Any resident found committing acts of public disorder or nuisance arising from excessive alcohol consumption, whether individually or as part of a group, is liable to be evicted from the Maple Residences. In addition, further penalties may also be imposed.

### 14. Prohibition

- a. Residents Personal Mobility Devices (PMDs) and Power Assisted Bicycles (PAB) are prohibited in the Residence. The Resident will be issued a warning and a **fine of \$150** will be imposed. Resident/s shall be held liable for all costs arising from safety incidents related

to the charging, use or storage of PMDs/PABs. Repeated offenders may be evicted from the Residence.

- b. The University is a smoke-free campus. Smoking is prohibited campus wide, including at the residential Maple Residences and other campus buildings, except in the Designated Smoking Areas (DSAs). This is in line with the Smoking (Prohibition in Certain Places) Act administered by the National Environment Agency. Residents shall adhere to this requirement and shall supervise their visitor(s) at all times to ensure that they adhere to this requirement. First-time offenders who smoke in campus areas other than in the DSAs will be issued a formal written warning. Repeated offenders shall be subject to more severe penalties. Anyone who sees a person smoking outside the DSAs should gently remind the individual, or seek Campus Security Division's assistance at 6790-5200.

(Smokers who wish to receive personalised help to quit smoking can call the Health Promotion Board's QuitLine at 1800 438 2000, or approach the University Health Centre for assistance).

- c. To ensure due respect to fellow Maple Residences Residents, University staff and members of public who may pass by the Maple Residences, all Residents are to be appropriately dressed in the public areas and common rooms of the Maple Residences.
- d. Residents are not to keep or feed animals within the premises of the Maple Residences.
- e. Residents are not to keep or grow plants in the common areas. Growing of plants on window ledges or any other area which may result in the risk of a falling object (as determined by the Management Office) is prohibited.
- f. Residents are to check their mailboxes regularly. The Management Office shall not be responsible for residents' failure to respond promptly to messages/letters/notices that are sent to their mailboxes.
- g. Residents shall not park their motorcycles/bicycles within the Maple Residences premises other than at the designated motorcycle/bicycle parking shelters.
- h. Possession, consumption, display and/or distribution of pornographic materials of any kind (electronic or otherwise) is **STRICTLY PROHIBITED**. Residents who illegally download, distribute and/or possess obscene or pornographic materials also breach the University's Student Code of Conduct. In addition to any action by the University, errant Residents may be subject to police investigation for violations of the criminal offence provisions governing such materials under the *Undesirable Publications Act* and *Section 292 of the Penal Code*.
- i. To avoid unnecessary disputes and to ensure equal opportunities for residents, Residents are not to reserve seats in the Reading Room. The Management Office reserves the right to remove items used for the reservation of seats without liability should there be any feedback on such behavior. Items that are unclaimed will be discarded after five (5) working days.
- j. Residents are to refrain from having their family's foreign domestic workers clean their room. This is in contravention of the *Employment of Foreign Manpower Act*.
- k. Residents are not to solicit, sell or promote any goods or services or any political or social cause within the Residence.
- l. Activities involving or the possession of chemicals, bio-compounds, mercury-containing items (controlled as Hazardous Substances under NEA's *Environmental Protection and Management Act (EPMA)*). etc that may cause fire, explosion or any kind of potential safety hazard to oneself or to other Residents are strictly prohibited.

- m. Residents must frequently check and remove stagnant water in the room /apartment to prevent breeding of mosquitoes. Any fine / penalty issued by NEA for breeding grounds found within the room/apartment shall be borne by the Resident(s) of the room/ apartment concerned.
- n. Residents shall protect the personal data pertaining to any person who is resident in Maple Residences, or who will become resident in Maple Residences, that he/she has been given access to for the purposes of carrying out Maple Residences related activities. For the avoidance of doubt, the personal data pertaining to any person who is resident in the Maple Residences, or who will become resident in Maple Residences, shall also include the contact information of such person's parent, guardian, next of kin or emergency contact person. Any Resident who discloses personal data pertaining to any person who is resident in the Maple Residences, or who will become resident in the Maple Residences, that he/she has been given access to for the purposes of carrying out Maple Residences related activities, without the prior authorisation of such person, shall be subject to penalties.

## **15. Eviction from Maple Residences of Residences**

Any Resident whose acts are harmful to Maple Residences or to its Residents, or who is in breach of the [Rules and Regulations](#), and any Resident who is being dealt with by a disciplinary committee for any offence, shall be evicted from the Residence with immediate effect and may be barred from on-campus accommodation for the entire course of study, including postgraduate candidature (where applicable). The Resident's balance of the rental fees and other related fees (including the balance amount in the aircon prepaid account, if applicable) shall be forfeited.

## **16. Exclusion**

To the maximum extent permitted by law, neither the University, not the Management Office, shall be liable to any Resident or his/her visitors for any personal injury, loss or life, loss and/or damage to personal property resulting from fire, electricity, water and/or defects that arise from conditions that relate to the room and/or to other areas of the Maple Residences.

The Management Office shall not be liable for any loss and/or damage arising from any act, omission or negligence of any Resident, or from any failure by the Management Office to enforce the provisions of the Rules and Regulations against any Resident.

## **17. Amendment to the RULES & REGULATIONS**

The Rules & Regulations may be amended from time to time by Management Office. The Resident shall be responsible for familiarizing himself or herself with the Rules and Regulations, inclusive of all amendments made to this [Rules and Regulations](#) from time to time by Management Office that are published by Maple SG Private Limited at the [Maple SG website](#). Lack of knowledge of the provisions of the Rules and Regulations shall not operate to excuse any non-compliance by any Resident with the Rules and Regulations.