

Dear Valued Employee,

Thank you for your interest in enrolling in our Special Employee RFO Payterm Program.

For your reference, below is the checklist of the sets of SERP requirements which we would need from you. Please ensure complete submission of these documents for a timely turnover of your unit.

<b>SET 1: SERP REQUIREMENTS FOR RESERVATION AND BOOKING</b>	
	Signed SERP Certification
	Affidavit of Undertaking to Conform
	Duly filled-out and Signed Buyer's Information Sheet
	Auto Debit Arrangement
	Cleared Reservation Fee
<b>SET 2: SERP REQUIREMENTS FOR UNIT TO BE CONSIDERED AS ELIGIBLE FOR TURNOVER</b>	
	Signed CTS Returned
	Refer to latest announcement memo on the updated list of projects under SERP
<b>Set 2.1: TURNOVER CONDITIONS (DEPENDING ON THE EOP CATEGORY OF YOUR CHOSEN UNIT)</b>	
	For units tagged as <b>EOP 30</b> , turnover will commence in <b>30 days</b> or less after completion of Set 1 and Set 2 Requirements.
	For units tagged as <b>EOP 60</b> , turnover will commence in <b>60 days</b> or less after completion of Set 1 and Set 2 Requirements.
	For units tagged as <b>EOP 90</b> , turnover will commence in <b>90 days</b> or less after completion of Set 1 and Set 2 Requirements.
<b>SET 3: EOP REQUIREMENTS FOR UNIT TURNOVER AND ACCEPTANCE</b>	
	Notice of Acceptance and Schedule from SMDC Buyers Turnover Group
	Signed Acceptance Form
	Attendance of the Turnover Orientation
	Payment of Working Capital

Please affix your signature below and submit this together with the booking requirements.

Thank you.

**SM DEVELOPMENT CORP.**

I have fully read and understood the requirements needed for the SERP Program.

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**Buyer**