

BCA BC BMSC/CIR/2021/10

Building Plan & Management Group

3 June 2021

Management Corporation
Chairperson/ Secretary/ Council Members

Dear Sir/Madam

RESPONSIBILITY OF MANAGEMENT CORPORATIONS TO ENSURE COMPLIANCE WITH SAFE MANAGEMENT MEASURES

We refer to our [circular](#) dated 22 May 2021 on the responsibility of management corporations (“MCSTs”) to put in place measures to ensure that residents comply with the prevailing safe management measures (“SMMs”).

2 The framework under the Building Maintenance and Strata Management Act (“BMSMA”) allows MCSTs to self-regulate the management and maintenance of their estates. Under this framework, the MCST has the duty to manage, control and administer the common property for the benefit of all subsidiary proprietors (“SPs”) in the development.

3 Under the COVID-19 (Temporary Measures) Act 2020 (“COTMA”) and regulations, MCSTs must, amongst others, take steps to regularly assess and identify the risks of COVID-19 transmission that may arise in relation to all activities carried out in the development. MCSTs must also establish and apply appropriate internal policies, procedures and controls to mitigate such risks from the activities especially if the activity is assessed to have higher risk of potential COVID-19 transmission.

4 MCSTs are advised to implement the following measures (*not exhaustive*) so as to discharge their duty in taking steps to establish controls to mitigate the risk of transmission of COVID-19 and ensuring that residents comply with SMMs within their estates:

- (a) display signage and BCA’s updated [circulares](#) clearly on SMMs on notice boards or in common areas/facilities;
- (b) deploy security officers/staff to attend to feedback on breach of SMM, including dispersing crowds, if necessary;
- (c) issue a formal reminder to specific residents who are observed to be non-compliant with SMM. An example of how a reminder could be drafted is included in Annex A;

- (d) report breach of SMM to BCA after MCST's issuance of reminders;
- (e) implement additional measures to ensure SMM compliance e.g. maintaining records of visitors in visitor logbook, etc.

5 All MCSTs, together with residents, have a collective responsibility, to ensure that the community is safe. Therefore, it is important for MCSTs to establish controls and implement necessary measures that help in performing their duty in mitigating the risk of COVID-19 transmission. Should there be any contraventions of COVID-19 laws, appropriate enforcement action will be taken against MCSTs and/or residents as may be appropriate.

Commissioner of Buildings
Building and Construction Authority

ANNEX A

Example of reminder: [On MCST's letterhead]

[Please state date]

BY HAND

[Please state name]

[Please state address]

Dear [Please state resident's name]

REMINDER TO COMPLY WITH SAFE MANAGEMENT MEASURES

1. On [please state date], we observed that:

[MCSTs can describe briefly e.g. You were not wearing a mask when you were at the lobby.]

2. We would like to remind you that it is important for all safe management measures to be complied with when you are at the common property within the estate. This is even more important now, in view of the heightened alert against COVID-19 transmission.

3. We trust that you understand the importance of keeping our estate safe and free from COVID-19. Please do the necessary and ensure compliance with all safe management measures.

4. Your cooperation and vigilance are much appreciated.

Yours sincerely

[Representative of MCST / Managing Agent]

For and on behalf of MCST [please state]