

UPDATED AS OF 9 MAY 2022

## FAQS FOR MANAGEMENT CORPORATIONS (MCSTs) AND MANAGING AGENTS (MAs)

### Convening of Annual General Meeting (AGM)

#### **Q1. Can MCSTs conduct AGMs via electronic means?**

A1. MCSTs may do so. Please refer to the circular and guidance notes, dated 7 April 2021, issued by BCA at <https://go.gov.sg/bca-circular-e-general-meeting>.

#### **Q2. How does an MCST go about arranging for an AGM conducted by electronic means? Will BCA recommend any vendor for this purpose?**

A2. The MCST should refer to the circular and guidance notes, dated 7 April 2021, issued by BCA (<https://go.gov.sg/bca-circular-e-general-meeting>). The MCST should also engage or appoint a vendor who can provide the services of conducting the AGM via electronic means, which can meet the requirements set in the guidance note.

BCA does not recommend or restrict the type or group of vendors whom MCSTs can engage or appoint for this purpose.

#### **Q3. Can an MCST hold a physical AGM / other types of meetings? *[Updated as at 25 April 2022]***

A3. MCSTs can resume holding annual general meetings (AGM) and other MCST meetings such as Extra-Ordinary General Meetings and Council Meetings physically. Mask-wearing will continue to be required for indoor settings outside of homes. Mask-wearing will remain optional in outdoor settings. However, we encourage individuals to wear their masks even when outdoors to protect themselves and others, especially in crowded areas.

MCSTs should also comply with the relevant Safe Management Measures (SMMs) as laid out by MOM under Workplace Events (<https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>).

#### **Q4. Is there any capacity limit for AGMs? If MCST expects an attendance of more than 500 persons, can MCST conduct the AGM via both electronic means and physical meeting? *[Updated as at 25 April 2022]***

A4. MCSTs can proceed to hold AGMs without any capacity limit and comply with the relevant SMMs.

For AGMs expecting to have an attendance that exceeds 500 persons, MCSTs are advised to conduct the meetings by electronic means. Please refer to A4. If MCSTs

wishes to proceed with physical meeting, MCSTs have to adhere to Vaccination-Differentiated SMMs (VDS).

If the MCST has to turn away attendees due to VDS, the MCST may affect the rights of the attendees, who are subsidiary proprietors (“SPs”), to participate in the meeting. This will expose the MCST to possible challenges by the SPs that the proceedings of the general meeting are not proper or that the SPs are denied the right to vote at the meeting.

## Safe Management Measures

**Q5. What are the key changes to the Safe Management Measures (SMMs) from 26 April 2022 pertaining to sports and recreational facilities in condominiums?**  
*[Updated as at 25 April 2022]*

A5. From 26 April 2022, the streamlined SMMs will be further eased and apply to all facilities and activities in Singapore including condominiums. As an overview, the SMM changes are to the following:

- **Mask Wearing**
- **Safe Distancing and Prevailing Group Size Limits**
- **Venue Capacity**

### Mask wearing

Individuals are required to wear a mask in indoor common facilities and settings within the condominium. Individuals are encouraged to wear their masks even when outdoors (although not required), especially in crowded areas.

- a. For indoor activities, masks may be taken off during eating, drinking, performing strenuous activity or as part of a class requirement but will have to be put on after the completion of such activity including strenuous sporting and physical activity/class and during rest breaks
- b. For outdoor activities, individuals are encouraged to wear their masks for personal protection and to protect others, especially in crowded areas.

### Safe Distancing and Prevailing Group Size Limits

Safe distancing will no longer be required between individuals or between groups. There will no longer be a group size limit.

### Venue Capacity

All settings and events can proceed without any capacity limit.

VDS will be removed from all settings except for events with more than 500 participants at any one time.

**Q6 What is considered an indoor or outdoor common area/facility in condominiums?** *[Updated as at 9 May 2022]*

A6. According to MOH guidelines, indoor common areas/facilities and settings in condominiums refers to areas within building or any enclosed places such as indoor gymnasium, fitness studio, squash court, clubhouse, function room, reading room, library, dining lounge, enclosed lift lobby and underground carpark, etc. (non-exhaustive). Indoor common areas/facilities typically have clearly defined entrances/exits.

Outdoor common areas/facilities and settings in condominiums refer to:

- unsheltered places; and

- places which are sheltered but not enclosed at the sides and have open access  
Examples include common walkway, outdoor basketball court, badminton court, playground, fitness corner, pavilion, open-air carpark, etc. (non-exhaustive).

**Q7. What are the SMM requirements for holding wedding solemnisations or receptions at home or in the common areas within the condominium? *[Updated as at 25 April 2022]***

A7. For home solemnisations, there will be no capacity limit on residents and visitors. For wedding reception held at home, there can be up to 10 visitors (including vendors) at any one time. For wedding solemnisations and receptions held at common areas, you should be guided by the SMM requirements provided in FAQ A5. Wedding solemnisations and receptions are subject to VDS requirement.

You should also refer to the SMMs for wedding-related activities on MTI's GoBusiness website (under Marriage Solemnisations and Receptions) - <https://www.gobusiness.gov.sg/images/guides/WeddingAdvisoryv2.pdf> and FAQ (<https://www.gobusiness.gov.sg/covid-19-faqs/for-sector-specific-queries/marriage-solemnizations-and-receptions>).

Besides the SMMs stated in the above MTI's GoBusiness website, you should also abide by the MCST's by-laws as well as any additional SMMs that the MCST has implemented.

**Q8. What are the SMM requirements for holding funeral wakes or funerals at home or in the common areas within a condominium? *[Updated as at 25 April 2022]***

A8. For wakes or funerals held at home, there will have no capacity limit on residents and visitors. For wakes, funerals, or foot processions held in the common areas, the maximum number of attendees present will be based on the capacity of the venue and you should be guided by the SMM requirements in FAQ A5 Wake and funeral are not subject to VDS requirement.

You should also refer to the SMMs for wake and funeral related activities at MTI's GoBusiness website (<https://www.gobusiness.gov.sg/images/guides/Safe%20Management%20Measures%20for%20Funeral%20Events%2029%20March%202022.pdf>) for more information.

Besides the SMMs stated in the above MTI's GoBusiness website, you should also abide by the MCST's by-laws as well as any additional SMMs that the MCST has implemented.

**Q9. Can MCSTs choose not to allow events or activities such as the holding of solemnisations, wakes/funerals or post-funeral religious rites in the common property within condominiums?**

A9. MCSTs have a duty to control, manage and administer the common property for the benefit of all subsidiary proprietors in the development, in accordance with the applicable by-laws (including prescribed by-law 18(2) in the Second Schedule to the Building Maintenance (Strata Management) Regulations). Therefore, MCSTs should assess and determine their capacity and ability to put in place the necessary SMMs for the respective event/activity, and may set additional conditions for the use of their premises. Otherwise, MCSTs can choose to disallow these events/activities within the development. As a good practice, MCSTs are encouraged to inform residents, for instance, through a circular or notice, should MCSTs decide to disallow these events/activities.

**Q10. Do MCST and security guards have the power to enforce if residents report non-compliances to safe management measures?**

A10. MCST and security guards should step up patrol of the common areas and ensure that residents observe the safe distancing measures implemented by the Government to reduce the risk of COVID-19 transmission. Residents can alert the security guards or MCST of any evidence of non-compliances to safe management measures. Where necessary, the MCST can escalate the report to BCA at <http://www.bca.gov.sg/feedbackform> with detailed information (e.g. location, date and time, and photographic evidence).

**Q11. Some residents are not following SMMs at common areas or at their homes, what can we do? *[Updated as at 25 April 2022]***

A11. Masking wearing at indoor setting is still required unless one is eating, drinking or doing strenuous exercise.

Failure to comply with all relevant requirements is an offence, and BCA will not hesitate to take enforcement action against errant parties. Any non-compliance to the safe management measures should be reported to your MCST or Managing Agents (MAs) immediately. MCSTs are expected to diligently monitor the situation within their estates, and promptly deal with any contraventions of the requirements. For SMM breaches, MCSTs/MAs may provide feedback to BCA (<http://www.bca.gov.sg/feedbackform>) with detailed information pertaining to any contravention of the requirements.

**Q12 Are food and drinks allowed when using common facilities such as function rooms, in condominiums? *[Updated as at 13 May 2022]***

A12. There are no restrictions on food and drinks, including self-service buffet in common facilities such as function rooms. However, Safe Management Measures (SMMs) such as wearing of masks at indoor settings when not eating or drinking is still applicable. For organised events with more than 500 persons, Vaccination-Differentiated Safe Management Measures (VDS) is still applicable. However, you should also check with the MCST whether they have implemented any additional

restriction on food and drinks, including self-service buffet in the common areas or facilities within the condominium.