

**Town Council Corporate Governance Compliance Checklist for
Financial Year Ended 31 March 2023**

	Principles	Specific Regulatory Compliance	Compliance	Explanation *
1.0	Structure, Roles and Duties			
1.1	The Town Council (TC) ensures that the composition of the TC is in accordance with the TCs Act.	TCs Act S8(2), S8(3), S9(1), S9(5), S14(1) & S14(6)	Complied	
1.2	At least one third of members in appointed committees are members of the TC, one of whom is the chairperson of the committee.	TCs Act S45(3)	Complied	
1.3	The TC ensures that the appointed members of the TC, Secretary, relevant key officers and committee members are not disqualified from holding office under the requirements of the TCs Act.	TCs Act S14(8), S22(2), S22(5) & S45(4)	Complied	
1.4	The TC's delegation of its powers, functions or duties to members of the TC, TC committees or committee members, TC employees and Managing Agent (MA) is in accordance with the TCs Act and Town Councils Financial Rules (TCFR).	TCs Act S46 TCFR R34	Complied	
1.5	The allowances paid to TC Chairperson, Vice-Chairpersons and members of the TC do not exceed the amount as prescribed.	TCs Act S17 TCs (Governance) Rules 2017 R5, Third Schedule	Complied	
1.6	The TC informs Minister within 30 days when the key appointment holders and officers are appointed, re-appointed or cease to be appointed. The TC submits the declaration of acceptance of	TCs Act S9(12), S13(4), 14(10), S19(1), S19(2), S22(3), S22(6) & S45(5)	Complied	

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	office to Minister as soon as practicable, using the declaration forms prescribed in the Rules after the appointment or re-appointment of key appointment holders and officers.	TCs (Governance) Rules 2017 R3 & First Schedule		
1.7	The TC conducts meetings with sufficient quorum and keeps minutes of the meetings in accordance with the TC's standing orders.	TCs Act S39, S40, S41 & S43	Complied	
1.8	Each TC committee member is given only one vote at committee meetings. The committee chairperson is given a casting vote.	TCs Act S45(6) & S45(7)	Complied	
1.9	The TC has discharged its duties as mandated.	TCs Act S23	Complied	
1.10	The TC obtains HDB's prior written consent to install, maintain or remove facilities or to make improvements on common property.	TCs Act S21(1)(a) & S21(2)	Complied	
1.11	The TC obtains Minister's prior approval to carry out improvement works, repair and maintenance of facilities on non-common property and to disburse moneys from an operating fund to do so.	TCs Act S21(1)(b), S23(1)(f) & S47(10)	Not Complied	TC had carried out improvement works on non-common property before approvals by MND. Please refer to Annex A for steps to prevent recurrence.
1.12	The TC obtains Minister's prior approval to carry out any work on behalf of the statutory authority or community-based association on any property within the Town.	TCs Act S21(4)	Complied	
1.13	The TC complies with a compliance directive issued by a statutory authority, Minister's directions for TCs to take emergency-related	TCs Act S24, S25, S58, S60 & S61	Complied	

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	<p>measures, and/or a rectification order issued by Minister.</p> <p>In the event of a compliance review or an investigation, the TC is required to disclose information and/or furnish documents and cooperate with the inspector in the manner as prescribed in the TCs Act.</p>			
2.0	Conflict of Interest			
2.1	<p>The TC ensures that the procedures to disclose conflict of interest are in accordance with the requirements under the TCs Act and Rules.</p> <p>The TC Secretary records every conflict of interest disclosure made by members of the TC in a register of interests, which is kept and maintained in the form prescribed in the Rules.</p>	<p>TCs Act S15(1), S15(2)(a) & S16</p> <p>TCFR R73(15), R74(19A) & R76(3)(a)</p> <p>TCs (Governance) Rules 2017 R4, Second Schedule</p>	Complied	
2.2	<p>When there is a disclosure of conflict of interest by members of the TC, the TC Secretary informs and updates the member presiding at the meeting where the issue arises or is about to arise.</p>	<p>TCs Act S15(2)(b)</p>	Complied	
2.3	<p>Members of the TC who have a conflict of interest in a matter recuse themselves from decision-making in the manner as prescribed in the TCs Act.</p>	<p>TCs Act S15(3)</p>	Complied	
2.4	<p>The TC ensures that the TC Secretary, employee, staff, MA and committee member who have a conflict of interest in a matter do not</p>	<p>TCs Act S16(2)(a)</p>	Complied	

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	exercise the power, function or duty conferred on them in the matter, unless approval is granted and documented by the TC.			
3.0	Accountability & Audit			
3.1	The TC keeps proper accounts and records of transactions and affairs of the TC, in accordance with the TCs Act and the Singapore Financial Reporting Standards.	TCs Act S49 & S50(1)	Complied	
3.2	The accounts of the TC are audited by AGO or an auditor appointed by the TC with approval by the Minister.	TCs Act S52(1)	Complied	
3.3	The TC furnishes the auditors with the necessary documents for the auditors to perform their functions, according to the TCs Act.	TCs Act S52(7) to (9)	Complied	
3.4	The TC submits its audited accounts and financial statements, auditor's reports to Minister within 6 months after the close of the FY.	TCs Act S52(11)	Complied	
3.5	All moneys received are paid into and disbursements paid out from the appropriate Funds in compliance with the provisions in the TCs Act and Rules. The amount of S&CC and Government grant credited into the Ordinary Sinking Fund and Lift Replacement Fund fulfil the minimum requirement prescribed in the TCs Act and Rules.	TCs Act S47(1) to (9) & S47(11) to (14) TCFR R4(2) TCs (Disbursement of Moneys from Sinking Fund) Financial Rules 2020 TCs (Minimum Contributions to Sinking Funds)	Complied	

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		Financial Rules 2017		
3.6	The TC shall maintain separate bank accounts for the Operating Fund, Ordinary Sinking Fund and Lift Replacement Fund; and make quarterly transfers attributable to the Ordinary Sinking Fund and Lift Replacement Fund bank accounts for S&CC, grants-in-aid and interest, in a timely manner.	TCFR R4(2A) & R4(2B) TCs (Minimum Contributions to Sinking Funds) Financial Rules 2017	Complied	
3.7	The TC ensures that any transfer of surplus between the Operating Fund, Sinking Fund and Lift Replacement Fund is in accordance with the TCs Act and the TCFR.	TCs Act S47(12) & S57(1)(i) TCFR R11A	Complied	
3.8	The investment of funds that are not required by the TC for immediate use follows the provisions of the TCFR. For the investment of funds, the TC ensures that, other than the securities issued by Singapore Government, Statutory Boards or securities guaranteed by Singapore Government, all other types of securities, stocks or funds (including structured deposits) are capped at 35% of total funds available for investment based on the latest audited accounts at the end of financial year (FY).	TCFR R89 First Schedule of TCFR	Complied	
3.9	The TC does not carry out substantial trading or financial activities other than the activities permitted under the TCs Act.	TCs Act S21(6)	Complied	

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3.10	The TC does not impose charges for the use of common property not prescribed in the relevant Rule.	TCs Act S21(1)(d) & S21(7) TCs (Use of Common Property) Rules 2005	Complied	
3.11	The TC ensures the processes for procurement, including but not limited to quotations, tenders, award of tenders and waivers of competition are in accordance with the TCFR.	TCFR R73, R74, R75 & R77 to R82	Complied	
4.0	Compliance by Managing Agents (MA)			
4.1	If the MA drafts the tender specifications, the TC ensures that the tender specifications: (a) do not give preference to any tenderer, and the MA makes a declaration as such. (b) are approved by a Tender Committee comprising members of the TC; and (c) state that equivalent alternatives may also be offered by tenderers (where the MA had unavoidably mentioned the provision of goods and services by particular suppliers in the tender specifications)	TCFR R76(1) & R76(2)	Complied	
4.2	Should the MA be allowed to participate in the tender, the TC ensures that: (a) the MA declares its interest to participate before the closing date	TCFR R76(3)	Complied	

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	<p>of the tender to the TC, Chairperson or committee appointed for the purpose of the tender;</p> <p>(b) the Tender Opening Committee for the said tender does not comprise any officer or employee of the MA;</p> <p>(c) the Witnessing Officer of the Tender Opening Committee for the said tender is a member of the TC; and</p> <p>(d) the MA does not participate in the evaluation of tenders in response to the invitation.</p>			
4.3	<p>If the MA becomes the sole supplier as a result of the waiver of quotations or tenders, the TC ensures that:</p> <p>(a) the specifications have been approved by a committee comprising members of the TC; and</p> <p>(b) the MA does not participate in the evaluation and recommendation for such waiver</p>	TCFR R76(4)	Complied	
5.0	Transparency & Disclosure			
5.1	<p>The TC exhibits a public notice, specifying the name of the key appointment holders and officers within 30 days of appointment or re-appointment.</p> <p>The notice is to be placed at a conspicuous location within the Town, published in the</p>	TCs Act S19(3) & S19(4)	Complied	

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	Gazette; and published at an online location accessible to residents.			
5.2	The TC displays for public inspection, and publishes at an online location accessible to residents, a copy of its audited accounts and financial statements, and a copy of the auditor's report, within 30 days after they are presented to Parliament.	TCs Act S52(14)	Complied	
5.3	The TC prepares the estimates of revenue and expenditure for the next FY and displays it for public inspection at least one month before the end of the current FY.	TCs Act S51	Complied	
5.4	The TC publishes its approved annual estimates in the Gazette not later than 3 months after the commencement of the FY.	TCFR R9	Complied	

The Town Council agrees to grant the Ministry of National Development the permission to make this self-disclosed checklist on regulatory compliance available for public viewing.

Submitted by:

Name of Town Council: Chua Chu Kang Town Council

Name of Chairperson: Low Yen Ling

Signature: 

Date: 29 AUG 2023

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The Management will be implementing the following steps in order to prevent the recurrence of contravention to Sections 21(1)(b) and 47(10) of the Town Councils Act.

1. Project Identification

- Property managers are to ascertain the land ownership of proposed improvement / upgrading projects upon receiving request of improvement / upgrading projects.
- Property managers are to prepare details of the improvement / upgrading projects which fall outside HDB land.
- Project managers will submit their project proposal to Internal Review Team (IRT comprising of DGMs / CIPC Coordinators) for review and verification.

2. Internal Review Team

- Team will review and verify the details and accuracy of the submission.
- Team will communicate with property managers on their proposals on any amendment or revision necessary.
- Team will instruct property managers to prepare documentations for applications of MND approval under Sections 21(1)(b) and 47(10) of the Town Councils Act.

3. MND Minister Approval Application

- Property managers will prepare Annex A & B stipulated under Sections 21(1)(b) and 47(10) of the Town Councils Act as advised by IRT.
- Submission of reviewed Annex A & B to Town Council Chairman for endorsement as stipulated under Sections 21(1)(b) and 47(10) of the Town Councils Act.
- Property managers are to submit signed Annex A & B to MND through HDB, copy to IRT and Project admin assistant.

4. Internal Control and Monitoring

- Project admin assistant is to maintain records of all submitted applications.
- Property managers and IRT are to monitor status of these application until the granting of approval is received.
- Letter of Award for each project which requires approval under Sections 21(1)(b) and 47(10) may only be issued after Property Manager and IRT confirms MND approval had been received.