

Your Ref: -  
Our Ref: SLA/SVY 251/72 Vol 6  
(Please quote our reference in your reply.)

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Date: 31 Mar 2005

CS CIRCULAR NO. 5/2005

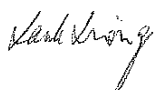
To: All Registered Surveyors

**USE OF ENTRY CARD AND ENTRY TO LAND / FLAT FOR THE PURPOSE OF  
CONDUCTING CADASTRAL SURVEY BY REGISTERED SURVEYOR & HIS  
AUTHORISED ASSISTANT**

In the conduct of cadastral survey, registered surveyors and their authorised assistants shall comply with the following procedures and rules on the use of entry card and the entry to land / flat.

- 1 The registered surveyor and his authorised assistant must wear their entry cards during the course of conducting the cadastral survey in such a manner as to display the entry cards clearly.
- 2 Pursuant to Section 11A (2) of the Boundaries and Survey Maps Act and Rule 14 of the BSM (Conduct of Cadastral Surveys) Rules 2005 which come into operation on 31.3.05, the registered surveyor is to give written notice to the occupant of the land / flat of their intention to enter the land / flat and extend a copy of the notice to the Chief Surveyor. The notice must be served to the occupant and copied to the Chief Surveyor at least 3 working days in advance of making the entry. Please use the sample of the notice attached.
- 3 At the appointed time, the registered surveyor or his assistant should explain to the occupant/owner his intention to enter the land to conduct the cadastral survey.
- 4 The provision of the power of entry does not exempt the registered surveyor or his assistant or workman from any liability for any damage caused in the exercise of the power of entry. They must maintain proper conduct and behaviour at all times.

- 5 If the registered surveyor or his assistant is denied entry, he should not force his way into the land / flat. He should take the following step-by-step measures:
- a) He should seek the help of the owner who engages him to conduct the cadastral survey to speak to the occupant / owner who has denied him entry.
  - b) If the entry is again denied, the registered surveyor should ask the owner who engages him for the cadastral survey to request his solicitor to serve a notice to the occupant for entering the land to conduct the survey.
  - c) If the entry is still denied, he should tell the occupant to call the Manager in the Survey Services, SLA who is in charge of the zone to confirm the need for entering the land to conduct the survey.
  - d) If all the above efforts fail, the registered surveyor, who has the power to enter the land, should seek a Court order for the purpose of entering the land to conduct the survey.
- 6 CS Circular No. 3/2004 is revoked.

  
TAN KOK TIONG  
MANAGER  
SURVEY SERVICES  
for CHIEF SURVEYOR

(Referred in CS Circular No. 5/2005)

(SAMPLE OF NOTICE TO ENTER LAND/FLAT)

Company's letterhead

Our Reference:

Date:

Occupant of (House number)  
(Address)

Dear Sir/ Madam

**NOTICE TO ENTER LAND / FLAT TO DO BOUNDARY SURVEY**

This is to inform you that I am currently conducting a cadastral survey of the property boundaries of land and/or building of address

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under the Boundaries and Survey Maps Act.

2. As my survey team needs to enter your land / flat for the purpose of surveying the boundaries, please allow the following persons to enter your land / flat for this purpose:

(Name of Person                      NRIC no.)

3. The leader of the survey team has been issued with an entry card from the Singapore Land Authority for conducting such property boundary surveys and for purpose of identification.

4. Thank you for your kind co-operation.

Yours faithfully

(Signature)

(Name of Registered Surveyor)

cc

Chief Surveyor

Singapore Land Authority

Attn: \_\_\_\_\_

Your Ref: SLA/SVY \_\_\_\_\_

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