



NATIONAL ARTS COUNCIL
SINGAPORE

Aliwal Arts Centre Stamford Arts Centre Telok Kurau Studios

Open Call Info Pack Tenancy Application

Launch Date

29 January 2021 (Friday)

Site Briefings

Spaces at Aliwal Arts Centre

8 February 2021, 2pm

Aliwal Arts Centre
Multi-Purpose Hall, Level 1
28 Aliwal Street
Singapore 199918

Spaces at Stamford Arts Centre

9 February 2021, 4pm

Stamford Arts Centre
Black Box, Level 2
155 Waterloo Street,
Singapore 187962

Spaces at Telok Kurau Studios

10 February 2021, 4pm

Telok Kurau Studios
Open space in front of #115
91 Lorong J Telok Kurau,
Singapore 423795

Closing Date

26 February 2021 (Friday), 6pm*

Notification of Results

April 2021

** Late submissions received past the closing date will automatically be disqualified.*

This Information Pack contains the necessary information that will assist you in the preparation of your application.

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1

ABOUT THE ARTS CENTRES

1.1 Aliwal Arts Centre



The Aliwal Arts Centre (AAC) is the second project launched under FFAS, and it opened its doors in March 2013. Located at 28 Aliwal Street, AAC resides within the Kampong Glam Conservation District (near Malay Heritage Centre). It is within walking distance of the Nicoll Highway MRT and Bugis MRT stations.

AAC is a multi-disciplinary arts centre with a strong focus on performing arts, and one that strongly connects with its surrounding community. It is a 3-storey building with a floor area of about 4,020 sqm consisting of tenanted arts spaces and shared facilities available for short term hire.

To learn more about Aliwal Arts Centre, please visit the website - www.aliwalartscentre.sg.

1.2 Stamford Arts Centre



Stamford Arts Centre (SAC) is the 3rd arts centre project launched under the Framework for Arts Spaces since the policy introduction in 2010. Located at 155 Waterloo Street, the redeveloped SAC is envisioned to be a vibrant and contemporary space for the performing arts, especially traditional arts. It will be a centre that supports content creation and artistic collaborations, bringing the traditional arts closer to the community. It is also easily accessible by Bugis and Bras Basah MRT stations.

SAC comprises three blocks of three storey building with a total gross floor area of 3,465.78 sqm, consisting of tenanted arts spaces and shared facilities available for short term hire.

1.3 Telok Kurau Studios



Launched in 1997, TKS is the first arts housing project with a focus on visual arts. Located at 91 Lorong J Telok Kurau Road, the nearest MRT station is Eunos MRT.

With a floor area of about 4,680 sqm, TKS currently provides spaces for visual artists and arts societies. On the premises there is also a gallery available for short term hire.

2

SUPPORT SCHEMES AND ASSESSMENT CRITERIA

This Open Call invites tenancy applications for the following available spaces:

- i) 8 units at Aliwal Arts Centre (AAC)
- ii) 1 unit at Stamford Arts Centre (SAC)
- iii) 6 units at Telok Kurau Studios (TKS)

2.1. Overview of Support Schemes

The arts spaces offered in this Open Call are provided under NAC's Framework for Arts Spaces (for AAC and SAC) and Arts Housing Scheme (for TKS). Below is an overview of the 2 support schemes. Applicants should take into consideration the application and assessment criteria of the support schemes as the Open Call is a competitive process, and spaces will be awarded to applicants based on merit and alignment with centre visions. All applications received in this Open Call will be assessed by NAC and the Place Manager.

Arts Centre (s)	Support Scheme	Tenancy Period
Aliwal Arts Centre (AAC) Stamford Arts Centre (SAC)	<u>Framework for Arts Spaces Incubation Scheme</u>	<ul style="list-style-type: none"> • 3-year term, non-renewable
	<u>Framework for Arts Spaces Scheme for Developing Artists & Arts Groups</u>	<p><u>For New Applicants</u></p> <ul style="list-style-type: none"> • 3-year for each term, and carries a term review • Renewal of each term subject to mid term and end term assessment • Maximum tenure of 3 terms, (i.e. 3+3+3, not exceeding 9 years). There will not be any renewal after completion of 9 years. • Applicants may apply for renewal after the first and second term, however renewal is not automatic and is subject to performance review (of the previous term) and assessment outcome of the renewal application submission

		<p><u>For Re-Applicants¹</u></p> <ul style="list-style-type: none"> • Arts tenants reaching their end of 9-year will automatically have to give up their spaces, for NAC to put out for Open Call • Re-applicants may apply for a 3-year non-renewable term subject to the competitive process of the Open Call and assessment outcome
Telok Kurau Studios	Arts Housing Scheme	<ul style="list-style-type: none"> • 1-year term, renewable • Renewal is not automatic and is subject to performance review (of the previous term) and assessment outcome of the renewal application submission

Re-applicants refer to arts tenants who have received support for the maximum tenure of 9-year under the Scheme for Developing Artists and Arts Groups.

2.1.1. Framework for Arts Spaces (FFAS)

The Framework for Arts Spaces (FFAS) was introduced in December 2010 to support the development needs of a growing and increasingly diverse arts sector.

Goodman Arts Centre (GAC) is the pilot project launched under FFAS in 2011. The second project under FFAS is Aliwal Arts Centre (AAC) which was launched in March 2013. Stamford Arts Centre (SAC) is the 3rd arts centre project launched under FFAS, redeveloped in 2018.

The FFAS aims to support the professional and artistic development of artists and arts groups, and bring about a closer collaboration between arts disciplines, a greater sharing of resources, and a deeper engagement with the community.

A Place Manager appointed by NAC manages the day-to-day operations, overseeing the maintenance and upkeep of the facility and compound. The Place Manager works closely with the tenants to create platforms for public outreach and community engagement so there is a greater appreciation of the arts by the community at large, hence promoting the vibrancy of the Arts Centre.

Successful applicants for the arts space at Aliwal Arts Centre (AAC) and Stamford Arts Centre (SAC) under this Open Call will be eligible for support under the *Framework for Arts Spaces*.

2.1.2. Art Housing Scheme (AHS)

The Arts Housing Scheme (AHS) was implemented in 1985 to provide affordable spaces to arts groups and artists. Its main purpose is to give arts groups and artists a home within which they can develop their activities and enable them to play a greater role in the cultural development of Singapore. With the evolving landscape of the arts community, NAC embarked on a review

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of the AHS in 2010 which led to the development of the Framework for Arts Spaces, that would overtime replace AHS.

Under AHS, rental charges imposed by the Singapore Land Authority are heavily subsidised by NAC. Utilities and maintenance costs are borne by the tenants. For single-tenanted properties under this scheme, tenants will be in charge of the day-to-day maintenance of the properties. For multi-tenanted properties, tenants are to elect a Management Committee (MC) who will collect Management Fees from the tenants to take care of the management and maintenance of the common areas.

Successful applicants for the arts space at Telok Kurau Studios (TKS) under this Open Call will be eligible for support under the Arts Housing Scheme.

2.2. Details of the Schemes

Both the Framework for Art Spaces Scheme and Arts Housing Scheme aims to support a diversity of artists. Arts spaces available in this open call are supported under the following tracks

Framework for Arts Spaces (Aliwal Arts Centre, Stamford Arts Centre)	Incubation
	Developing Artists and Arts Group
Arts Housing Scheme (Telok Kurau Studios)	New applicants within first 3 years of arts practice or establishment
	Established, practising applicants with more than 3 years of practice

2.2.1. Framework for Arts Spaces - Incubation Scheme

- This scheme is targeted at new, young artists, arts companies, associations and societies, community/amateur arts groups within the first three (3) years of practice or establishment.
- The aim is to give new, young artists and arts groups the opportunity and platform to develop their artistic and organisational foundations, in an environment where they can interact with and learn from other artists, arts groups and the community around them.
- Support will be given in the form of a rental subvention amounting to 80% of the head lease rental, capped at \$800 per month, whichever is lower.
- Artists and arts groups will be required to pay Service Charge to NAC or Place Manager for the general maintenance of common spaces such as cleaning of common areas, pest control and security services. The service charge is determined by the Place Manager.
- Tenants can also book shared facilities with the Place Manager in the Arts Centres to meet their periodic needs for spaces such as meeting, seminars, rehearsal, practice, etc.

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- The assessment criteria for the three-year programme/proposal for the applications are as follows:
 - i. (40%) Strength of vision and the proposed programmes in impacting the development of the arts scene;
 - ii. (20%) Place-making contributions to the Arts Centre through participation in activities organised by the Place Manager and/or collaborations with other tenants of the Arts Centre; and
 - iii. (40%) Financial needs and efforts made to achieve financial stability.
- **Non-Renewability**
Under the Incubation Scheme, the tenancy will lapse after 3 years and there will be no renewal of tenancy. NAC expects that some artists and arts groups will either find alternative work spaces as they develop greater resources and networks, or decide to step down or dissolve their activities. For others, they may choose to apply for further support under the ***Scheme for Developing Artists and Arts Groups***, as described below.

2.2.2. Framework for Arts Spaces - Developing Artists and Arts Groups Scheme

- This scheme is targeted at existing practising artists, arts companies, associations and societies, community arts groups with more than three (3) years of practice and a track record of activities and artistic growth.
- The aim is to provide stability to strengthen artistic and organisational foundations, and to develop key programmes that will further artistic, organisational and audience development or outreach objectives.
- Support will be given in the form of a rental subvention amounting to 80% of the head lease rental, capped at \$3,000 per month, whichever is lower.
- This higher quantum (when compared to the ***Incubation Scheme***) is to recognise that Developing Scheme applicants are likely full time groups and may require larger spaces.
- Artists and arts groups will be required to pay a Service Charge for the general maintenance of common spaces such as cleaning of common areas, pest control and security services based on a pro-ration of their gross floor area. The service charge is determined by NAC or NAC's appointed Place Manager.
- The assessment criteria for the three-year programme/proposal for the applications are as follows:
 - i. (40%) Strength of vision and the proposed programmes in impacting the development of the arts scene
 - ii. (20%) Place-making contributions to the arts centre through participation in activities organised by the Place Manager and/or collaborations with other tenants of the Arts Centre
 - iii. (40%) Financial needs and efforts made to achieve financial stability.

2.3.2.1 Framework for Arts Spaces - Re-applicants

- Re-applicants refer to arts tenants who have received support for the maximum tenure of 9-year under the Scheme for Developing Artists and Arts Groups. After the 9-year tenancy, as part of transition, arts groups may choose to apply as re-applicants for a further 3-year non-renewal term.
- Subsidy support will be reduced to 50% of head lease rental for this 3-year non-renewal term.

2.2.3. Arts Housing Scheme

- The Art Housing Scheme (AHS) provides affordable arts spaces for artist and arts organisations to facilitate their development and growth. The support provided under the AHS is as follows:
- The infrastructure support will be given in the form of a rental grant amounting to 90% of the market rental. The artists and arts groups will also be required to make monthly contributions of 5% of the market rental to NAC for the 5-yearly cyclical repair and redecoration works of the property.
- In addition, artists and arts groups will be required to pay such fees as may be determined by the Management Committee (MC) which is duly elected from amongst the tenants at the property. These fees are used by the MC to pay for the maintenance and upkeep of the common areas of the premises such as cleaning, minor repairs and so on.
- The assessment criteria for applications by new, young artists, arts companies, associations and societies, community/amateur arts groups within first 3 years of practice or establishment, are as follows:
 - i. (60%) 3-year programme/proposal in terms of artistic development, developing organisational/management capabilities and/or attaining operational and financial sustainability.
 - ii. (40%) Contribution to the community in terms of promoting the art form, developing and sustaining the community's interest in the art form, realising the vision for the arts centre, and/or interaction or collaboration with other artists and arts groups.
- The assessment criteria for applications by established, practising artists, arts companies, associations and societies, community/amateur arts groups with more than 3 years of practice are as follows:
 - i. (40%) 3-year programme/proposal in terms of artistic development, developing organisational/management capabilities and/or attaining operational and financial sustainability.
 - ii. (40%) Contribution to the community in terms of promoting the art form, developing and sustaining the community's interest in the art form, realising the vision for the arts centre, and/or interaction or collaboration with other artists and arts groups.

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- iii. (20%) Potential/Demonstrated ability to implement programme/proposal, sustain operations, achieve greater financial sustainability, effectively upkeep the spaces, and/or make prompt payments for rental fees and service charges.

2.3. Submission of Assessment Reports is Compulsory

2.3.1. Framework for Arts Spaces - Incubation Scheme & Scheme for Developing Artists and Arts Groups

- For greater accountability, all tenants under the **Incubation Scheme** and **Scheme for Developing Artists and Arts Groups**, including **Re-Applicants** will be required to submit a mid-term report 18 months into the term. This is for the purpose of reviewing the tenants' development and progress on their submitted proposal.
- Tenants under the **Scheme for Developing Artists and Arts Groups** (not applicable to Re-Applicants) who wish to apply for a renewal will be required to submit the renewal application using the template provided by NAC prior to the end of each term. Applications for renewals can be made for two terms (with each term being a three-year period), but renewal is subjected to assessment outcome of the renewal application.
- Tenants under the **Incubation Scheme, Scheme for Developing Artists and Arts Groups**, and **Re-applicants** will be required to submit an end-term report towards the expiry of the last term.

2.3.2. Arts Housing Scheme

- Tenants under the **Arts Housing Scheme** will be required to submit the evaluation and proposal reports to review tenants' development and progress on their submitted proposal before the 1-year tenure expires. Renewal of the tenancy is subject to the assessment outcome of the submission.
- NAC will provide all necessary timing details and reporting templates for successful applicants.

2.4. Arts tenants are free to Exit from Spaces

Tenants are free to exit from the scheme, subjected to the notice period as stated in the Terms and Conditions of the tenancy agreement.

2.5. Allocation of Spaces

All applications received in this Open Call will be assessed by NAC and the Place Manager. The allocation of space will be based on the assessment outcome, taking into consideration the space requirements of the applicant, and the compatibility with the vision of the arts centres. NAC reserves the right for the final decision.

3

TENANCY APPLICATION

3.1. Eligibility

- Tenancy applications are open to the following artists and arts groups: -
 - i. For Individuals
Singapore Citizen(s) or Singapore Permanent Resident(s) who is/are currently living and working in Singapore are eligible to apply.

OR

 - ii. For Not-for-Profit Organisations
Organisations must be Singapore-registered Public Companies Limited by Guarantee or Societies registered with the Registry of Societies.
- NAC will assess the eligibility of each applicant and NAC's decision will final.

3.2. Application

ALL applications **must be submitted online**. Please visit the NAC website at <https://www.nac.gov.sg/e-services/Open-Call-For-Arts-Space-Tenancy-Application.html> to access the **Online Application Form**.

All interested applicants will need to register online for a new account to apply for this Open Call, including those who have previously registered one with NAC.

If you require any technical assistance during your application online, please contact us at pd_spaces@nac.gov.sg.

3.3. Assessment Criteria

Proposals submitted should strongly demonstrate relevance to the assessment criterion in Section 2. We would like to draw your attention that open call spaces are typically oversubscribed i.e. there are more applicants than available spaces.

3.4. Application Guidelines

i. Your organisational and artistic development plans

Consider your organisational and artistic development, programmes and plans, and how well they align with the objectives for the arts centres [please refer to Section 1 for details], as well as the Our SG Arts Plan (2018-2022) (*available for download at NAC's website at www.nac.gov.sg*).

ii. If you are a part time group, you are encouraged to consider the Co-Tenancy option

To ensure that spaces are better utilised, part-time or non-professional groups can team up with one or more artists/arts groups for this application through the Co-Tenancy option. Co-Tenancy denotes two or more artists/groups submitting a joint application.

Co-Tenancy applications will be favourably regarded as the space resource would benefit more artists, and would be similarly evaluated based on merit of the proposal that best meet the assessment criteria. Those teaming up for the Co-Tenancy option would only need to submit a single application, including the detailed information of all the proposed co-tenants (with the consent of all parties involved).

iii. You are encouraged to attend the Open Call Site Briefing

The briefing will provide interested applicants with the opportunity to seek clarifications on the content published in the Open Call Information Pack and to have a better understanding on the conditions of the units as some of them come bare and would need to be outfitted. Past participants have found the briefing beneficial for their understanding prior to their proposal submission. Although participants are encouraged to attend the briefing, the session is optional and applicants can apply for the arts spaces without attending the briefing session.

iv. Successful applicant will be entitled to only ONE space by default

Every successful applicant will be entitled to one space by default, although you may indicate up to 3 choices of units across all the available arts centres in the application form. NAC reserves the right for the final space allocation.

3.7 Disqualification

- Application submission must be made in full in accordance to **SECTION 4 – APPLICATION PROCEDURE**.
- Late submissions received past the closing time of 26 February 2021 (Friday), 6pm will automatically be disqualified.
- Applications will **not be considered** for this Open Call Exercise if
 - i. the applicant has overdue financial obligations to NAC and/or its Place Manager;
 - AND/OR
 - ii. the submission is incomplete (refer to SECTION 4 – APPLICATION PROCEDURE)

4

APPLICATION PROCEDURE

4.1. Arts Spaces for Lease

Visit the NAC website (<https://www.nac.gov.sg/e-services/Open-Call-For-Arts-Space-Tenancy-Application.html>) to submit your application online. **Please complete all sections of the form, as incomplete applications will be considered disqualified.**

Section 1 – Introduction

- Instructions for application

Section 2 – Eligibility

- Fill in the relevant part for individuals/organizations and Co-Tenancy, if applicable.
- Please refer to page 6 of this Information Pack on eligibility details.

Section 3 – Applicant’s Information

- Fill in the relevant part for individuals/ organizations and Co-Tenancy, if applicable.
- For Co-tenants, please complete and submit the co-tenant’s application form, and provide relevant supporting documents in this section.

Section 4 – Choice of Units

- Description of current space
- Choice of units (applicants may select a maximum of three options and up to a maximum of two units per options)
- Reason for choice of units

Section 5 – Profile of individual/organisation

- Individual/Organisation vision statement
- Brief description of area(s) and nature of activities
- Major achievements in the past 3 years
- Organisational structure (if applicable)

Section 6 – Proposal and Programmes

- Write-up of proposal

Section 7 – Financials

- Financial projection detailing income and expenses for the next 3 years

Section 8 – Financial Documents and Artistic Support Material

- Supporting Financial Documents
 - Latest IRAS Notice of Assessment (for individual applicants)
 - Latest Audited Income and Expenditure Statement (for organisations)

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- Artistic Support Material
 - References, awards, record of past artistic works, review/media article etc.
- Financial documents and Artistic Support Material are mandatory to be submitted online, failing which the application will be disqualified.

Section 9 – Declaration

- Please read the declaration notes carefully before submitting your application.

Outcome of Application

Results of the Open Call exercise is expected to release in April 2021. Applicants will be advised on the outcome of their applications in writing.

For planning purposes, successful applicants may assume occupancy of their respective units, beginning from July 2021 onwards. However, the commencement date will differ from unit to unit. NAC will work with the successful applicant on the actual commencement date at the point of award.

Confidentiality and Privacy of Personal Information

All information provided by an individual or organisation in support of the application of arts spaces will be treated in strictest confidence.

Contact Details

If you have any queries with regards to your application, you can reach us at email: pd_spaces@nac.gov.sg.

5

AVAILABLE UNITS FOR TENANCY APPLICATION

5.1. Arts Spaces for Lease

Arts spaces available for application under this Open Call come with cement screed floor finish and plaster & paint wall. Unless otherwise mentioned, all studios are provided with power and lighting. Electrical provisions may vary for each studio. Tenants are required to fit out based on their needs and there is no rent free period.

5.1.1. Aliwal Arts Centre (AAC)

S/No.	Unit	GFA (sqm)
1	#02-02	66
2	#02-04	66
3	#02-05	78
4	#02-06	65
5	#02-07	66
6	#02-08	65
7	#02-10	146
8	#03-02	86

5.1.2. Stamford Arts Centre (SAC)

S/No.	Unit	GFA (sqm)
1	#02-01	71.57

5.1.3. Telok Kurau Studios (TKS)

S/No.	Unit	GFA (sqm)
1	#110	36.00
2	#301	50.37
3	#305	53.29
4	#306	53.29
5	#401	50.37
6	#406	51.10

5.2. Floor Plan

Please refer to **Annex A** for the floor plans for AAC, SAC and TKS.

5.3. Rental for Arts Spaces (Indicative)

5.3.1. FOR APPLICANTS UNDER FFAS (FOR AAC AND SAC)

Please note that the rental, service charge and floor areas listed are indicative figures and will be subject to change and periodic review by NAC and The Place Manager.

Property	(A) Head Lease Rental	(B) NAC Subsidy	(C) Rental after NAC Subsidy (\$)	(D) Service Charge²	Monthly Payable by Tenant [Before GST] (\$)
Aliwal Arts Centre	\$11.25 psm x unit size	<p>Incubation Scheme 80% head lease rental or cap at \$800, whichever is lower.</p> <p>Developing Artists & Arts Groups <u>New Applicants</u> 80% head lease rental or cap at \$3000, whichever is lower.</p> <p><u>Re-applicants</u> 50% head lease rental or cap at \$3000</p>	(C) = (A) – (B)	\$1.20 psf (about \$12.95psm) x unit size	(C) + (D)
Stamford Arts Centre	\$19.30 psm x unit size	<p>Incubation Scheme 80% head lease rental or cap at \$800, whichever is lower.</p> <p>Developing Artists & Arts Groups <u>New Applicants</u> 80% head lease rental or cap at \$3000, whichever is lower.</p> <p><u>Re-applicants</u> 50% head lease rental or cap at \$3000</p>	(C) = (A) – (B)	\$1.20 psf (about \$12.95 psm) x unit size	(C) + (D)

² Service Charge is subject to change with prior notice to be provided by The Place Manager. Successful applicants are responsible for other costs such as Stamp Duty for Tenancy Agreement, renovation cost, administration fees for opening an account with SP Services (water & electricity), monthly utilities cost, etc., which are not included in the rates above.

Service Charge – refers to charges as determined by the Place Manager on monthly basis for preventive, routine repairs for exterior and structure of building and general maintenance such as cleaning of common areas, toilets, pest control, security and insurance for public and fire risks.

5.3.2. FOR APPLICANTS UNDER AHS (FOR TKS)

Please note that the rental, sinking fund and floor areas listed are indicative figures and will be subject to change and periodic review by NAC and The Management Committee.

Property	(A) Head Lease Rental	(B) NAC Subsidy	(C) Rental after NAC Subsidy (\$)	(D) Sinking Fund ³	(E) MC Fees ⁴	Tenant Pays Every Month [Before GST] (\$)
Telok Kurau Studios	\$22.16 psm unit size	Arts Housing Scheme 90% head lease rental	(C) = (A) – (B)	\$0.103 per sqft x unit size	\$120	(C) + (D) + (E)

³ Subsidized Rental and Sinking Fund at Telok Kurau Studios to be paid by tenant will be revised within the lease term with prior notice provided by NAC due to Singapore Land Authority (SLA) renewal of tenancy.

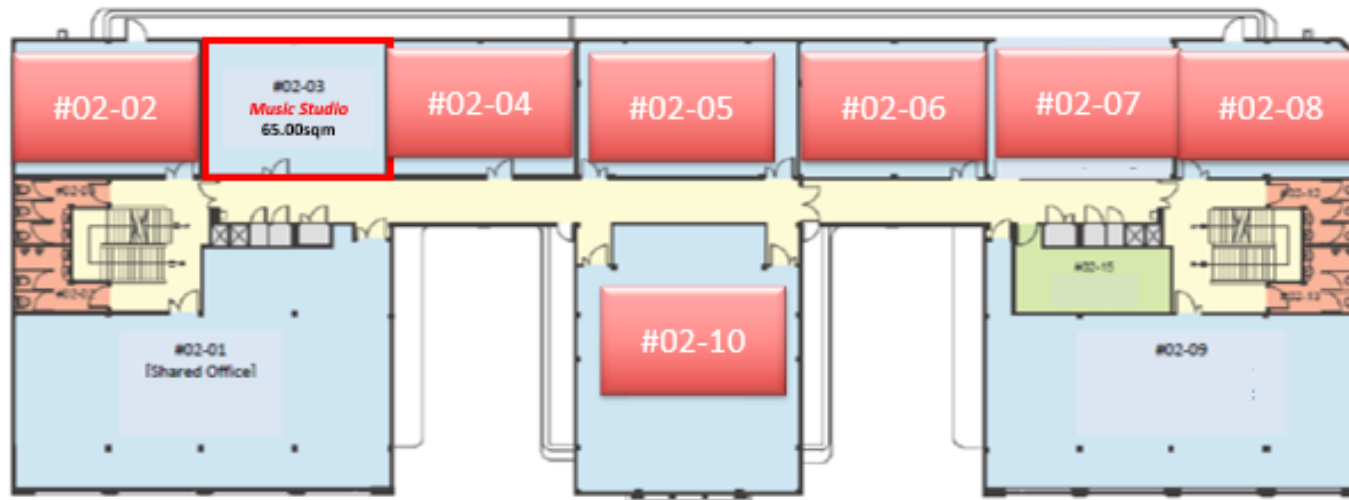
⁴ For Telok Kurau Studios, Tenants are to pay a monthly Management Fees to the Management Committee and monthly utilities charges as determine by the MC. MC Fee is at current rate and is subject to changes with prior notice to be provided by the Management Committee.

Successful applicants are to bear other costs such as Stamp Duty for Tenancy Agreement, renovation costs, administration fees for opening an account with SP services (water & electricity), monthly utilities costs etc, which are not included in the rates above.

ANNEX **A** FLOOR PLANS

Aliwal Arts Centre

Level 2

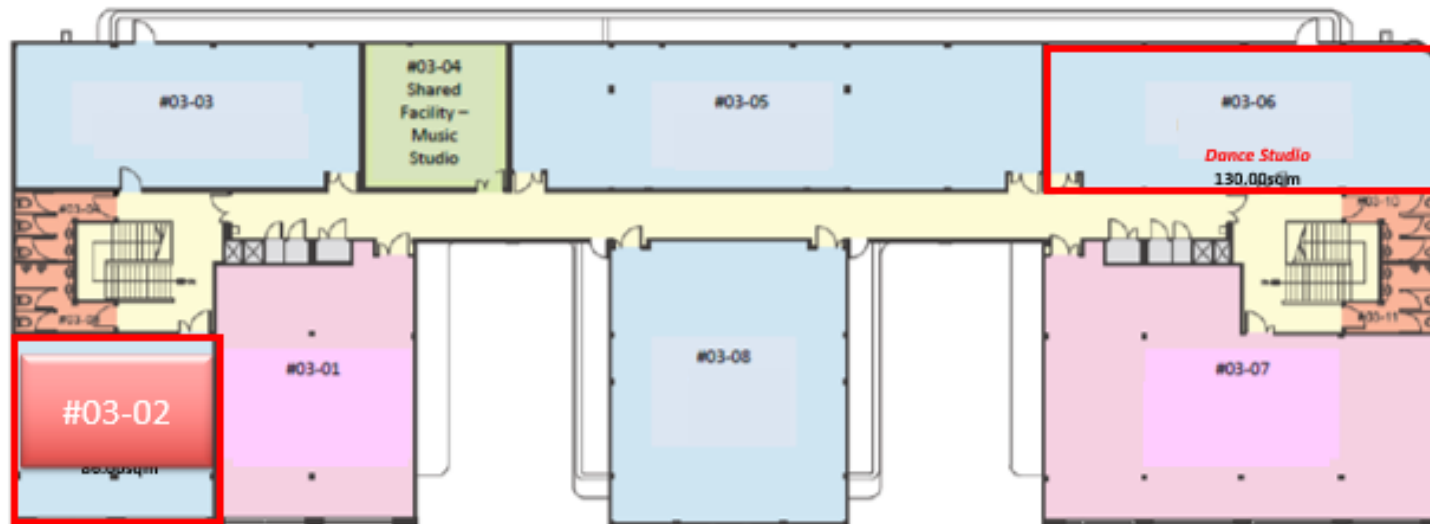


Unit/s for Application:

- #02-02
- #02-04
- #02-05
- #02-06
- #02-07
- #02-08
- #02-10

Aliwal Arts Centre

Level 3

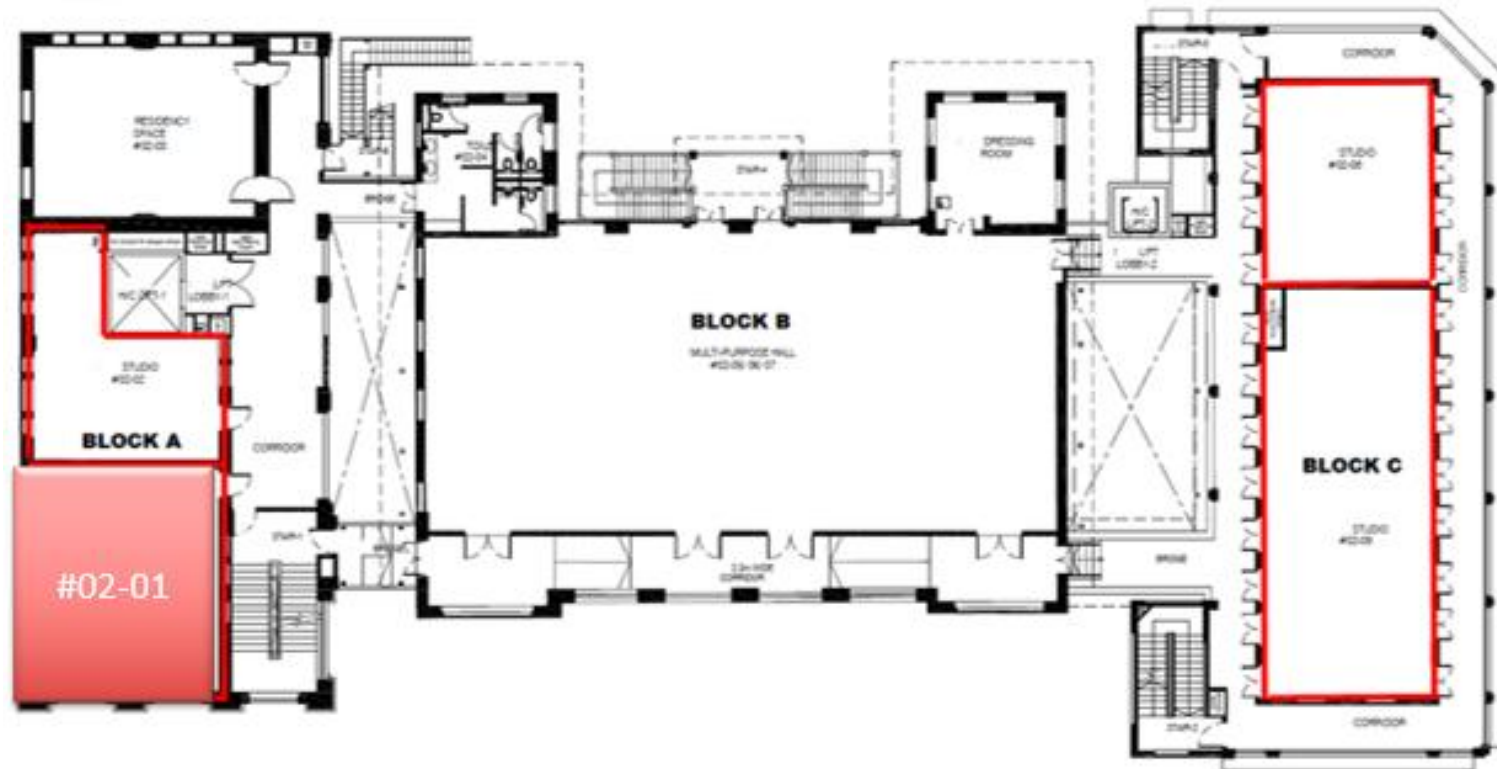


Unit/s for Application:

- #03-02

Stamford Arts Centre

Level 2

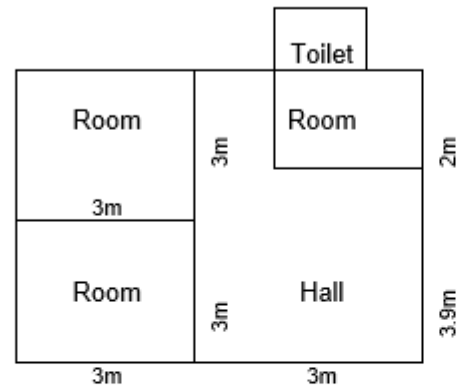


Unit/s for Application:

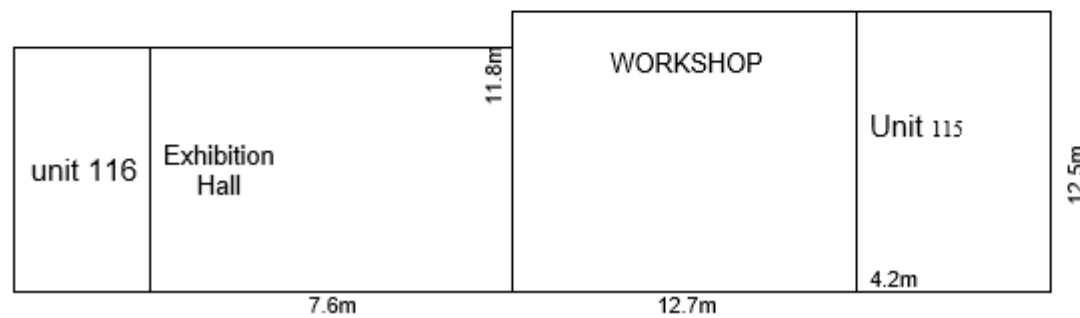
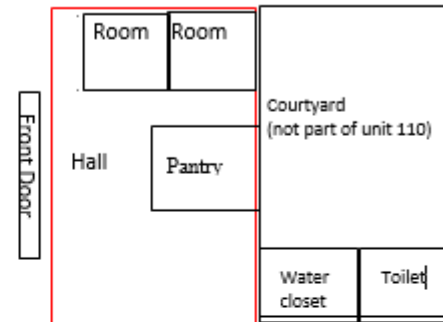
- #02-01

Telok Kurau Studios

1st Storey



Unit 110 (35.4sqm)

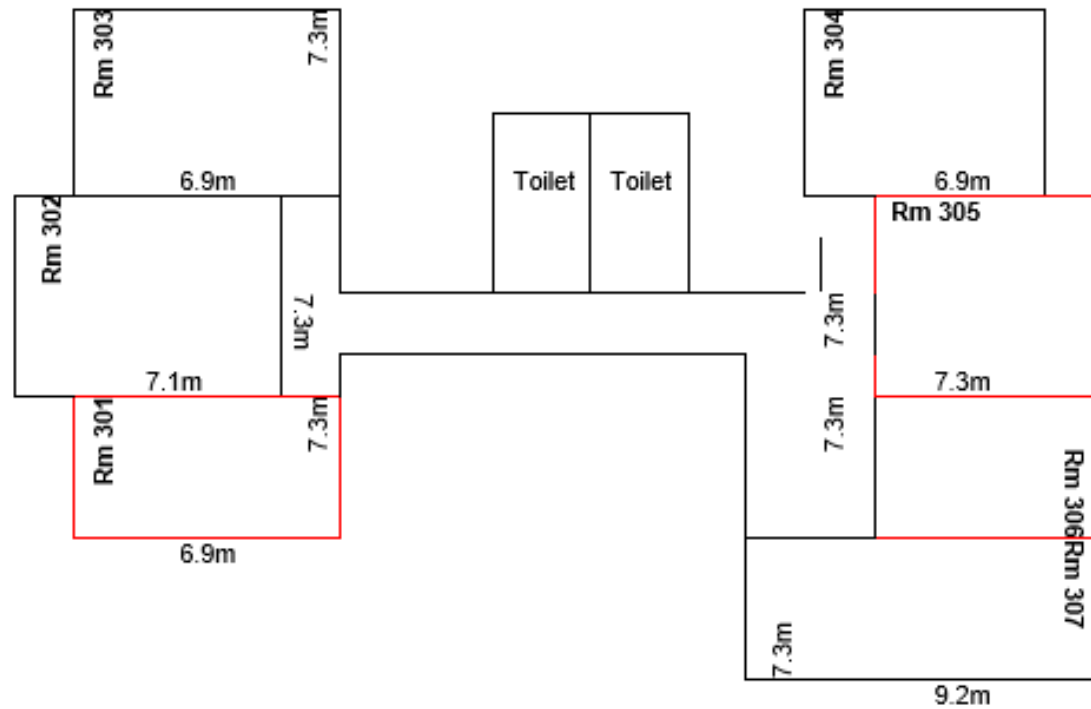


Unit/s for Application:

- #110

Telok Kurau Studios

3rd Storey

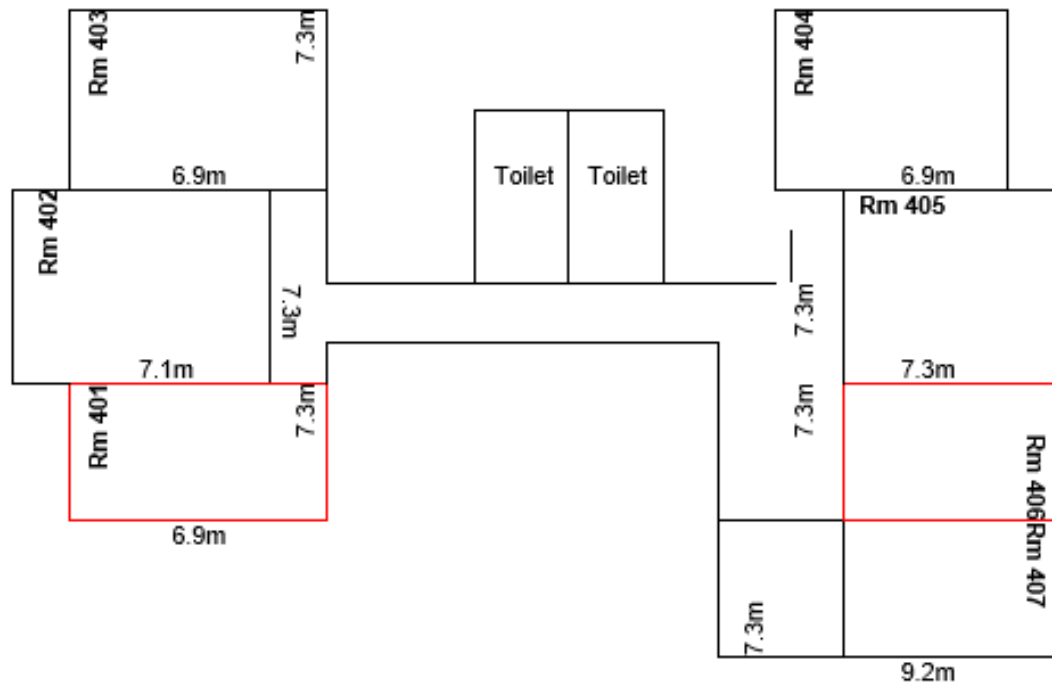


Unit/s for Application:

- #301
- #305
- #306

Telok Kurau Studios

4th Storey



Unit/s for Application:

- #401
- #406