

Particulars of Owner / Resident

Name* : _____ (Owner / Tenant)
Block & Unit No. : _____ Contact No. : _____ (H) _____ (HP)

**If the owner is a company, application must accompany a letter of authorization, and application form must be signed by the authorised person with the company stamp.*

Type of Application

1. Documentary proof of ownership, tenancy, company's nomination, etc. shall be required.

- Additional Access Card at S\$ 25.00 *Please state no. of Additional Access Card(s) required: _____*
- Replacement for Damaged Access Card at S\$15.00 *Please return Damaged Access Card for invalidation purposes.*
- Replacement for Lost Access Card at S\$25.00 *Please state Lost Access Card serial no. for invalidation purposes _____*
- Replacement for No Logo Access Card (F.O.C) *Please return the No Logo card for invalidation purposes _____*

*The No Logo Card was issued during TOP on _____

*All payments by Cheque should be crossed and made payable to **MCST 4463**.*

Acknowledgement

We herein confirm that we have read and will fully abide by the rules & regulations governing the Card Access System which are reproduced overleaf.

Signature of Owner/ Resident

Date

For Office Use

Access Card Applied / Issued	Qty	Unit Rate	Total Cost
Additional Access Card		\$25.00	\$
Replacement for Damaged Access Card		\$15.00	\$
Replacement for Lost Access Card		\$25.00	\$
Total Charges			\$

<p><u>Access Card Issued</u></p> <p>Quantity: _____ pcs</p> <p>Serial No(s): _____</p> <p>Issued By: _____</p> <p>Date: _____</p>

<p><u>Payment</u></p> <p>Amount Received \$ _____</p> <p>Cheque No: _____</p> <p>Receipt No: _____</p> <p>Please attach cheque image for cheque payment</p> <p>Received By: _____</p> <p>Date: _____</p>
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<p><u>Access Card Returned/ Invalidated</u></p> <p>Serial No(s): _____</p> <p>Invalidated By: _____</p> <p>Date: _____</p>
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Acknowledgement for Receipt of Access Card

I hereby acknowledge the receipt of _____ pc(s) of Access Card(s) of the following Serial No(s):Serial No(s):

Name of Recipient _____ :

Signature of Recipient

Date

RULES AND REGULATIONS

1. First time issuance of the access cards are free of charge:

<u>Unit Type</u>	<u>Number of cards</u>
1 bedroom	2 cards
2 bedroom	3 cards
3 bedroom compact	4 cards
3 bedroom	4 cards
3 bedroom dual key	5 cards
4 bedroom	5 cards
4 bedroom dual key	6 cards
5 bedroom	6 cards

2. Request for subsequent cards or replacement of loss cards are subject to a non- refundable card fee of S\$25.00 (inclusive of GST).

3. The Subsidiary Proprietor has to produce a letter declaring the lost of access card and submit this application form to the Management before a replacement will be issued to them.

4. In the case of Resident/Nominee, a letter of authorization form the Subsidiary Proprietor and a letter declaring thelost of access card are required for submission to the Management before a replacement will be issued. The name and identification number of the Resident/Nominee must be clearly mentioned in the authorization letter.

5. Replacement of damaged card subject to a non- refundable card fee of S\$15.00 (GST included). The faulty cardswould have to be surrendered to the management office in order to be eligible for the one-for-one replacement.

6. It is the users' responsibility to maintain and store the access card away from heat and other harmful sources thatmay demagnetise the card.

7. All rules and regulations are subject to revision by the Management as and when it is deemed necessary.

8. If the Unit is tenanted, a letter of authorization from the Subsidiary proprietor, instructing the Management to issue to the tenant the access card must be attached with this application. The name and NRIC / Passport / Work Permit No. of the tenant must be expressly mentioned in this letter.

9. A non-refundable card fee of **S\$15.00 (inclusive of GST)** will be levied for each replacement of damaged access card. Damages access card had to be returned for invalidation.

10. A non-refundable card fee of **S\$25.00 (inclusive of GST)** will be levied for each purchase of additional access card. Declaration letter on loss of card is required when submitting for replacement of access card.

11. By signing this application form, I/We expressively give consent to the management collecting, using and disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.