

**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2958**  
**MOONSTONE RESIDENCES**

**APPLICATION FOR ACCESS CARD**

I/We\* wish to apply for ( \_\_\_\_\_ no/s) Access Card

Name of Applicant(s) : \_\_\_\_\_ (Owner / Tenant)\*  
 (This form must be signed by owner at Section D if applicant is/are a tenant)

NRIC No. \_\_\_\_\_ Unit No. \_\_\_\_\_

Contact No. (Home) \_\_\_\_\_ (HP) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email : \_\_\_\_\_

Name	Age	Relationship
1)		
2)		
3)		
4)		
5)		

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

**Section A : Replacement of Faulty/Lost Access Card**

I / We* would like to apply for replacement of faulty/lost access card in the estate and agreed to pay the replacement charges.  _____ Applicant Signature / Date	For Official Use: Card No. _____ Issued By : _____ Total cards issued to-date: _____ Date : _____
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**Section B : Additional Access Card**

I / We* agreed to pay SGD\$250 per additional access card applied. (Full payment to be accompanied with this application). Maximum of additional 2 card per unit.  _____ Applicant Signature / Date	For Official Use: Card No. _____ Issued By : _____ Total cards issued to-date: _____ Date : _____
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**Section C : Owner's Verification**

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I / We* _____ owner of unit no. _____ confirmed that the above applicant is/are* my tenant from _____ to _____  _____ Signature & Date
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\*Delete where applicable

**NOTES**

1. Cheque to be crossed and payable to "The MCST Plan No. 2958"
2. A copy of the Tenancy Agreement is required for tenant application.
3. Replacement of faulty access card will be charged at SGD\$30.00. Replacement of lost access card will be charged at SGD\$50.00 for the first time, SGD\$70.00 for the second time and SGD\$100.00 for third time or more. Please report lost of access cards to the Management during office hours.
4. Additional Access Card may be purchased at SGD\$250.00 per card but not exceeding 2 cards per household unit and such charge payable is non-refundable and the Management Council reserves the rights to evaluate the application and decline as deem fit.
5. Access cards are based on the quota of the unit type. (1 bedroom entitled to 2 cards, 2 bedroom entitled to 3 cards, 3 bedroom entitled to 4 cards and penthouse entitled to 5 cards).
6. All conditions listed in the House Rules on Resident Access Crads (updated as at 1 July 2013) applies.