

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 4280

ACCESS CARDS

APPLICATION RECEIVED ON DATE: _____

Particulars of Owner / Resident

Name* : _____ (Owner / Tenant)
 Block & Unit No. : _____
 Contact Nos. : _____ (Residence) _____ (Handphone)

**If the owner is a company, application must accompany a letter of authorization, and application form must be signed by the authorized 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 \$20.00 | Please state no. of Additional Access Card(s) required: _____ |
| □ | Replacement for Damaged Access Card at \$50.00 | Please return Damaged Access Card for invalidation purposes. |
| □ | Replacement for Lost Access Card at \$50.00 | Please state Lost Access Card serial no. for invalidation purposes _____ |

*Each addition or replacement of cards shall be subject to a non-refundable respective charge of \$50.00. All payments by Cheque should be crossed and made payable to **MCST 4280**.*

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 Official Use

| Access Card Applied / Issued | Qty | Unit Rate | Total Cost |
|-------------------------------------|-----|-----------|------------|
| Additional Access Card | | \$20.00 | \$ |
| Replacement for Damaged Access Card | | \$50.00 | \$ |
| Replacement for Lost Access Card | | \$50.00 | \$ |
| Total Charges | | | \$ |

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

| | |
|---|----------|
| <u>Payment</u> | |
| Amount Received | \$ _____ |
| Cheque No: | _____ |
| Receipt No: | _____ |
| Please attach cheque image for cheque payment | |
| Received By: | _____ |
| Date: | _____ |

| | |
|--|-------|
| <u>Access Card Returned/ Invalidated</u> | |
| Serial No(s): | _____ |
| Invalidated By: | _____ |
| Date: | _____ |

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 : _____ NRIC/Passport No : _____

Signature of Recipient

Date

RULES AND REGULATIONS

PROXIMITY CARDS

1. Each unit is allocated an initial stipulated number of proximity cards, free of charge. See table below:

| No. of Bedrooms | No. of Cards to be Allocated |
|--------------------|------------------------------|
| 1 BR | 3 |
| 2 BR | 4 |
| 3 BR | 5 |
| 2 BR Penthouse | 5 |
| 3 BR Penthouse | 6 |
| 3 + 1 BR Penthouse | 7 |

2. Proximity Cards will only be issued to owners or tenants who reside permanently at the Apartment. Proximity Cards issued above the allowable number will be charged at \$20.00 per card.

3. Residents must report to the Management on the loss or damage of the Card. Damaged cards is usually not repairable. For replacement, residents must surrender the damaged cards to the Management.

REPLACEMENT CARD SHALL BE SUBJECTED TO A CHARGE OF \$50.00 PER CARD, PAYMENT BY CHEQUE SHOULD BE MADE PAYABLE TO “MCST 4280” PLEASE NOTE THAT MANAGEMENT RESERVES THE RIGHT TO REVIEW THE CHARGES AS AND WHEN DEEMED NECESSARY.

4. For tenanted units, owner must hand over all proximity cards to the tenants. Owners must ensure that their tenants return all proximity cards to them once the lease end.

5. When a unit is sold, all proximity cards must be returned to the Management or handed over to the new owner, failing which a charge of \$50.00 per card must be imposed for the application and payable to the Management.