



MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3300

APPLICATION OF ACCESS CARD

SECTION I : TO BE COMPLETED BY APPLICANT

Name: _____ (Owner / Tenant)*

Unit No.: _____ Contact: _____ (H) _____ (HP)

I enclosed my cheque no. _____ of S\$ _____ being payment of the
*(3rd/4th/5th/6th/7th/8th) access card(s) (whichever applicable). Receipt will not be issued.

Cheque made payable to: "MCST Plan No.3300"

I declare that all particulars given by me are true and correct. I have read and agreed to abide by the terms and conditions governing the application of access card at Mera East.

By signing this application form I/we expressively 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.

Signature: _____ Company Stamp: _____ Date: _____

SECTION II : OWNER'S VERIFICATION

I / We* _____ owner of unit _____

confirmed that the above applicant is / are my tenant from _____ to _____

SECTION III: FOR OFFICIAL USE

Fee payable (\$50/-) per Access Card. Cheque No. _____ Bank: _____

Access Card S/No. _____ *New / Replacement / Lost

Total number of Access Cards issued to-date: _____ Date issued: _____

Issued by: _____ Signature: _____

SECTION IV: ACKNOWLEDGEMENT RECEIPT OF ACCESS CARD(S)

I acknowledge receipt of _____ access card(s) no.: _____

Signature: _____ Date: _____

*Delete whichever applicable.



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- EXTRACTS FROM RESIDENT'S HANDBOOK -

3.4 ACCESS CARD

- a. To be eligible for the issuance of Access Card, other than the commercial unit subsidiary proprietor & shop operator, the applicant must be residing in Mera East on a permanent basis and his/her identity card must bear Mera East address. Each unit shall be entitled to an initial issue of Access Card, free of charge.
- b. Residents may apply for maximum of additional two (2) access card with an administration fee of S\$50.00 per card shall be paid, subject to the approval from the Management.
- c. To replace a lost access card, a letter declaring the loss of the access card is required so that the lost access card can be deactivated immediately to prevent illegal entry.
- d. Access card will only be issued to residents aged 12 years and above.
- e. When a subsidiary proprietor sells his unit subsequently, he/she must hand over all the access cards issued to him/her to the new subsidiary proprietor.
- f. When a subsidiary proprietor leases out his unit, the existing access card is to be handed over to the tenant by the subsidiary proprietor. Subsidiary proprietor who have leased out their unit will not be entitled to the use of the estate facilities as their rights have been transferred to the tenant.
- g. Access card can be issued to the tenant on production of a letter of authorization from the subsidiary proprietor with a copy of the lease/tenancy agreement. A maximum of additional two (2) access cards with an administration fee of S\$50.00 per card shall be paid, subject to the approval from the Management.
- h. Applicants must submit a copy of any legal documents to prove their subsidiary proprietorship/tenancy of the relevant premises.
- i. All Access Card is not transferable.
- j. Only valid access card will entitle the resident to the use and booking of all estate facilities.