



MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3850

APPLICATION OF ACCESS CARD

SECTION I : TO BE COMPLETED BY APPLICANT

Type of Card Applied : New / Additional _____ no. (Fee : \$30.00/per card.)
 Replacement for _____ lost / damaged* card (Fee: \$20.00 per card)
Access Card Serial Number: _____

Name: _____ (Owner / Tenant)* Blk: _____ Unit: _____

Contact: (H) _____ (HP) _____ (Email) _____

Documents Required

(Please tick) :

- () Owner –Proof of resident e.g. NRIC
() tenant –tenancy agreement or owner’s verification(Section II)

I enclosed my cash / cheque* no: _____ of \$ _____ being payment of _____ nos. of access card(s).

Cheque made payable to **MCST 3850**

I declare that all particulars given by me are true and correct. I have read and agreed to abide by the rules and regulations governing the application of access card at D’Castilia.

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.

Signature: _____ Date: _____

** Delete if not applicable*

SECTION II : OWNER'S VERIFICATION (to be filled up if the applicant of the unit is a tenant)

I / We* _____ owner of blk _____ unit _____
confirmed that the above applicant is my tenant from _____ to _____ .

Signature: _____ Date: _____

SECTION III: FOR OFFICIAL USE

Receipt No.: _____

Access Card Serial No.: _____

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

Issued by: _____ Signature: _____



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SECTION IV: ACKNOWLEDGEMENT RECEIPT OF ACCESS CARD(S)

I, _____, of blk _____ Unit _____ acknowledge receipt of _____ access card(s) with serial no.: _____.

Signature: _____ Date: _____

**Delete whichever applicable.*

RULES AND REGULATIONS:

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

Type	Number of cards
1 Bedroom	4 cards
2 Bedroom	5 cards
3 Bedroom	6 cards
2 Bedroom Penthouse	5 cards
3 Bedroom Penthouse	6 cards
4 Bedroom Penthouse	7 cards

2. A Subsidiary Proprietor has to produce a letter declaring the loss of an access card to the Management before a replacement will be issued.
3. In the case of Resident/Nominee, a letter of authorization form the Subsidiary Proprietor and a letter declaring the lost 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.
4. Application for replacement of lost/damaged access card and application of additional access card are subjected to a card fee of S\$20.00 and S\$30.00 respectively (nonrefundable).
5. All access cards issued will have to be handed over to the next Subsidiary Proprietor / Resident when the Unit is sold / leased, otherwise the charges in clause 4 will be levied on the new Subsidiary Proprietor / Resident.
6. All rules and regulations are subject to revision by the Management as and when it is deemed necessary.
7. The Management will not be responsible for any unauthorized use or misuse of the access card.
8. Applicants must submit a copy of tenancy/legal documents to prove their ownership/tenancy of the relevant premises.

*** The submission of this application form does not imply that the Management should immediately program the access cards. Please allow at least 5-7 working days for the programming to be done. The owner is also required to formally notify the Management regarding a loss of access card.*