## **APPLICATION FOR ACCESS CARD**

APPLICATION RECEIVED ON



Management Corporation Strata Title Plan No. 4463

GST	No.:	M90371352Y
-		1110001 1002 1

DATE:	TIME:	

		•	<sup>/</sup> Resident		
me* :					(Owner / Tena
ck & Unit No. :		ntact No. :		(H)	(
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Documentary proof of ownership, ter	Ty nancy, company's	pe of Application, et	t <b>ion</b> tc. shall be required	d.	
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4463 - Access Card Application
68 Sengkang Square Rd #B1-42 Singapore 544704 Tel: (65) 6385 3912
Email: lafiestamgt@gmail.com Management Office

Managing Agent

Wisely 98 Pte Ltd 2 Kallang Ave, #07-32 CT Hub, Singapore 339407 Tel: (65) 6291 5355 Fax: (65) 6291 5655 Website: <a href="https://www.wisely98.com">www.wisely98.com</a> Managing Agent

## APPLICATION FOR ACCESS CARD

APPLICATION RECEIVED ON



Management Corporation Strata Title Plan No. 4463

GST No.: N	190371352Y
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DATE:	 TIME:	

Acknowledgement for Receipt of Access Care	<u>d</u>
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>	Number of cards
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 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.
- 5. Replacement of damaged card subject to a non- refundable card fee of \$\$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 **\$\$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 **\$\$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.

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Management Office 68 Sengkang Square Rd #B1-42 Singapore 544704 Tel: (65) 6385 3912

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