

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3380

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 _____ nos. of access card(s).

Cheque made payable to: "MCST Plan No.3380"

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 Regency Suites

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 (\$20/-) 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.

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3380

ACCESS CARD (SECURITY CARD)(Extract from Regency Suites Resident's Handbook)

1. The access card can be applied at the Management Office and it is used for access into the development via lift lobbies and lifts respectively.
2. The allocation of access cards will be issued free-of-charge for different unit type as follows :

a. 2 Bed Rooms Type	-	3 cards
b. 3 Bed Rooms Type	-	4 cards
c. Penthouse	-	5 cards
d. SOHO simplex unit	-	2 cards
e. SOHO duplex unit	-	3 cards
3. Cards issued above the allowable number will be charged at **S\$20.00 per card** (maximum of 2 cards per Unit and is non-transferable). Units requiring extra cards will be considered on a case-by-case basis and documentary evidence is required to prove that the applicants are residing In the development.
4. Access cards are issued only to the Subsidiary Proprietors. For tenanted apartments, tenants are advised to collect the access cards from the Subsidiary Proprietors.
5. The Management reserves the right to request for documentary evidence to prove that the applicant(s) is/are residing in the development before issuing the access cards.
6. Charges on loss, damaged and purchase of additional access card will be **S\$50.00 per card (non-refundable)**.
7. To replace a lost card, a letter declaring the loss of the card is required. Please inform the Management Office of any lost cards. The card will be void from the system.
8. When a unit is sold, all cards Issued must be surrendered to the Management Office or handed over to the new owner, failing which a charge of **S\$50,00 per card** is imposed for the application and payable by the new owner.
9. Visitors and/ or relatives to the development will not be eligible for the access card.
10. Due care is to be exercised to maintain the working condition of the access card. Keep all cards away from the magnetic device/ fields and place them in a cool dry place when not in use.