



THE MANAGEMENT CORPORATION  
STRATA TITLE PLAN NO. 3593  
18 Marina Boulevard #07-01  
Singapore 018980  
Tel: 6603 6000 Fax: 6603 6010

## APPLICATION FOR ACCESS CARD

APPLICATION RECEIVED ON:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

### Particulars of Owner / Resident

Company : \_\_\_\_\_ (If Applicable)  
Name : \_\_\_\_\_ Owner / Tenant \*  
Unit No. : # \_\_\_\_\_  
Contact Nos. : \_\_\_\_\_ (Residence) ; \_\_\_\_\_ (Handphone)

\* Please delete where not applicable

+ Verification of NRIC / Passport is required for collection of Residence Transponder

### Type of Application

1. Please tick in the appropriate box ☐
2. Documentary proof of ownership, tenancy, company's nomination, etc. shall be required. \_\_\_\_\_
- ☐ Additional Access Card Please state no. of Additional Access Card(s) required: \_\_\_\_\_
- ☐ Replacement for Damaged Access Card Please attach and return Damaged Card for invalidation purposes.
- ☐ Replacement for Lost Access Card Please state Loss Access Card serial no. for invalidation purposes: \_\_\_\_\_

Each additional or replacement of access card shall be subjected to a non-refundable charge of \$21.80 per access card (inclusive of 9% GST). All payment by Cheque / PayNow should be crossed and made payable to "The MCST Plan no.3593"

### Acknowledgement

We herein confirm that we have read and will fully abide by the By-Laws governing the Access Control System / Transponder which are reproduced overleaf.

\_\_\_\_\_  
Signature of Owner / Resident

\_\_\_\_\_  
Date

#### For Official Use

Access Card Applied / Issued	Quantity	Unit Rate	Total Cost
Additional Access Card		\$21.80	\$
Replacement for Damaged Access Card		\$21.80	\$
Replacement for Loss Access Card		\$21.80	\$
Total Charges			\$

#### Payment

Amount Received: \$ \_\_\_\_\_  
Cash / Cheque No.: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_  
For cash payment only (please attach cheque image for cheque payment)  
Received By: \_\_\_\_\_  
Date: \_\_\_\_\_

#### Access Card Issued/ Validated

Quantity: \_\_\_\_\_ pcs  
Access Card S/N: \_\_\_\_\_ to \_\_\_\_\_  
Card Issued  
By: \_\_\_\_\_  
Validated By: \_\_\_\_\_  
Date: \_\_\_\_\_

#### Access Card Returned / Invalidated

Serial No(s): \_\_\_\_\_  
Invalidated By: \_\_\_\_\_  
Date: \_\_\_\_\_

#### Acknowledgement for Receipt of Transponder

I hereby acknowledge the receipt of \_\_\_\_\_ pc(s) of access card(s) of the following Serial No(s):

Serial No(s): \_\_\_\_\_ To \_\_\_\_\_

Name of Recipient : \_\_\_\_\_ NRIC / Passport No. : \_\_\_\_\_

\_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Date

## **BY-LAWS**

### **Access Control Systems**

#### **ACCESS CARD**

1. As part of the security system in the development, access to the following areas is granted through the use of a Transponder:
  - (a) Residential and recreational floor levels via lifts
  - (b) Common lift lobby entrances from 1<sup>st</sup> to 6<sup>th</sup> storey
  - (c) Gymnasium
  - (d) Reading Room
2. When the apartment is sold, it is the responsibility of the Subsidiary Proprietor of the apartment unit to hand over all Access cards to the new Subsidiary Proprietor.
3. All lost or damaged access cards must be reported immediately to the Management Office. To replace a lost or damaged access card, a letter declaring the loss or damage of the access card is required. An administrative charge of \$20.00 per Access Card will be imposed. This charge is subject to revision as and when the Management deems it necessary.
4. Additional Access Card will be issued on a case-by-case basis at the discretion of the Management and is subject to an administrative charge of \$20.00 per card. This charge is subject to revision as and when the Management deems it necessary.
5. For entry into lobbies on the 1<sup>st</sup> to 6<sup>th</sup> storey, Residents need to flash their Access Card near the reader located at the lobby entrance. The door will unlock, then pull to enter. For exit through the door, simply press the exit button located near the door. The door will unlock, then push open the door to exit.
6. For lift access to the floor level of the Resident's apartment and the recreational facilities, Residents need to flash their Access Card near the reader inside the lift car and then press the floor button corresponding to the floor where his/her apartment or the recreational facility is located. The lift will then bring the Resident to the specific floor. Access Card is not required for lift travel to floor levels from 1<sup>st</sup> to 6<sup>th</sup> storey.
7. For entry to gymnasium and reading room, Residents need to flash their Access Card near the reader located next to the door. The door will unlock, then pull open the door to enter. For exit through the door, simply press the exit button located near the door. The door will unlock, then push open the door to exit.

#### **PERSONAL DATA PROTECTION ACT (NO.26 OF 2012)**

I / We have read, consent and agree to the collection, use and disclosure of my / our personal data for the purpose listed and in accordance with the terms as set out in the attached policy.

If I / we have provided personal data of individuals other than myself / ourselves in this Form, I / we also confirmed that I / we have sought the requisite consent from these individuals to the collection, use and disclosure of their personal data. In particular, I / we confirm that I / we have informed these individuals of the purpose of collection, use and disclosure of their personal data.