



MARINA BAY RESIDENCES  
 MANAGEMENT OFFICE  
 18 Marina Boulevard #07-01  
 Singapore 018980  
 Tel: 6603 6000 Fax: 6603 6010

**APPLICATION FOR  
 TEMPORARY PARKING PASS  
 (For Resident's Guest)**

APPLICATION RECEIVED ON:  
 DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**Particulars of Resident**

*(Applications for Temporary Parking Pass are strictly for Residents' Guest on short term stay at the Resident's invitation and residing at the Resident's premises in Marina Bay Residences)*

Name of Resident : \_\_\_\_\_ Owner / Tenant \*  
 Unit No. : # \_\_\_\_\_  
 Contact Nos. : \_\_\_\_\_ (Residence/Office) \_\_\_\_\_ (Handphone)

**Particulars of Resident's Guest & Vehicle**

*(Documentary proof of vehicle ownership or entitlement to use of company registered vehicle or rental vehicle shall be required for application for temporary season parking pass)*

Name of Resident's Guest : \_\_\_\_\_  
 Contact Nos. : \_\_\_\_\_  
 Vehicle Registration No. : \_\_\_\_\_  
 Vehicle Make / Model : \_\_\_\_\_ Vehicle Colour : \_\_\_\_\_

**Type of Application**

*(All payments shall be by Cheque only and made payable to "MCST PLAN NO. 3593")*

Period of Temporary Parking Pass Applied for : 

M	M	/	Y	Y	Y	Y
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 to 

M	M	/	Y	Y	Y	Y
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**Duration / Charges of Temporary Parking Pass**

- Less than ½ month (15 days) - \$228.90<sup>†</sup>
- ½ month to 1 month - \$457.80<sup>†</sup>

<sup>†</sup>Rates are inclusive of 9% GST)

**Acknowledgement**

I / We, hereby confirm that I / we have read and will fully abide by the terms & conditions (incorporating the By-laws of the Management Corporation) governing car parking at Marina Bay Residences, which are reproduced overleaf. I / We further undertake to display the Temporary Parking Pass, when issued, prominently on the top left of the front windscreen of my / our vehicle at all times whilst within the estate.

\_\_\_\_\_  
 Signature of Resident

\_\_\_\_\_  
 Date

**For Official Use**

**Documentary Proof**

- Proof of Ownership of Premises OR Tenancy Agreement at MBR (of Resident)  Others: \_\_\_\_\_

**Payment**

- NOT APPLICABLE – Reasons: \_\_\_\_\_
- \$228.90- Less than ½ month (15 days)
- \$457.80- ½ month to 1 month

Payment Received : \$ \_\_\_\_\_ PayNow/  
 Cheque No.: \_\_\_\_\_ Received By: \_\_\_\_\_  
*(please attach cheque image)*

**Issuance of Temporary Parking Pass**

Date of Issue : \_\_\_\_\_  
 Serial No. of T-Parking Pass : \_\_\_\_\_  
 T-Parking Pass Issued By : \_\_\_\_\_

**IU Registration / Update**

Date of IU Registration : \_\_\_\_\_  
 IU Registration By : \_\_\_\_\_

**Recipient To Acknowledge**

Name : \_\_\_\_\_  
 Signature : \_\_\_\_\_

Date : \_\_\_\_\_

\* Please delete where not applicable

## **TERMS & CONDITIONS**

1. Entry into the car park and parking within the car park of the development for all vehicles shall be at the absolute discretion of the Management and subject to the By-laws herein and such other terms determined by the Management from time to time.
2. Only eligible applicants, as determined by the Management from time to time, may apply for season parking of their vehicle within the car park of the development.
3. Each apartment unit shall, subject to documentary proof of residence and ownership of vehicle or entitlement to use of company registered vehicle, be eligible to apply for season parking of one (1) vehicle within the car park of the development subject to the availability of parking lots.
4. Residents with more than one (1) vehicle may, subject to the availability of parking lots after satisfying the season parking applications of all residents' first (1<sup>st</sup>) vehicle, apply for season parking for their second and subsequent vehicles on a first-come-first-serve basis.
5. Subsidiary Proprietors who have tenanted out their premises and are therefore no longer eligible to apply for parking of their vehicle(s) under the Resident's season parking scheme may, subject to the availability of parking lots after satisfying all applications under the Residents' season parking scheme and requirements for Residents' visitors, apply for season parking for their vehicles under the Non-Resident Subsidiary Proprietor (NRSP) season parking scheme.
6. Application for season parking must be submitted to the Management Office in a prescribed form with all supporting documents stipulated by the Management including copy of the document issued by the authority certifying ownership of vehicle or document of entitlement to use of company registered vehicle and where relevant, proof of ownership, tenancy and/or residency of apartment unit at Marina Bay Residences.
7. Approval of application for season parking shall be at the sole discretion of the Management.
8. The Management shall reserve the rights to temporarily suspend, cancel or withdraw any approved season parking application if it has reasons to believe that the applicant has provided false, misleading or deceptive representation in support of the season parking application.
9. On approval of any season parking application, the applicant shall make advance payment of the season parking charges based on the prevailing season parking rates and payment terms as determined by the Management from time to time. The Management reserves the rights to revise the season parking rates and payment terms as it deems appropriate.
10. First time applicants may apply for pro-rated payment for the month of application, plus full payment for the following month at the least. All cheques shall be made payable to "The MCST Plan No. 3593".
11. Re-application of season parking for subsequent months shall be submitted with the season parking charges to the Management Office during office hours not later than the 25<sup>th</sup> day of the month preceding the period applied for. Season parking access for vehicle shall be invalidated by the end of valid season parking period automatically if no approval is granted for any re-application; or if no re-application or advance payment of the season parking charges is received by the Management Office by the stipulated date.
12. Successful season parking applicants will be issued a season parking label and they must display the season parking label prominently on the top left (passenger side) portion of the front windscreen of their vehicles at all times whilst their vehicles are parked within the car park.
13. A fee of \$5.00 will be charged for the replacement of any lost season parking label. This fee is subject to revision as and when the Management deems necessary.
14. Season parking labels are strictly non-transferable and Residents who change vehicles should submit details of new vehicles including the vehicle IU number to the Management so that these may be updated to allow entry of the new vehicle into the car park.
15. Except for vehicles with valid season parking, the entry and parking of other vehicles without valid season parking shall be at the Management's sole discretion and only if validity for such entry and parking has been established. Visitors granted entry for their vehicle shall be issued with a temporary Visitor's Parking Slip and the visitor shall display the parking slip prominently on the dashboard of the vehicle at all times whilst the vehicle is within the Development. The parking of all visitors' vehicles shall be restricted to designated visitor's parking lots and shall not be permitted overnight within the car park or between the hours from 12.00 midnight to 6.00 am daily unless prior written approval from the Management has been obtained.
16. The Management reserves their right to impose charges on visitors for the parking of their vehicles within the car park as it deems necessary.
17. The Management shall have the right to amend, add or delete any rules at any time as it deems necessary, to regulate the use of the car park and parking of vehicles within the car park including the right to determine the number of parking lots for the Resident's season parking scheme, Non-Resident Subsidiary Proprietor (NRSP) season parking scheme, Resident's visitors and where applicable, season parking for other eligible applicants and the method of allocation of available season parking lots to applicants.
18. Vehicles parked within the car park are at the sole risk of the owners or Residents, and the Management will not be responsible for any loss or damage howsoever caused.
19. The car park has a height limit of 2 meters.
20. Heavy vehicles are not allowed in the car park.
21. Repair or servicing of cars, recreation, storage or repair works by the Residents or their visitors is not permitted in the car park or anywhere in the common area.
22. No vehicles should be parked indiscriminately along the driveways or at any non-designated areas (e.g. in front of switch room and lift lobby etc.) or across two parking lots.
23. Only vehicles with valid season parking or valid visitor's parking slip shall be authorized to park within the car park of the development.
24. The following categories of vehicles shall be liable to have one or more of its wheels immobilized by the Management by use of a wheel clamp device and/or have the vehicle removed by the Management by use of tow-trucks:
  - a. Any unauthorized vehicle including vehicles not displaying a valid season parking label or valid visitor's parking slip found parked within the car park of the development;
  - b. Any vehicle found parked in any area not designated as parking lot or in an indiscriminate or inconsiderate manner or in any manner which may cause obstruction and/or inconveniences to other users;
  - c. Any vehicle found parked at a disabled/handicap parking lot without displaying a valid car park label issued by Centre for Enabled Living (CEL) under the car park label scheme for persons with physical disabilities and/or medical conditions.
  - d. Any vehicle with season parking label or visitor's parking slip obtained through the provision of false, misleading or deceptive representation.
25. The owner/user of a vehicle that has one or more of its wheels immobilized by a wheel-clamp device shall without dispute pay to the Management an administrative fee of \$300.00 (subject to GST) for the release of the wheel-clamp device, failing which the vehicle shall remain immobilized until the administrative fee and a further surcharge of \$100.00 (subject to GST) per day for each day the vehicle remains parked and wheel-clamped within the development is paid in full.
26. In the event of any unauthorized removal or tampering of a wheel-clamp device by the owner/user of the vehicle that has been wheel-clamped, the owner/user of that vehicle shall without dispute pay to the Management a further administrative fee of \$300.00 (subject to GST) for the replacement of each wheel-clamp device that has been removed or tampered with.
27. The owner/user of a vehicle that has been removed by a tow-truck shall without dispute pay to the Management any administrative fees and surcharge arising from sub-paragraph (3) & (4) above if the vehicle had been immobilized prior to the removal of the vehicle and bear all costs and expenses incurred for the removal of the vehicle including any towing, transportation, stowing, parking charges or other incidents costs and expenses on a full indemnity basis.
28. The administrative fees and any surcharge levied shall be payable strictly in Cash only to the authorized representatives or appointed agents of the Management Corporation.
29. The wheel clamp device shall be released only upon full payment of the administrative fees and any surcharged levied.
30. The Management and its appointed agent or contractor shall not be responsible or liable for any loss or damage howsoever caused to the vehicle, its accessories or the contents of the vehicle so immobilized or removed by the Management.

## **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.