



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

- Please tick in the appropriate box
 - Documentary proof of ownership, tenancy, company's nomination, etc. shall be required. _____
- Additional Access Card Replacement for Damaged Access Card
 Please state no. of Additional Access Card(s) required: _____
- 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: \$ _____

Pn / 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 Access Card

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

Serial No(s): _____

 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 1st to 6th 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 1st to 6th 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 1st to 6th 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, the 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.