



## APPLICATION FOR RESIDENT'S ACCESS CARDS & CAR PARKING DECAL

**To apply for (please tick the relevant boxes)**

1. ACCESS CARD (SECURITY CARD)
2. CAR PARKING DECAL
- CAR PARKING TRANSPONDER (IF APPLICABLE)
- CAR PARKING REMOTE CONTROL (IF APPLICABLE)

\*Please read and comply with the terms and conditions as stipulated in the MCST's By-law and Resident's Handbook. To furnish documentary evidence required before application can be processed.

**THANK YOU. WE APPRECIATE YOUR TIME TAKEN TO COMPLETE THE FORM  
NEEDED FOR PROCESSING**

We, the owners of Unit(#)       -        would like to apply for the above.

<b>ESTATE NAME :</b>		<b>MCST NO :</b>	
<b>OWNER'S PARTICULARS</b>			
Purchaser's Name(s):		NRIC /Passport No.:	
Contact No:(Home)	(Hp)	(Office)	(Fax)
Corresponding Address (if not using above the unit's address) :			
Email:			
Nationality:	Vehicle Model:	Vehicle No.:	
Contact Person:	Contact No.:		
Status: Owner –Occupied/Tenanted*	Date of Moving In:		

Effective Date as Per Address:			
<b>TENANT'S (If applicable)</b>			
Name of Tenant (As per agreement):		NRJC/Passport No.:	
Email:			
Contact No:(Home)	(Hp)	(Office)	(Fax)
Nationality:	Vehicle Make/ Model:	Vehicle No.:	
Contact Person:		Contact No.:	
Term of Lease:		Period of Lease :	
S/N	Name of Occupants	Age	Relationship
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**1. ACCESS CARD (SECURITY CARD)**

<u>No of Facility Cards Issued to unit (#)</u>	<u>New Application Additional Facility Card</u>	<u>Replacement of Facility Card</u>	<u>OWNERS'S SIGNATURE</u>

**Please Note:** Application above the allowable number will be considered on a case-by-case basis.

The Fee of which the access cards are to be charged is based on the MCST's By-Laws and House-rule stipulated to the cost of the access cards. (exclusive of GST) if any in addition to the refundable deposit as stipulated in MCST's By-Laws and House-rule.

For tenanted apartments, the Facilities Card will be issued to registered tenant only.

1. Tenants are required to submit a copy of Tenancy Agreement to the Management Office.
2. Processing of the above request will be subjected to the form being completed and deposits received.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Subsidiary Proprietor (SP's Authorization-Applicable to Tenant)

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

Contact No: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT NOTE:** Please be informed that in submitting this completed form online. You have grant us the right of use to work on your application and to disclose your personal data as it is reasonably required for the purposes stated above as the information is necessary for us to process your application. Thank you for your acknowledgement as in compliance to the PDPA data protection act, (Singapore).



## 2. CAR PARKING DECAL

- CAR PARKING DECAL
- CAR PARKING TRANSDPONDER (IF APPLICABLE)
- CAR PARKING REMOTE CONTROL (IF APPLICABLE)

**(\*CONDITIONS TO BE MET FOR THE ISSUANCE FOR THE ONLINE APPLICATION TO BE PROCESSED. (AS STIPULATED BELOW).**

- The applicant must be legal owner or tenant authorized by the owner. The Management reserves the right to reject any applicant who is unable to prove the identity or produce supporting document.
- Each unit is entitled to **One Car parking control access.**  
Subsequent car parking lots are subjected to the management council's approval and in accordance to the estate's house rule and by-laws; fees to apply (if any)
- Photocopy of Vehicle Registration / IU Number- details.
- Photocopy of Identity Card – IC (both sides) / Company Certification Letter (for company's vehicle), Lease/Tenancy Agreement and Insurance.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Subsidiary Proprietor (SP's Authorization-Applicable to Tenant)

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

Contact No: \_\_\_\_\_ Date: \_\_\_\_\_



**IMPORTANT NOTE:** Please be informed that in submitting this completed form online. You have grant us the right of use to work on your application and to disclose your personal data as it is reasonably required for the purposes stated above as the information is necessary for us to process your application. Thank you for your acknowledgement as in compliance to the PDPA data protection act, (Singapore).

**PLEASE BE INFORMED THAT THE ABOVE ONLINE APPLICATION RECEIVED IS SUBJECTED TO THE MANAGEMENT COUNCIL'S PERUSAL AND APPROVAL AND THAT THE NEEDED DEPOSIT CHEQUES AS WELL AS CHARGABLE FEE TO THE DELIVERABLE REQUESTED ARE TO BE RECEIVED BEFORE THE APPLICATION CAN BE PROCESSED IN ACCORDANCE TO THE ESTATE STIPULATED BY-LAWS AND HOUSERULES. THANK YOU FOR YOUR ATTENTION AND UNDERSTANDING.**