



**The Management Corporation Strata Title Plan No. 3582**  
 7 Thomson Lane #01-04 Singapore 297725  
 Tel: 6570 6901 Fax : 6570 6905 Email : skyeleven@singnet.com.sg

**APPLICATION FOR ACCESS CARD**

Applicant's Name: \_\_\_\_\_ \*Owner/Tenant Blk/Unit : \_\_\_\_\_ / \_\_\_\_\_  
 Contact No. : \_\_\_\_\_ (hm) \_\_\_\_\_ (hp)  
 Tenancy Period (if any): \_\_\_\_\_  
 New application                       Lost/Replacement                       Others: \_\_\_\_\_

**Part I:  
 Terms and Conditions:**

- a. The access card can be applied at the Management Office and it is used for access into the lift lobbies.
- b. The allocation of access cards will be issued free-of-charge for different unit type as follows:
  - i. Type A (3 bedroom + 1) - 4 cards
  - ii. Type B1 (4 bedroom) - 5 cards
  - iii. Type B2 (4 bedroom – L) - 5 cards
  - iv. Type B3 (4 bedroom – L) - 5 cards
  - v. Type P1/P2/P3/P4 (Penthouse) - 6 cards
- c. Additional Cards issued above the allowable number will be charged at **S\$50.00** per card (non-refundable). 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 Condominium.
- d. Access Cards are issued only to the Subsidiary Proprietors. For tenanted apartments, tenants are advised to collect the access cards from the Subsidiary Proprietors.
- e. The Management reserves the right to request for documentary evidence to prove that the applicant(s) is/ are residing in the Condominium before issuing the access cards.
- f. Charges on loss and damaged access card will be **S\$50.00** per card (non-refundable).
- g. 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 deactivated from the system.
- h. When a unit is sold, all cards issued must be surrendered to the Management Office or handed over to the new owner, failing which the new owner will be imposed a charge of **S\$ 50.00** per card for the application.
- i. Visitor(s) and/ or relative(s) to the Subsidiary Proprietor(s) will not be eligible for the application of access card.
- j. 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.
- k. For security reason, purchase of additional access card can only be done by Subsidiary Proprietor and legitimate tenants only upon seeking approval from Subsidiary Proprietor.

I confirm that the above particulars are correct. I understand that the above Card(s) will remain the property of The Management and shall be surrendered on demand.

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

<b>Part II:- For Official Use</b>	
( ) Bank / Cheque no: _____ Amount: _____ ( ) Cash \$ _____ ( ) No. of card (s) issued _____ ( ) Deposit amount \$ _____ Remarks: _____	Serial No.: _____ _____ Receipt No.: _____ Process By: _____
<b>Part III: Acknowledgement of Access Card</b>	
I/We hereby acknowledged the receipt of ..... (qty) of access card, serial number ..... of the above card(s) and confirmed that the card(s) was programmed in my presence and the card(s) was tested satisfactory with the Managing Agent	
Name / Signature: _____ Date: _____	