

GRAND SUBANG JAYA @ SS15

ACCESS CARD FORM

Owner's Particulars

Name :
Email :

Unit No. :
NRIC/Passport No. :
Contact No. :

Access Cards Particulars

Application for New Reactivation/Service Cancellation Lost

(1) Access Card No. : Owner Tenant Others_____

(2) Access Card No. : Owner Tenant Others_____

(3) Access Card No. : Owner Tenant Others_____

(4) Access Card No. : Owner Tenant Others_____

(5) Access Card No. : Owner Tenant Others_____

(6) Access Card No. : Owner Tenant Others_____

Payment Details

Access Card Charges RM100.00/Card RM_____

Lost/Damaged Card RM100.00/Card RM_____

Reactivate Access Card Charges RM50.00/Card RM_____

MODE OF PAYMENT CASH ONLINE BANKING TOTAL PAID (RM)_____

Please refer to the below note of this application form before signing and submitting this form to The Management.

Please request receipt after payment. Receipt of payment is not an assurance of approval of this application.

Please check with The Management for confirmation of approval for this application and the issuance of the proximity cards/car sticker.

NOTE

(A) DEFINITIONS

1. **ACCESS CARD** is issued by The Management and operated through radio frequency identification (RFID) system that uses FM transmission techniques.
2. **ACCESS CARD HOLDER** is the person to whom the **ACCESS CARD** is issued by THE MANAGEMENT for the purpose of owner to enter the building.
3. **ACCESS CARD TRANSACTIONS** means the transaction generated by using the **ACCESS CARD** which will be registered in the computer system.

(B) CONDITIONS OF USE

1. **ACCESS CARD** is the property of THE MANAGEMENT and the use of the **ACCESS CARD** constitutes acceptance of the Terms & Conditions in force at the time of use. Use of the **ACCESS CARD** may be revoked at THE MANAGEMENT's sole discretion for any breaches of the **ACCESS CARD**'s Terms & Conditions.
2. **ACCESS CARD HOLDER** is responsible for the usage of the **ACCESS CARD**. The **ACCESS CARD HOLDER** shall use the **ACCESS CARD** in accordance to the procedures, instructions, guidelines from time to time prescribed by THE MANAGEMENT.
3. **ACCESS CARD HOLDER** shall not transfer, damage or tamper with the **ACCESS CARD** or so any act, which may damage the **ACCESS CARD**.
4. THE MANAGEMENT will not be responsible for any damage, loss and/or mishandling of the **ACCESS CARD**.

5. Any loss of the ACCESS CARD is to be reported to the Security Station or the Management Office *IMMEDIATELY* to allow immediate action to be taken to bar unauthorized entry into the estate.
6. All owners are to inform The Management on tenant vacating their premise and to inform THE MANAGEMENT on particulars of new tenants to allow The Management to update its records for the ACCESS CARD.
7. ACCESS CARD HOLDERS are to inform The Management immediately upon change of ownership which involves outsiders to allow records to be updated

(C) TERMS AND CONDITIONS:

1. Each additional application of access card, the applicant will pay an administration charge of **RM100.00** to the Management Fund.
2. The applicant is required to settle all outstanding arrears (i.e service charges, sinking fund, quit rent, insurance etc) of the unit with The Management before the additional access card can be issued to him/her.
3. Applicant who has lost his/her access card is required to write to The Management for a replacement of access card. A penalty of RM100.00 shall be levied for the replacement access card.
4. The Management reserve the right and absolute discretion to forfeit / confiscate the access card of applicant who deliberately breaches any of the above terms and conditions.
5. Any breaches above terms and conditions The Management reserves the right to terminate the said access card by servicing a fourteen (14) days' notice at the general notice board. The access card will be deprogrammed on the expiry date of the said notice.

 Owner's Signature
 Date:

 Tenant's Signature
 Date:

FOR OFFICE USE ONLY

Attended by: Date: <p style="text-align: center;">[Front liner]</p>	Approved by: Date: <p style="text-align: center;">[Manager]</p>	Acknowledged by: Date: <p style="text-align: center;">[Security Officer]</p>
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