

DATE: _____ TIME: _____

Management Corporation Strata Title Plan No .4663
GST No.: M90372695R

- STEP 1: Owners to self-register online at <https://symphony.com.sg>
STEP 2: Submit this Registration Form at the Management Office
STEP 3: Approved users will receive email notification to set their password online

Particulars of Owner			
Name*	:		
Blk No.	:	Unit No.	
Mobile No.	:	Email Address	
Particulars of Occupants/Tenants* (attach Tenancy Agreement)			
1	Name	:	
	Mobile No.	:	Email Address
	Relationship with Owner	:	
2	Name	:	
	Mobile No.	:	Email Address
	Relationship with Owner	:	
3	Name	:	
	Mobile No.	:	Email Address
	Relationship with Owner	:	

Acknowledgement

By signing this application form, I/we expressively give consent to the management for collecting, using & disclosing personal data provided in the form for the purpose of estate management and future communication on matters relating to this estate.

Signature of Owner

Date

Note:

- Submission of this form is not considered as auto-registration.
- This form serves as an authorization letter for owner (s) to approve their occupants who register online.
- The Management will base on this form to approve users.

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ONLINE FACILITIES BOOKING

This feature allows you to book part of the common area facilities from the Condominium via webportal booking system. You are able to check for the availability of facilities based on dates requested by you.

1. Getting Started - 3 Easy-Steps for Web Portal Registration

To begin, you will need to have an Internet connection. Direct your computer's Web browser to <https://symphony.com.sg> and these 3 steps;

Step 1: Owners to Self-register online at <https://symphony.com.sg>.

Step 2: Submit the Pre-Registration form to Management Office.

Step 3: You will receive a password reset link via email (as given in Pre-Registration form) upon approval of your account by Management

2. Booking and Payment

- a. All booking of Facilities, only by residents shall be made online at Symphony Suites web-portal (<https://symphony.com.sg>) anytime and will be approved with full payment.
- b. To set up the Wallet and Deposit-on-File accounts, the requisite prepayments may be made electronically if such facility is available, or by cheque made payable to "**Management Corporation Strata Title Plan No. 4663**".
- c. Wallet, a prepayment credit for facilities bookings is associated to the resident's user login account at web-portal.
- d. Resident makes a prepayment to top up the Wallet credit at the Management office during office hours and/or make such prepayment electronically if such facility is available. Wallet top up amount starts from \$20.00 or any incremental amount in the multiples of \$10.00.
- e. For online booking, the booking fee shall be paid through Wallet credit associated to the resident's user login account.
- f. Deposit-on-File, a deposit credit for facilities bookings is associated to the resident's user login account at web-portal. When resident makes a deposit for the respective facilities, upon first payment, this deposit will be credited to Deposit-on-File for the first and subsequent facilities bookings until the account is terminated. This feature reduces the physical need of the resident coming to the Management Office to pay the deposit every time he books a facility.
- g. The facility and the associated apparatus are to be handed over in a clean and satisfactory condition as determined by the Management. Cost of repairs and additional charges, if any, shall be paid by the Resident.
- h. Deposit-on-File is not allowed to be used for any renovation or moving application.
- i. Resident can make cancellation online according to the respective facilities' cancellation rules.
- j. Resident can request to terminate the online web-portal user login account when the Resident ceases to be a purchaser, subsidiary proprietor, or a tenant of the unit which the Resident shall show proof and provided always, there is no breach of the house rules for the use of the facilities.
- k. Wallet and Deposit-on-File accounts balances are only refunded after Resident ceases to be a purchaser, subsidiary proprietor or as a tenant and have made an application, failing which, the balance shall be forfeited by the Management after 6 months from the date when the resident ceases to be a purchaser, subsidiary proprietor or tenant.
- l. All balances in the Wallet and Deposit-on-File accounts are not subjected to interest (free of interest).