

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

GST No: 201407662W

**Particulars of Owner / Resident**

Name\* : \_\_\_\_\_ Owner / Tenant

Blk & Unit No. : \_\_\_\_\_

Contact Nos. : \_\_\_\_\_ (Residence) \_\_\_\_\_ (Handphone)

*\*If the owner is a company, application must accompany a letter of authorisation, and application form must be signed by the authorised person with the company stamp.*

**Type of Application**

1. *Documentary proof of ownership, tenancy, company's nomination, etc. shall be required.*

<input type="checkbox"/>	Additional Access Card at \$53.50 each	Please state no. of Additional Access Card(s) required: _____
<input type="checkbox"/>	Replacement for Damaged Access Card at \$53.50 each	Please return Damaged Access Card for invalidation purposes.
<input type="checkbox"/>	Replacement for Lost Access Card at \$53.50 each	Please state Lost Access Card serial no. for invalidation purposes: _____

*Each addition or replacement of cards shall be subject to a non-refundable charge of \$53.50 (incl. GST) per access card.*

*All payments by Cheque should be crossed and made payable to "EL Development (Yishun) Pte Ltd – Symphony Suites".*

**Acknowledgement**

We herein confirm that we have read and will fully abide by the rules & regulations governing the Card Access System which are reproduced overleaf.

\_\_\_\_\_  
Signature of Owner / Resident

\_\_\_\_\_  
Date

**For Official Use**

Access Card Applied / Issued	Qty	Unit Rate (incl. GST)	Total Cost
Additional Access Card		\$53.50	\$
Replacement for Damaged Access Card		\$53.50	\$
Replacement for Lost Access Card		\$53.50	\$
Total Charges			\$

Access Card Issued

Quantity: \_\_\_\_\_ pcs  
 Serial No(s): \_\_\_\_\_  
 Issued By: \_\_\_\_\_  
 Date: \_\_\_\_\_

Payment

Amount Received: \$ \_\_\_\_\_  
 Cheque No.: \_\_\_\_\_  
 Receipt No.: \_\_\_\_\_  
*Please attach cheque image for cheque payment*

Received 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): \_\_\_\_\_

Name of Recipient : \_\_\_\_\_ NRIC / Passport No. : \_\_\_\_\_

\_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Date

**RULES & REGULATIONS**

1. First time issuance of the access cards are free of charge:

Unit Type	Number of cards
2 Bedroom (Type A)	4 cards
3 Bedroom (Type B)	5 cards
3 Bedroom Premium (Type C)	5 cards
4 Bedroom (Type D)	6 cards

2. When the apartment is sold, it is the responsibility of the Subsidiary Proprietor of the unit to hand over all Access Card 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 of or damaged Access Card is required. A charge of \$50.00 (\$53.50 incl. GST) per Access Card will be imposed. This charge is subject to revision as and when the Management deems necessary.
4. Additional Access Cards may be purchased at a prescribed fee of \$50.00 (\$53.50 incl. GST) per Access Card at a maximum of 2 pieces per unit. 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 development.
5. The Subsidiary Proprietor has to produce a letter declaring the loss of access card and submit the prescribed application form to the Management before a replacement will be issued to them.
6. In the case of Resident/Nominee, a letter of authorisation form the Subsidiary Proprietor and a letter declaring the loss of access card are required for submission to the Management before a replacement will be issued. The name and identification number of the Resident/Nominee must be clearly mentioned in the authorisation letter.
7. It is the users' responsibility to maintain and store the access card away from heat and other harmful sources that may demagnetise the card.
8. Unauthorised security access device found/ used would be confiscated and the master card will also be de-activated.
9. All rules and regulations are subject to revision by the Management as and when it is deemed necessary.
10. By providing your personal data (e.g. name, contact, identification etc) to us, you agree that EL Development (Yishun) Pte Ltd and its appointed agents ("Organisation") may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to the Organisation's related corporations and third parties who provide services to the Organisation.