

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

I / We hereby apply for

- a. Section 47(1)(a) – Particulars of chairman, secretary and treasurer of the management and managing agent appointed under sect 66 of the Act. A charge of \$5.00 (\$5.35 incl. GST)
- b. Section 47(1)(b) – the following Information (A charge of \$15.00 (\$16.05 incl. GST) per hour or part thereof at each attendance)
 - Strata Roll
 - Types of Plans, Certificates in Sect 26(4)
 - *Floor Plan/Strata-Title Plan/Other Plan (specify : _____)
 - Notices and orders referred to in Sect 29(1)(g) of BMSMA
 - Sect 28 of Building Control Act
 - Others (Specify: _____)
 - Minutes
 - *AGM/EOGM (specify which meeting & date : _____)
 - Council meeting (specify which meeting & date : _____)
 - Books of Account for period: _____
 - Current Policies of insurance & receipt for last premium paid
 - Fire Public Liability Workmen Compensation
 - Money Error & Omissions
- c. Certificate pursuant to section 47(1) (c) of BMSMA for property no. _____ \$25 (\$26.75 incl. GST)

Photostat copy of documents/plan is charged at **50 cents (\$0.55 incl. GST) per piece** (within A3 size) in addition to the above fee. Application would be processed upon receipt of payment.

All cheques shall be made payable to **“EL Development (Yishun) Pte Ltd – Symphony Suites”**

* Delete accordingly

Acknowledgement

By signing this application form I/we expressively give consent to the management of Symphony Suites for collecting, using & disclosing personal data provided in the form for the purposes of estate management and future communication on matters relating to this estate. I/we will not use any personal data from the document obtained under this application for any purpose without the consent of the management.

Signature of Applicant / Date

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For Official Use

Description	Quantity	Unit Rate	Total Cost
Section 47(1)(a)		\$	\$
Section 47(1)(b)			
Section 47(1)(c)			
Total Charges			\$

S/N	Items Issued:
1	
2	
3	
4	
5	

Payment

Amount Received: \$ _____
 Cheque No.: _____
 Receipt No.: _____
Please attach cheque image for cheque payment
 Received By: _____
 Date: _____

Issued by: _____

Issued date: _____

Acknowledgement for Receipt of Items:

I hereby acknowledge the receipt of _____ no(s) of items as requested and listed above.

Name of Recipient : _____ NRIC / Passport No. : _____

Signature of Recipient

Date