



APPLICATION FOR RESIDENT ACCESS CARD

(Only for Residents of Lake Vista @ Yuan Ching Blks 138A to 138D Yuan Ching Rd)

Section 1: Particulars of Owner

Name (as in NRIC) *			
NRIC Number	X X X X X	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Last 3 numbers and letter, e.g. XXXXX567A
Address (as in NRIC)			Postal Code
Contact Number	Handphone		Home
Email			

* Documentary proof of ownership shall be required, please attached a copy of your NRIC front and back.

Section 2: Type of Application

Additional Access Card. Please state no of additional Access Cards(s) required: _____

Replacement of Damaged Access Card. Please state damaged Access Card Serial No. for invalidation purposes:
Serial No(s): _____

Replacement of Lost Access Card. Please state Lost Access Card Serial No. for invalidation purposes:
Serial No.: _____
Date Lost: _____ Time Lost _____
Police Report No.: _____

Each addition or replacement of cards shall be subject administration charges as stated in Section 3. Payments can be made by Cash, Nets, Credit Cards or Cheque payable to "Jurong-Clementi Town Council".

Section 3: Terms and Conditions

- a) Each apartment shall be entitled to 4 to 5 Access Cards in accordance to flat type at no charge, as follows:-
 - 3-room flat - 4 cards per Unit
 - 4-room & 5-room flat - 5 cards per Unit
- b) All lost or damaged Access Cards must be reported immediately to the Town Council Main Office.
- c) To replace a lost Access Card, documentary evidence (e.g. police report) or a letter declaring the loss of card is required. The lost Access Card will be void from the system for security reasons.
- d) To replace a damaged Access Card, a letter declaring the damaged card is required. The damaged Access Card will be void from the system for security reasons.
- e) An administrative charge of \$50+GST per Access Card will be imposed for replacement of lost or damaged cards and additional Access Cards of up to a maximum of two (2) cards per flat. Applicant shall provide documentary evidence is required to prove that the applicants are residing in the flat.
- f) If flat owner requires extra cards, over and above the 2 additional cards, such request will be considered on a case-by-case basis at the discretion of the Town Council and documentary evidence is required to prove that the applicants are residing in the flat. If approved an administrative charge of \$100+GST per Access Card will be imposed. This charge is subject to revision as and when the Town Council deems necessary.
- g) When the flat is sold, it is the responsibility of the flat owners to hand over all Access Cards to the new flat owners. An administrative charges will be imposed on the new flat owner for any additional or replacement cards.



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Section 3: Terms and Conditions (Continue from Page 1)

- h) 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.
- i) Application and issuing of Resident Access Card shall be at Jurong-Clement Town Council's Main Office at Blk 255 Jurong East Street 24 #01-303 Singapore 600255 during office hours.

Section 4: Declaration

I have read and fully understand the Personal Data Protection Policy available at Town Council's website, and by submitting this form, I hereby agree and consent to all the terms and conditions stipulated in this application.

I declare that the information provided above is true, accurate and complete.

Signature of Owner

Date

Section 5: For Official Use

Approved by	Name	Signature	Date
PM / APM			
Issued by			
Date of Payment		Receipt No	

Section 6: Acknowledgement for Receipt of Access Card

I hereby acknowledge the receipt of _____ piece(s) of Access Card(s) with Serial No.:-

Name of Recipient

Signature of Recipient

X X X X X

NRIC Number
(Last 3 numbers and letter, e.g. XXXXX567A)

Date