

**ONE
DEVONSHIRE**

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3882

Management Office, 1 Devonshire Rd #01-01 Singapore 239896

Tel: 6636 0445/46 Fax: 6636 0477

Email: devonshire.ma@gmail.com

CONDITIONS GOVERNING THE REPLACEMENT OF ACCESS CARD

1. The access card can be applied at the Management Office and it is used for access into the lift lobbies via the auto security gate and into the Condominium by the side gate.
2. The allocation of access cards will be issued free-of-charge for different unit type as follows:
 - a. 2 Bed Rooms Type - 5 cards
 - b. 3 Bed Rooms Type - 6 cards
 - c. 4 Bed Rooms Type - 7 cards
 - d. Sky Suite - 7 cards
 - e. Penthouse - 7 cards
3. Cards issued above the allowable number as additional or replacement for defective cards will be charged at **S\$21.40 (inclusive of GST) per card** (maximum of 2 cards per Unit and is non-transferable). 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 Condominium.
4. Access Cards are issued only to the Subsidiary Proprietors. For tenanted apartments, tenants are advised to collect the access cards from the Subsidiary Proprietors.
5. The Management reserves the right to request for documentary evidence to prove that the applicant(s) is/ are residing in the Condominium before issuing the access cards.
6. Charges on loss access card will be **S\$53.50** inclusive of GST.
7. To replace a lost card, a letter declaring the loss of the card is required. Please inform the Management Office of any lost cards. The card will be void from the system.
8. When a unit is sold, all cards issued must be surrendered to the Management Office or handed over to the new owner, failing which a charge of **S\$53.50 (inclusive of GST) per card** shall be imposed for the application and payable by the new owner.
9. Cheque shall be made payable to "**Management Corporation Strata Title Plan No 3882**".
10. Guests/ Visitors to the Condominium are not eligible for the access card.
11. 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, _____ of Blk _____, Unit No. # _____ of Tel No: _____
(Res) _____ (Off) _____ (HP) understand that I am bound by the rules governing the issue and use of the above items and is required to return the access cards when I am no longer a resident at One Devonshire. A charge will be imposed for the replacement of a lost or damaged access card.

Please tick:

- Owner - Proof of Resident. E.g. NRIC & Vehicle Registration Card / Log Book
 Tenant - Tenancy Agreement or Owner's Authorization Letter & Resident Pass

Signature of Applicant

Date

Access Card Received by:

Name & Signature

on

Date


**ONE
DEVONSHIRE**

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3882
Management Office, 1 Devonshire Rd #01-01 Singapore 239896
Tel: 6636 0445/46 Fax: 6636 0477
Email: devonshire.ma@gmail.com

Personal Data Protection Act (PDPA)

We refer to the above act that will take effect from 1 July 2014. By providing your personal data, contact, identification and vehicle number to us, you agree that MCST 3882 may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to the MCST 3882 related corporations and third parties who provide services to MCST 3882.

FOR OFFICIAL USE

Access Card No: _____ No. of Card Issued: _____

[] Additional Access Card : _____

[] Replacement for Access Card (Lost) : _____

[] Replacement for Access Card (Damaged) : _____

[] Exchanged Old Access Card for New Design Access Card: _____

Amount Collected: S\$ _____ By Cash / Cheque No. : _____ ())

OFFICIAL RECEIPT NO. _____

Name & Signature of Approving Officer

Date of Issue