

Name : _____ NRIC/Passport No : _____

Unit No : _____ (E-mail) _____

Contact No : (O) _____ (H) _____ (HP) _____

- ☐ Request for Resident Card (For residents other than maids or chauffeurs residing at the property)
- ☐ Request for Non – Resident Card (For owners who lease out their property and is strictly for identification purpose only)
- ☐ Request for Temporary Card (For maids, chauffeurs & “employees” of residents and is strictly for identification purpose only)
- ☐ Replacement of damaged/lost cards

Please indicate: _____

1. The initial application of Resident Card for the first owner of the unit is free of charge. Subsequent addition or replacement of card is subject to an administrative charge of \$10/- each.
2. All cards will be issued to residents aged 12 years and above only.
3. The Resident / Non-Resident / Temporary cards shall be returned to the Management Office on selling of unit and/or termination/expiry of lease.
4. When the owner leases out the unit, he/she is required to return all Resident / Temporary Cards to the Management Office and apply for a Non-Resident card. The Non-Resident card is strictly for identification purpose only and not eligible for booking of facilities.
5. The Management Office shall be informed on change of residents/employees of residents and/or damaged/lost cards.

- ONE recent I/C size colour photograph.
- Photocopy of legal document / lease agreement to prove ownership / residence of apartment.
- Previous resident cards (if any).
- Declaration letter on loss of card (if applicable).

Name of Applicant	Signature	Date
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I hereby acknowledge receipt of the following and confirmed that all particulars printed on the cards are correct.

____ nos. of Resident Card/s (Serial No. : _____)

____ nos. of Non-Resident Card/s (Serial No. : _____)

____ nos. of Temporary Card/s (Serial No. : _____)

Name of Recipient	Signature	Date
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Administrative Fee (if any) : _____ Approved / Issued By : _____

Receipt Issued (if any) : _____ Date : _____

Types of cards to issue (Please ✓ in the appropriate box below) Tower : _____ Unit No.: _____

☐ Resident Card ☐ Non-Resident Card ☐ Temporary Card

1.

Name in BLOCK letters (as in IC / Passport)

Relationship to Owner:.....

OFFICIAL USE ONLY

Card Serial No.: _____

Tenancy Period: (If any) From _____ To _____

☐ Resident Card ☐ Non-Resident Card ☐ Temporary Card

2.

Name in BLOCK letters (as in IC / Passport)

Relationship to Owner:.....

OFFICIAL USE ONLY

Card Serial No.: _____

Tenancy Period: (If any) From _____ To _____

☐ Resident Card ☐ Non-Resident Card ☐ Temporary Card

3.

Name in BLOCK letters (as in IC / Passport)

Relationship to Owner:.....

OFFICIAL USE ONLY

Card Serial No.: _____

Tenancy Period: (If any) From _____ To _____

☐ Resident Card ☐ Non-Resident Card ☐ Temporary Card

4.

Name in BLOCK letters (as in IC / Passport)

Relationship to Owner:.....

OFFICIAL USE ONLY

Card Serial No.: _____

Tenancy Period: (If any) From _____ To _____