

 A member of UEM Group	UEM SUNRISE BERHAD		Doc.Ref. :	UEMS/ISOP/RAMD/CP/F01A
	INTEGRATED STANDARD OPERATING PROCEDURES		Rev. No. :	1
	STAFF SEASON PARKING APPLICATION FORM		Issue Date :	22 February 2019
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SUN VICTORY SDN BHD
STAFF SEASON PARKING APPLICATION FORM

PERSONAL DETAILS

SPC No : _____

Name (As per IC) : _____ I.C. NO. : _____

Address : _____

Staff No : _____ Salary Grade: _____ Designation: _____ Department: _____

Contact No. : _____ (Off) _____ (H/P)

Email Address : _____

DETAILS OF VEHICLE

S/N	REGISTRATION NO.	MODEL/MAKE	COLOUR	TYPE OF PARKING
1				
2				

Head of People Operations Department,
UEM Sunrise Bhd,
Level U2, Block C5, Solaris Dutamas,
50480 Kuala Lumpur

STANDING INSTRUCTION - SEASON PARKING CHARGE

I, _____, NRIC No _____ hereby authorize the company to deduct the sum of RM _____ per month from my salary as season Parking charge at _____ with effect from _____ unless informed otherwise or until notification of any changes.

I, hereby agree to comply with the Season Parking House Rules and and agreed with the monthly deduction as stated above.

Herewith acknowledgement receipt a copy of the House Rules, car sticker, car park layout plan (if any) and season pass card (if any) for my reference/use.

Name :

Date :

FOR OFFICE USE:

Type of Parking:

☐ Tandem Parking | Bay No / Basement
Floor: _____

☐ Non Designated Parking

☐ Designated Parking | Bay No / Basement
Floor: _____

☐ Motorcycle Parking

Parking Category : ☐ Permanent ☐ Temporary

Payment Frequency : ☐ Monthly ☐ Quarterly

Season Pass Card /Sticker/Car Park Layout

House Rules Issued Date : _____

Card Activated Date : _____

Car Sticker(s) Issued Date : _____

Signage Installation Date : _____

Total Amount Paid			
Deposit			
AC/ No.			
Receipt No. 1		Receipt No. 2:	
SPC (1) No.		SPC (2) No.	

Approved By : _____

Date: _____

Name :
Designation :