

**APPLICATION FOR RESIDENT / NON-RESIDENT / TEMPORARY CARD**

Name : \_\_\_\_\_ NRIC/Passport No : \_\_\_\_\_

Unit No : \_\_\_\_\_ (E-mail) \_\_\_\_\_

Contact No : (O) \_\_\_\_\_ (H) \_\_\_\_\_ (HP) \_\_\_\_\_

**REASON(S) FOR APPLICATION: (please tick accordingly)**

- 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: \_\_\_\_\_

**The applicant hereby agrees to abide by the following conditions imposed by the Management Office:**

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

**Please attach the following with this application form:**

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

\_\_\_\_\_  
Name of Applicant\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**ACKNOWLEDGEMENT RECEIPT**

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**FOR OFFICIAL USE ONLY**

Administrative Fee (if any) : \_\_\_\_\_

Approved / Issued By : \_\_\_\_\_

Receipt Issued (if any) : \_\_\_\_\_

Date : \_\_\_\_\_

