



## **APPLICATION FORM FOR ADDITIONAL / REPLACEMENT ACCESS CARD**

Applicant (Owner/ Tenant) \_\_\_\_\_

\* Circle where applicable

Unit No \_\_\_\_\_

Contact Number \_\_\_\_\_

No. of cards issued \_\_\_\_\_

Total amount payable \_\_\_\_\_

Request By:

Approved By:

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Name:

Name:

Date:

Date:

I hereby understand and agree that the access card will be issued under the following conditions:

1. The access card is part of the security system for Oval Damansara and should be used for gaining entry into the premises via secured door.
2. Access card will be issued based on numbers of people attached to the unit. Rates are as below:

Additional Access Card - RM 154 (incl. SST, RM 100 deposit is refundable)

Replacement/ Lost Card - RM 54 (incl.SST)

3. All owner/ tenant are to ensure the safekeeping of access card. If the card is misplaced/ lost/ damaged, the owner/ tenant must inform Management Office immediately so that the access card can be deactivated for security purposes. A police report / letter from owner/ tenant must be submitted before a replacement card can be issued.
4. Photocopy the NRIC/Passport of the tenants that will be using the following cards so that we may add this into our security system.
5. Payment made for access card are **only acceptable in cheque or online transaction**, the conditions are as below:
  - a. CHEQUE: Please address it to **Perbadanan Pengurusan Oval Damansara** and send it over to the management office during our office hours which are 8.30am to 5.30pm from Mondays to Fridays (1pm to 2pm – lunch hour).
  - b. ONLINE TRANSACTION: Please send it to our Maybank account: **514196746245** with the information of your unit and payment details.

