

TO: **ALL OCCUPIERS**
FoodXchange @ Admiralty
Singapore 757437

Dear Sir/Mdm,

FOODXCHANGE @ ADMIRALTY

RE: Collection of Refundable Deposit (For Car Park Decal & Renovation work)

We refer to the mentioned subject above.

We would like to inform you that our records show that you have not collected your security deposit for the application of the renovation work.

You are required to collect your deposit within 30 days from the date of this letter. Otherwise, it will be forfeited as per our resolution passed on the 6th AGM held on 17th Dec 2015. Following is the reproduce of the aforesaid resolution:-

Special Resolution – Refundable deposits

“The meeting has resolved by way of Special Resolution that all refundable deposits not claimed after thirty-six (36) calendar months from the day of submission will be forfeited without reference to the depositors”.

Please bring along this letter and relevant documents/certificates to the management office for the arrangement of the refundable security deposit to be release during the following office hours:

The operating hours of the management office is as follow:-

Monday - Friday: 9.00 am to 6.00 pm
Saturday: 9.00 am to 1.00 pm
Sunday and Public Holiday: CLOSED

Please feel free to contact the management should you have any further clarifications needed.

Thank you.

For and on behalf of
The Management Corporation
Strata Plan No. 3481