



**The Management Corporation Strata Title Plan No. 3481**  
 8A Admiralty Street #01-38 FoodXchange@Admiralty Singapore 757437  
 Tel: 6481 7225 / 6481 9232 Fax: 6481 3812  
 E-mail: themgt@foodxchange.com.sg  
 Website: http://foodxchange.com.sg

TO : The MCST Plan No.3481  
 FoodXchange @ Admiralty

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

Dear Sir,

**APPLICATION FOR**  
 (Please tick  )

- SEASON PARKING FOR PUBLIC\*
- REGISTRATION FOR STRATA PARKING LOTS
- SEASON PARKING FOR INTERNAL \*\*
- CHANGE OF VEHICLE IU NO. /TEMPORARY VEHICLE

I (Name), \_\_\_\_\_ Unit No. # \_\_\_\_\_ (Tenant / Owner)

(Company Name) \_\_\_\_\_ Contact No. \_\_\_\_\_

We would like to register our vehicle(s) as listed below for parking access at FOODXCHANGE@ADMIRALTY

S/No.	(New) Vehicle No.	(New) IU No. (Ten digits No)	Type of vehicle (lorry/car/van)	Name	HP No.	Start & End date
1						
2						
3						

Vehicle(s) No. to be removed (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

**\*Public season parking application** will be charged the full month (SGD\$90.00 inclusive of GST for car/van, SGD\$180.00 inclusive of GST for lorry/bus/trailer not exceeding 20 feet) **\*\*Internal season parking** application will be charged the full month (SGD\$90.00 inclusive of GST for car/van, SGD\$120.00 inclusive of GST for lorry/bus/trailer not exceeding 20 feet). There is no prorated payment even though the renewal or registration is for less than a month. (By Law 4.9.6 Validity period should be aligned to complete at the end of a calendar month. Full rate will be charged even if the application is for less than a month's duration.)

**\*Non-Auto Renew for vehicle season parking**

1. Please renew your vehicle season parking before the end of the validity period.
2. Going forward, there will be no reminder whatever through phone calls, letters or notices.
3. If your season parking is not renewed for the following month then any vehicular entry starting from the 1<sup>st</sup> day of new month will be chargeable per hour. There will be no refund once the Exit gantry deduct from your IU cash card.
4. If you have intention to change or replace existing registered season parking vehicle you need to inform us at least 2 working days before the validity period ends.
5. Payment for season parking shall be for the full month.
6. There is no refund for any unused period in a month of a vehicle, e.g. car sent for repair or out of service.

**\*\*All registration/renewal** can be done at **Management Office, #01-38 from Monday to Friday 9am to 5pm, and Saturday 9am – 12pm.**

- a. Payment should preferably be by cheque, crossed cheque payment to be issued to "MCST 3481".
- b. We will still accept cash, but you must ensure a receipt is issued by us.

I agree to assume all responsibility for any damage(s) caused by the above vehicles while they are in the Estate and also to abide by the By-Laws and all other additional rules and regulations as may be stipulated by the management from time to time.

Thank you for parking with us, we hope to serve you better!

Yours faithfully,

\_\_\_\_\_

Name Designation & Signature

\_\_\_\_\_

Company Stamp