

APPLICATION FOR MOTOR VEHICLE 1st CAR LABEL/TRANSPONDER

Name (* Owner / Tenant): _____
 Address: Block No.: _____ Unit No.: _____
 Email: (Home) _____ (Office) _____
 Telephone No.: (Home) _____ (Office) _____ (HP) _____

Documents Required (Please check)

- Owner - Proof of residence e.g. NRIC
- Tenant - Tenancy Agreement
- Vehicle Registration Card / Log Book
- Company's Car – Company's Authorisation Letter
- Rental Car – Rental Document & Name of Rental Company: _____

Vehicle Registration No.: _____ Make & Type of Vehicle: _____ Registered Owner
 & Address: _____ (as in log card)

I, _____ of Block No. _____ Unit No. # _____ understand that I am bound by the By-Laws of MCST 3634 governing the issue and use of the above item and is required to return the car park label when I am no longer a resident at Dakota Residences. I am agreeable to pay **S\$20.00** (per Car Label) and **50.00** (per Transponder) to replace a **lost or damaged** car park label.

I acknowledge that all motor vehicles are parked in the premises at the owner's risk. The management and its agents undertake no responsibility and shall not be liable in any matters whatsoever for any misdemeanour loss or damages to any motor vehicle, its accessories or to the contents therein or any vehicle moving in and out of or parked in the car park.

I understand that when I lease or move out of the unit, I will hand over the car label and transponder to the Management immediately.

By providing your personal data (e.g. name, contact, identification and/or vehicle number) to us, you agree that MCST 3634 ("Organisation") may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to the Organisation's related corporations and third parties who provide services to the Organisation.

 Signature of Resident _____
 Date

Car Label(s) / Transponder (s) Received By: _____ On _____

FOR OFFICIAL USE:

Car Label Serial No.: _____

Car Transponder Serial No.: _____

- New Application
- Update of New Motor Vehicle
- Replacement for Car Label / Transponder (Lost / Damaged) : _____

Amount Collected: S\$ _____

By Cash / Receipt No.: _____

By Cheque / Cheque No.: _____

Acknowledgement Slip No.: _____

Name & Signature of Approving Officer: _____ Date of Issue: _____

APPLICATION FOR TEMPORARY 2nd CAR LABEL (RENEWAL ON 6-MONTH BASIS or MONTH OF JULY)

Name (*Owner / Tenant): _____
 Address: Block No.: _____ Unit No.: _____
 Email: (Home) _____ (WK) _____
 Telephone No.: (Home) _____ (Office) _____ (HP) _____

Documents Required (Please check)

- Owner - Proof of residence e.g. NRIC
- Tenant - Tenancy Agreement
- Vehicle Registration Card / Log Book
- Company's Car – Company's Authorisation Letter
- Rental Car – Rental Document & Name of Rental Company: _____

Vehicle Registration No.: _____ Make & Type of Vehicle: _____ Registered Owner & Address: _____
 _____ (as in log card)

I, _____ of Block No. _____ Unit No. # _____ understand that I am bound by the rules governing the issue and use of the above item including:

1. Only Owners / Residents residing in **DAKOTA RESIDENCES** who have applied for and obtained a temporary 2nd car label from the Management shall be allowed to park their 2nd & subsequent vehicle in the car park.
2. Applications for temporary 2nd car label shall be accompanied with documentary proof of vehicle ownership for the Management's verification and record.
3. Applications for temporary 2nd car label shall be for a fixed duration of six months commencing from the 1st day of the calendar month of July and issuance of temporary 2nd car label shall be subject to the availability of parking lots and at the sole discretion of the Management. Notwithstanding the aforesaid, the Management shall reserve the rights to withdraw the issuance of temporary labels and / or revise the terms and conditions of application for such temporary labels at any time.
4. Owners / Residents are required to return the car label when they are no longer a resident at Dakota Residences and/or inform the Management when there is a change of vehicle and exchange the temporary car label for a replacement label.
5. All vehicles parked within the development will be at the owner's risk. The management and its agents undertake no responsibility and shall not be liable in any matters whatsoever for any misdemeanour loss or damages to any motor vehicle, its accessories or to the contents therein or any vehicle moving in and out of or parked in the car park.
6. By providing your personal data (e.g. name, contact, identification and/or vehicle number) to us, you agree that MCST 3634 ("**Organisation**") may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to the Organisation's related corporations and third parties who provide services to the Organisation.

Signature of Resident

Date

Car Label Received By: _____ On _____

FOR OFFICIAL USE:

Car Label Serial No.: _____ No. of Car Labels Issued: _____

- Update of New Vehicle
- 2nd Car Label
- Additional Car Label (Subsequent _____ Car)
- Replacement of Car Label (Lost / Damage)

Name & Signature of Approving Officer: _____ Date of Issue: _____

BY-LAWS OF THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3634

Section 6 - Vehicle Access & Parking

1. The carpark of the Development is reserved for the use of Residents, their Guests and their Contractors.
2. The Management and Security Guards are empowered to ensure that the entry to the Development is limited to:
 - (a) Vehicles with a valid Car label issued by the Management
 - (b) Residents
 - (c) Guests of Residents
 - (d) Contractors of identified Residents or suppliers delivering to Residents
 - (e) Contractors or suppliers or other agents invited by the Management.
3. Vehicles without a valid Car label, if approved to enter the Development, will be issued a temporary parking permit by the security guards. This permit must be prominently displayed in the car during the time it is parked in the Development.
4. The Transponder is used to operate the vehicle barrier in the Resident's lane located at the main entrance to the Development along Dakota Crescent.
5. The Resident's lane is reserved for vehicles with a valid Transponder.
6. Temporary parking permits issued by the security guards to incoming vehicles are valid for the day of application only (until 11:59pm).
7. Guests are not allowed to park their vehicles overnight within the Development unless prior written request is given and written approval received from the Management.
8. A vehicle that does not display a valid Car label or valid temporary parking permit is not allowed to park in the Development.
9. No reservation of any parking lot is allowed except for those labeled "Handicapped" where applicable.
10. Residents are to inform their Guest or Contractor driving to the Development to give their particulars and the Housing Unit they wish to visit to the guard on duty at the guardhouse.
11. Entry for Guests and Contractors is subject to the availability of allocated car park lots. Guests and Contractors are only allowed to park in lots designated for their use (at 1/F for Guests, at B1/F for Contractors), unless otherwise directed by the security guards or Management.
12. Commercial vehicles owned by the Residents are only allowed to park in the Development car park after receiving written approval from the Management.
13. Handicapped lots are strictly to be used by the said category of drivers. Handicapped vehicles must display the relevant and valid Handicap label.
14. Washing of vehicle shall be carried out only at areas designated by the Management. Guests and Contractors are not permitted to clean their vehicle in the Development.
15. All vehicles are parked in the Development at owner's risk and the Management undertakes no responsibility and shall not be liable in any matters whatsoever for any misdemeanor, loss or damage to any motor vehicle, its accessories or to the contents thereof.
16. No major repair or servicing to any vehicle parked within the Development is allowed. A major repair or servicing includes but is not limited to a repair that involves excessive noise or spillage.

BY-LAWS OF THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3634

17. The parking lots shall be used only for the purpose intended and for which they have been designed. For the purpose of this article, the storage of household items, goods, carton boxes, boats, power-generators, de-registered vehicles, containers, etc., are prohibited.
18. The speed limit of 20km/h should be strictly observed within the Development.
19. Residents must register their motorcycles and their bicycles with the Management. Only motorcycles and bicycles belonging to Residents residing in the Development are allowed to park in the carpark. Documentary proof of motorcycle ownership must be submitted to the Management upon registration.
20. Motorcycles and bicycles shall be parked at designated locations only.
21. Chaining/locking of bicycles to any of the railings/bins/staircase/Common Areas is strictly prohibited except at designated areas.
22. Any vehicle, including cars, motorcycles and bicycles, which are parked outside designated parking lots, may be clamped down by the Management without notice. Any vehicle obstructing the use of the carpark or the passageway may be removed by the Management without notice. Costs of clamping, unclamping and removal of vehicles not complying with the present By-laws will be borne by its owners.

A. Immobilization and Removal of Vehicles

1. All vehicles without valid Car label issued by the Management shall not be permitted to park within the car park or compounds of the Development overnight or between 12.00 midnight to 6.00 am the following morning, without the written approval of the Management.
2. The Management and/or its appointed contractors are empowered and authorized to immobilize by use of wheel-clamps and/or remove by use of tow-trucks, any unauthorized vehicles found parked within the Development or any vehicles found parked in an indiscriminate, inconsiderate or illegal manner within the Development.
3. The Resident and/or Guest(s) whose vehicle has been immobilized for breaching of the Development's By-laws governing car parking, a non-refundable administrative fee of **S\$ 100.00** (including GST) is to be paid before releasing the wheel-clamp device by the Management and/or its appointed contractors.
4. In the event that the wheel-clamp device remains unreleased for more than 24 hours, an additional non-refundable surcharge of S\$ 25.00 (including GST) per day is payable by Resident and/or Guest(s) until the wheel-clamp device is release.
5. For any unauthorized removal of wheel-clamp device by Resident and/or Guest(s) whose vehicle(s) are being immobilized in the development, a non-refundable administrative fee of S\$ 500.00 (including GST) and the replacement cost of the wheel-clamp device to be purchased by the Management at the prevailing market price will be levied to the Resident and/or Guest(s).
6. The Resident and/or Guest(s) whose vehicle has been removed shall without dispute, pay to the Management all administrative fee and surcharges arising from items (3) and (4) above if the vehicle has been immobilized prior to the removal of the vehicle and all charges, costs and expenses incurred for the removal of the vehicle including any towing, transportation, stowing and parking charges, incidental costs and expenses. The Management shall not be responsible for any loss or damage howsoever caused to the vehicle which has been removed, its accessories or the contents therein.
7. The Resident is ultimately responsible for all penalty(s) and cost of removal of all violation(s) of their family members, Guest and/or Contractors in the Development.
8. The Management and/or its appointed contractors shall not be responsible or liable for any loss or damage howsoever caused to the vehicle, its accessories or the contents of the vehicle so immobilised or removed arising from item (2) above.

BY-LAWS OF THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3634

B. Conditions Governing the Issuance of Car Labels and Transponders

1. Each Housing Unit shall, subject to the By-laws herein and documentary proof of residence at the Development and vehicle ownership or entitlement of use for a company registered vehicle, be entitled to park only one (1) car in the car park.
2. In order to facilitate the daily access of Resident's vehicles to the Development, the Management will issue up to one permanent Car label and an associated Transponder per Housing Unit for the Residents' first vehicle and a temporary Car label for each of the Residents' 2nd and subsequent vehicles provided that;
 - (a) The applicant is a Resident of the Development.
 - (b) The applicant is the primary rightful user of the vehicle to which the Car label and Transponder are assigned to.
3. Applications are to be submitted to the Management with form DR005/DR005.2 available at the Management Office. The Management reserves the right to reject an application if it is not satisfied with the information or documentary evidence provided in support of an application for Car label and Transponder.
4. Car labels will be cancelled and Transponders deactivated without notice by the Management as soon as it becomes apparent that the two conditions above are no longer met.
5. Residents are to notify the Management should there be a change of vehicle or vehicle registration particulars so that a new label can be issued in exchange for the old one. **Car labels and Transponders are not transferable.**
6. The Car labels and Transponders are the property of the Development and must be returned to the Management should the Resident cease to reside in the Development,
7. Loss of Car labels must be reported to the Management as soon as possible. Replacement cost of each lost Car label is **S\$20.00** (including GST). Form DR005RR to be submitted.
8. Loss of Transponder must be reported to the Management as soon as possible. Replacement cost of each lost Transponder is **S\$50.00** (including GST). Form DR006 to be submitted.
9. Residents with more than one (1) car may apply for season parking for their 2nd and subsequent cars if the two conditions of item (2) above are satisfied for each of the 2nd and subsequent cars. Approval for such applications shall be on a case-by-case basis and renewed on a quarterly basis subject to available lots after satisfying all 1st car applications and allowance for Guest car parking and also subject to acceptance of the terms and conditions to be stipulated by the Management.

Season parking for 2nd and subsequent cars is only a temporary arrangement and the Management reserves all rights to amend the terms and conditions on 2nd and subsequent car parking in the Development, and/or revoke as deemed fit subject to available lots.
10. Residents granted season parking for their 2nd and subsequent cars shall only park their 2nd and subsequent cars at areas designated for such cars.