

## APPLICATION FOR TRANSPONDER

Name of Resident (\*Owner / Tenant): \_\_\_\_\_  
 Block No.: \_\_\_\_\_ Unit No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 Tel. No.: (H) \_\_\_\_\_ (O) \_\_\_\_\_ (HP) \_\_\_\_\_

### Documents Required

#### Documents Required (Please check)

- [ ] Owner - Proof of residence  
 [ ] 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 items and is required to return the transponder when I am no longer a resident at Dakota Residences. I am agreeable to pay **S\$50.00** to replace a lost or damaged vehicle transponder (Please refer to By-Laws of MCST 3634, Section 6, Page 21-23).

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

Vehicle Transponder Received By: \_\_\_\_\_ On \_\_\_\_\_

### FOR OFFICIAL USE

Transponder Serial No.: \_\_\_\_\_ No. of Transponder Issued: \_\_\_\_\_

- [ ] New Application  
 [ ] Replacement for Transponder (Lost): \_\_\_\_\_  
 [ ] Replacement for Transponder (Damaged): \_\_\_\_\_

Amount Collected: S\$ \_\_\_\_\_

[ ] By Cheque / Cheque No.: \_\_\_\_\_

Acknowledgement Slip No. : \_\_\_\_\_

Name & Signature of Approving Officer: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

## 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.

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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.
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.

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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.

### **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' 2<sup>nd</sup> 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 2<sup>nd</sup> and subsequent cars if the two conditions of item (2) above are satisfied for each of the 2<sup>nd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> and subsequent cars is only a temporary arrangement and the Management reserves all rights to amend the terms and conditions on 2<sup>nd</sup> and subsequent car parking in the Development, and/or revoke as deemed fit subject to available lots.

10. Residents granted season parking for their 2<sup>nd</sup> and subsequent cars shall only park their 2<sup>nd</sup> and subsequent cars at areas designated for such cars.