



THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2748

1<sup>ST</sup> VEHICLE RECORD

Please tick: A. [ ] NEW APPLICATION B. [ ] UPDATE

Note: Please (1) Purchase a non-refundable charge of S\$53.50 (Inclusive GST) for each Replacement of Lost/Damage. (2) Bring along existing Transponder Disk. (update only) (3) Submit a photocopy of Vehicle Registered Book, or Company Certificate Letter, or Car Rental Certificate Letter and Insurance; and

SECTION I : PARTICULARS OF OWNER/ TENANT

Name : Address : Block Stirling Road # Singapore Contact Nos. : (R) (HP) (O)

SECTION II : PARTICULARS OF VEHICLE

Type : Private Off-Peak Company Rental Registration No. : Transponder No. : Make : (a) Toyota Model : (b) Nissan Colour : (c) Hyundai (d) Honda (e) Others Engine Capacity : (a) 1000 cc & Below (b) 1001 - 1600 cc (c) 1601 - 2000 cc (d) 2001 - 3000 cc (e) Above 3000 cc Please Indicate: (a) 2nd Car (b) 3rd Car

SECTION III : DECLARATION BY OWNER/ TENANT

I declare that I am residing at QUEENS and that all the above particulars given by me are true and correct. I have read and agree to abide by all the terms and conditions stated (pls refer to page 2).

Signature of Owner/ Tenant Name of Owner Date Note : VEHICLE IS TO BE PARKED ON LEVEL 3 ONWARDS OF THE MULTI-STOREY CAR PARK AND RESIDENT IS REQUIRED TO NOTIFY THE MANAGEMENT WHEN HE CHANGED HIS VEHICLE.

Please mail/ return this set of completed form with the relevant document/s to: THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2748 No. 14 Stirling Road #01-21 Queens Clubhouse Singapore 148956 Tel: 6471 1213 Fax: 6471 1516

Amt Collected : S\$ Cheque No. : Receipt No. : Issued By : Approved By : Continued ...



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Terms and Conditions of Car Parking

1. An owner or lessee who occupies an apartment in QUEENS and owns a vehicle shall be issued with a transponder to operate the auto barrier.
2. All applicants are required to produce documentary proof of ownership and residence i.e. Vehicle Registration Car, Company Certificate Letter (for company car), Lease Agreement (if tenanted), insurance, etc. Residents are also requested to update their addresses in the vehicle log card before the collection date.
3. Each household is entitled to only one (1) transponder and additional transponder will be charged at **\$53.50 Inclusive GST**.
4. 1<sup>st</sup> vehicle (**Transponder with YELLOW Label**) is allowed to park on any lots, 2<sup>nd</sup> or 3<sup>rd</sup> (**Transponder with BLUE Label**) are only allowed to park on Level 3 onwards of the Multi-Storey Car Park (MSCP).
5. The Management reserves the right to reject any application at its discretion. Applications, if approved will be subjected to cancellation at the Management’s discretion. The Management’s decision is final.
6. Resident is required to notify the Management when he has changed his vehicle.
7. Loss of transponder must be reported to the Management in writing immediately. The replacement cost for each transponder is **S\$53.50 Inclusive GST**.
8. A transponder shall be displayed prominently on the front right of a vehicle in order to operate the auto-barrier and the transponder is not transferable.
9. Visitors’ vehicles are not allowed to be parked overnight within the precincts of QUEENS unless prior written notice has been given and written approval has been obtained thereof from the Management.
10. Visitors’ vehicles are to be parked at lots designated for visitors, such as Open Car Lots and Multi-Storey Car Lots at Levels Three (3), Four (4) or Five (5).
11. All unauthorised vehicles parked in the Condominium or illegally parked will be clamped. An administrative of **S\$53.50 Inclusive GST** on each occasion will be charged to release the clamp. The Management shall not be responsible for any damage(s) caused to the vehicle during the course of clamping.
12. All vehicles parked in the Condominium are parked at the owners’ risk. The Management shall not be responsible for any theft, damage or misdemeanour caused to the vehicles and/ or their contents.
13. Residents shall ensure that no damage is caused to the fittings and fixtures in the carpark and shall be liable should any damage be caused.
14. All rules and regulations governing the car parking shall be observed at all times.
15. The Management reserves the right to make additions or alterations to the existing clauses as and when necessary.

\_\_\_\_\_  
**Name of Owner/ Tenant**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Continued ...**



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SAMPLE OF VEHICLE REGISTRATION CARD

**Register New Vehicle (Acknowledgement)**

**Vehicle Particulars**

Vehicle No.: \_\_\_\_\_ Vehicle Scheme: \_\_\_\_\_

Vehicle Type: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Chassis No.: \_\_\_\_\_ Engine No.: \_\_\_\_\_

Motor No.: \_\_\_\_\_ Trailer Chassis No.: \_\_\_\_\_

Propellant: \_\_\_\_\_ Passenger Capacity: \_\_\_\_\_

Engine Capacity: \_\_\_\_\_ Power Rating: \_\_\_\_\_

Unladen Weight: \_\_\_\_\_ Maximum Laden Weight: \_\_\_\_\_

Primary Colour: \_\_\_\_\_ Secondary Colour: \_\_\_\_\_

First Registration Date: \_\_\_\_\_ Original Registration Date: \_\_\_\_\_

Manufacturing Year: \_\_\_\_\_ Open Market Value: \_\_\_\_\_

PARF Eligibility: \_\_\_\_\_ Minimum PARF Benefit: \_\_\_\_\_

No. of Transfers: \_\_\_\_\_

**Owner Particulars**

Owner Name: \_\_\_\_\_

Owner ID Type: \_\_\_\_\_

Owner ID: \_\_\_\_\_

Registered Address Type: \_\_\_\_\_

Registered Block/House No.: \_\_\_\_\_

Registered Street Name: \_\_\_\_\_

Registered Unit No.: \_\_\_\_\_

Registered Building Name: \_\_\_\_\_

Registered Postal Code: \_\_\_\_\_

COE No. / Expiry Date: \_\_\_\_\_

COE Bid Category: \_\_\_\_\_

DP Paid: \_\_\_\_\_

**Transaction Details**

Business Transaction Ref. No.: \_\_\_\_\_

Business Transaction Date: \_\_\_\_\_

Business Transaction Time: \_\_\_\_\_

**Message**

The above vehicle has been successfully registered.

Please note that \_\_\_\_\_ will be deducted from your GIRO account.

Please note that the name you have entered is different from LTA's record.

The notification delivery date will be subject to validation of address with source agency.

Land Transport Authority

Please read through the Privacy Policy, Conditions of Use and Disclaimer.  
Please do not use the Back or Forward buttons on your browser as this may alter the results of the transactions.  
Best viewed with IE 5.5 SP2 and above, 800 X 600 resolution.  
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**VEHICLE REGISTRATION CARD**

**REPUBLIC OF SINGAPORE**

**REGISTRATION NO:** \_\_\_\_\_

**Name of Owner** \_\_\_\_\_

**Address** \_\_\_\_\_

**NRIC/Passport/Company Cert. No.:** \_\_\_\_\_

**Effective Date of Ownership:** \_\_\_\_\_

**Yr of Manufacture:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Body:** \_\_\_\_\_

**Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Colour:** \_\_\_\_\_

**Passenger-Cap:** \_\_\_\_\_

**Chassis No.:** \_\_\_\_\_

**TR Chassis:** \_\_\_\_\_

**Engine No.:** \_\_\_\_\_

**Engine Cap:** \_\_\_\_\_

**Propellant:** \_\_\_\_\_

**Unladen Wt:** \_\_\_\_\_

**Max Laden Wt:** \_\_\_\_\_

**Original Regn Date:** \_\_\_\_\_

**Registration Date:** \_\_\_\_\_

**OMV (\$):** \_\_\_\_\_

**Additional Regn Fee (%):** \_\_\_\_\_

**PARF Eligibility:** \_\_\_\_\_

**PARF Benefit (\$):** \_\_\_\_\_

**No. of Transfers:** \_\_\_\_\_

**Transfer Dates:** \_\_\_\_\_

**VU Label:** \_\_\_\_\_

**Card Serial No:** \_\_\_\_\_

**Printing Date:** \_\_\_\_\_

**COE NO :** \_\_\_\_\_

**Vehicle Category** \_\_\_\_\_

**Quota Premium** \_\_\_\_\_

**COE Expiry Date** \_\_\_\_\_

**TO REVALIDATE THE COE, THE PREVALLING QUOTA PREMIUM PAYABLE IS THAT OF CATEGORY**

Continued ...



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**1<sup>ST</sup> VEHICLE RECORD**

**SAMPLE OF COMPANY CERTIFICATE LETTER**

COMPANY'S LETTERHEAD

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

**The Management Office -  
Queens Condominium (MCST Plan No. 2748)**  
No. 14 Stirling Road  
#01-21 Queens (Clubhouse)  
Singapore 148956

Dear Sir/ Madam,

**UPDATE OF CAR TRANSPONDER FOR BLOCK \_ UNIT # \_\_\_\_\_ STIRLING RD**

We hereby certify that **(Mr/ Ms Employee's Name)** is an employee from our company. He is currently leasing at the above mentioned address from **[Date of Tenancy Commencement]** to **[Date of Tenancy Expiry]**.

Our company has **provided/ changed** a car for **his/ her** transportation. Kindly update **his/ her** vehicle record with immediate effect. Details are as follow:

**CAR REGISTRATION NO.:** \_\_\_\_  
**CAR MAKE/ MODEL** : \_\_\_\_\_  
**CAR COLOUR** : \_\_\_\_\_

**Attached is a copy of the vehicle registration card** for your reference.

For any clarifications, you can contact **(Mr/Ms Name of person-in-charge)** at **Tel:** \_\_\_\_\_.

Thank you

Yours sincerely

**(Signature of Employer/Person in-charge)**  
**Name of Employer/Person in-charge**  
**Designation**