



THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2748

ACCESS CARD APPLICATION

WRITTEN APPLICATION

Date : _____

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

Collection	
Name:	_____
Signature:	_____
Date:	_____

Dear Sir/ Madam,

APPLICATION FOR ISSUANCE OF ADDITIONAL ACCESS CARDS (EXCEEDING THE EXISTING SEVEN (7) CARDS) FOR TENANTS/ OCCUPIERS AT NO. _____ STIRLING ROAD UNIT # _____

I/ We, _____ (name), the owners of the above unit hereby seeking the approval from the Management Office to issue the **ADDITIONAL ACCESS CARDS (EXCEEDING THE EXISTING SEVEN (7) CARDS)** to the tenants/ occupiers of the above said unit: -

New Card No	Name of Occupier/ Tenant	Sex	Relationship
1. _____	_____	Male/ Female	_____
2. _____	_____	Male/ Female	_____
3. _____	_____	Male/ Female	_____
4. _____	_____	Male/ Female	_____
5. _____	_____	Male/ Female	_____

We are fully aware that the issuance of the above access card/s is subject to the Management’s Approval. If the approval is granted, the access card/s will be a **non-refundable charge of S\$21.40 (inclusive GST) per card/s issued.**

Please call me/ us at _____ (HP) if the Management have any clarification.

Yours sincerely,

Name : _____

Corresponding Address : _____

Note : ISSUANCE OF ACCESS CARDS CANNOT BE ISSUED BEFORE THE APPROVAL OF THE MANAGEMENT.

For Official Use Only

Approved By : CM _____ (Signature/ Date)

Amt Collected : S\$ _____ Cheque No. : _____ Receipt No. : _____