



THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2748

RESIDENTS' RECORD

BLOCK: \_\_\_\_\_

UNIT NO.: \_

Please tick:

A.  OWNER

B.  TENANT

Note: Issuance of one (1) Resident Pass, please pay a non-refundable charge of S\$21.40 (Inclusive GST).

For B Only:

Tenancy Commencement Date: \_\_\_\_\_ Expiry: \_\_\_\_\_

- Note: Please submit (1) A photocopy of Tenancy Agreement; (Tenant only) (2) 2 Photograph (passport size)

Occupier's Name : \_\_\_\_\_
Date of Birth : \_\_\_\_\_
Nationality : \_\_\_\_\_
Home Tel No. : \_\_\_\_\_
\* (Please connect my Home Tel No. to the Intercom) Yes / No
Office Tel No. : \_\_\_\_\_
Mobile No. : \_\_\_\_\_
Occupation : \_\_\_\_\_
Company Name : \_\_\_\_\_
Company's Address : \_\_\_\_\_

Please submit 2 Nos. of Passport-Size Photographs each

Date of Collection : \_\_\_\_\_ Residential Pass No. : \_\_\_\_\_ Signature

Spouse's Name : \_\_\_\_\_
Date of Birth : \_\_\_\_\_
Nationality : \_\_\_\_\_
Home Tel No. : \_\_\_\_\_
Office Tel No. : \_\_\_\_\_
Mobile No. : \_\_\_\_\_
Occupation : \_\_\_\_\_
Company Name : \_\_\_\_\_
Company's Address : \_\_\_\_\_

Please submit 2 Nos. of Passport-Size Photographs each

Date of Collection : \_\_\_\_\_ Residential Pass No. : \_\_\_\_\_ Signature

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

For Official Use Only

Total Card Issued: \_\_\_\_\_ Amt Collected: S\$ \_\_\_\_\_ Issued by: \_\_\_\_\_
Cheque No.: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Continued ...



THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2748

**RESIDENTS' RECORD**

**OTHER OCCUPANT/S**

1. Name : \_\_\_\_\_  
 Relationship to Occupier : \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_  
 Date of Collection : \_\_\_\_\_  
 Residential Pass Number : \_\_\_\_\_  
 Signature of Collector : \_\_\_\_\_

*Please submit  
2 Nos. of Passport-  
Size Photographs  
each*

2. Name : \_\_\_\_\_  
 Relationship to Occupier : \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_  
 Date of Collection : \_\_\_\_\_  
 Residential Pass Number : \_\_\_\_\_  
 Signature of Collector : \_\_\_\_\_

*Please submit  
2 Nos. of Passport-  
Size Photographs  
each*

3. Name : \_\_\_\_\_  
 Relationship to Occupier : \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_  
 Date of Collection : \_\_\_\_\_  
 Residential Pass Number : \_\_\_\_\_  
 Signature of Collector : \_\_\_\_\_

*Please submit  
2 Nos. of Passport-  
Size Photographs  
each*

4. Name : \_\_\_\_\_  
 Relationship to Occupier : \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_  
 Date of Collection : \_\_\_\_\_  
 Residential Pass Number : \_\_\_\_\_  
 Signature of Collector : \_\_\_\_\_

*Please submit  
2 Nos. of Passport-  
Size Photographs  
each*

5. Name : \_\_\_\_\_  
 Relationship to Occupier : \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_  
 Date of Collection : \_\_\_\_\_  
 Residential Pass Number : \_\_\_\_\_  
 Signature of Collector : \_\_\_\_\_

*Please submit  
2 Nos. of Passport-  
Size Photographs  
each*

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**RESIDENTS' RECORD**

**Terms and Conditions of Resident Pass**

1. To be eligible for the issuance of a Resident Pass, the application must be **residing in QUEENS on a permanent basis** and his/ her **identification card must show the QUEENS address**.
2. **Owners who are not residing in QUEENS and who have not tenanted out their premises** are also eligible to apply for a Resident Pass.
3. To **replace a lost Resident Pass**, a **letter declaring the loss of the pass** is required and **a fee of S\$21.40 (Inclusive GST) is chargeable**. A fee of \$21.40 Inclusive GST is chargeable for issuance of one (1) resident pass.
4. Resident Pass will be issued to **residents aged 12 years and above**.
5. If an owner sells or rents his unit subsequently, he must inform the Management and return all Resident Passes issued to him and members of his family in order for new passes to be issued to the new owner/ lessee.
6. A tenant is required to obtain **a letter of authorisation from the owner** to instruct the Management to issue to the tenant the Resident Pass. The **name of the tenant must explicitly be mentioned in this letter**.

For **company-owned properties or company-tenanted premises**, the **letter must bear the registered company name and the names of members of the nominee** who will be eligible for the Resident Pass.

7. Visitors on a temporary stay will not be issued with Resident Pass.
8. No Resident Passes will be issued to residents' employees such as domestic servants (maids) and chauffeurs.
9. Applicants must submit **a copy of any legal document to prove their ownership/ tenancy** of the related premises.
10. **Two (2) recent Passport-sized photographs must be submitted with each application**.
11. The Resident Pass is not transferable.
12. Only a valid Resident Pass will be entitled to the use and booking of the facilities. Owners who have leased their apartments are not entitled to use their facilities as their rights have been transferred to the lessee.
13. **The Resident Pass will automatically be deemed null and void when the holder is no longer residing in Queens. All such passes are to be returned to the Management for cancellation.**

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<b>Name of Owner/ Tenant</b>	<b>Block/ Unit No</b>	<b>Signature</b>	<b>Date</b>
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THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2748

**RESIDENTS' RECORD**

**LETTER OF AUTHORISATION**

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

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

Dear Sir/ Madam,

**APPLICATION OF RESIDENT PASS/ES FOR TENANTS/ OCCUPIERS AT NO. STIRLING ROAD UNIT # \_\_\_\_\_**

I/ We, \_\_\_\_\_ (name), the owners of the above unit hereby authorise the Management Office to issue the QUEENS Resident Pass(es) to the following tenants of the above said unit: -

**Name of Tenants/ Occupiers**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

We are fully aware that the above Resident Pass(es) is/ are to be returned to the Management Office upon expiry of their stay/ tenancy. There will be a **charge of S\$21.40 (Inclusive GST) per card imposed, for non-return or lost of card.**

**We are also aware that Owners who have leased their apartments are not entitled to use the facilities as our rights have been transferred to the lessee.**

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

Yours sincerely,

\_\_\_\_\_

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

Corresponding Address : \_\_\_\_\_  
\_\_\_\_\_