



7th November 2016

Our Ref: MCST/07-11/16

All Subsidiary Proprietors / First Mortgagees / Tenants
The Management Corporation Strata Title Plan No. 4136
AZ @ Paya Lebar
140 Paya Lebar Road
Singapore 409015

Dear Sir / Madam,

RE: EXCLUSIVE (RESERVE) USE OF CAR PARK LOT AT AZ@PAYA LEBAR

We are pleased to inform you that implementation of exclusive (reserve) use of car parking at AZ @ Paya Lebar has targeted to start on 1st December 2016, under Special Resolution 11.3 passed at the 2nd Annual General Meeting held on 30th September 2016.

All Subsidiary Proprietors and tenant can apply for this service as per attached Letter of Offer complete with terms and conditions. All application shall be submitted to the management office by **15th November 2016**

The application process would take about 7 to 10 working days for approval by the council. Once the approval is granted, MCST will then make contact with the vehicle owner for making payment at the management office by way of cheque payable to MCST 4136. MA staff will then program the car plate number, unit no. and IU no. etc. into our car park system for activation.

Please feel free to contact the Management Office at Tel. 6842-2450, if you require further clarification.

Thank you.

Yours faithfully,

COLLIERS INTERNATIONAL CONSULTANCY AND VALUATION PTE LTD
Managing Agents

A handwritten signature in black ink, appearing to read 'Cheow Ming Chuang'.

Cheow Ming Chuang
Building Manager



Copy: Notice Board



Colliers International Consultancy & Valuation
(Singapore) Pte Ltd
1 Raffles Place
#45-00, One Raffles Place
Singapore 048616



Our Ref: MCST4136/BMSMA/N-21-6/16
Date: 24th June 2016
Attn: All Subsidiary Proprietors / First Mortgagees / Tenants
The Management Corporation Strata Title Plan No. 4136 - AZ @ Paya Lebar

IMPORTANT NOTICE

ENERGY CONSERVATION – AZ @ PAYA LEBAR

Dear Sir / Madam,

We have received feedback that some of the wooden door at level 1 units were left open during business operation hours resulted wastage of building energy resources

All Subsidiary Proprietors and Tenants shall maintain his lot including water, gas, electrical and air-conditioning in a good condition so, as **NOT to cause annoyance to others** pursuant to the By-Laws under the Building Maintenance (Strata Management) Act and also in line with the national **Energy Conservation Act (Chapter 92C)** to mandate energy efficiency requirement thus prevent incurring additional electricity charges to the MCST's common Management Fund.

We seek your kind co-operation to comply to the following guidelines with immediate effect

To ensure all glass windows of your unit are properly closed

In order to prevent influx of hot-air enter into your unit.

To close the main door of your unit leading to the common corridor

In order to prevent unauthorised suction of building cool air enter into their unit.

Also, all **fire doors must be closed at all time** to comply with SCDF - Fire Safety Regulations.

All unit owners and tenants are advised to install air curtain should there be a need for frequent opening of their main door due to business operations.

We seek your kind understanding and support on the above matter. Should you need further clarification, please feel free contact the management office at 6842-2450.

Thank you.

Yours Sincerely,



Cheow Ming Chuang
Building Manager

Colliers International Consultancy & Valuation (S) Pte Ltd as Managing Agent
For and on behalf of **AZ @ Paya Lebar**