

**BULK DELIVERY/ UNIT MOVER'S APPLICATION FORM**

(To be completed by subsidiary proprietor/occupier)

<b>I APPLICATION'S PARTICULARS</b>				
Name of Subsidiary Proprietor/Occupier:				
Unit Address:		Unit #:		
Contact Nos.:	Email.		Office Tel. No.	
	Mobile No.		Fax No.	
<b>II PARTICULARS OF CONTRACTOR (if any)</b>				
Name of Mover Company:				
Address:				
Contact No.				
Fax No.				
Person-In-Charge:				
<b>III SHIFTING APPOINTMENT</b>				
Preferred Date:	1 <sup>st</sup> choice : _____		*(AM / PM/ Whole day)	
	2 <sup>nd</sup> choice: _____		*(AM / PM/ Whole day)	
Type of Shifting:	*Moving In / Moving Out / Delivery			

<b>VI FOR MANAGEMENT USE ONLY</b>	
<input type="checkbox"/>	Deposit of \$2000.00 paid
Cheque No.:	_____ Bank : _____
Processed by:	_____ Date : _____

<b>IV</b>	<b>DELIVER / MOVER GUIDELINES</b>
<ol style="list-style-type: none"> <li>1. Permitted Hours: Mondays to Sundays and Public Holiday- 9.00am to 6.00pm</li> <li>2. Appointment must be made with The Management through the application form for moving/delivery of any large items. Application has to be made at <u>least 7 days in advance</u>. The <u>application takes 3 working days</u> from the date of receipt of form for processing and approval.</li> <li>3. Subsidiary proprietor/occupier shall be held responsible for their contractor's behaviour whilst in the Estate. It is the responsibility of subsidiary proprietor/occupier to provide sufficient protection to the common areas during the shifting/moving process.</li> <li>4. <u>Subsidiary proprietor/occupier's contractor and their workmen must report to the Security Personnel on duty at the Security Office (next to the FCC) to exchange for contractor's passes with valid identification cards.</u> The passes issued to them must be worn at all times whilst they are in the estate.</li> <li>5. <u>Subsidiary proprietor/occupier must ensure that all packing materials and carton boxes are disposed from the site by their contractor or themselves daily.</u></li> <li>6. <u>Subsidiary proprietor/occupier shall make his own arrangements to dispose of unwanted furniture/fittings and must not leave them on the common areas, especially at the corridor outside his/her unit, lobby or bin centre.</u> If such items are found at the common areas, they will be removed and the expenses incurred for removal shall be paid by the subsidiary proprietor/occupier concerned</li> <li>7. The Management reserves the right to add/amend these guidelines without notice.</li> <li>8. A minimum sum of S\$2,000.00 shall be deposited with The Management before the commencement of any delivery work. Cheques are to be made payable to: <b>MCST 4136</b></li> </ol>	
<b>V</b>	<b>UNDERTAKING BY SUBSIDIARY/OCCUPIER</b>
<p>I agree to abide by the above guidelines and undertake to be responsible for all actions of my appointed mover/delivery company.</p> <p>_____</p> <p>Signature of subsidiary proprietor/occupier <span style="float: right;">_____</span> Date</p> <p><b>Notes:</b> Subsidiary proprietor/occupier's contractor is allowed to carry out the work within AZ @ Paya Lebar premises only after his application has been approved by the Management. Please bring along the approved application form on the date of shifting. Please submit the application to The Management Office at AZ @ Paya Lebar, #01-13. Singapore 409015.</p>	

### **REFUND OF DEPOSIT**

**Acknowledgement:**

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

Bank/Cheque : \_\_\_\_\_

Name of representative : \_\_\_\_\_

Signature : \_\_\_\_\_