



CAR PARK SEASON PASS CARD APPLICATION FORM

Please read the term and condition of this application form before filling up. All details requested in this form must be provided accordingly.

TREC MANAGEMENT SERVICES SDN BHD

(1025303-X)

438, Jalan Tun Razak,
50400, Kuala Lumpur, Malaysia

Management Office Tel : 03-2110 5095

Car Park Office Hotline : 60163056200, 03-21104099

Personal Account

Company Account

Other Account

A) FOR APPLICANT USE ONLY

Applicant's Name :			
I/C No. / Company No. :		E-mail :	
Address :			
Telephone No. :		Mobile No. :	
Emergency Contact's Name :		Emergency Contact Mobile No. :	
Checklist :	<input type="checkbox"/>	Photocopy of Car Road Tax	<input type="checkbox"/>
Required Documents :	<input type="checkbox"/>	Inter Banking Transfer / Bank In Payment Slip / Cheque for TREC Management Services Sdn Bhd	Photocopy of Driving License
Tenant / Staff / Others			
Application Date :		Commencement Date :	
		Expiration Date :	
Car Registration Number :		Make / Model :	
* The above application is granted subject to terms & conditions			
Access Card No. :	_____	Customer signature :	_____
Car Sticker No. :	_____	(Company chop)	

B) FOR CAR PARK OFFICE USE ONLY

OACP

BSMT

MLCP

(Please Tick ✓)

	Amount (RM)	Receipt No.	Chq. No / IBG / Others	Bank	Dated of cheque(s) / IBG
Season Pass (monthly):					
Security Deposit :					
Security Deposit :					
Total amount paid :					

Prepared by :
Car Park Attendant / Supervisor
Car Park Division

Recommended by :
Manager / Assistant Manager
Car Park Division

Verified by :
Manager / Senior Executive
Finance Division

Approved by :
General Manager
Property Management

Issued & Processed
by:
Finance Division

C) ADMINISTRATION & FINANCE DIVISION USE ONLY (REFUNDS)

Date submitted	Access Card No	Name of Applicant / Tenant	Cheque No.	Date Paid

Prepared by :
Administration

Recommended by :
Manager / Assistant Manager
Car Park Division

Approved by :
General Manager
Property Management

Processed by :
Finance Division

Received by :
Season Pass Applicant

PAYMENTS (No cash payments. Please make sure your payments either via cheque or online transfer.)

> All cheques should be crossed and made payable to **TREC MANAGEMENT SERVICES SDN BHD**

> For online payments, please transfer to :

- **Bank** : RHB Bank Berhad
- **Account Name** : TREC MANAGEMENT SERVICES SDN BHD
- **Account No** : 21412900275726

TERMS & CONDITIONS OF SEASON PARKING

The season access card holder (hereinafter described as "the Licensee") in purchasing the access card agrees to become the Licensee of TREC Management Services Sdn. Bhd. (hereinafter described as "The Company") under the following terms and conditions :-

- A refundable access card deposit of RM 50.00 and 1 month rental security deposit are to be paid upon approval of the application. Parking fees are to be paid monthly in advance or by the last day of the month previous. The Licensee who wish to renew his season parking must pay prior to the date of expiration of his current license/pass.
- Access card deposit shall be refunded 2 months from date of returning the access card back to The Company.
- The access card is issued for a specific vehicle and is strictly non-transferable. Any Licensee who does not use/produce the access card for the purpose of entry and exit shall also pay the rates according to the non-season parking rates.
- Please park your vehicle in the appropriate approved parking bays as provided falling which your vehicle shall be clamped wherein you shall be solely liable all costs and expenses incurred thereon.
- Car park bays allotted are not on permanent basis and all location of the bays is at the sole discretion of the management.
- The Licensee, its servants, agent and invitees shall use the car parking area/occupy the car bay at their own risk and hereby release to the full extent permitted by the law, the Company and its agents, servants and invitees from all claims and demands of every kind including but not limited to resulting from any accident, act of god, damage or injury to person or property howsoever caused, occurring in or upon exiting car park parking areas.
- Upon approval by the Company of an application, the Company may issue the access card to the Licensee. All access card shall remain as the property of the company.
- The Licensee shall be wholly responsible for the safekeeping of access card. Misplaced, lost or damaged of access card must be reported to the Company immediately and a replacement fee RM 50.00 will be charged on the replacement of a new access card.
- The company reserves the absolute right to terminate the season parking from those who are found to be in breached of any of the above terms and conditions and no refund will be entertained.
- The Company may vary the Parking Fee or other charges at any time by giving existing Parkers one (1) month's written notice of the variation.
- The Company reserves the right to alter or amend any of the above terms and conditions without prior notice and any decision made by the Company is final.
- The access card that may have been issued to the Licensee remained as the property of the Company at all the time. The Company has the absolute right to withdraw such access card at any time.
- The season parking may be terminated by either party by giving one (1) month's written notice to the other and the 1 month rental deposit shall be used to cover the final month rental. The Company reserves the right to forfeit the 1 month security deposit in event season pass holder has failed to provide such notice.
- The Company reserves the right to clamp or tow away your car if found obstructing the flow of traffic or parked haphazardly within our property or parking at the visitor/designated bay (only non-designated season parker). A fees of RM100.00 will be charged for unclamping your car. Should any emergency arise, the emergency arise, the management also reserves the right to break into your car if necessary and/or to tow away your car for safety reasons. The costs of any towing charges incurred and the cost of repairs to your car, if any, shall be borne solely by the season parker.
- Disclaimer due to demand of our season parking, TREC does not guarantee the car park availabilities towards applications from individuals, groups, organizations, businesses, or others who may write in, walk in and telephone calls.
The availability shall based upon first come first serve basis. It is further understood that TREC is not liable to unsuccessful applicants.
- By this consent, I / We understand and agree that for Trec Management Services Sdn Bhd to process my personal data in accordance with this application.
- Privacy Notice made pursuant to the Personal Data Protection Act 2010.
- Mode of payment cashless i.e online banking / cheque / bank draft (strictly no cash policy).
- Payment for season parking is calculated on a monthly basis for each car park and commences on the 1st day of the month. No pro rata or proportionate allocation of fees will be applied or refunded for any unused portion of the billing cycle, irrespective of when payment is made.
- The Company reserves the sole right to vary these Conditions by adding, altering or deleting any of them without prior notice and it is your responsibility to check on these Conditions on the notice / website which are clearly displayed on www.trec.com.my.
- Failure to renew and make payment before expiry date for all season parkers will result in an administration fee of **RM100.00** for deactivation and reactivation of season pass you will not be allowed to leave the car park using your Access Device without first paying the fee accrued for entering the car park using a parking ticket. No rebate or refund will be provided to you for such payment nor will you have your parking ticket validated for free.
Please note that reminders are not obligatory but courtesy and each Season Parker is in charge of their own account/s. We will not take responsibility for Season Parker not receiving any reminder emails either in their email box or junk email box.
- In closing, we reserve all the rights.

Yours faithfully,
For and on behalf of

TREC MANAGEMENT SERVICES SDN BHD

ACCEPTANCE

I/We, _____, for and on behalf of the Licensee hereby confirm that I/we have read and understood the above and unconditionally accept the above terms and conditions in connection with our Request.

SIGNATURE : _____

NRIC NO. : _____

DATE: _____

COMPANY CHOP: