



Pusat Perdagangan Icon City, P-3-41,
 Icon City Management Office, No. 1B, Jalan SS 8/39, SS8, 47300 Petaling Jaya, Selangor
 Tel: 03-5033 2168 | Email: iconcitymgmt@gmail.com

**APPLICATION FOR DELIVERY OR MOVE-IN/OUT
 RESIDENTIAL & COMMERCIAL**

SECTION A- PARTICULARS OF APPLICANT *(Complete application in full in block letters)*

1. Name of Applicant (as per NRIC/Passport no.) _____
 2. Unit no. _____ 3. Proprietor Tenant *(mark in the appropriate box)*
 4. Nationality _____ 5. NRIC/Passport no. _____
 6. Home Tel. no. _____ 7. Office Tel. no. _____
 8. Mobile no. _____ 9. Facsimile no. _____
 10. Email Address _____

Please tick one Delivery In | Delivery Out | Please tick one Move In | Move Out

SECTION B – PARTICULARS OF MOVERS

1. Company name & Business registration no. _____
 2. Company address _____
 3. Lorry registration no. _____ 4. Person-in-charge _____
 5. NRIC no. _____ 6. Mobile no. _____
 7. Office Tel. no. _____ 8. Facsimile no. _____
 9. Move date(s) _____ 10. Commencement time _____
 11. End time _____

SECTION C – PARTICULARS OF WORKERS

<u>No.</u>	<u>Name of Workers</u>	<u>NRIC / Passport No.</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____



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SECTION D - ACKNOWLEDGEMENT

In applying for the Management's approval to carry out Delivery or Move In/Out works or activities ("the Move"), the Parcel Owner/ Tenant ("the Applicant") and the appointed mover ("the Mover") undertake to abide by, and be subject to the Rules and Regulations Governing Delivery and Move In/Out ("the Rules & Regulations") at Icon City Development annexed hereto.

Applicant's signature

Date of application

Mover's signature

Company stamp

OFFICE USE ONLY

SECTION E – RECEIPT OF DEPOSIT

1. Amount received RM _____ Cash Cheque 2. Cheque no. _____
3. Payment received by / Date _____ 4. Official receipt no. _____

SECTION F – REFUND OF DEPOSIT

1. Amount refunded RM _____ Cash Cheque 2. Cheque no. _____

3. Reason for deductions and amount (if any)

4. Refund issued by _____ 5. Date refunded _____

6. Name of recipient _____ 7. Recipient's signature _____

RULES AND REGULATIONS GOVERNING DELIVERY AND MOVE IN/OUT

1. The Parcel Owner/ Tenant (“the Applicant”) and his/her appointed mover (“the Mover”) must complete the Notification for Delivery or Move In/Out Form in full and submit the same at Management Office **five (5) working days** before the Delivery or Move date stated in Item 9 of Section B (“the Move Date”) at Icon City Development.
2. The Applicant or the Mover shall pay a security deposit (“the Security Deposit”) amounting to **RM500.00 (Ringgit Malaysia: Five Hundred Only) for Move In/Out** and **RM300.00 (Ringgit Malaysia: Three Hundred Only) for Delivery** only for all **Commercial/Retail/I-Sovo/Residential** to the Management at least **two (2) working days** prior to the Delivery or Move In/Out Date. The Security Deposit shall be made payable to **ICON CITY JMB**.
3. The Management reserves the right to refuse entry to the Mover should he/she fail to properly register for the Delivery or Move and fail to observe any of the Rules & Regulations.
4. All parcel owner leasing out their units shall first notify the Management of their tenant particulars prior to their tenant’s intended moving-in date.
5. The Mover must take up adequate Contractors’ All Risk, Public Liability and Workmen Compensation insurances for the Move, equipment, property and employees/ workers.
6. The Mover shall indemnify and keep the Management fully indemnified against any claims, demands, actions, proceedings, damages, expenses and/ or costs incurred or suffered by the Management as a consequence of any injury to person or loss or damage to property of the Management, or personal effects of any parcel owner or resident of the units in Icon City Development, their employees, contractors or invitees and/ or visitors to the units resulting from or howsoever arising from the works of the Mover or any act or omission in relation thereto. The Management will not accept responsibility for any injuries or accidents to any person(s) or any losses whatsoever suffered by the Mover, whilst within the Icon City Development.
7. The Mover is prohibited from employing or bringing into the Icon City Development any foreign worker without the necessary works permit or any worker that is under aged for the purposes of carrying out the Deliver or Move. The Mover shall be held solely liable and shall indemnify the Management for any and all consequences arising from his breach of this rule.
8. The Applicant is advised to carry out the Delivery or Move between the hours of **9.00 a.m. to 5.00 p.m. from Mondays to Fridays**, so as not to disturb/inconvenience other residents. **Delivery or Move In/Out are not allowed on Saturdays, Sundays and Public Holidays**. For security reasons the Delivery or Move should not be scheduled at night.
9. The Mover’s vehicle(s) may only enter the Icon City Development to off-load/load items. The Mover’s vehicle(s) may not obstruct the driveways; car park entrances and exits, lift lobby entrances and the like. The Mover’s vehicle(s) are strictly forbidden to park within the Icon City Development. The Management reserves the right to clamp the tyres of and/or impose a **RM50.00 (Ringgit Malaysia: Fifty Only)** fine on all vehicles not observing this rule.
10. All items moved must be off-loaded quickly and immediately stored inside the said Parcel. The Mover may not leave items in any area outside the units in the Icon City Development (“the Common Property”).
11. The Mover must adequately protect all doorways to the lift lobby and service lift car and the lift car finishes and the Common Property against damages during the Delivery or Move. **The Mover shall not hold up the elevators unnecessarily or overload the lift cars**. The Mover must give way to other contractors, parcel owners and /or residents using the service elevator.

12. The Mover must cart away all debris, which includes all boxes, crates and other packing materials arising from furnishing, light fittings or electrical appliances etc. ("Debris") arising from the Move. The Mover shall maintain good housekeeping practice within the Icon City Development at all times to avoid the possibility of other residents tripping over items being moved.
13. The Mover shall exercise strict control over its employees/workers. The Mover or any person under his employment or within his control must be decently dressed whilst they are within the Icon City Development. Singlets, sleeveless T-shirts, shorts and slippers are not allowed. Further, the Mover's employees/workers shall not loiter around the Common Property or cause nuisance to the Management and /or other parcel owners and/or residents within the Icon City Development.
14. The Management shall issue security passes to the Mover and/or his employees/workers for entry into the Icon City Development, in accordance with the workers' name list submitted in notification form. The Mover and his employees/workers must wear the security passes issued to them by the Management at all times while they are in the Icon City Development. The Management may at its discretion to deduct from the Security Deposit a sum of **RM50.00 (Ringgit Malaysia: Fifty Only)** as a fine on the Mover for damage or loss for each security pass issued to the Mover or any person under his employ or within his control.
15. Should the Mover and/or any of his employees/workers be found not observing the Rules and Regulations he would be asked to leave the premise and would be prohibited from re-entering the Icon City Development.
16. The Management may at its discretion to deduct from the Security Deposit a sum not less than **RM100.00 (Ringgit Malaysia: One Hundred Only)** but not exceeding RM500.00 (Ringgit Malaysia: Five Hundred Only) as a fine on the Mover should the Mover or any person under his employment or within his control tamper, vandalize or remove any fire protection device or any mechanical or electrical equipment or any part or parts thereof or misuse any such device, equipment or part which have been installed on the Common Property.
17. The Management reserves the right to deduct monies from the Security Deposit, to defray the cost of supervision and administration (including, where applicable, for payment of fines imposed hereunder), repairs and/or replacement to any damage suffered in or to the Common Property and/or for the cleaning up and disposal of any Debris arising from the Move or any other activities of the Mover within the Icon City (whether for the purpose of the Move or otherwise). The Security Deposit or the balance thereof (after the said deductions, if any) shall be refunded without interest to the Applicant or Mover (as the case may be) upon his application for the same on completion of the Delivery or Move.
18. Upon receipt of the Applicant/Mover's application for the refund of the Security Deposit, a joint inspection shall be carried out between the Mover and the Management to ascertain damages, if any, on the Common Property. The Security Deposit or the balance thereof (after deductions, if any) would be refunded without interest to the Applicant or the Mover (as the case may be) within THIRTY (30) days after the date of final inspection.
19. Notwithstanding paragraphs 16 and 17 above, the Applicant and/or the Mover shall be responsible for reimbursing the Management should the Security Deposit be insufficient to defray the cost of supervision, administration, repairs and/or replacement to any damage suffered in or to the Common Property and/or for the cleaning up and disposal of any Debris arising from the Move or for any fines incurred during the course of the Move.
20. The Management reserves the right to alter, modify, add or delete any terms, conditions, rules stipulated in the RULES AND REGULATIONS GOVERNING DELIVERY AND MOVE IN/OUT at Icon City at any time without prior notice. In the event that any changes are made, the revised terms, conditions, rules and/or regulations shall be posted on the notice board at the Management Office.