

SHIFTING IN/OUT FORM

NOTICE TO SHIFTING IN / SHIFTING OUT for PARCEL NO: _____

(Delete whichever not applicable)

I/We wish to give you my/our details on the notice to shift in / shift out of the above unit no:

1. Shifting In **Shifting Out** [Please indicate (v) in the box]

Date : _____ Time : _____

2. Details of the Lorry/Mover (if any)

Company : _____

Address : _____

Contact Person : _____ I/C No: _____

Tel/HP No. : _____

Lorry No. : _____ Man Power: _____

Rules & Regulations

- a. The application for shifting in/out must be submitted one (1) week in advance.
- b. Bulk delivery and house shifting shall be carried out during the following hours: **Monday to Friday: 9am to 5pm. Saturday: 9am to 1pm. Sunday & Public Holiday: Closed.**
- c. The Occupant is required to submit the form together with a refundable deposit of **RM 300.00** to Management at least two (2) working days in advance for such deliveries and shifting.
- d. Proper protection must be provided to the floors and walls of the lift and lobby area. All protection sheets must be removed upon completion of the delivery.
- e. All delivery personnel must be properly and decently attired.
- f. All delivery personnel must register at the security counter for issuance of Contractor's Pass in exchange with any identification documents such as Identification Card (IC), passport or valid driving licenses.
- g. Movement of goods into and out of the Building must be accompanied by authorization letters.
- h. All delivery personnel must ensure not to cause any obstruction at the loading/unloading and lobby area during the delivery. All items are delivered and removed out of common area, inclusive of lobbies, staircases, loading/unloading bay at the end of the daily delivery.
- i. All unwanted items and carton boxes must be removed and disposed of out of the building and not be left at the common areas.
- j. All damages caused to the common property and/or building by the delivery personnel during the delivery must be reinstated. All cost for rectification of damage will be borne by the proprietor.
- k. All delivery personnel must adhere to and comply with all operational requirements such as house rules, shifting and security procedures, otherwise access will be denied.
- l. It must be noted that there is no implied exclusive use of the lift allocated by the Management, who will make every effort to give priority to use.

- m. The Proprietors/Residents shall keep the Management fully indemnified in respect of claims, losses, liabilities or damages made against, suffered or incurred by you or your contractor/mover of your shifting in/out.
- n. The Occupant/Contractor/Mover is not allowed to tap water or electricity supply from the common area.

Approval and Verification

- a. Please forward an email to Management Office for verification together with application form.
- b. Shifting out tenants is compulsory to submit authorization letter from their owner together with the application.

Refund

- a. **All refundable deposit shall be payable within Two (2) months from the date of receiving the Refund application form.**

Paid by Cash/ Cheque No. : _____

Bank : _____

Receipt by PMO : _____

Date : _____

Proprietor's/Tenant's Signature		Management Approval		Verification by Security Dept.	
Name	:	Name	:	Name	:
Date	:	Date	:	Date	:
Designation	:	Designation	:	Designation	: