



NOTIFICATION OF MOVE IN/OUT/DELIVERY

UNIT NO	<input type="text"/>	ITEM	<input type="text"/>
MOVE IN DATE	<input type="text"/>	MOVE OUT DATE	<input type="text"/>
MOVE IN TIME	<input type="text"/>	MOVE OUT TIME	<input type="text"/>

Owner's/ Resident's Particulars

<input type="text"/>	OWNER	<input type="text"/>	TENANT
NAME	<input type="text"/>	NRIC/ PASSPORT NO	<input type="text"/>
EMAIL	<input type="text"/>	CONTACT NO	<input type="text"/>

Transporter's Particulars

COMPANY NAME	<input type="text"/>	NO OF WORKERS	<input type="text"/>
PERSON IN CHARGE	<input type="text"/>	NRIC/ PASSPORT NO	<input type="text"/>
CONTACT NO	<input type="text"/>	VEHICLE REGISTRATION NO	<input type="text"/>

IMPORTANT

1. Notice of moving in/ out is to be given to the management at least 3 working days prior to the intended moving date.
2. The management reserves the right to refuse entry to any mover, if requisite notice has not been given to the management.
3. The moving in out is to be carried out from **9.00am to 5.00pm (Monday to Saturday) excluding Sunday and Public Holidays.**
4. For shifting-out tenants, **Letter of Consent** from the unit owners concerned is required to avoid any unnecessary misunderstanding and inconvenience.

By Submitting this form, I/ we hereby agree that company (Badan Pengurusan Bersama Pangsapuri Seri Jati), obtain, store and process my/ our personal data that I/ we provide in this form for the purpose of considering my/ our application or registration as deccribed in this form.

I/ we hereby give my/ our consent to the Badan Pengurusan Bersama Pangsapuri Seri Jati to :

- a) Store and process my/ our Personal data.
- b) Disclose my/ our Personal Data to the relevant governmental authorities ot third parties whererequired by law or for legal purpose.
- c) Disclose my/ our Personal Data to the necessary Join Management Body or the authorised by the resident of the resident of the applicable stratified development community to take over the management of the stratified development from the company. *In addition, my/ our Personal Data may be transferred to any company may involve sending my/ our data to a location outside Malaysia.*

For the purpose of updating or correcting such data, I/ we may at ant time apply to the company to have access to my/ our Personal data which are stored by the company. For the avoidance of doubt, Personal data includes all data defined whithin the personal data Protection Act 2010 including all data I/ we had disclosed to the company in this form.

 Owner's/ Tenant's Signature
 Date :

 Transportes's Signature
 Date :

FOR OFFICE USE ONLY		
Attended By: Date :	Approved By: Date :	Acknowledge by: Date :