
 Pusat Komuniti Setia Marina,  
Jalan Setia Marina 3/1, Setia Eco Glades,  
Cyber 1, 63000 Cyberjaya, Selangor

 HP: +6017-8914595

 Email: [seg.setiamarina3@gmail.com](mailto:seg.setiamarina3@gmail.com)

**RENOVATOR / WORKER SECURITY ACCESS**

1. Contractor's company/firm name : \_\_\_\_\_  
Office telephone no. : \_\_\_\_\_  
Office fax no. : \_\_\_\_\_  
Contact person & hand phone no : \_\_\_\_\_
2. Estate (Project Name) : \_\_\_\_\_  
Lot / Unit No. : \_\_\_\_\_  
Duration of Renovation : From: \_\_\_\_\_ To: \_\_\_\_\_
3. I/We being the renovator for the above lot hereby request Management to allow the following person(s) to enter Guard House to carry out renovation works at the above lot only:-


	<u>FULL NAME</u>	<u>IC/PASSPORT NO.</u>	<u>NATIONALITY</u>
3.01	.....	.....	.....
3.02	.....	.....	.....
3.03	.....	.....	.....
3.04	.....	.....	.....
3.05	.....	.....	.....
3.06	.....	.....	.....
3.07	.....	.....	.....
3.08	.....	.....	.....
3.09	.....	.....	.....
3.10	.....	.....	.....


\_\_\_\_\_  
Signature of Authorized  
Representative of Contractor &  
Company Chop

\_\_\_\_\_  
Owner Signature

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

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

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**Notes:-**

The above signature of the contractor shall be treated as a confirmation and representation from the contractor that:-

- (a) Security staff shall be entitled to inspect any vehicle transporting the above personnel or materials on its entry into and exit from Guard House;
- (b) The above workers have confirmed with the contractor that they request and/or will request, prior to each worker's entry into Guard House, Security staff to retain the identification document of that worker which is to be returned to the worker when that worker exits Guard House;
- (c) The above workers have been informed by the Contractor that they are to carry out works activities for the above lot only and shall remain within the above lot at all times and are not loiter around in other areas of Guard House
- (d) The contractor gives the unconditional right to Management to store the personal data as provided in this form into any form of storage medium;
- (e) The above workers have confirmed with the contractor that they give security staff the right to conduct a personal search on the workers' person at any time;
- (f) The above workers duly permitted under the laws of Malaysia to carry out the required works;
- (g) The contractor shall inform and keep the above workers fully aware of the terms and conditions below and of the above confirmation and representations;
- (h) The contractor shall be responsible for the good behaviour and conduct of the above workers while in Guard House.
- (i) The contractor and/or the workers shall be solely responsible for the safe-keeping and security of all materials and equipment brought or stored or installed or constructed on site. The Management/Joint Management Body/Management Corporation shall not be responsible for the said materials or equipment and shall not be liable to any person for any loss thereof or damage thereto; and
- (j) The contractor and/or the workers shall be responsible to display the contractor pass at car dashboard during entering the security guard house and to register IN/OUT. This pass shall be return to Property Management after completion of renovation work. **RM 10.00** will be charged from the contractor if the pass is lost/damage.

Security pass will be issued to the above personnel daily from Security Guard House. **RM 10.00** will be charged for each additional renovator tags and **RM 10.00** will be charged if the tag is loss/damage. Please do not hesitate to contact the Property Management for any clarification.

**A PHOTOCOY APPLICATION ID OR PASSPORT TO BE ATTACHED WITH THIS FORM.**

**THIS FORM IS TO BE SUBMITTED IN DUPLICATE**

‘A close knit community in a clean and safe neighbourhood. Together we make it better’.