

## NOTIFICATION OF OCCUPANT'S DETAILS AND SHIFTING IN / OUT SOUTH LINK RESIDENCE

### SOUTH LINK RESIDENCE

Management Office Residence,  
G-1, Residensi Sambungan Selatan,  
No.2A, Jalan Kerinchi Kiri 2,  
59200, Kuala Lumpur.  
Tel : 603-97711 801 Fax: 603-97711 802  
Email : admin.southlink@datas.com.my

Unit No : \_\_\_\_\_

### OWNER'S DETAILS (*Compulsory field*)

Name : \_\_\_\_\_  
NRIC / Passport : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No : \_\_\_\_\_  
Email Add : \_\_\_\_\_  
Emergency Contact Person : \_\_\_\_\_  
Contact No : \_\_\_\_\_

### TENANT'S DETAILS (*Compulsory field*)

Name : \_\_\_\_\_  
NRIC / Passport : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No : \_\_\_\_\_  
Email Add : \_\_\_\_\_  
Emergency Contact Person : \_\_\_\_\_  
Contact No : \_\_\_\_\_

### SHIFTING IN / OUT DETAILS (*Compulsory field*)

Date : \_\_\_\_\_  
Time : **Weekday:** ☐ 9:00am – 11:00am      **Sat Only:** ☐ 9:00am – 11:00am  
   ☐ 11:30am – 1:30pm      ☐ 11:00am – 1:00pm  
   ☐ 2:00pm – 4:00pm      **Please Tick ONE time slot (/)**

Mover's Name / Company : \_\_\_\_\_  
Contact No : \_\_\_\_\_  
Transport Vehicle : \_\_\_\_\_ (Type/Make/Vehicle No)  
Emergency Contact Person : \_\_\_\_\_  
Contact No : \_\_\_\_\_

### DESCRIPTION OF GOOD TO BE MOVED

No	Goods	Quantity
1		
2		
3		
4		
5		
6		
7		
8		
9		

\* Please attach separate list if description of goods exceeds space limit

## **SHIFTING IN / SHIFTING OUT RULES**

1. The Management Company shall be informed in writing at least 7 days in advance of any move in or out of the Building/Development or Unit involving a mover or large items in order to maintain proper scheduling and monitoring. No person shall use the lifts for the moving in or removal of furniture or large or bulky items without the prior written permission from the Management Company.
2. All moves shall be carried out only during the hours permitted by the Management Company which are:  
Mondays to Fridays - From 9.00 a.m. to 4.30 p.m.  
Saturdays - From 9.00 a.m. to 12.30 p.m.  
Sundays and Public Holidays - Strictly Not Allowed
3. The Owner/Tenant shall ensure that the Common Areas and/or Common Property are not damaged in any manner in the course of such move.
4. Maximum loading of the service lift should not exceed the prescribed weight as stipulated by the lift manufacturer and this capacity must be observed at all times.
5. The weight of the goods transport vehicle/lorry shall not exceed 1 ton and its height shall not exceed entry height barrier.
6. The Management Company may at its absolute discretion subject all goods from the Building/Development/ Unit to a check by and may refuse entry/exit of the goods.
7. The Management Company reserves the right to amend, alter, vary or change any or all of these rules from time to time and at any time as it deems fit, necessary or expedient without any notice or reference to the Owner/Tenant and shall not be held liable in any manner whatsoever and howsoever in respect of any claim whatsoever including but not limited to negligence, damages, fires, thefts, accidents, etc.
8. These Rules are not comprehensive and the Owner/Tenant should refer to the Management Company for clarification.

## **OWNER'S/TENANT'S OBLIGATIONS**

**The Owner/Tenant hereby confirm(s) that he/they have read the "Shifting In / Shifting Out Rules" stated herein and the House Rules and Regulations and shall abide and comply with them as well as all instructions, orders, directives given by the Management Company in respect of thereof.**

**The Owner/Tenant shall be responsible for all or any damage or injury to any part of the Common Area or Common Property or persons caused by them or their family members, lessees, visitors, licensees, guests, employees, servants, agents and any persons permitted or authorised or deemed to be permitted or authorised by the Owner, Tenant or Management Company to enter, use or occupy the Building/ Development/Unit or parts thereof and shall indemnify and keep the Management Company indemnified against all losses, damages, claims, cost and expenses brought or arising from any action or proceedings in relation to the Unit and in determining liability, the Management Company shall have the absolute right, in the absence of clear proof, to determine the Owner's liability based on the Management Company's assessment.**

\_\_\_\_\_  
**Owner's signature**  
**Date:**  
**Company rubber stamp**

\_\_\_\_\_  
**Tenant's signature**  
**Date:**  
**Company rubber stamp**

## **For Office Use Only**

<b>Process By</b>	<b>Approved By</b>	<b>Acknowledge by (Security)</b>
Signature:	Signature:	Signature:
Name:	Name:	Name:
Date:	Date:	Date: