



The Management Corporation Strata Title Plan No. 431  
32-62C Jalan Mariam, Singapore 509310  
961-971C Upper Changi Road North, Singapore 507666  
Email: mgmtcouncil@changigarden.com

## Registration of New Tenants Commercial Unit

Name of Owner: \_\_\_\_\_ Unit No: \_\_\_\_\_

Contact No: (Hp) \_\_\_\_\_ (H) \_\_\_\_\_ (Email) \_\_\_\_\_

1. Personal Details of Tenants					
S/No.	Name	Race	Date of birth	Religion	Gender

## 2. Terms & Conditions

- i. All owners must register their tenants' & business operators' particulars with the Management Corporation, enclosing the following documentary proof:
  - a. Tenancy agreement duly signed and with stamp duty
  - b. Photocopy ID of registered tenants for verification
  - c. Copy of Business Profile issued by ACRA
  - d. Copy of approval letter from URA for the change of use where applicable
  - e. Letter of Undertaking & Counter Indemnity signed by Owners & Tenants where the business is operating an F&B outlet.
- ii. All tenants & its business operators must comply with the House Rules & By-Laws set forth by the Management from time to time. A full set of the said rules are available at [www.changigarden.com](http://www.changigarden.com)
- iii. All Tenants living in the estate must be registered and be issued with residence passes & proximity cards prior to moving into the Estate. Please provide (1) passport sized photograph measuring 2.5 cm by 3.2 cm for each tenant along with this application.
- iv. Residence passes must be produced for identification purpose where requested by the Security Officers.
- v. A non-refundable administrative fee of S\$25 (inclusive of GST) and \$25 deposit will be levied for replacing each lost or damaged residence pass or proximity card.
- vi. All issued cards are non-transferable. The Management reserves the rights to invalidate any card if there is any misuse or abuse.
- vii. The cards issued remain the property of the Management Corporation and all cards must be returned to the Management Office when the holders cease to be owners, tenant or occupier of the unit, otherwise the deposit shall be forfeited.

