



The Management Office
35 Tan Kim Cheng Road #B1-12 Singapore 266637
Tel (+65) 64630654
thesiena.management@gmail.com

APPLICATION FOR CAR DECALS

All application for the car decals are subject to the following terms and conditions:-

- a. All residents' vehicle must be registered with the Management by giving their car IU number. Each unit is entitled to apply for one (1) car park lot and issued with one (1) car decal.
- b. Car decal shall only be issued to resident or tenant (authorized by subsidiary proprietor).
- c. Application for car decal should be accompanied with a photocopy of any document that certifies Owners for the purpose of issuing a car decal.
- d. The address in the aforesaid document should reflect that the applicant is residing in The Siena. For company registered cars, a letter of authorization from the company must be produced. Approval of application shall be at the sole discretion of the Management.
- e. For any change in vehicle, the resident must inform and update the Management of the change of vehicle particular.
- f. Any loss of car decal, resident must report to the Management immediately so as to replace to a new car decal.
- g. Car decal must be prominently displayed on the front windscreen of the vehicle for easy identification by security personnel.
- h. The car decal remains the property of The Siena. The Management's representative (i.e. Managing Agent, Security Guards) shall disallow vehicles with invalid car decal to be parked at The Siena.
- i. When Owner sells or rents out their unit, the car decal must be handed over to the new owner or tenant.
- j. All vehicles parked at The Siena are at the owner's own risk. The Management shall not be responsible / liable for any theft, loss, damage, and action proceeding claims, suits or other misdemeanour caused to vehicles and/or their contents herein.



The Management Office
35 Tan Kim Cheng Road #B1-12 Singapore 266637
Tel (+65) 64630654
thesiena.management@gmail.com

SECTION I: FOR OWNERS' / TENANT ONLY

Name of Owner : _____ Unit No. : _____

Contact Nos. : (H) _____ (O) _____ (HP) _____

I would like to apply for the 1st Car Decal :

VEHICLE REGISTRATION NUMBER & VEHICLE IU NUMBER	VEHICLE CAR DECAL NUMBER

I authorize _____ (Name), NRIC No. _____ to collect the car decal on my behalf.

I declare that all particulars given by me are true and correct. I have read and agree to abide by the above terms and conditions governing the use of the car decal and car parking at The Siena.

Name/Signature of Owner Company Stamp (if applicable) Date

SECTION II: FOR OFFICIAL USE

Date Issued : _____

Car Decal Serial Number : _____

Total number of car decal (s) issued to-date: _____

Name/Signature of Management Staff Date

* Please delete where applicable