# Metro Parking (M) Sdn Bhd

(Company No: 213264-U)
(A Member of Damansara Realty Berhad Group Of Companies)
Suite 10.2, Level 10, Wisma Chase Perdana, Off Jalan Semantan,
Damansara Heights, 50490 Kuala Lumpur, Malaysia.
Tel: 03-2081 2777 Fax: 03-2081 2778, 03-2081 2779
Website: www.metro-parking.com
Customer Service: customerservice@metro-parking.com / seasonjb@metro-parking.com
Branches:- Johor Tel: +607-244 9090
Kuantan Tel: +609-513 0007 Fax: +609-513 0017
Penang Tel: +604-236 6190 Fax: +604-236 6193
Labuan Tel: +6087-412 292

SST ID : W-180831015861

| FOR OFFICE USE ONLY | |
|---|---|
| CAR PARK | : |
| ACCOUNT NO. | : |
| ACCESS CARD/ STICKER NO. | : |
| RECEIPT NO. | : |
| EFFECTIVE | : |
| APPROVED | : |

☑ Tenant ☐ Reserved ☐ Personal
☐ Non-Tenant ☐ Non-Reserved ☐ Company ☐ Temporary____month

**APPLICATION FOR SEASON PARKING**
(Please fill this form completely using BLOCK LETTERS only)

Maklumat ini dilindungi di bawah Akta Perlindungan Data Peribadi

1. Account Name : NURUL AMIRA ALISSA BINTI MOHKAPI
2. NRIC No. : 031023-01-1522
3. Company Name : BOARDROOM CORPORATE SERVICE
4. Contact Person : NURUL AMIRA ALISSA
5. Correspondence/Office Address : SUITE 9D LEVEL 9 MENARA ANSAR 65 JALAN TRUS 80888 IIBD
6. Home Address : LAGENDA TASEK CONDOMINIUM JLN PADI MAKMUR
7. Contact Details. -Office No : 07-2241035 Ext:
   -H/Phone No : 018-2719556
   -House No :
   -E-Mail Add. : amiraalissa109@gmail.com
8. Car Registration No. : 1) JFU8859 /
   2) /

**DETAILS ON PAYMENT**

I/We attach here with payment by way of cash / cheque to the value of RM ☐☐☐☐☐ - ☐☐ for the following:-

1 ☐☐☐ Number of month ☐☐☐ Number of access(s)/sticker(s) at RM ☐☐☐☐☐ - ☐☐ per month.

2 ☐☐☐ (No.) access card(s) at RM ☐☐☐☐☐ - ☐☐ per card issued to me; or

3 ☐☐☐ (No.) sticker(s) at RM ☐☐☐☐ per sticker issued to me.

**DECLARATION**

Please note that one month written notice is required for cancellation of parking lot(s), if you fail to give notice of termination, a six (6) month grace period is given for you to submit full document to claim your deposit Failing which the company have the right to forfeit your:

☐ 1 months deposit + 1 month rental

I have read the terms and condition on the reverse page and I agree to be bound by them.

Signature of Applicant :
Designation : ASSISTANT
Date : 30 - 10 - 2016

Company Stamp & Sign
(If paid by company) :

**FOR TENANT CONFIRMATION PURPOSE ONLY**

Name :
Designation :
Date :

MAJAF AN-NUR CORPORATION BERHAD Co. No. 200001027369

Building Owner / Manager
Stamp & Sign :

**FOR OFFICE USE ONLY (AREA MANAGER/AREA SUPERVISOR/SEASON STAFF)**

SITE: Approved By : _____ Date: ☐☐ ☐☐ ☐☐☐☐

OFFICE: Approved By : _____ Date: ☐☐ ☐☐ ☐☐☐☐

# TERMS AND CONDITIONS OF SEASON PARKING

1. This license shall be non-exclusive to the licensee and shall commence of the commencement date and continue from month to month until terminated by either party in accordance with the terms and conditions of Season Pass Parking. Unless as otherwise agreed or indicated in writing, the License shall maintain the license for a minimum continuous period of (1 month).

2. Season Parking fees are to be paid in advance before the 1st day of every month.

3. The Licensee wishing to renew season pass must pay in advance on the 1st day of each month failing which the windscreen disc/season label/access card may be deactivated.

4. The Company reserves the right to terminate the season parking Agreement without notice if the Licensee's payment is not received when due or found to be in breach of season parking terms and conditions.

5. In event of the Licensee whishing to commence or terminate his/her season parking after 1st day of the current month, calculation for pro-rated season parking fees shall be as follows:

6. a) New Season Parking Application:
   i) Full month payment if season parking is commencing between 2nd to 15th day of the month.
   ii) ½ month payment if season parking is commencing between 16th to last day of the month.

   b) Termination of Season Parking:
   i) ½ month payment if season parking is terminated between 2nd to 15th day of the month.
   ii) Full month payment if season parking is terminated between 16th to last day of the month.

   Payment mode for new Season Parking shall be either in online transfer or cheque. The payment modes are as follows:

   a) **Payment via online money transfer:**
   i) Please bring the bank in slip of online money transfer to our site office and an official receipt will be issued.

   b) **Payment via Cheque:**
   i) All cheques payment should be crossed and made payable to Metro Parking (M) Sdn. Bhd.
   ii) Please check your cheque date, amount and signature.
   iii) Postdated cheque bank in slip and online transaction slip is not accepted as payment.
   iv) Please write clearly your name or company name, Season Parking Account Number, your contact number and car park name on the reverse side of your cheque.
   v) All cheques payment should be made direct to the respective car park site office or parking booth (if no car park site office) and an official receipt will be issued.
   vi) All payments received via chques are subject to clearance.
   vii) Any charges for cheque clearance shall be borne by you.

   c) **For monthly season payment, only payment through our website (https://mcs.theparkspace.com/users/login) is accepted.**

7. Licensee whom wishes to enjoy tenant's parking fees is required to submit First & Last page of Tenancy Agreement issued by the Building Owner.

8. The Company shall be entitled at their sole discretion to give the License one (1) month written notice of any variation in the Season Parking Fee whereupon the reviewed fee shall be deemed to replace and/or substitute the Season Parking Fee referred to in the Application for Season Parking form.

9. Should the Licensee not be in possession of its validated Season Pass when either entering or leaving the Car Park, the Licensee shall be liable to pay the daily parking rate applicable to casual parking at the Car Park.

10. Strictly no refund to Licensee for being charged as casual parker due to Late Payment of season parking on or after 1st day of every month.

11. The Licensee will be wholly responsible for the safekeeping of windscreen disc/season lale and access card. Misplaced, damage or lost windscreen disc/ season label and/or access card was being lost or damaged; the same may be replaced upon payment to the Company of a replacement charge of RM50.00.

12. The windscreen disc/screen label and access card is issued for a specific vehicle and is strictly non-transferable and may not be used for any commercial purpose.

13. If the Licensee wishing to terminate his/her season parking, he/she must giving one (1) month notice prior to the date of expiration of his/her current license/ pass to the Company by completing the Termination of Season Pass form.

14. No refund will be applicable for any unexpired parking period in the event of early termination.

15. The one (1) month securily deposit or any other amount determined by the company from time to time or specified in the car park, will be refundable if:

   a) The Licensee fulfilled the required notice period or termination.
   b) No outstanding season payment or damage of the parking bay.

16. The Company reserves the right to alter or amend any of the above terms and conditions without prior notice and any decision made by the Company is final.

17. The Company reserves the right to withdraw the season parking license from any Licensee designated as a Temporary Season Parker by giving seven (7) days notice or accordance to the specified period.

18. The Company shall be entitled to send all invoices via e-mail or by hand through the Car Park's site office or booth. The Company reserves the sole and absolute discretion to ompose a surcharge of RM3.00.

19. All records and entries shown in the invoice are deemed to be correct unless the Company is notified of any discrepancy within fifteen (15) days from the invoice date.

20. The Car Park's terms and conditions of use including any notices displayed in the car park compound shall be incorporated in this terms and conditions.

21. The terms and conditions stipulated in the Season Application Form shall be deemed as valid and save unless otherwise stipulated in this terms and conditions.

Thank you.

**THE MANAGEMENT**
**METRO PARKING (M) SDN. BHD.**

Maklumat ini dilindungi di bawah
Akta Perlindungan Data Peribadi

Nur Rabiatul Marissa Binti Abd Karim
No 80 Jalan Permas 2/3
Bandar Baru Permas Jaya
81750 Masai
Johor, Malaysia.
0172221361

Tarikh: 27 Oktober 2026

Kepada:
Pihak Pengurusan Parkir
Menara Ansar
65 Jalan Trus,
IIBD,
Johor, Malaysia.

Tuan/Puan,

**PERMOHONAN PENAMATAN PAS PARKIR BERMUSIM DAN PEMINDAHAN DEPOSIT KEPADA PENYEWA BAHARU**

Dengan segala hormatnya, perkara di atas adalah dirujuk.

2. Saya, Nur Rabiatul Marissa binti Abd Karim (000508-01-0550), pemegang pas parkir bermusim dengan nombor pendaftaran kenderaan JWQ733, ingin memohon penamatan pas parkir bermusim saya.

3. Sehubungan dengan itu, saya memohon agar deposit parkir yang telah dibayar dipindahkan kepada penyewa parkir baharu seperti butiran yang dinyatakan dalam jadual di bawah, tertakluk kepada kelulusan dan prosedur yang ditetapkan oleh pihak pengurusan.

**MAKLUMAT PENYEWA PARKIR BAHARU**

| Bil. | Butiran | Maklumat |
|---|---|---|
| 1. | Nama | Nurul Amira Alissa Binti Mohkapi |
| 2. | No. Kad Pengenalan | 031023-01-1522 |
| 3. | Syarikat & Alamat | Boardroom Corporate Services Sdn. Bhd.<br>Suite 9D Level 9 Menara Ansar 65 Jalan Trus 80888 IIBD Johor, Malaysia |
| 4. | Nombor Telefon | 0182719556 |
| 5. | Nombor Pendaftaran Kenderaan & Jenis Kendereaan | JFU8859 & Kereta |
| 6. | Nombor Petak Parkir | Tiada |
| 7. | Jenis Parkir | Persendirian |
| 8. | Jumlah Deposit untuk Dipindahkan | RM 160.00 |

4. Saya berharap agar pihak tuan/puan dapat mempertimbangkan dan memproses permohonan penamatan serta pemindahan deposit ini. Saya bersedia untuk mengemukakan sebarang dokumen atau maklumat tambahan sekiranya diperlukan bagi melengkapkan proses tersebut.

Segala perhatian dan kerjasama daripada pihak tuan/puan berhubung perkara ini amatlah dihargai.

Sekian, terima kasih.

Yang benar,



.....

NUR RABIATUL MARISSA BINTI ABD KARIM
JWQ733