

HAMPSHIRE PLACE JMB

(No. Rujukan: JMB 642/2012)

Management Office, B-1-1, Level 1, Hampshire Place Residences, 157 Hampshire, No. 1, Jalan Mayang Sari, 50450 Kuala Lumpur, Malaysia
Tel: 03- 2161 6336 Fax: 03- 2161 6339 E-Mail: 157hampshireresidence@gmail.com

HAMPSHIRE PLACE RESIDENCES

Tenant Registration Form

Date	<input type="text"/>	
Unit No.	<input type="text"/>	
Name	<input type="text"/>	
Country of Origin	<input type="text"/>	
Correspondence Address	<input type="text"/>	
Name of Company/ Office Address <i>(please attach business card)</i>	<input type="text"/>	Occupation
Telephone Nos. – Mobile	<input type="text"/>	
Residential	<input type="text"/>	
Office	<input type="text"/>	
Fax No.	<input type="text"/>	
E-Mail Address	<input type="text"/>	
Emergency Contact Person	<input type="text"/>	Relationship <input type="text"/>
Emergency Contact Nos. <i>(other than the above nos.)</i>	<input type="text"/>	
Expected Date to Move In	<input type="text"/>	
Name of Professional Mover	<input type="text"/>	
Mover's Contact No.	<input type="text"/>	

Details of occupants:

Number of Adults *(inclusive of maid)*

Names:

1. _____
2. _____
3. _____
4. _____
5. _____

Relationship:

- _____
- _____
- _____
- _____
- _____

Number of Children

Names:

1. _____
2. _____
3. _____
4. _____

Sex (M/F):

- _____
- _____
- _____
- _____

Age:

- _____
- _____
- _____
- _____

(A) **House Rules**

Quantity

(B) **Transponder Card** (to be given by your landlord)

Card Number

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(C) **Standard Access Card** (to be given by your landlord)

Card Number

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(D) **Additional Standard Access Card Required** (subject to Management's approval)

Card Number

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Reason

:

(E) **Parking**

Car Park Entitlement

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Number of Cars

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Vehicle Registration No.

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Vehicle Model & Type

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Parking Bay No.

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NOTES:

- (i) Issuance and programming of Transponder Card(s) will be subject to car park entitlement as per the Sale & Purchase Agreement.
- (ii) A penalty of RM50.00 will be imposed for any loss of card. Card replacement cost is RM15.00 for Standard Access Card and RM165.00 for Transponder Card, and it applies to damaged and faulty card as well.

*** Do not leave your access card and transponder card in your vehicle. The management will not be held responsible for any loss of vehicle via the use of access card and transponder card left in the vehicle.**

PRIVACY POLICY

This policy sets out the basis on which any personal data we collect from you or that you provide to us and/or obtained independently by us from other lawful sources (if any), will be processed by us.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. For the purpose of the Data Protection Act 2010, we are the **Data User**.

NOTE : Failure or refusal to disclose such personal data if and when required by us, may result in us unable to process your entitlements in relation to Hampshire Place Residences which inter alia include but not limited to the issuance of access card, invoices, notification, enjoyment of the common facilities or process of any payment.

PERSONAL DATA	DATA PERIBADI
<p>"Personal Data" shall bear the meaning as defined by the Personal Data Protection Act 2010 ("PDPA") and includes "sensitive personal data" (as also defined by the PDPA). For purposes of Hampshire Place Residences, personal data shall include but not limited to the following:-</p> <ul style="list-style-type: none"> • information that you provide by filling in the Tenant Registration Form and such other forms required from time to time to be provided by you in relation to Hampshire Place Residences; • information recorded in the registration books or captured and stored in the operation system; • details contained in correspondences between you and the Data User. 	<p>"Data Peribadi" mempunyai maksud seperti yang ditakrif oleh Akta Perlindungan Data Peribadi 2010 ("PDPA") dan meliputi "data peribadi sensitif" (seperti yang ditakrif oleh PDPA). Berkaitan dengan Hampshire Place Residences, data peribadi termasuk:-</p> <ul style="list-style-type: none"> • informasi yang anda berikan dalam pengisian Borang Pendaftaran Penyewa dan lain-lain borang dari masa ke semasa yang perlu diberikan oleh anda bagi Hampshire Place Residences; • informasi yang tercatat dalam buku-buku pendaftaran atau yang ditangkap dan disimpan dalam system operasi; • butir-butir yang terkandung dalam surat-menyurat di antara anda dengan Data User.
<p>Where applicable, and in relation to any personal data that may have been or may from time to time hereafter be provided by you and/or obtained independently by the Data User from other lawful sources (if any) in relation to Hampshire Place Residences:-</p> <ul style="list-style-type: none"> (1) you hereby covenant that you or the data provider of such personal data has acknowledged, confirmed and consented to the Data User; and (2) you hereby acknowledge, confirm and consent to the Data User collecting, recording, holding, storing, using, dealing with and otherwise processing 	<p>Di mana berkaitan, dan berhubung sebarang data peribadi yang telah atau mungkin dari masa ke semasa diberikan oleh anda dan/atau yang didapati secara bebas oleh Data User dari sumber-sumber lain yang sah (sekiranya ada) yang berkaitan dengan Hampshire Place Residences:-</p> <ul style="list-style-type: none"> (1) anda berwaad bahawa anda atau pemberi data peribadi tersebut telah mengakui, mengesahkan dan bersetuju terhadap Data User; (2) anda mengakui, mengesah dan bersetuju kepada Data User untuk mengumpul, merekod, memegang, menyimpan, menggunakan,

PERSONAL DATA	DATA PERIBADI
<p>such personal data, for any of the following purposes:-</p> <p>(i) for the Data User's record-keeping in the ordinary course of our business;</p> <p>(ii) to administer and give effect to the commercial transaction in relation to Hampshire Place Residences and the management and/or enforcement thereof and to contact and communicate with you or the data provider;</p> <p>(iii) to enable the Data User to inform you and/or the data provider regarding any events, updates, changes to applicable rules and regulations and all such other matters the Data User decides as necessary to keep you informed in the Data User's discharged of its duty in relation to Hampshire Place Residences (including emails, SMS or other means);</p> <p>(iv) to enable the Data User's compliance with its obligations under any law, rule, regulation, by-law, order, guideline, directive, policy and such other requirements in force and as amended from time to time relating to the commercial transaction and/or relating to the conduct of the business or activities of the Data User.</p>	<p>mengendalikan dan sebagaimana memproses data peribadi tersebut, bagi tujuan berikut:-</p> <p>(i) rekod simpanan Data User dalam urusan biasa pemiagaannya;</p> <p>(ii) untuk mengurus dan memberi kesan kepada transaksi komersial berkaitan dengan Hampshire Place Residences dan pengurusan dan/atau pelaksanaan Perkara tersebut dan untuk menghubungi dan berkomunikasi dengan anda dan pemberi data;</p> <p>(iii) untuk membolehkan Data User menghubungi anda dan/atau pemberi data mengenai apa-apa perihal, maklumat terbaru, perubahan kepada rukun dan peraturan dan segala perihal yang Data User memutuskan adalah perlu untuk pengetahuan anda dalam pelaksanaan kewajipannya berkaitan dengan Hampshire Place Residences (termasuk emel, SMS atau cara lain);</p> <p>(iv) untuk membolehkan Data User mematuhi sebarang undang-undang, rukun, peraturan, undang-undang kecil, perintah, garis petunjuk, surat arahan, polisi, dan lain-lain kehendak yang berkuatkuasa dari masa ke semasa berkaitan dengan transaksi komersial dan/atau berkaitan dengan pengendalian urusniaga atau aktiviti-aktiviti Data User.</p>
<p>You further acknowledge that information given or the request made by you leading to the provision of any personal data is sufficient, accurate, complete and not misleading, and that such personal data is provided voluntarily and is necessary for the purposes set out above. Where you provide any personal data for and on behalf of another, you covenant that you have obtained the consent from the provider of such data failing which you shall indemnify the Data User against any claims from such provider of data.</p>	<p>Anda selanjutnya mengakui bahawa informasi yang diberi atau permintaan anda yang membawa kepada pemberian sebarang data peribadi adalah mencukupi, tepat, lengkap dan tidak mengelirukan dan bahawa data peribadi adalah diberi secara sukarela dan adalah diperlukan untuk tujuan di atas. Di mana anda memberi apa-apa data peribadi bagi dan atas pihak lain, anda berwaad bahawa anda telah mendapat persetujuan daripada pemberi data tersebut. Kegagalan anda untuk memperoleh persetujuan pemberi data tersebut, anda akan tanggung rugi Data User terhadap apa-apa tuntutan dari pemberi data tersebut.</p>
<p>In connection with the purposes above, the Data User is hereby permitted to disclose such personal data to the relevant authorities, solicitors, insurers, adjusters, other advisers, suppliers, contractors and/or service providers who may undertake administrative, management and operational functions for or on behalf of the Data User in respect of or arising from the commercial transaction or to support the Data User in its discharge of its obligations in relation to Hampshire Place Residences.</p>	<p>Berhubung dengan tujuan-tujuan yang dinyatakan di atas, Data User adalah dibenarkan untuk mendedahkan data peribadi tersebut kepada pihak-pihak berkuasa berkenaan, peguam, pihak insuran, adjuster, penasihat yang lain, pembekal, kontraktor dan/atau pembekal servis yang mungkin mengendalikan kerja-kerja pentadbiran berkaitan dengan transaksi komersial atau untuk menyokong Data User dalam pelaksanaan obligasi-obligasi Dasa User berkaitan dengan Hampshire Place Residences.</p>
<p>The Data User will continue to retain and use the personal data for as long as it is reasonable to do so.</p>	<p>Data User akan terus menyimpan dan mengguna data peribadi untuk masa yang berpatutan.</p>
<p>You may request for access to and for correction of personal data or any query pertaining to the personal data, you may write or contact:</p> <p>Senior Finance & Admin Manager Tel No. : +603-2282 3232 Fax No. : +603-2282 3282 Email : kondo@igbcorp.com</p>	<p>Anda boleh meminta akses kepada dan pembedulan data peribadi atau apa-apa pertanyaan mengenai data peribadi tersebut dengan menyurat atau menghubungi Data User:</p> <p>Senior Finance & Admin Manager Tel No. : +603-2282 3232 Fax No. : +603-2282 3282 Email : kondo@igbcorp.com</p>

() *I hereby acknowledge receipt of item *(A), *(B), *(C), *(D) [*delete where not applicable].*

() *I hereby acknowledge that I have read, understood, accepted and consented to the policy, terms and conditions hereinabove stated.*

Tenant's Signature : _____

Tenant's Name & NRIC / Passport No. : _____

Date : _____

FOR OFFICE USE ONLY

Inform Security : Yes / No

Data Updated : Yes / No

Verified By : _____ Date: _____
(Operations Assistant / Officer)

Approved By : _____ Date: _____
(Operations / Building Manager)

Remarks: _____