

HAMPSHIRE PLACE JMB

Management Office, B-1-1, 157 Hampshire, 1 Jalan Mayang Sari, 50450 Kuala Lumpur, Malaysia
 Tel: (603) – 2161 6336 Fax: (603) – 2161 6339 E-Mail:157hampshireresidence@gmail.com

Date:

The Management

Dear Sir,

RE : HAMPSHIRE PLACE RESIDENCES - ADDITIONAL CARD APPLICATION

I/We, Mr/Mrs/Miss _____, owner(s) of unit _____, hereby confirm that I would like to apply for additional access card(s):-
 (Please tick ✓ whichever is applicable)

Purpose: _____

Enclosed herewith, please find our cheque/cash for amount RM _____ for the additional card(s) applied

We hereby confirm having received the following card(s) as additional.

1. Access Card : S/No. _____ S/No. _____

Thank You.

 Owner's Signature

Name:

I/C No. :

Note: Cost of access card: RM15 per card
RM50.00 refundable deposit per card will be charged.
Maximum cards for 1 bedroom unit – 3 cards
Maximum cards for 2 bedrooms unit – 5 cards

***Please retain the original receipt for future request of refundable deposit.**
No refund will be entertained without original receipt.

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OFFICE USE ONLY

I, _____ confirm herewith having received RM _____ from
 Mr/Ms/Mdm _____ being the cost charged for the above-mentioned
 card(s).

 Name of staff
 Date:

 Building Manager
 Date:

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Refundable Deposit : RM 50.00

Chargeable usage: _____

- Less charges (if any): _____

Amount Refunded : _____

Received By : _____ Name and Date : _____

Verified by : _____
Building Manager & Sr.Operations Manager

: _____
Accounts Dept .