

Form 15 <Use of Service Lift Application Form>

Office Unit : _____

Floor No.: _____

Normal services hours and appointment arrangement of service lift and unloading area.

Monday to Friday 8:00 – 19:00 Saturday 8:00 - 13:00 (except statutory inspection or maintenance work of service lift)	Use of service lift at non service hours shall require to make appointment and application for approval of not less than 24 hrs. prior to the use. (All such appointment and application shall be done during office hours of Management Company, prior to 17:00 between Monday and Friday.)
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Name of Tenant : _____

Contact person / number : _____

Service lift application date/time : _____ / From (_____) To (_____) Total hours _____

Name of Delivery Company : _____

Reason(s) for use of service lift : _____

Unit good / delivery information and QTY : _____

Max. Weight of unit good / delivery : _____ (Kg), No delivery size and loading exceeding the max. allowable space, labeled and rated capacity of service lift per trip of delivery.

1. Above application will be automatically cancelled without prior notice in case of no present or unoccupied by applicant after 30 mins at start of application period.
2. For sake of fair use of service lift in building, Management Company shall have the right for any assignment of common use for the same service lift with other tenants / applicants at the same time.
3. Management Company will reserve the right to reimburse any fee and charges additionally incurred from applicant during the use of service lift at non-service hours.

Authorized person and Company Chop : _____

Date : _____

Filled by Management Company :

Use of Time : _____ (total hrs)

Handled by : _____

Date : _____