



REQUEST FOR TEMPORARY SUSPENSION / TERMINATION OF SEASON PARKING

Instructions:

- i. Temporary suspension of season parking shall not exceed three (3) months. Any request to suspend season parking above three (3) months will be considered as termination of season parking or subject to approval.
- ii. Season parking may suspend or terminate their season parking usage by giving advanced notice of at least one (1) month.
- iii. Full-month refund of payment received for the following month shall be applicable for terminations ending by 3rd of the following month.
- iv. Half-month refund shall be applicable for terminations ending between 4th to 16th of the following month.

Temporary Suspension Termination

Applicant's Name (as per NRIC): _____

Contact: _____

Email: _____

Vehicle(s) Registration No. : _____ Decal/IU No.: _____

Reason for temporary suspension (<i>please attach supporting documents</i>):	
<input type="checkbox"/> Reservist	<input type="checkbox"/> Maternity <input type="checkbox"/> Vacation <input type="checkbox"/> Going on long leave
<input type="checkbox"/> Other reasons (please specify) _____	
Temporary Suspension Date from _____ to _____	
Reason for termination:	
<input type="checkbox"/> Company moving out of premise	<input type="checkbox"/> Giving up vehicle/waiting for new
<input type="checkbox"/> Resigning from job	<input type="checkbox"/> Other reasons (please specify) _____
Expected last day of parking: _____	

Signature of Applicant

For Official Use

Processed Date		Processed by Name/Signature	
Approved by CAG / Date (for suspension of more than 3 months)			