



APPLICATION FORM FOR SEASON PARKING AT SELETAR AIRPORT

Instructions:

- i. Only completed forms with company stamp will be accepted.
- ii. Please submit the completed application form with a copy of the **LTA vehicle log card** and **valid Seletar Airport seasonal pass**. The vehicle log card and Seletar Airport seasonal airport pass will only be used for verification purpose and will be returned after the verification. For new staff who have yet to make their airport pass, please produce a letter on confirmation of employment. Letter will be returned after verification. Please ensure that vehicle log card indicates the IU number of your vehicle.

Part I: Applicant Particulars	Part II: Work/Company Details
Name (as per Seletar Airport Seasonal Pass)	Company Name (in full)
Contact No.	Office Address
Email	Company Stamp
Part III: Vehicle Particulars	
Vehicle Type: Motor car / Motorcycle (*delete accordingly)	
Vehicle Registration No.: _____ In-Vehicle Unit (IU) No.: _____	
Commencement Date for Season Parking: _____ (DD-MM-YYYY)	
Part IV: Parking Location Required	
<input type="checkbox"/> Main Terminal Carpark <input type="checkbox"/> Control Tower (Justification: _____)	
Part V: Season Parking Scheme <i>(Leave blank if unsure)</i>	
<input type="checkbox"/> Priority 1 <input type="checkbox"/> Priority 2	

Customer Season ID		Qualified Scheme	Priority 1 / Priority 2
Details verified by Staff (Name/Signature/Date)		Approval by CAG (Name/Signature/Date)	
Processed by Staff (Name/Signature/Date)		Approved End Date for Season Parking	
Effective Seasonal Parking Commencement Date			

1. In consideration of the payment by the Parker of the Parking Fee specified in the Schedule, the Company on behalf of Changi Airport Group (CAG) grants the Parker the right to park vehicle in the Car Park in accordance with the details specified in the Schedule of Conditions set out below.
2. This Agreement will commence on the date specified (*under Part III*) and will continue from month to month until terminated by either part in accordance with the Conditions.
3. By signing the Agreement, the Parker:
 - a) acknowledges that the Parker is aware of and bound by the Conditions, confirms that the Parker will acquaint each person who uses the Car Park under this Agreement with the Conditions and warrants that each such person will observe the Conditions.
 - b) consents to the collection, use and disclosure of the Parker's personal data for the purposes of the provision of car park services and operations by CAG.
4. The application form is to be submitted with the Monthly Interbank GIRO form, copy of the LTA vehicle log card and copy of applicant's valid Seletar Airport seasonal pass for approval. Vehicle log card and valid Seletar Airport seasonal pass will be necessary for verification purpose. Upon verification, they will be returned to you. Approval may take up to 5 working days.
5. Upon approval of the application, applicant will be notified to proceed to make payment at Seletar Airport Information Counter. The applicant is to bring along the approved Application Form, Monthly Interbank GIRO Form, copy of the LTA vehicle log card and copy of applicant's valid Seletar Airport seasonal pass. The applicant is also advised to bring along the bank token as payment will be done through internet bank transfer at the Seletar Airport Information Counter.
6. For payment submitted from 1st to 15th of the month, a total fee of \$160.00 for motor cars or \$30.00 for motorcycles will be collected for the payment of season parking of the current and following month. Thereafter, the GIRO deductions will commence for the subsequent month. Season parking will be effective the following day after successful payment.
7. For payment submitted from 16th to end of the month, a total fee of \$120.00 for motor cars or \$22.50 will be collected for the payment of season parking of the current and following month. Thereafter, the GIRO deductions will commence for the subsequent month. Season parking will be effective the following day after successful payment.
8. Applicants under **Priority 2 parking scheme** will be given a minimum of 1 month's notice for cessation of their season parking when required.

Declaration by Applicant

I confirm that all particulars given are true and correct and agree that my season parking arrangement may be terminated by the car park operator on behalf of CAG, or by CAG directly if I am found to have contravened with the terms and conditions governing the use of season parking at Seletar Airport.

Signature of Applicant and Date

Customer Season ID		Processed by Staff	
		Effective Date	



**ACKNOWLEDGEMENT SLIP FOR
APPLICATION FORM FOR SEASON PARKING
AT SELETAR AIRPORT**

Date of Payment: _____ (DD-MM-YYYY)

Mode of Payment: BANK TRANSFER / PAYNOW

For Bank Transfer Only:

Name of Bank: _____ (POSB / DBS / UOB / OCBC / CITIBANK etc.)

Season Parking

Valid Date: _____ (DD-MM-YYYY) to _____ (DD-MM-YYYY)

TERMS & CONDITIONS GOVERNING SEASON PARKING

1 Application

- 1.1 By submitting an application for season parking at Seletar Airport, the applicant is deemed to have:
 - i. Declared that all information provided in the application are true and accurate;
 - ii. Consented to the collection, use and disclosure of his/her personal data for the purposes of the provision of car park services and operations;
 - iii. Read, understood and agreed to be governed by the terms and conditions governing season parking at Seletar Airport.
 - iv. Sought their employer's consent to utilize their allocated season parking quota.
- 1.2 Any approval of applications shall be for the half or full calendar month. Season parking charges will not be apportioned for any other part thereof month basis.
- 1.3 Upon approval of application, payment for two (2) months of season parking fees while GIRO arrangement is being set up, shall be made payable to "P-Serv Pte Ltd" by **bank transfer or paynow**. Season parking will be effective on the following day after payment has been made.
- 1.4 A duly signed "Application Form for Season Parking at Seletar Airport" must be submitted together with the IU number for the application of the season parking.
- 1.5 The vehicle must be registered under the name of the applicant, parent, or spouse.
- 1.6 The vehicle log card and identity card/ Certificate of Incorporation / Business Registration Certificate must be produced for verification of the vehicle's ownership upon application.
- 1.7 Supporting documents must be provided if the vehicle is registered under the name of the parent or spouse (i.e. birth certificate if vehicle is under parent's name and marriage certificate if vehicle is under spouse's name).
- 1.8 Only one vehicle for each applicant may qualify for season parking.
- 1.9 The car park operator on behalf of Changi Airport Group, or CAG reserves the right to reject or withdraw any application at its sole and absolute discretion.

2 Allocation of Season Parking Entitlements

- 2.1 An applicant who is employed under an airport partner e.g. airline, ground handling agent, tenant, is awarded with season parking based on the prevailing quota allocated to his/her employer.
- 2.2 If the quota has been met, eligible applicants can choose to be placed under Priority 2 season parking scheme and/or to be placed on the waiting list.
- 2.3 Applicants under Priority 2 season parking scheme are to notify themselves that their season parking entitlement can be withdrawn by CAG, or the car park operator on behalf of CAG, with a minimum of one (1) month's notice.

2.4 When an existing season parker leaves or terminates his/her service with the company, it is the duty of the season parker to terminate his/her season parking under the current employer.

2.5 Should the applicant be employed with another airport partner, the applicant will have to reapply for season parking based on the quota allocated to their subsequent employer.

3 Renewal of Season Parking

- 3.1 Season parking fees are payable monthly **in advance**.
- 3.2 The season parking fees are inclusive of Goods and Services Tax (GST).
- 3.3 GIRO deductions will be made on the 10th of each preceding month. If the 10th falls on a non-working day or public holiday, the deduction will be made on the preceding working day.
- 3.4 If payment is unsuccessful on the first attempt, a second attempt will be made on the 15th. If the second attempt is unsuccessful, the season parking arrangement shall be deemed to be terminated and the parker will pay per min parking charges from the 1st of the following month.
- 3.5 Late renewal of season parking shall not entitle the season parking holder to any refund of any per min parking charges paid.
- 3.6 The season parking rates may be revised from time to time. Existing season parkers will be given one (1) month's notice on any revision of such rates. At the expiry of the notice period, the season parker will be required to pay the revised season parking charges.

4 Enforcement Activities

- 4.1 Enforcement activities are carried out by the car park operator.
- 4.2 Warning letters may be issued by the car park operator on behalf of CAG, or CAG directly, if any season parker is found to have contravened with the terms and conditions governing the use of season parking during the enforcement checks.
- 4.3 An existing season parking arrangement may also be terminated by the car park operator on behalf of CAG, or by CAG directly, if any season parker is found to have contravened with the terms and conditions governing the use of season parking during these enforcement checks.
- 4.4 This includes, but is not limited to:
 - i. Transferring or selling of season parking rights to persons other than the applicant;
 - ii. Parking outside of designated areas allowed by the season parking agreement; and
 - iii. Failure of the season parker to terminate season parking contract upon termination of service with the employer.

TERMS & CONDITIONS GOVERNING SEASON PARKING

- 4.5 In the event that a season parking contract is terminated, season parking fees paid for any unused period of the current month will not be refunded.
- 4.6 Following which, the motorists will have to reapply for season parking and put on the waiting list.

5 Change of Particulars

- 5.1 The season parking holder shall inform the car park operator immediately if there are any changes to the vehicle number, IU number, contract information or any information contained in the Application form.

6 Change of Vehicle

- 6.1 A vehicle change request shall be filed by filling up the "Notice of Change – Season Parking" form.
- 6.2 Change of vehicle may only be made between vehicles used by the season parker.
- 6.3 Change of vehicle may be made in the instance of a purchase or lease of a new vehicle, or if the vehicle is under repair in a workshop and is furnished with a courtesy car.
- 6.4 The supporting documents required for processing of the transfer request are:
 - i. For newly purchased vehicles - a new vehicle log card;
 - ii. For leased vehicle – leased agreement; and
 - iii. For vehicles under repair – service sheet proving that vehicle is under repair.

These documents will be returned to you after verification purposes.

- 6.5 After approval, the change of IU will take effect by the next working day.
- 6.6 The car park operator shall not be responsible for any loss, claims and damages resulting from any failure by the season holder to notify the car park operator of any changes in particulars required above.

7 Temporary Suspension and Termination

- 7.1 Season parkers may suspend or terminate their season parking usage by giving an advance notice of at least fourteen (14) days.
- 7.2 Season parkers may suspend their season parking for reasons such as going on maternity leave, on sabbatical, or extended medical or hospitalization leave.
- 7.3 Temporary suspension of season parking shall not exceed three (3) months. Any requests to suspend season parking above three (3) months will be considered as termination of season parking or subject to evaluation and approval on a case-by-case basis.

- 7.4 A temporary suspension or termination request shall be filed by filling up the "Request for Temporary Suspension/ Termination of Season Parking" form.
- 7.5 For refunds, please refer to the following:

Last Day of Season Parking after at least 14 days' notice	Refund Amount
Between 16 th to end of the current month	No refund shall be given.
By end of the current month	Full season parking fee for following month if deduction has been made
Between 1 st to 15 th of the following month	Season parking fee for half of following month if deduction has been made
By end of the following month	No refund shall be given.

- 7.6 Except for the scenarios outlined in points 7.5, there shall be no refund for any unused period under any other circumstances.

8 Others

- 8.1 The terms and conditions of the season parking agreement may be revised, deleted, or new conditions added. Existing season parkers will be given one (1) month's notice in writing of the new Conditions.
- 8.2 The car park operator shall not be responsible for any theft, damage or other misdemeanor to the vehicles or their contents whilst parked in the car park. The car park operator shall also not be responsible for any loss or damage suffered by any user or otherwise not arising out of the negligence or default of the car park operator, any indirect or consequential damages suffered by any party at any time.

I have read, understood and agreed to be governed by the terms and conditions governing season parking at Seletar Airport.

Signature of Applicant and Date