

Terms and Conditions for Season Parking Holders

The following terms and conditions shall apply to all users of the Car Park:

1 Schedule of Charge and Operating Hours

- 1.1 The Schedule of the car park charges and operating hours will vary from site to site. The building owner and Top Parking Pte Ltd (hereinafter called "Top Parking") reserve the right to amend the charges and operating hours at any time.

2 Season Parking

2.1 Allotment of Season Parking Lots

The season car parking lots allocated to motorists is based on availability and prioritization to tenants of the building. The allotment of any additional season parking lots other than strata lots / entitlement lots as set out in the by-law / first season parking lot will be subjected to availability of the lots and issued on a temporary basis as set out in Clause (3) below. The Owner and/or Top Parking, however, reserve the right to vary the basis of allocation of car parking lots from time to time. The Owner and/or Top Parking also reserves the right to rescind the season parking lot assigned to the motorist at any time by giving 2 weeks' notice.

2.2 Application of Season Car Parking Lots

For renewals, applicants only need to make their payments via the available payment methods before the 25th of the preceding month/ quarter. Please note that the season parking lots allotted to you will be forfeited and your IU nos. invalidated on the expiry dates if we do not receive your payments by the stipulated payment dateline.

2.3 Season Parking Period

First time purchasers who apply for season parking in the following month(s) may be allowed to buy pro-rated season parking ticket for the current month. If so, this season parking ticket is not allowed to be terminated. The renewal of the season parking ticket is on a calendar month basis (i.e. from the 1st to the end of the month). The season parking ticket will take effect on the 1st of the calendar month or on the date of renewal, whichever is later. Season parking applicants are to note the processing time for the effective start date of season parking period.

2.4 Season Parking Rates

Season parking rates calculated and quoted during the time of application or renewal are based on the profile of applicant, type of vehicle, nature of application, number of lots applied for, etc. The rates may differ and conditions are subjected to change by discretion of the building owner and/or Top Parking.

2.5 Payment of Season Parking

Season holders shall pay for season parking fees in accordance to the stipulated payment methods provided for the car park. Administrative and/ or card fees may apply for some payment methods as per stipulated on the payment information advice, webpage or invoice.

3 Temporary Season Parking

3.1 Allotment of Temporary Parking Lots

Allotment of any temporary lots will be subjected to availability of the lots and on a "Monthly-Renewal Basis" with priority for tenants residing at the building. The Owner and/or Top parking will give 2 weeks notice to cease further continuation of season parking for those non entitlement holders at its discretion and will not be responsible for any loss as a result of the disruption. Applicants need to make their payments in advance by the available payment methods before the 25th of every preceding month or quarter. Please note that the season parking lots allotted to you will be forfeited and your IU nos. invalidated on the expiry dates if we do not receive your payments by the stipulated dateline.

3.2 Temporary Season Parking Period

Applicants can only apply on monthly basis, provided that Top Parking may, in its absolute discretion, allow otherwise. Validity period should be aligned to complete at the end of a calendar month. Where the period applied for does not terminate at the end of a calendar month, the applicant shall be liable to pay the full rate for that month, except where Top Parking, in its absolute discretion, determines otherwise.

4 Termination Of Season Parking

4.1 Termination Procedure

You can terminate your season parking if you do not need it anymore, and we will refund you the unexpired season parking charges. Requests for a refund must be made 30 days prior to the termination, and we will not backdate refunds.

4.2 Effective date of refund

There is no pro-rated refund for partially used season. If a motorist terminates his season parking on 5th of May, there will be no refund for the unused portion from 6th May to 31st May.

Pro-rated season parking cannot be refunded. If a motorist buys season parking from 14th April to 31st May, his refund will only be computed from 1st May.

5 Administrative Fees and Charges

5.1 Expired Season Parking Tickets

In the event of expired season parking due to late payment of season parking fees, hourly parking fee will be charged for the usage of the car park. Strictly no refund of such hourly charges will be allowed even if the season parking arrangement has been renewed subsequently. In addition, a key-out fee of \$30.00 (exclusive of GST) may be imposed for the late payment.

5.2 Change of Vehicles

For any change or transfer of vehicles, there will be an administrative fee of \$30.00 (exclusive of GST) imposed per change. The requested change shall be effective within 2 working days. Top Parking shall not be any way liable or compensate for any hourly charges incurred or loss in portion of unused season parking period in such circumstances.

5.3 Changes in Fees and Charges

Top Parking reserves the right to revise the administrative Fees and Charges set out in above without prior notice as and when necessary.

6 Observation of Car Park Rules and Regulations

6.1 All users of the Car Park must comply with the following:

- Observe road courtesy and all signs in the Car Park and extend their co-operation to Car Park Attendants and/or Security Personnel.
- No washing of vehicles and motorbikes shall be permitted at the Car Park;
- Must keep Top Parking informed of any changes to their vehicles' or motorbikes' registration and IU numbers; and
- Observe all other rules and regulations as may be stipulated by Top Parking from time to time.

6.2 The Owner and Top Parking reserve the right to forfeit any parking lot allotted to any vehicle/motorbike owners found guilty of breaching any of the above rules and regulations.

7 Damage(s) Caused by Vehicle / Motorbike Owners / Drivers

7.1 All vehicle / motorbike owners / drivers will be held responsible and shall indemnify the Owner and Top Parking for any damage(s) caused by them in the Car Park.

8 Vehicles / Motorbikes Are Parked at Owners' / Driver's Risk

8.1 The Owner and Top Parking accept no responsibility for theft, loss, damage or any other misdemeanor however caused to any vehicles / motorbikes, its equipment and/or contents therein whilst the vehicles are parked in Car Park. All vehicles / motorbikes are parked and permitted to be parked solely at the risk of the owners and/or the drivers.

9 Vehicle Wheel Clamp

9.1 Any indiscriminate parking or unauthorized parking on reserved lots may render the vehicles/motorbikes to be either issued a parking offence summons or immobilized with wheel-clamps and a fine or administrative fee may apply.

10 Changes in Terms & Conditions

10.1 The Owner and/or Top Parking reserve the right at any time and from time to time, to add, amend, cancel or suspend such terms and conditions or any one or more of them in respect to use of the Car Park.