



APPLICATION FOR LAKE VISTA @ YUAN CHING RESIDENT ACCESS CARD

(For residents of Blk 138A – 138D Yuan Ching Road only)

Please read carefully the terms and conditions stated overleaf before completing this form.

SECTION I – PARTICULARS OF OWNER

Name (as in NRIC)		NRIC No. (Last 4 digits)	
Address (as in NRIC)			
Contact No.			
Email			

**Please attach a copy of the front and back of your NRIC to this application form as documentary proof of ownership is required.*

SECTION II – DETAILS OF APPLICATION

Each additional / replacement of cards shall be subjected to administration charges as stated in the terms and conditions. Payment can be made by cash, NETS, credit cards or cheque made payable to 'West Coast-Jurong West Town Council'.

<input type="checkbox"/> Additional Access Card	Please state number of card(s) required:	
<input type="checkbox"/> Replacement of Damaged Access Card	Please state serial number of damaged access card for invalidation purposes:	
	Serial No:	
<input type="checkbox"/> Replacement of Lost Access Card	Please state serial number of lost access card for invalidation purposes:	
	Serial No:	
	Date and Time of Card Loss:	
	Police Report No.:	

SECTION III – TERMS & CONDITIONS

- Each unit is entitled to 4 or 5 complimentary access cards in accordance to the flat type:
 - 3-room flat – 4 cards per unit
 - 4-room and 5-room flat – 5 cards per unit
- All lost or damaged access cards must be reported immediately to the Taman Jurong Collection and Service Centre.
- To replace a lost access card, documentary evidence (e.g. police report) or a letter declaring the loss of card is required. The lost access card will be void from the system for security reasons.
- To replace a damaged access card, a letter declaring the damaged card is required. The damaged Access Card will be void from the system for security reasons.

5. An administrative charge of S\$50 + prevailing GST per access card will be imposed for any replacement of lost / damaged cards and additional access cards of up to a maximum of two (2) cards per flat. To prove that the applicants are residing in the flat, documentary evidence should be provided by applicant at the time of application.
6. If a flat owner requires extra cards, over and above the 2 additional cards, the application will be considered on a case-by-case basis at the discretion of the Town Council. To prove that the applicants are residing in the flat, documentary evidence should be provided by applicant at the time of application.
7. If the application is approved, an administrative charge of S\$100 + prevailing GST per access card will be imposed. This charge is subject to revision as and when the Town Council deems necessary.
8. When the flat is sold, it is the responsibility of the flat owners to hand over all access cards to the new flat owners. Administrative charges will be imposed on the new flat owner for any additional or replacement cards.
9. Due care is to be exercised to maintain the working condition of the access cards. Keep all cards away from the magnetic device/fields and place them in a cool dry place when not in use.
10. Application and issuance of resident access card(s) will be made in person at West Coast-Jurong West Town Council at Blk 399 Yung Sheng Road #01-20 Singapore 610399 during office hours.

SECTION IV – DECLARATION OF OWNER

I have read and fully understand the Personal Data Protection Policy available at www.wctc.org.sg, and by submitting this form, I hereby agree and consent to all the terms and conditions stipulated in this application.

I declare that the information provided above is true, accurate and complete.

Signature of Owner

Date

SECTION V – FOR OFFICIAL USE

Approved by:			
Name	Designation	Signature	Date
Issued by:			
Name	Designation	Signature	Date
Date of Payment:		Receipt No.:	

SECTION VI – ACKNOWLEDGEMENT FOR RECEIPT OF ACCESS CARDS

I hereby acknowledge the receipt of the following:

No. of Access Card(s):	
Serial No:	
Name of Recipient:	
NRIC No. (Last 4 digits):	

Signature of Recipient

Date

Updated: 01 August 2025