

**SURIA JAYA MANAGEMENT**  
**CUSTOMER CARE FORM – APPLICATION FOR LOADING/UNLOADING HEAVY/HUGE ITEM/SPECIFIC HANDLING**

DETAILS			
Name of Applicant		Property Unit No.	
IC No.		Contact	
Business Type / Comp Name		Email	
Handling Schedule	<b>Date</b>	<b>Time</b>	<b>Location</b>
	<b>Details</b>		<b>Remarks, if any</b>
Number of Worker			
Type of Items: Size Weight			
Loading / Unloading vehicle Number			
Additional Info			
Notice	<ol style="list-style-type: none"> <li>1. Wall and Floor Protection shall be install prior to the start of work. The Applicant/Tenant and/or his contractors should provide adequate protection for the fixtures, fittings and finishes in the Common Areas of the Building in accordance with the specifications, to ensure that the same are not damaged in any way by reason of the works. All costs incurred to repair any damages to the said Common Areas shall be borne by the Applicant/Tenant concerned, and the SJ Management is authorized to deduct the same from the Deposit.</li> <li>2. Notice / Warning signs of renovation / fit out work in progress will be fix sufficiently.</li> <li>3. All the rules and regulations, guide lines shall be complied at all times.</li> </ol>		
<p>Confirmed Submitted by <b>Applicant/Owner/Tenant</b> of the above Property:-</p> <p><b>Name:</b></p> <p><b>Date:</b></p> <p>I/We ..... ( Name &amp; IC No. ) hereby confirm and undertake acknowledge to have written the above true and correct. I/We undertake no default/damages caused by me/us prior to the above event and further undertake to indemnify you and/or to keep you fully indemnified against all claims, suits, actions, prosecutions fines, loses, damages, costs and expenses which may be instituted against or otherwise incurred or suffered by yourselves in connection or arising from the above.</p>			

Attended by <b>Suria Jaya Management</b> / appointed Management Firm:-		Payment Details	
Name	Date		

Note: The SJ Management appreciate your comment on the above and we will do our best to attend to the issue/matter written herein, subject always to our discretion on handling of this issue/matter. Our liaison officer will be in contact with you shall we need further clarification on the above and/or matter have been resolved and failure to reach you, as the case may be, within Seven (7) days from the notification or expiration of the same whereupon it shall automatically lapse/terminated and have no further effect and neither party shall have any right to any claim demand or action whatsoever against the other. The SJ Management shall further reserve the rights to reject this application without giving any reason whatsoever.