

2021-007

To : All Employee of Galaxy Aerospace (M) Sdn. Bhd.

Date : Tuesday, 27 April 2021

Subject: GAM's OFFICE VEHICLE PARKING

We have received complaints from Malaysian Airport Berhad (MAB) on the obstruction of the access behind the GAM office. Related to that, effective from **02 May 2021**, vehicles are prohibited to park at the non-parking area surrounding the office except at the designated area under Metro Parking located at the back of GAM office. The parking area in front of our office are designated for the Managing Director, visitors, and company's vehicles only.

The company is agreed to reimburse the monthly parking fees or season pass holder on pay and claim basis excluding the deposit fees. The Metro Parking application form can be collected from Ms Dian, Admin department and she will assist on the registration with Metro Parking upon receiving the completed application form. The guideline of the application process as per Appendix A.

Your cooperation is highly appreciated.

for and on behalf of

GALAXY AEROSPACE (M) SDN. BHD.




Azizol Mokhtar
ADMIN CONTROLLER

Distribution via:

1. Galaxy Aerospace.my whatsapp
2. GAMS OA

GUIDELINE FOR METRO PARKING APPLICATION

|  Metro Parking (M) Sdn Bhd <small>(Company No: 213264-U) (A Member of Damansara Realty Berhad Group Of Companies) Suite 10.2, Level 10, Wisma Chase Perdana, Off Jalan Semantan, Damansara Heights, 50490 Kuala Lumpur, Malaysia, Tel: 03-2081 2777 Fax: 03-2081 2778, 03-2081 2779 Website: www.metro-parking.com Customer Service: customerservice@metro-parking.com / seasonjb@metro-parking.com Branches:- Johor Tel: +607-244 9090 Kuantan Tel: +609-513 0007 Fax: +609-513 0017 Penang Tel: +604-236 6190 Fax: +604-236 6193 Labuan Tel: +6087-412 292</small> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">FOR OFFICE USE ONLY</th> </tr> <tr> <td style="padding: 2px;">CAR PARK :</td> <td style="padding: 2px;">HELICENTRE</td> </tr> <tr> <td style="padding: 2px;">ACCOUNT NO. :</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">ACCESS CARD/STICKER NO. :</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">RECEIPT NO. :</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">EFFECTIVE :</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">APPROVED :</td> <td style="padding: 2px;"></td> </tr> </table> | FOR OFFICE USE ONLY | | CAR PARK : | HELICENTRE | ACCOUNT NO. : | | ACCESS CARD/STICKER NO. : | | RECEIPT NO. : | | EFFECTIVE : | | APPROVED : | |
|---|--|--------------------------------------|--|------------|-----------------------|---------------|--------------------|---------------------------|-------------|---|--|---|--|------------|--|
| FOR OFFICE USE ONLY | | | | | | | | | | | | | | | |
| CAR PARK : | HELICENTRE | | | | | | | | | | | | | | |
| ACCOUNT NO. : | | | | | | | | | | | | | | | |
| ACCESS CARD/STICKER NO. : | | | | | | | | | | | | | | | |
| RECEIPT NO. : | | | | | | | | | | | | | | | |
| EFFECTIVE : | | | | | | | | | | | | | | | |
| APPROVED : | | | | | | | | | | | | | | | |
| SST ID : W-180831015861 <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Reserved <input checked="" type="checkbox"/> Personal <input type="checkbox"/> Non-Tenant <input checked="" type="checkbox"/> Non-Reserved <input type="checkbox"/> Company <input type="checkbox"/> Temporary ____ month | | | | | | | | | | | | | | | |
| APPLICATION FOR SEASON PARKING (Please fill this form completely using BLOCK LETTERS only) | | | | | | | | | | | | | | | |
| 1. Account Name : <table border="1" style="width: 100%; height: 20px;"></table> 2. NRIC No. : <table border="1" style="width: 100%; height: 20px;"></table> 3. Company Name : <table border="1" style="width: 100%; height: 20px;"></table> 4. Contact Person : <table border="1" style="width: 100%; height: 20px;"></table> 5. Correspondence/Office Address : <table border="1" style="width: 100%; height: 40px;"></table> 6. Home Address : <table border="1" style="width: 100%; height: 40px;"></table> 7. Contact Details. -Office No : <table border="1" style="width: 100%; height: 20px;"></table> Ext : <table border="1" style="width: 100%; height: 20px;"></table> -H/Phone No : <table border="1" style="width: 100%; height: 20px;"></table> -House No : <table border="1" style="width: 100%; height: 20px;"></table> -E-Mail Add. : <table border="1" style="width: 100%; height: 20px;"></table> 8. Car Registration No. : <table border="1" style="width: 100%; height: 20px;"></table> / <table border="1" style="width: 100%; height: 20px;"></table> | | | | | | | | | | | | | | | |
| DETAILS ON PAYMENT I/We attach here with payment by way of cash / cheque to the value of RM <u>150.00</u> for the following:- 1. <u>1+1</u> Number of month <u>001</u> Number of access(s)/sticker(s) at RM <u>50.00</u> per month. 2. <u>001</u> (No.) access card(s) at RM <u>50.00</u> per card issued to me; or 3. <table border="1" style="width: 50px; height: 20px;"></table> (No.) sticker(s) at RM <table border="1" style="width: 50px; height: 20px;"></table> per sticker issued to me. | | | | | | | | | | | | | | | |
| Please note that one month written notice is required for cancellation of parking lot(s), if you fail to give notice of termination, a six (6) month grace period is given for you to submit full document to claim your deposit for which the company have the right to forfeit your: <input checked="" type="checkbox"/> 1 months deposit + 1 month rental I have read the terms and condition on the reverse page and I agree to be bound by them. Signature of Applicant : <u>Sign</u> Designation : <u>Designation</u> <table border="1" style="width: 50px; height: 20px;"></table> Date : <u>Date apply</u> <table border="1" style="width: 50px; height: 20px;"></table> Company Stamp & Sign (If paid by company) : _____ | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">FOR TENANT CONFIRMATION PURPOSE ONLY</th> </tr> <tr> <td style="padding: 2px;">Name :</td> <td style="padding: 2px;"><u>HOD OR HR NAME</u></td> </tr> <tr> <td style="padding: 2px;">Designation :</td> <td style="padding: 2px;"><u>Designation</u></td> </tr> <tr> <td style="padding: 2px;">Date :</td> <td style="padding: 2px;"><u>Date</u></td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> COMPANY COP & SIGN - AS COMPANY STAFF EVIDENCE </td> </tr> <tr> <td colspan="2" style="padding: 2px;">Building Owner / Manager Stamp & Sign : _____</td> </tr> </table> | FOR TENANT CONFIRMATION PURPOSE ONLY | | Name : | <u>HOD OR HR NAME</u> | Designation : | <u>Designation</u> | Date : | <u>Date</u> | COMPANY COP & SIGN - AS COMPANY STAFF EVIDENCE | | Building Owner / Manager Stamp & Sign : _____ | | | |
| FOR TENANT CONFIRMATION PURPOSE ONLY | | | | | | | | | | | | | | | |
| Name : | <u>HOD OR HR NAME</u> | | | | | | | | | | | | | | |
| Designation : | <u>Designation</u> | | | | | | | | | | | | | | |
| Date : | <u>Date</u> | | | | | | | | | | | | | | |
| COMPANY COP & SIGN - AS COMPANY STAFF EVIDENCE | | | | | | | | | | | | | | | |
| Building Owner / Manager Stamp & Sign : _____ | | | | | | | | | | | | | | | |
| FOR OFFICE USE ONLY (AREA MANAGER/AREA SUPERVISOR/SEASON STAFF) | | | | | | | | | | | | | | | |
| SITE: Approved By : _____ Date: <table border="1" style="width: 50px; height: 20px;"></table> <table border="1" style="width: 50px; height: 20px;"></table> <table border="1" style="width: 50px; height: 20px;"></table> | OFFICE: Approved By : _____ Date: <table border="1" style="width: 50px; height: 20px;"></table> <table border="1" style="width: 50px; height: 20px;"></table> <table border="1" style="width: 50px; height: 20px;"></table> | | | | | | | | | | | | | | |

**METRO PARKING (M) SDN BHD
AKAUN CIMB: 8600051084**

MONTHLY FEES = RM50.00

**FIRST MONTH FEES = RM150.00
(RM50 – Access Card + RM50 – deposit + RM50 – monthly fee)**

1. PRINT PAYMENT RECEIPT AND ATTACH TOGETHER WITH APPLICATION FORM **(PLEASE WRITE YOUR FULL NAME, STAFF NUMBER & MOBILE NO. ON THE RECEIPT).**
2. TO SUBMIT A COMPLETE APPLICATION FORM TO HR (DIAN) FOR SUBMISSION TO METRO.
3. METRO WILL PROVIDE WITH THE PAYMENT RECEIPT AFTER COMPLETED PROCESS
4. SEASON PASS OR ACCESS CARD SHALL BE PROVIDED BY METRO WITHIN 2 WEEKS UPON COMPLETED SUBMISSION.
5. **WHILE WAITING FOR THE SEASON PASS/ACCESS CARD,** PLEASE KEEP & SHOW YOUR PAYMENT RECEIPT FROM METRO TO THE GUARD ON DUTY TO ENTER THE PARKING AREA (MANUAL ARRANGEMENT UNTIL RECEIVING THE PASS.
6. PAYMENT FOR FOLLOWING MONTH SHALL BE MADE BEFORE 1ST DAY OF THE MONTH.
 - a. PAYMENT VIA METRO PORTAL: **mcs.theparkspace.com**
 - b. LOGIN ID FOR PORTAL WILL BE PROVIDED BY METRO VIA EMAIL (AS STATED IN THE APPLICATION FORM)

SUBMISSION DATE: **BY 30th April 2021**