

**THESE ADDITIONAL BY-LAWS WERE MADE BY WAY OF A SPECIAL
RESOLUTION AT THE 13TH AGM OF PERBADANAN PENGURUSAN
KONDOMINIUM PETRIE HELD ON 16 SEPTEMBER 2023.**

(HEREINAFTER REFERRED TO AS “THE ADDITIONAL BY-LAWS”)

**THESE ADDITIONAL BY-LAWS ARE ADAPTED AND MODIFIED FROM THE
FORMER HOUSE RULES OR ADDITIONAL BY-LAWS OF PERBADANAN
PENGURUSAN KONDOMINIUM PETRIE, WITH APPROPRIATE
AMENDMENTS TO ENSURE THAT THESE ADDITIONAL BY-LAWS ARE
CONSISTENT WITH THE BY-LAWS PRESCRIBED BY THE THIRD SCHEDULE
OF THE STRATA MANAGEMENT (MAINTENANCE AND MANAGEMENT)
REGULATIONS 2015.**

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PART 1

PRELIMINARY

1. APPLICATION

1.1 Purpose

- (a) The purpose of these additional by-laws is to promote harmonious occupancy of Petrie Condominium and to preserve the reputation and prestige and value of Petrie Condominium and to provide maximum enjoyment of the common facilities and common property.
- (b) These additional by-laws are for regulating the control, management, administration, use and enjoyment of Petrie Condominium, the common facilities and common property and shall bind the management corporation and the proprietors, and any chargee, lessee, tenant or occupier of a parcel.
- (c) These additional by-laws are in addition to the by-laws prescribed by the Third Schedule of the SMR, which shall have effect in relation to Petrie Condominium.
- (d) It is the Management's desire to create awareness among all proprietors and occupiers that to achieve the common goal of a comfortable life in the peaceful environment of condominium living, the cooperation of all proprietors and occupiers in complying with the prescribed by-laws and these additional by-laws, are required.

1.2 Enforcement

Under the SMA, the Management has a duty and power to enforce the prescribed by-laws and these additional by-laws, and the Management shall be entitled to apply to the Tribunal or a court of competent jurisdiction for an order to enforce the performance of, or restrain the breach of any of the By-laws or to recover damages for any loss or injury to any persons or properties arising out of the breach of any of the prescribed by-laws and these additional by-laws.

1.3 Power of Management to impose a fine

The Management may impose a fine not exceeding RM200.00 against any person who is in breach of any of the prescribed by-laws and these additional by-laws, and all fines imposed shall be a debt due to the management corporation and upon payment shall be deposited into the maintenance account.

1.4 Amendments

The Management may, by special resolution, make amendments to these additional by-laws.

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In these additional by-laws, unless the content otherwise requires, each of the following words and expressions shall have the meaning stated below: -

- (a) “accessory parcel” means any parcel shown in a strata plan as an accessory parcel which is used or intended to be used in conjunction with a parcel;
- (b) “appropriate authority” refer to any governmental, semi or quasi-government and or statutory departments, agencies or bodies, such as Majlis Bandaraya Johor Bahru (MBJB), Tenaga Nasional Berhad (TNB), Telekom Malaysia (TM), Syarikat Air Johor Berhad (SAJ), Indah Water Konsortium (IWK), etc;
- (c) “building” means the subdivided buildings known as the Condominium Petrie, and includes part of a building;
- (d) “By-laws” means the prescribed by-laws and these additional by-laws;
- (e) “common property” or “common areas” means so much of the development area, as is not comprised in any parcel, including any accessory parcel or any provisional block as shown in a certified strata plan and used or capable of being used or enjoyed by occupiers of two or more parcels, and includes fixtures and fittings, lifts, refuse chamber, drains, sewers, pipes, wires, cables and ducts and all other facilities and installations;
- (f) “common property parking bay” means a parking bay located in the common property or part thereof, and which is not an accessory parcel;
- (g) “development area” means the lot of land on which is developed a subdivided building known as the Condominium Petrie;
- (h) “invitee” or ‘guest” or “visitor” includes persons who have been invited by a proprietor or registered resident into the development area;

- (i) “Management” shall refer to the management corporation, and includes the management committee, its manager/staff/employees, or its property manager appointed to facilitate the exercise of the powers and the performance of the duties of the management corporation;
- (j) “management corporation” means the Perbadanan Pengurusan Kondominium Petrie (PTG No. 0091) which came into existence under the Strata Titles Act 1985;
- (k) “occupier” or “resident” means the person in actual occupation or control of the parcel;
- (l) “parcel” means one of the individual units comprised in the development area, which is held under a separate strata title;
- (m) “prescribed by-laws” means the by-laws prescribed by the Third Schedule of the Strata Management (Maintenance and Management) Regulations 2015;
- (n) “proprietor” refers to a parcel proprietor, that is to say, a person or body for the time being registered as the proprietor of a parcel;
- (o) “registered resident” means the person who is registered with the Management as the person who shall be in actual occupation of the parcel, in a case where the proprietor is an individual and he will himself be in actual occupation, shall include that proprietor or in a case where the proprietor shall be a company and nominates a person to be in actual occupation, shall include that nominee;
- (p) “SMA” means the Strata Management Act 2013;
- (q) “SMR” means the Strata Management (Maintenance and Management) Regulations 2015;
- (r) “tenant” means the person renting a parcel from a proprietor or his sub-tenant, and includes his spouse and/or children residing therein.

2.2 Interpretation

- (a) Words importing the singular number include the plural number and vice versa.
- (b) Words importing the masculine gender shall be deemed and taken to include the feminine and neuter genders and vice versa.

- (c) Any reference to an individual shall be deemed to include a corporation.
- (d) Any reference to statutes and regulations includes all amendments which may be enacted from time to time.
- (e) All annexures, appendices or forms attached to these additional by-laws shall be taken read and construed as an essential part of these additional by-laws.
- (f) The headings and sub-headings contained in these additional by-laws are inserted for the purpose of convenience only and shall not be deemed to be part thereof or to be taken into consideration in the interpretation or construction of the provisions of these additional by-laws.
- (g) For the purpose of these additional by-laws, whenever applicable:
 - (i) any reference to a proprietor shall include his family or any chargee, assignee, lessee, tenant, occupier or invitee of his parcel;
 - (ii) any reference to a proprietor shall include a registered resident and vice versa; and
 - (iii) any reference to a registered resident shall include his family members.

PART 2

THE MANAGEMENT CORPORATION

3. FUNCTIONS OF THE MANAGEMENT CORPORATION

3.1 The Management Office

- (a) The Management office is located at *[insert the Level number]*. No. 12A, Jalan Tengku Petrie 1, 80200 Johor Bahru, Johor.
- (b) The working hours of the Management office are as follows:

Monday to Friday:	9.00 am to 5.30 pm.
Sunday:	9.00 am to 5.00 pm.
Saturday & Public Holiday:	Closed
Office Tel No.:	07-2209564
Office Fax No.:	07-2219698

- (c) Any complaints, suggestions or feedback shall be in Form PC1 to be delivered by hand to the Management Office during the working hours, or by email to mcpetrie.jb@gmail.com.
- (d) In the case of any emergency, a proprietor may call the Management Office during the working hours at +607 221 9598. After the working hours, any proprietor may contact the Security Officer on duty at the main entrance guardhouse.

3.2 Bank accounts of the management corporation

- (a) All payments required to be paid by a proprietor to the management corporation shall be paid by cheque or by deposit or by internet banking into the following bank account:

Beneficiary Bank:

Beneficiary Name: Perbadanan Pengurusan Kondominium Petrie

Account Number:

Bank Branch:

Bank Address:

- (b) A proprietor making any payment to the management corporation shall ensure that the parcel number or unit number, the invoice number and the purpose of such payment, shall be indicated in the transaction details and documentary evidence of such payment shall then be sent by email to mcpetrie.jb@gmail.com to avoid any delays in crediting the relevant account.
- (c) No cash shall be accepted by the Management Office, unless under special circumstances and such special circumstances shall be determined by the Management at its sole discretion.

3.3 Disclaimer of liability

- (a) The Management, its agents or its employees shall not be liable in any manner whatsoever for any loss or damage to any personal property or injury to or death to any person in the development area, howsoever arising.
- (b) The proprietor shall take out an all-risk public liability insurance policy against loss or damage arising out of any injuries or death caused to or loss or damage to any person or persons or their personal effects, in this parcel or any part thereof.
- (c) The proprietor shall be solely responsible for the overall security of his parcel.

PART 3

THE PROPRIETOR

4. GENERAL DUTIES AND OBLIGATIONS OF A PROPRIETOR

4.1 Proprietor to register himself as a proprietor for purpose of the strata roll

- (a) A proprietor shall be required to furnish to the Management, a certified true copy of the strata title relating to his parcel or any other legal document, to prove the ownership of his parcel for the purpose of maintaining the strata roll by the management corporation, together with a Form PC2.
- (b) A proprietor shall notify the Management in writing forthwith of any change in the ownership of his parcel or any dealings, charges, leases or creation of any interests, for entry in the strata roll, together with a Form PC2A.

4.2 Notification of lease or tenancy

- (a) In a case where the proprietor has leased or rented his parcel to a lessee or a tenant, a copy of the stamped lease or tenancy agreement shall be lodged by the proprietor with the Management together with a Form PC3.
- (b) If a proprietor has leased or rented out his parcel to a lessee or tenant, then the proprietor or his family members shall no longer be entitled to use any of the recreational facilities or other common facilities in the development area.
- (c) The proprietor shall ensure that in any tenancy agreement there will be a provision that the tenant shall be bound of the By-Laws.
- (d) A proprietor shall notify the Management in writing forthwith of any change in the lessee or the tenant of his parcel in Form PC3A.

4.3 Registered resident

- (a) It is the duty and responsibility of a proprietor to ensure that a person who shall be in actual occupation of his parcel shall be duly registered with the Management as the registered resident.
- (b) In a case where the proprietor is an individual and he will himself be in actual occupation of his parcel, he is required to register himself as the registered resident.

- (c) In a case where the proprietor is a company and nominates a person to be in actual occupation, that nominee shall be the registered resident.
- (d) In a case where the proprietor has leased or rented his parcel to a lessee or a tenant, the lessee or the tenant who shall be in actual occupation, shall be the registered resident.
- (e) A proprietor shall notify the Management in writing of the name and details of the person who shall be in actual occupation of the parcel in Form PC4, and a proprietor shall inform the Management in writing of any changes to the registered resident of his parcel at least fourteen (14) days before such changes in Form PC4A.
- (f) A proprietor shall ensure that all registered residents shall notify the Management in writing of the name and details of their family members or employees, such as cooks, domestic maids, drivers, etc, in Form PC4B, for record and security reasons.

4.4 Invitee, guest or visitor

- (a) Any person who is not a proprietor or a registered resident shall be treated as an invitee, guest or visitor, and the Management may require his details to be recorded in the visitors' book.
- (b) A registered resident may inform security beforehand of any invitee, guest or visitor.
- (c) The security guard on duty shall first confirm with the registered resident in question, to obtain his approval before the visitor is permitted into the development area.
- (d) The invitee, guest or visitor shall be required to produce his identification card or driving license which shall be recorded in the visitor's book.
- (e) The registered resident shall be responsible to ensure that his invitees, guests or visitors comply with all the By-Laws applicable to them and the Management shall not be liable for any loss or damage suffered by invitees, guests or visitors during his visit to the development area.
- (f) The registered resident shall be responsible to ensure that the behaviour of any invitee, guest or visitor is not unruly or offensive to other occupiers or residents.

- (g) The Management reserves the right to refuse entry to any visitor at its sole discretion or request any visitor to leave the building without having to assign any reason whatsoever for doing so.
- (h) The registered resident shall bear the costs of repairing any damages caused to the common property and facilities by the invitees, guests or visitors.
- (i) A guest shall be accompanied at all times by a registered resident when using the recreational or common facilities which are permitted to be used by guests.

4.5 Payment of Charges and contribution to the sinking fund

- (a) Each proprietor shall pay the Charges, contribution to the sinking fund and other moneys due and payable to the management corporation for the maintenance and management of the building and the common property in the development area.
- (b) The amount of the Charges shall be determined by the management corporation at a general meeting, and the amount of contribution to the sinking fund shall be 10% of the Charges, unless otherwise determined at a general meeting.
- (c) The Charges and contribution to the sinking fund and other moneys due and payable to the management corporation shall be paid within fourteen (14) days from the date of receiving a written notice from the Management.
- (d) If any sum remains unpaid by the proprietor at the expiry of the period of fourteen (14) days specified in 4.5 (c) above, the proprietor shall pay interest at the rate of ten per centum (10%) per annum on a daily basis, or at such other rate as shall be determined from time to time by the Management at a general meeting.
- (e) The Management may stop or suspend a proprietor who is a defaulter, or the registered occupier or registered resident of his parcel from using the common facilities or common services provided by the Management, including any common property parking bay.

4.6 Proprietor's representative or agent

- (a) A proprietor who is not a registered resident may authorise a representative or an agent to represent his interest in respect of his parcel and to conduct periodic inspection of his parcel.

- (b) The proprietor shall furnish the name, identity card number or passport number, addresses and telephone number of the representative or agent, to the Management, in Form PC5, before the Management shall allow the representative or agent to have access to his parcel.
- (c) The proprietor shall be responsible for the acts or conduct of the representative or agent.

4.7 Cleanliness and maintenance of a parcel

- (a) A proprietor shall keep his parcel clean and orderly at all times and take all practical measures or steps to prevent or eliminate any infestation by any pest or vermin.
- (b) A proprietor is solely responsible for the repairs and maintenance of the interior of his parcel including all fixtures, fittings and furnishings within the individual parcel and all costs and expenses for such works shall be borne by the proprietor.

4.8 Insurance for individual parcel

- (a) The proprietor shall at all times insure his personal belongings, valuables and all goods, merchandise, effects and things whatsoever of the proprietor in his parcel, against loss or damage by fire, theft, burglary vandalism, water damage and such other comprehensive risks and for such sum as may be considered appropriate by the proprietor to safeguard his interest.
- (b) The management corporation shall not be liable for any damage to such personal belongings, valuables and all goods, merchandise, effects and things whatsoever of the proprietor in his parcel, caused by water leakage from the roof.

5. GENERAL PROHIBITIONS FOR A PROPRIETOR

5.1 Use of the parcel

A proprietor shall use his parcel only for residential purposes and shall not use his parcel for any other purpose, illegal, immoral, improper, offensive or otherwise, which may be injurious to the reputation of Condominium Petrie.

5.2 Compliance with insurance policies relating to the building

- (a) A proprietor/registered resident shall not do or permit or suffer to be done, anything whereby the policy or policies or insurance of the

building taken out by the Management may become void or voidable or whereby the insurance premium may be increased.

- (b) In a case where the insurance premium is so increased due to any act, omission or neglect of a proprietor/registered resident, that proprietor/registered resident shall, on demand, pay to the Management all sums of money paid by the Management in respect of any such increase in the insurance premiums and such sums of money shall be a debt due to the management corporation and upon payment shall be deposited into the maintenance account.

5.3 Use of Management's Employee

- (a) A proprietor/registered resident or his invitee or guest shall not be allowed to make use of any employee of the Management for any private business or errands.
- (b) No tips, gifts, or gratuities shall be given or offered to any employee of the Management, whether for any service rendered or for any other reason.

5.4 Solicitation

No soliciting of goods or services or religious or political activities are permitted in the building or in any common areas, unless with the written approval from the Management.

5.5 Combustible materials

- (a) A proprietor/registered resident shall not keep or store highly combustible substances, such as petroleum products, in substantial quantities which are more than required for normal use or consumption.
- (b) A proprietor/registered resident shall not use, keep or store in his parcel, any substance which may give rise to smoke, fumes or obnoxious smells or are explosive in nature (including but not limited to fireworks).

5.6 Floor loading limits

A proprietor/registered shall not, at any time, exceed the following floor loading limits:

- (a) Bedrooms: 1.5 KN/m²;
- (b) Kitchen and toilets: 2.0 KN/m²; and

- (c) Living room: 5.0 K.NI/m².

5.7 Garage sale

A proprietor shall not hold or conduct any garage sale or open-air function in the building or the common property without the prior written approval of the Management.

5.8 Religious ceremony

A religious ceremony is strictly prohibited to be held in the building or the common property.

5.9 Firearms

A proprietor shall not possess any firearms in the building or the common property.

5.10 Dusting and Cleaning

- (a) A proprietor/registered resident shall not throw or sweep rubbish, dirt, dust or any object out of the windows, doors, balconies and passage ways of his parcel or abandon them in the common areas.
- (b) Dusting, shaking and cleaning of garments, rugs, mops and other personal items from windows, balconies, stairways, corridors, fire escape areas and common areas are prohibited.
- (c) When cleaning with water, care shall be taken to prevent water from running down the exterior of the building or into neighbouring parcels.

5.11 Placement of tools and signboards

Brooms, mops, towels, cloths, cartons, advertising signboards and other utensils and visual communication tools shall not be placed on windows, doors, passageways or the common areas where are visible from outside of the building.

5.12 Placement of notices

- (a) A proprietor/registered resident is not permitted to put any signboards, advertisement, notice or posters at any part of the building without prior written approval of the Management.

- (b) The notice boards in the building may only be used by a proprietor/registered resident after obtaining the written approval of the Management.

5.13 Keeping of animals or pets

- (a) Under paragraph 14(1) of the prescribed by-laws, a proprietor shall not keep any particular animal in his parcel or on the common property thereof that may cause annoyance or nuisance to the other proprietors or which may be dangerous to the safety and health of the other proprietors or which contravenes any written law or rules and regulations of the relevant State or local authority.
- (b) Dogs are not allowed to be kept in Petrie Condominium as in accordance with the Licensing of Dogs Johor Bahru City Council By-Laws (Amended) 2021, subsection 3, no person is allowed to keep a dog in a strata multilevel residence.
- (c) Prior written approval from the Management is required to keep and maintain a large tank-size aquarium where the weight may impact on the floor loading and affect the supporting structure of the building.
- (d) No livestock shall be allowed.

5.14 Drying of laundry, carpets and other articles

- (a) A proprietor shall not hang or place laundry, carpets and other articles for drying at the corridors, stairways or common areas or from poles protruding through the windows or roof of the parcel.
- (b) A proprietor shall ensure that laundered items are properly secured and not exposed from the balconies, windows and foyers of the parcel.

5.15 Potted plants

- (a) Any potted plant or flowers situated in a parcel shall be placed in suitable containers to prevent the dripping of water or soil onto other neighbouring parcels or the common property.
- (b) A proprietor shall ensure that no potted plants or any other objects are placed dangerously on or near the perimeter of his parcel which may fall and cause bodily harm to any person or cause damage to any other parcel or the common property.

5.16 Prohibition of nuisance

- (a) A proprietor or his guest shall at all times conduct himself in such manner as not to cause any nuisance to any other person in the building or development area.
- (b) Excessive noise and unruly or offensive or improper or unlawful or immoral behaviour, shall not be permitted.
- (c) Radio, television or other musical instruments shall not be operated at such high volumes so as to interfere with the peaceful enjoyment of the building or development area by other proprietors.
- (d) Car horns shall not be sounded unnecessarily to cause disturbance, annoyance to other proprietors.
- (e) Legal indoor games may be played within any parcel, provided that no excessive noise shall be permitted, causing nuisance or disturbance to the neighbours or any other proprietor in the building or development area.

5.17 Online food delivery

- (a) Registered residents are only allowed to pick up their online food deliveries at the lobby.
- (b) Online food delivery to any parcel by any food delivery service, is strictly prohibited.

PART 4

THE COMMON PROPERTY

6. USE OF COMMON PROPERTY OR COMMON AREAS

6.1 No obstruction in common areas

- (a) The sidewalks, passages, lobbies, stairways and common corridors shall not be obstructed at any time, or used for any purpose other than for their designated uses only.
- (b) Motorcycles, bicycles, children's riding toys, roller skates, skateboards and the like (with the exception of wheelchairs) shall not be ridden in, used, placed, stored or left in the common areas, except for areas designated for such purposes.

6.2 Cleaning of areas adjoining the external walls

Care shall be taken when cleaning areas adjoining the external walls so as to prevent water from running down the exterior of the building or into any other parcel or the common areas.

6.3 Liabilities for damage to common property

Any damage caused to the common property or any part thereof, shall be assessed by the Management and the cost of repairs and/or replacement shall be charged to the proprietor responsible and shall be a debt due to the management corporation.

6.4 Duty to notify Management of any defects in the common property

A proprietor shall promptly notify the Management of any accident to or defect in the water pipes, electrical installations/fixtures or any part of the common property, which comes to his knowledge or attention.

6.5 Exterior façade and appearance of the building

- (a) For the purpose of maintaining the image of the development area, the exterior façade of the building shall represent a uniform appearance.
- (b) Installation of any fixture, fittings or structures which protrude out through any door, wall, window or other areas of the parcel is not allowed and the Management reserves the right to dismantle or remove any unauthorised fixtures, fittings and structures and the cost incurred for such works shall be borne by the proprietor.
- (c) A property shall not install any awning or grill without the prior written approval of the Management, and if installed, shall follow any of the designs approved by the Management and it should be installed within the internal surfaces of the parcel only.
- (d) Brooms, mops, cartons, notices, advertisements, posters, illuminations and other means of visual communication shall not be placed on windows, doors or passages in such a manner that they are visible from outside the parcel.
- (e) A proprietor shall not hang or place anything beyond the surrounding walls outside his parcel. In particular, textile items such as clothes linen, towels, etc, shall not be hung from any pole protruding outside the windows or roofs of any parcel.

- (f) No radio or TV antenna, electrical wiring or any part of an air-conditioning units shall be attached to or hung from the exterior of any wall or pass through walls, windows or roofs, except with the prior written approval of the Management.
- (g) A proprietor shall ensure that all nails, screws, or fasteners used for the external fixtures, fittings or structures on the building shall be stainless materials to prevent staining or damage to the building.

6.6 Common property furniture, fittings, fixtures and equipment

- (a) All the furniture, fittings, fixtures and equipment placed or installed at the common areas have been provided for the safety, comfort and convenience of the proprietors and shall not be damaged or removed or altered without the prior written approval of the Management.
- (b) Any damage to such common property furniture, fittings, fixtures and equipment caused by the negligence, misuse and neglect of a proprietor or any removal or alteration thereof, shall be assessed by the Management and the costs and expenses of repair and/or replacement shall be charged to proprietor responsible and shall be a debt due to the management corporation.

6.7 Upkeep, maintenance and repair of common property

A proprietor shall permit the Management, to enter his parcel for the purposes of checking, maintaining, repair or replacement of any part of the common property at any convenient hours to be agreed between the proprietor and the Management.

6.8 Lifts

- (a) No person shall be allowed to wear dripping wet bathing suit or consume any drink or food or chewing gum in any lift.
- (b) No bicycle or motorised vehicle other than wheel chairs shall be allowed in any lift.
- (c) Smoking in any lift is strictly prohibited.
- (d) No person shall tamper with any lift controls in such a manner as to prevent a proper functioning of any lift.
- (e) In the event of power failure, fire or any other emergency, a proprietor shall not use any lift and shall, instead, use the stairways to evacuate from the building.

- (f) No personal items or refuse of any kind, shall be left in any lift. The security guards shall be informed of any personal belongings found unattended in any lift.
- (g) Any proprietor who wishes to shift any heavy or bulky items using any lift shall give prior notice to the Management at least 24 hours in advance, so that proper arrangement can be made to avoid causing any inconvenience to the other proprietors and to prevent damage to the lift. A proprietor shall ensure that the lift or any part of the common property are not damaged in the course of such moving of heavy or bulky items, and shall pay for any damage caused thereby.

6.9 Children playing on common property

- (a) A proprietor shall ensure that his children do not play or cause any disturbance and annoyance at the walkways, stairways, car parks, roads, lifts or other common areas and common facilities.
- (b) The safety of children is the sole responsibility of the proprietor.

7. THE COMMON FACILITIES

7.1 General rules

- (a) To maintain the exclusiveness of condominium living, all the common facilities in Petrie Condominium shall be used exclusively by a proprietor or his invitee or guest.
- (b) The employees of a proprietor shall not be permitted to use the recreational facilities unless they are signed in as guests on every occasion.
- (c) The proprietor of a parcel shall be permitted to bring in not more than four (4) guests at any one time, for the use of the facilities, subject to sub-paragraph (b) above.
- (d) The proprietor concerned shall accompany his guests when such guests are using the facilities.
- (e) The proprietor shall be held responsible for any damage caused by himself or by any of his guests. Any damage caused by the previous users shall be reported to the Management and made good, before using the facilities.
- (f) The Management reserves the right to require any person using any of the facilities to identify himself, if necessary.

- (g) The Management or the security guards may require any person who is not a proprietor and who refuses to identify himself or any person who violates the By-Laws or rules and regulations, to leave the facilities or the development area, immediately.
- (h) The Management may impose charges for using the common facilities after the normal operating hours or whenever electrical lighting has to be used.
- (i) While the Management shall take every precaution to ensure that the common facilities are properly maintained, all proprietors and their guests shall use the facilities at their own risks, and the Management shall not be responsible for any injury or damage sustained by the users or for any loss or damage to any of their personal property.
- (j) The rules and regulations for the common facilities shall be subject to change without prior notice.
- (k) A proprietor or his guest shall exercise caution, care and consideration for others, when using the common facilities.

7.2 Swimming, wading pool and Spa pool

(a) Operating Hours

The pools shall be opened for use from 7.00a.m. to 10.00p.m. daily. No person shall be allowed to use the pools at any other time or when pools maintenance work is carried out.

(b) Guests

- (i) The maximum number of guests per parcel who may use the pools at any one time shall not exceed four (4).
- (ii) Guests may only use the pools when they are signed in and accompanied by a proprietor and the proprietor shall ensure that his guests will abide by and comply with the By-Laws and the rules and regulations relating to the use of the pools.

(c) Children using the pools

Any child below 12 years of age shall not be allowed to use any of the pools without being accompanied and supervised by an adult.

(d) Showers

Every person shall take a shower at the shower bath at the pool deck before entering any of the pools.

(e) Swimming attire

Every person who uses any of the pools or any sunbather shall be required to put on suitable swimming attire.

(f) Horseplay, etc.

No horseplay, spitting, spouting of water or similar activities shall be allowed in the pools or surrounding areas.

(g) Pets

No pets shall be allowed in the pools or the surrounding areas.

(h) Floats and Scuba Gear, etc.

No large mats, bulky floats or scuba gear shall be used in the pools unless with the prior approval of the Management.

(i) Diving

No diving shall be allowed in the pools.

(j) Harmful Objects

Glassware, breakable and other harmful objects, such as hair pins, curlers, safety pins, etc., shall be prohibited in the pools. No street shoes are permitted on the pool deck.

(k) Food and Drinks

No eating, drinking and smoking shall be allowed in the pools and the surrounding areas.

(l) Personal Property

The Management shall not be responsible for any loss or damage to any personal property which is left in the changing room or the pools or the surrounding areas.

(m) Pump Room

The filtration plant and pump room of the swimming pools shall be out of bounds to all persons except authorised personnel.

(n) Person suffering from diseases or under influence of alcohol or drugs

Any person who is suffering from any infections or contagious diseases or any person with a bandage or has an open wound of any type or any person who is under the influence of alcohol or drugs, shall not be allowed to use any of the pools.

(o) Radio, Cassette Players

Portable radio or cassette players, including musical instruments, shall be allowed in the pool areas provided that the volume is controlled and does not cause any nuisance to the other users at the pool areas.

(p) Thunder or Lighting

All persons must leave the pools during heavy rain or whenever there is thunder or lighting.

(q) Swimming Lessons

Swimming lessons may be conducted in the pools with a proper or a licenced swimming coach being hired at the proprietor's own cost and expense provided that the Management has been notified of the name of the swimming coach and the time of the lesson.

(r) No Lifeguard Provided

The Management shall not provide any lifeguard at the pools.

(s) Due Care

The proprietor and his guests shall exercise care when using the pools and shall be responsible to take care of any child or person of whom he has control.

(t) Safety Equipment

Any safety equipment, such as life buoys and ropes, provided around the pool area shall only be used for appropriate purposes and not as toys.

(u) Authority to Expel

The Management shall have the authority to expel from the pool area any person violating any of the rules or endangering the safety of himself or any other person.

(v) Playing Around

Children are not allowed to play around the pool without the supervision of adults. No maids are allowed to accompany or supervise the swimming of any children in any of the pools.

7.3 Tennis Court

(a) Operating Hours

The tennis court shall be opened for use from 7.00a.m. to 10.00p.m. daily.

(b) Playing Time

For reservation purposes, the playing time shall be divided into sessions of one hour each. Every proprietor shall be allowed to reserve not more than three sessions per week.

(c) Reservations

(i) Only proprietors shall be allowed to make reservation of the tennis court.

(ii) A proprietor who wishes to reserve the tennis court shall submit his application in Form PC6, to the Management, personally during normal working hours, at least 4 (four) days beforehand. Any reservation by phone or other means shall not be accepted. The Management may reject any reservation for any reason it deems appropriate.

(iii) A proprietor shall be permitted to book for only one session at one time and for a maximum of two sessions in a day, provided the sessions reserved are not consecutive.

(iv) The reservation shall not be transferable. In the event that the proprietor who reserves the tennis court fails to turn up 10 minutes after the beginning of the reserved session, the Management shall have the right to allow another proprietor whose reservation is on the waiting list to utilise the tennis court for that session.

- (v) In the event that a proprietor, who has reserved the tennis court for any session is unable to utilise the tennis court, he shall be required to inform the Management at least three (3) days beforehand. Any person who violates this rule shall be given a verbal warning for the first violation and for a subsequent violation, may be penalised by being fined RM30.00 and his right to utilise the tennis court may be suspended for two (2) consecutive weeks.

(d) General

- (i) No smoking, drinking or eating shall be allowed in the tennis court premises.
- (ii) All players shall put on proper sports attire, including shoes with non-marking rubber soles, and shall ensure that the shoes are free from sand particles before entering the tennis court. Street or outdoor shoes such as boots, high-heeled shoes or leather shoes, and wet swimming attire are not allowed in the tennis court.
- (iii) No radios, tape recorders, compact disc players, television sets and other electronic or mechanical equipment may be brought into the tennis court.
- (iv) All players must vacate the tennis court upon the expiry of their reserved session and shall ensure that all the lights are switched off before leaving the tennis court if no other person will be utilising the tennis court immediately after the session.

7.4 Gymnasium

(a) Operating Hours

The gymnasium shall be opened from 7.00a.m. to 10.00p.m.

(b) Sports Attire

All persons using the gymnasium shall put on proper sports attire, including shoes with non-making rubber soles, and shall ensure that the shoes are free from sand particles before entering the gymnasium. Street or outdoor shoes such as boots, high-heeled shoes or leather shoes, and wet swimming attire are not allowed in the gymnasium.

(c) Foods & Drinks

No eating, drinking or smoking are allowed in the gymnasium, with the exception of mineral water or similar drinks.

(d) Children using the Gymnasium

Any child below 12 years of age shall not be allowed to use the gymnasium without being accompanied and supervised by an adult.

(e) Proper handling of equipment

All persons using the gymnasium shall exercise care when using the equipment. Equipment shall be returned to their original places after use. No equipment shall be removed from the gymnasium.

(f) Turn-off power supply after use

All persons using the gymnasium shall switch off lights, fans and air-conditioners after using the gymnasium.

(g) No instructor provided

The Management shall not provide any instructor at the gymnasium.

(h) Injury or mishap

The Management shall not be responsible for any injury or mishap whatsoever caused to any person using the gymnasium or for any loss or damage to any personal property.

7.5 Saunas

(a) Operating Hours

The saunas shall be opened for use from 7.00 a.m. to 10.00 p.m. daily.

(b) Reservation

There is no need to make reservation for the use of saunas.

(c) Proper use

(i) Instructions concerning the use of the saunas are to be followed strictly by all person using the saunas.

(ii) A male person shall use the sauna located in the male changing room while a female person shall use the sauna located in the female changing room.

(iii) No two persons of opposite sex shall use the same sauna at the same time.

(d) Suitable attire

All users shall be suitably attired when using the sauna.

(e) Smoking, food and drinks

No smoking, eating or drinking is allowed in the saunas.

(f) Dangerous behaviour

(i) A person using the sauna shall not set the temperature thermostat exceedingly high.

(ii) No person shall not lock another person in the sauna or prevent him from getting out of the sauna.

(iii) No horseplay is allowed in the sauna.

(g) Health

(i) A person shall be in a healthy and fit condition to use the sauna. Persons suffering from any ailments for which a sauna may be injurious are not allowed to use the sauna.

(ii) After exiting from the sauna, a person using the sauna shall allow himself to cool down before having a shower or going into the pools.

(h) Injury

The Management shall not be responsible for any injury to any person using the sauna however it may arise.

7.6 Children's playground

(a) Supervision

As the safety of the children is a priority, children under 12 years of age will not be allowed to use the children's playground without the supervision of an adult or parents.

(b) Injury or damage

The Management shall not be responsible for any injury, loss or damage of personal property or toys which is left in the children's playground.

(c) Pets

No livestock, poultry or other household pets shall be allowed in the children's playground.

(d) Radio, disc player, etc

No radios, compact disc players, tape recorders, television sets and other electronic or mechanical equipment shall be used on the children's playground unless approved by the Management.

(e) Cleanliness

A proprietor shall ensure that the children's playground shall be kept clean at all times and shall not throw or allowed to be thrown any rubbish or litter on the children's playground, except in refuse bins provided.

(f) Harmful objects

A proprietor shall not throw or allowed to be thrown, harmful objects such as chemical, tin cans, glass bottles, cigarette butts, wood, nails etc. on the children's playground

(g) Proper attire and shoes

A proprietor shall ensure that the children are properly attired and wearing proper sport shoes when using the children's playground and shall not allow the children to play bare-footed on the children's playground.

(h) Rain, thunder and lightning

A proprietor shall ensure that the children leave the children's playground during heavy rain or whenever there is thunder or lightning.

(i) Proper use of facilities

A proprietor shall ensure that the children use the children's playground facilities correctly and safely and that facilities provided are not damaged or vandalised.

(j) Identification

The Management may require any person in the children's playground to identify himself by producing his identification card.

7.7 Reservation of poolside facilities – Barbecue area and Pool deck

(a) Poolside facilities may be reserved by a proprietor for his private parties or functions from 6.00 p.m. to 11.00 p.m. daily.

(b) Any application for reservation shall be submitted to the Management in Form PC7, at least one (1) week in advance. Booking Forms can be obtained from the Management Office and Guardhouse.

(c) All reservation shall be on a first-come-first-served basis, subject to the rules and regulations laid down by the Management from time to time. However, the Management reserve the right to reject any reservation for any reason deemed appropriate.

(d) The charge for the exclusive use of the poolside facilities for every function shall be RM500.00 only as refundable deposit and an additional non-refundable sum of RM20.00 shall be paid to the Management for cleaning purpose. For the avoidance of any doubt, the payment of the additional cleaning cost shall not exempt the registered resident from his responsibilities to personally clean the poolside facilities rented by him.

(e) The deposit may be used to offset the cost of cleaning any rubbish from the barbecue pits and the pool decks arising from the party or function, and for the repairing or replacing any damage to the common property arising from the party or function. In the event that the said costs exceed the amount of the deposit, then the registered resident concerned shall be required to pay the excess amount.

(f) The proprietor hosting the party or function shall ensure that no food or beverage is brought into the immediate vicinity of any of the pools or thrown into the pools.

(g) A proprietor who made the reservation shall ensure that the barbecue pits and its surrounding areas are cleaned of all refuse and rubbish after use.

- (h) Due care shall be taken when using the barbecue pit and the fire shall be put out at the end of the party or function.
- (i) The proprietor who is hosting the party or function shall submit a list of his guests and vehicle registration numbers in Form PC7A, to the Management Office three (3) days before the party or function so that a copy can be given to the guardhouse for security checking purposes. However, the Management reserves the right to refuse entry of any vehicles of the guests, depending on the availability of the parking bays within the building or the development area.
- (j) Radio, TV or other musical instruments shall not be operated at such high volume as to interfere with the peaceful enjoyment of other residents.
- (k) A proprietor shall not be allowed to reserve the poolside facilities more than once a week, unless there is no other reservation by any other proprietor.
- (l) The Management will not specially provide tables, chairs, table skirting, microphone, decorative lights, potted plants, stage, tents, etc. for any party or function. The Management also does not provide helpers or handymen to assist the registered resident in setting up the area and taking it down after the party or function.
- (m) The refundable deposit of RM500.00 shall be refunded after the Management has been informed in a Form PC7B, and after the Management has confirmed, that the the poolside facilities have been cleaned after the party or function. In the event that the additional non-refundable sum of RM20-00 paid to the Management for cleaning purpose is not sufficient to clean the poolside facilities, the proprietor concerned shall pay the excess amount to the Management.

7.8 Reading room

(a) Operating Hours

The reading room shall be opened from 10.00a.m. to 9.00p.m.

(b) Smoking, Foods & Drinks

No eating, drinking, smoking or sleeping is allowed in the reading room, with the exception of special functions.

(c) Reservation

Only proprietors shall be allowed to make reservation. Any reservations shall be made in Form PC6, at least 7 days beforehand. The reading room may be let out for meetings, seminars or other suitable functions at the charge of RM100.00 per event and the cleaning service charges of RM20.00 will be charged for each event.

(d) Other Activities

Religious ceremony and activities are not allowed in the reading room.

(e) Proper Use of Facilities

All persons using the reading room shall be considerate and courteous to others in the reading room, and silence should be observed at all times.

(f) Reading Materials

All reading materials in the reading room shall be the property of the Management and shall not be taken out without the permission of the Management.

(g) Management Meeting

The Management reserves the right to close the reading room in the event there is a management meeting or any other events or activities conducted by the Management.

PART 5

VEHICLES

8. VEHICLES

8.1 Car stickers

- (a) The Management shall upon an application by a proprietor in Form PC8, issue a car sticker, free of charge, in respect of each accessory car park owned by him or in respect of each car park bay rented from the management corporation, for access of his vehicle at the main entrance of the development area.
- (b) The proprietor shall be required to display the car sticker on the windscreen of his vehicle at all times while entering into or exiting from the building or remaining in the development area.

- (c) The number of free car stickers to be issued to a proprietor for a particular parcel, shall be limited to five (5) car stickers only.
- (d) A proprietor may apply for additional car stickers at a fee of RM25.00 in Form PC8A (or such amount as may be determined by the management corporation from time to time) for each additional car sticker.
- (e) The additional car sticker is to facilitate a proprietor who owns more than one vehicle and would like to bring in a different vehicle into the development area provided that the number of vehicles allowed into the development area at any one time shall not exceed the number of parking bays that the proprietor is entitled to.
- (f) The loss of any car sticker shall be reported immediately to the Management in Form PC8, and a replacement new car sticker may be issued at a fee of RM25.00 (or such other amount as may be determined by the management corporation from time to time) for each replacement new car sticker.
- (g) The damage of any car sticker shall be reported immediately to the Management in Form PC8B, and a replacement car sticker may be issued at a fee of RM5.00 (or such other amount as may be determined by the management corporation from time to time) for each replacement car sticker provided that the damaged car sticker is returned to the Management at the time of application for a replacement car sticker.
- (h) All car stickers shall remain the property of the Management at all times, and may be replaced or revalidated as and when the Management considers necessary.
- (i) The right to use any car sticker may not be transferred without the Management's prior written approval. Without limiting the generality of the foregoing, a proprietor is not allowed to lend his car sticker to his tenant and a proprietor shall be required to apply for an additional car sticker for his tenant and the proprietor shall ensure that his tenant returns his car sticker to the Management at the end of the tenancy.
- (j) A proprietor who has sold his parcel shall be required to return his car sticker to the Management and shall inform his purchaser to register his occupancy and apply to the Management for his car sticker.

- (k) A proprietor shall collect his car sticker from the management office during the following hours:

Monday to Friday: 9.00 am to 5.30 pm.

Sunday: 9.00 am to 5.00 pm.

If a proprietor wishes to collect his car sticker at any other time, he is required to inform the Management in advance so that arrangements can be made.

- (l) Any vehicle without a car sticker shall not be allowed to park overnight in the building or common property, unless with the written approval of the Management.

8.2 Designated Parking Bays

- (a) A designated parking bay shall be assigned to every parcel for the exclusive and private use of the proprietor. A penthouse shall be assigned two (2) designated parking bays.
- (b) Every vehicle shall be properly parked in the designated parking bay and a proprietor shall not park his vehicle in any other parking bay or any other area.
- (c) Any proprietor who finds that his designated parking bay has been wrongfully occupied by another vehicle, shall report the matter to security guards so that appropriate action may be taken against the offender.

8.3 Non-Designated Parking Bays

Non-designated parking bays are for the parking of visitors' vehicles.

8.4 Prohibition of commercial use of parking bays

No car parking bay (whether designated parking bay or otherwise) shall be used for commercial purposes such as parking space for rent-a-car, car repair or car wash or car polish, etc.

8.5 Car repairs

Except for minor repair works, no heavy repair works shall be permitted on any parking bay or on any part of the building or development area.

8.6 Parking Risk

All vehicles parked in the building or the common property are at the sole risk of the vehicle owner and the Management shall not be liable in any way whatsoever for any theft, loss, damage, vandalism or other misdemeanour to the vehicle or its contents.

8.7 Store or additional structure on parking bay

No additional building or structure (temporary or permanent) shall be erected on any parking bay.

8.8 Prohibition of storing things on the parking bay

The parking bay shall not be used as a storage area, and the Management shall remove any such items without prior notice and at the expense of the proprietor.

8.9 Motorcycles, bicycle and etc

Motorcycles, bicycles and other similar vehicles shall be parked at the designated parking bays for such motorcycles, bicycles or similar vehicles and they shall not be left or parked on any parking bay for vehicles or in the visitors' parking bay or any common area in the building.

8.10 Management's right to revise the parking bay layout for common property parking bays

- (a) Except in a case where a parking bay is an accessory parcel, the Management reserves the right to redesign, revise and reallocate the layout of the common property parking bays, and to stipulate from time to time any other terms and conditions relating to the use of the common property parking bays.
- (b) The Management reserves the right to redirect the flow of traffic within the roadways, parking areas and the ingress/egress points of the building or development area, subject to the approval of the appropriate authority, if necessary.

8.11 Loading and unloading bays

All loading and unloading activities shall be carried out in the designated areas.

PART 6

REFUSE DISPOSAL

9. DISPOSAL OR RUBBISH AND REFUSE

9.1 Refuse in plastic bags

- (a) A proprietor shall ensure that all refuse or rubbish be wrapped up properly and sealed in non-porous bags and disposed of into the refuse chamber located on each floor.
- (b) Wet refuse must be thoroughly drained of any liquid and care shall be taken to prevent dripping on the floor in the common area.
- (c) No person shall be allowed to throw any rubbish out of any window or door or leave any rubbish in any common area.

9.2 Burning of rubbish

No rubbish shall be burnt in the development area.

9.3 Heavy or bulky objects

- (a) Any heavy or bulky objects for disposal, including bundle of newspaper, cardboard, cartons, boxes, etc which cannot fit in the refuse chute shall:
 - (i) be taken and placed at the covered recycle area right beside the main bin centre located below the tennis court;
 - (ii) not be burnt in any part of the development area;
 - (iii) not be placed outside in the common areas, corridors, stairways, passages, entrances, etc.
- (b) Heavy or bulky objects thrown into the refuse chamber may cause blockage and create inconvenience to others, and a proprietor shall avoid such actions at all times.

PART 7

RENOVATIONS, DELIVERY AND REMOVAL

10. RENOVATIONS

10.1 Renovation and delivery working hours

Any renovation, delivery or removal works shall be carried out within the following hours:

Monday to Friday: 9.00 am to 5.00 pm.

Saturday: 10.00 am to 2.00 pm.

Sunday & Public Holiday: Strictly not allowed, unless permitted in writing by the Management.

10.2 Permission before commencement of renovation works

- (a) A proprietor shall not carry out any renovation works to his parcel without first obtaining a prior written approval from the Management, and where necessary, from the appropriate authority.
- (b) The prior written approval must be obtained at least seven (7) days before commencement of the renovation works.
- (c) The Renovation Form in Form PC9, must be duly completed and submitted to the Management with the relevant proposed renovation plans, and where necessary, the approval from the appropriate authority.
- (d) The Management reserves the right not to approve such an application for approval if the renovations do not comply with the By-laws.
- (e) Without the Management's approval, a proprietor shall not:
 - (i) make additions to the parcel, including without limitation, any awnings, shades, screens or any other manner of enclosing any balcony or roof deck appurtenant to the parcel and grills whatsoever;
 - (ii) amalgamate his parcel with an adjoining parcel;
 - (iii) make any renovation or alteration to his parcel;
 - (iv) increase the size or change the configuration of his parcel;

- (v) make connections with the pipes that serve the parcel other than in accordance with plans and specifications which have been previously approved by the Management or the appropriate authority, where applicable;
- (vi) install or cause to be installed any fixtures and fittings therein or any extra electrical socket, plugs, electricity power points, electrical motor or engine appliance or air conditioning units.

10.3 Design endorsed by licensed firms and approved by appropriate authority

All structural, architectural, mechanical and electrical designs shall be endorsed by a licensed firm, according to the existing rules and regulations of the appropriate authority, before submission for Management's approval provided that the approval of the appropriate authority of all plans shall be obtained before commencement of work.

10.4 Work schedule

- (a) A proprietor shall submit the work schedule to the Management and his contractors shall report to the guard house and register the workers before commencing work every day.
- (b) The Management will only allow a renovation period for a maximum of 90 working days from the commencement of the renovation works.
- (c) Any hacking shall be completed within 14 working days from the commencement of the renovation works.
- (d) The Management may issue a stop work order in the event the works have exceeded the stipulated time periods.
- (e) A proprietor may apply to the Management for an extension of the stipulated maximum period, in the event the renovation works require a further duration.

10.5 Air conditioning installation

- (a) Window units shall not be allowed.
- (b) Split unit may be installed provided that the compressor unit is installed at places designated by the Management.
- (c) Air conditioning installation should preferably be carried out by the original contractor to avoid any damage to concealed cables and pipes.

- (d) Existing air condenser units are not allowed to be removed from its existing location.
- (e) New air condenser units are not allowed to be mounted or installed onto the building façade walls, unless at designated locations approved by the Management.
- (f) Installation of the air conditioner's compressor shall not affect any part of the common property or cause any inconvenience to the occupiers of neighbouring parcels.

10.6 Installation of grilles

- (a) In order to preserve the building aesthetic, a proprietor is only allowed to install grilles of designs approved by the Management.
- (b) Metal grilles are not allowed to be installed onto the existing balcony railings.
- (c) Metal grilles for security and safety, to windows and sliding glass doors must be installed on the inside of the parcel, preferably in matching finish.
- (d) Grilles for the yard area are to be in matching wrought iron pattern and design.

10.7 Renovation deposit

- (a) In giving the approval for any renovation works, the Management shall require the proprietor to place an amount of RM2,000.00 as a renovation deposit before the commencement of any renovation works, to ensure the compliance with the By-laws relating to such renovation works and the Management may require that the renovation works be completed within a certain time.
- (b) Such renovation deposit shall be to ensure that all unwanted materials or debris are cleared away from the development area and that no common property is damaged. In the event that there are unwanted materials or debris to be cleared away or is there is damage that need to be repaired or replaced, the costs shall be borne by the proprietor concerned and may be deducted from the renovation deposit.
- (c) The renovation deposit shall be refunded after the Management has been informed in a Form PC9A, and after the Management has confirmed, that the renovation works have been completed and after deducting whatsoever costs needed to clear any unwanted materials or debris or any damage that may be required to be repaired or

replaced. In the event that the cost of clearing away unwanted materials or debris and/or repairing or replacing any damage, exceeds the amount of the renovation deposit, the proprietor concerned shall pay the excess amount to the Management.

- (d) The renovation deposit or any balance thereof, after deducting the costs incurred in (b) above, shall be refunded to the proprietor after the Management is satisfied that the renovation works have been completed.

10.8 Moving-in/Moving-out and delivery of furniture or goods

- (a) A notice of moving-in and moving out or delivery of furniture, fittings, equipment or goods, shall be given to the Management in Form PC10, at least seven (7) days prior to the proposed date so that the Management can make the necessary arrangements for security clearance and the use of the appropriate lift.
- (b) A security deposit of RM500.00 shall be paid to the Management at the time of notification of such moving-in/moving-out or delivery, and before permission is granted for such moving-in/moving-out or for such delivery.
- (c) Such a security deposit will be utilised to make good the damage to the building or the common property and common facilities and/or to clean the debris resulting from the moving works or from such delivery.
- (d) The security deposit shall be refunded after the Management has been informed in writing in Form PC10A, and the Management has determined that such moving-in/moving-out or such delivery has been completed, and after deducting the costs of the damage to the building and the common property and common facilities or to clean the debris resulting from such moving works or such delivery, if any.
- (e) If the security deposit is insufficient to offset the cost of the damage to the building and the common property and common facilities or to clean the debris resulting from such moving works or such delivery, the excess amount shall be paid to the Management.
- (f) The Management reserves the right to refuse access for the mover appointed by the proprietor if no required prior notice has been given to the Management.

10.9 Security Check

- (a) All delivery or removal or renovation works must be reported at the security counter prior to such delivery, removal or renovation works being carried out, otherwise the Management reserves the right to refuse entry to any unknown person for whatever purposes which cannot be verified there and then.
- (b) All deliveryman, movers, contractors or workers must register at the security counter before they can be allowed to enter the building or development area.

10.10 Identification passes

- (a) All deliveryman, movers, contractors or workers must report at the security guard to obtain identification passes and must wear them at all times while in the building or development area.
- (b) The security guard may require any person to show his identification pass and may require any person who is unable to show his identification pass or refuses to show his identification pass, to leave the building or development area, immediately.

10.11 Water and electricity

- (a) All proprietors or their contractors shall not be allowed to use or tap water or electricity supply from any part of the common areas.
- (b) A qualified electrical engineer shall be required to certify that any extra electrical points will not overload or damage the power supply to the building or development area.

10.12 Use of lifts and staircase during renovation or delivery

- (a) The lifts and staircases shall be used in a considerate manner so as not to cause any inconvenience to other proprietors.
- (b) All deliveryman, movers, contractors or workers must use only designated lifts and staircases for delivery and removal of items and debris. All costs associated with any damage to the lifts and corridors will be borne by the proprietor or his deliveryman, movers, contractors or workers.

- (c) When moving heavy and large items, the proprietor and/or his movers, contractor or workers must adhere to the allowable weight limitation. Should there be any damage caused to the building and common property or defacing of the lift due to the moving works or such delivery, the repair cost will be solely borne by the proprietor.

10.13 Renovation Limits

- (a) All renovation works should be confined to the limits of the individual parcel.
- (b) Knocking down of walls and hacking of structural slabs columns and beams are not permitted at all, unless with the Management's approval.
- (c) Wet construction works are discouraged.
- (d) The proprietor shall ensure that the renovation works are carried out according to existing rules and regulations of the appropriate authority and written approvals from the appropriate authority shall be submitted to the Management before commencement of any renovation that is to be carried out and which requires the approval of the appropriate authority.

10.14 Conduct and Behaviour of Contractors

- (a) The proprietor shall be responsible for the conduct and behaviour of his appointed contractors. Damages to the building and equipment caused by the moving of furniture or other personal effects shall be replaced or repaired at the expense of the proprietor concerned.
- (b) The Management reserves the right to expel from the building or development area any contractor for any irresponsible behaviour.
- (c) No contractor, mover, deliveryman should be found loitering in any other part of the development area or building except in a specified parcel or area, failing which such persons shall be barred from entering the development area or the building premises.
- (d) Contractors shall not dirty the common areas at all times.

10.15 Storage areas

Any materials belonging to the proprietor or his contractors shall not be allowed to be stored or stack or kept in the common areas.

10.16 Worker's accommodation

Contractors are strictly not allowed to erect any workers' quarters or stores or allow any of their workers to stay in any way whatsoever, within the development area.

10.17 Appointment of contractors

For a harmonious and secure living environment, proprietors shall ensure that they appoint a reliable and experienced contractor or contractors to carry out any renovation works.

10.18 Insurance

The proprietor shall take out, or cause to be taken out, a Contractors All Risks Insurance Policy with a reputable insurance company for the duration of the renovation works and a copy of such insurance policy shall be deposited with the Management before the commencement of any renovation works.

10.19 Undertaking to bear loss or damage

The proprietor shall undertake to bear all or any loss or damage caused by any of his contractors, whether directly or indirectly, and shall further undertake to replace or repair any such loss or damage, at his own costs and expense.

FORM PC1**COMPLAINT/SUGGESTION/FEEDBACK FORM**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor/Registered Resident	
Address	
Telephone/Fax/Email	Residence telephone: Office telephone: Handphone: Fax: Email:
Description of complaint/suggestion/feedback	<i>(If insufficient space you may add an appendix)</i>
Signature of Proprietor/Registered Resident	

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt		Reported by	
Time of receipt	am/pm	Date and time	
Reference No. assigned by Management		Authorised by	
Action taken by			
Action taken/ Comments			
Signature of the Management			

FORM PC2**REGISTRATION OF PROPRIETOR FOR STRATA ROLL**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Strata title No.	<i>(Please provide a certified true copy of the strata title)</i>
Name of Proprietor and NRIC No./Passport No./Company No.	
Date of registration as the proprietor in the strata title	
Address	
If proprietor is not resident in Malaysia, address in Malaysia at which notice may be served on proprietor	
Telephone/Fax No./Email address	Residence telephone: Office telephone: Handphone: Fax No.: Email:
Name, address and file reference number of solicitor acting for the proprietor in the sale and purchase agreement of the parcel	
Name and address of Chargee/bank/end financier & their Reference No. (if any)	

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Confirm receipt of copy of strata title	*YES/*NO.
Action taken	
Signature of the Management	

FORM PC2A**NOTIFICATION OF CHANGE IN OWNERSHIP FOR STRATA ROLL**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Strata title No.	<i>(Please provide a certified true copy of the strata title)</i>
Name and NRIC No./Passport No./Company No. of the Previous Proprietor	
Name and NRIC No./Passport No./Company No. of the New Proprietor	
Date of registration as the new proprietor in the strata title	
Address of New Proprietor	
If new proprietor is not resident in Malaysia, address in Malaysia at which notice may be served on new proprietor	
Telephone/Fax/Email of New Proprietor	Residence telephone: Office telephone: Handphone: Fax No: Email:
Name, address and file reference number of solicitor acting for the new proprietor in the sale and purchase agreement of the parcel	

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Confirm receipt of copy of strata title	*YES/*NO.
Action taken	
Signature of the Management	

FORM PC3**NOTIFICATION OF LEASE/TENANCY**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor	
Address	
Telephone/Fax/Email of Proprietor	Residence telephone: Office telephone: Handphone: Fax No: Email:
Name and NRIC No./Passport No./Company No. of Lessee/Tenant	
Address of Lessee/Tenant	
Telephone/Fax/Email	Residence telephone: Office telephone: Handphone: Fax No: Email:
Date of Lease/Tenancy	<i>(Please provide a stamped copy of the lease/tenancy agreement)</i>

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Confirm receipt of stamped copy of lease/tenancy agreement	*YES/*NO.
Action taken	
Signature of the Management	

FORM PC3A**NOTIFICATION OF CHANGE IN LESSEE/TENANT**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor	
Address	
Telephone/Fax/Email of Proprietor	Residence telephone: Office telephone: Handphone: Fax No: Email:
Name of former of Lessee/Tenant	
Reasons for the change	*Terminated/*New Tenant
Name and NRIC No/Passport No./Company No. of new Lessee/Tenant	
Address of new Lessee/Tenant	
Telephone/Fax/Email of new Lessee/Tenant	Residence telephone: Office telephone: Handphone: Fax No: Email:
Date of new Lease/Tenancy	(Please provide a stamped copy of the new lease/tenancy agreement)

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Confirm receipt of stamped copy of new lease/tenancy agreement	*YES/*NO.
Action taken	
Signature of the Management	

FORM PC4

NOTIFICATION OF REGISTERED RESIDENT

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor	
Address	
Telephone/Fax/Email of Proprietor.	Residence telephone: Office telephone: Handphone: Fax No: Email:
Name and NRIC No./Passport No./Company No. of Registered Resident	
Address of Registered Resident	
Telephone/Fax/Email of Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
Date when Registered Resident in actual occupation of the parcel.	

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Signature of the Management	

FORM PC4A

NOTIFICATION OF CHANGE OF REGISTERED RESIDENT

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor	
Address	
Telephone/Fax/Email of Proprietor.	Residence telephone: Office telephone: Handphone: Fax No: Email:
Name of former Registered Resident	
Reasons for the change	
Name and NRIC No./Passport No./Company No. of New Registered Resident	
Address of New Registered Resident	
Telephone/Fax/Email of New Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
Date when new Registered Resident in actual occupation of the parcel.	

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Signature of the Management	

FORM PC4B**NOTIFICATION OF FAMILY MEMBERS/EMPLOYEES OF REGISTERED RESIDENT**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Registered Resident	
Address of Registered Resident	
Telephone/Fax/Email of Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
Name and NRIC No./Passport No. and other details of family members or employees, such as cooks, maids, drivers, etc	<i>(If insufficient space you may add an appendix)</i>

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Signature of the Management	

FORM PC5**NOTIFICATION OF APPOINTMENT OF PROPRIETOR'S REPRESENTATIVE OR AGENT**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor	
Address	
Telephone/Fax/Email of Proprietor	Residence telephone: Office telephone: Handphone: Fax No: Email:
Name and NRIC No./Passport No./Company No. of the Representative/Agent	
Address of Representative/Agent	
Telephone/Fax/Email of Representative/Agent	Office telephone: Handphone: Fax No: Email:
Date when Representative/Agent appointed	<i>(Please provide a stamped copy of the Agency agreement)</i>

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Signature of the Management	

FORM PC6**RESERVATION FOR USE OF COMMON FACILITIES**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor/Registered Resident	
Telephone/Fax/Email of Proprietor/Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
*Reservation of Tennis Court	<u>Playing time</u> Date: Playing slot: ____ am/pm to ____ am/pm.
*Reservation of Reading room	Usage time: Date: Event: Booking slot: ____ am/pm to ____ am/pm.

delete whichever is not applicable.*ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT**

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Signature of the Management	

FORM PC7**RESERVATION OF POOLSIDE FACILITIES – BARBEQUE AREA AND POOL DECK**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor/Registered Resident	
Telephone/Fax/Email of Proprietor/Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
Details of Reservation	Date: Event: Booking slot: ____am/pm to ____am/pm.
Mode of payment of booking deposit of RM500.00 and non-refundable sum of RM20.00 for each event.	

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Confirm receipt of booking deposit of RM500 and non-refundable sum of RM20.00	*YES/*NO
Signature of the Management	

FORM PC7A**NOTIFICATION OF LIST OF GUESTS FOR THE PRIVATE PARTY/FUNCTION AT THE POOLSIDE
FACILITIES AND VEHICLE REGISTRATION NUMBER**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor/Registered Resident	
Telephone/Fax/Email of Proprietor/Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
Confirmation Reference No. assigned by the Management	Date of confirmation: Date of Event: Booking slot: ____am/pm to ____am/pm.
Name and NRIC No./Passport No. of the Guests:	<i>(If insufficient space you may add an appendix)</i>
Vehicle Registration Number	<i>(If insufficient space you may add an appendix)</i>

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Signature of the Management	

FORM PC7B**APPLICATION FOR REFUND OF POOLSIDE FACILITIES DEPOSIT**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor/Registered Resident	
Address of Proprietor/Registered Resident	
Telephone/Fax/Email of Proprietor/Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
Date of approval of event	<i>(Please provide a copy of the approval of the management corporation)</i>
Date of event/Commencement time /Ending time	Date of event; Commencement time: Ending time:
Amount of deposit paid	<i>(Please provide a copy of the receipt issued by the management corporation)</i>

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Confirm all unwanted materials or debris have been cleared away	*YES/*NO
Confirm whether any damage required to be repaired	*YES/*NO
Amount to be deducted from the security deposit	
Signature of the Management	

FORM PC8**APPLICATION FOR CAR STICKERS**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Car park accessory parcel/Designated car parking bay	Parking Bay No.
Name and NRIC No./Passport No./Company No. of Proprietor/Registered Resident	
Status of Proprietor/Registered Resident	*Owner-Resident *Owner- Non-Resident *Tenant- Resident (*Delete whichever is not applicable)
Address of Proprietor/Registered Resident	
Telephone/Fax/Email of Proprietor/Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
Details of vehicles(s)	Registration No: Vehicle type: Colour: <i>(Please provide a copy of the Vehicle Ownership Certificate/Sijil Pemilikan Kenderaan issued by JPJ)</i>
Are you the registered owner of the vehicle(s) and if not state the relationship	*YES/*NO *Relationship (if applicable); <i>(Please provide a copy of NRIC/Passport/driving licence)</i>
Number of car stickers required	
Mode of payment of refundable deposit of RM50.00	

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Confirm receipt of refundable deposit of RM50.00	*YES/*NO.
Number of Car stickers issued and details of Car stickers	
Signature of the Management	

FORM PC8A**APPLICATION FOR ADDITIONAL CAR STICKER**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Car park accessory parcel/Designated car parking bay	Parking Bay No.
Name and NRIC No./Passport No./Company No. of Proprietor/Registered Resident	
Status of Proprietor/Registered Resident	*Owner-Resident *Owner- Non-Resident *Tenant- Resident (*Delete whichever is not applicable)
Address of Proprietor/Registered Resident	
Telephone/Fax/Email of Proprietor/Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
Details of vehicles(s)	Registration No: Vehicle type: Colour: <i>(Please provide a copy of the Vehicle Ownership Certificate/Sijil Pemilikan Kenderaan issued by JPJ)</i>
Number of car stickers issued by the Management and details of vehicle numbers.	
Number of additional car stickers required and details of vehicle numbers	
Mode of payment for each additional car stickers at RM25.00 each.	

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Confirm receipt of payment for additional car stickers	*YES/*NO. AMOUNT: RM
Number of Car stickers issued and details of Car stickers	
Signature of the Management	

FORM PC8B**APPLICATION FOR REPLACEMENT OF LOST/DAMAGED CAR STICKER**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Car park accessory parcel/Designated car parking bay	Parking Bay No.
Name and NRIC No./Passport No./Company No. of Proprietor/Registered Resident	
Status of Proprietor/Registered Resident	*Owner-Resident *Owner- Non-Resident *Tenant- Resident (*Delete whichever is not applicable)
Address of Proprietor/Registered Resident	
Telephone/Fax/Email of Proprietor/Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
Number of car stickers issued by the Management and details of vehicle numbers.	
Brief description of how the car stickers is lost/damaged	<i>(If lost, please provide a copy of the police report)</i> <i>(If insufficient space you may add an appendix)</i>
Number of replacement of lost/damaged car stickers required and details of vehicle numbers	
*Mode of payment for replacement of each lost car sticker at RM25.00 each.	
*Mode of payment for replacement of each damaged car sticker at RM5.00 each	
*Number of damaged car stickers returned to the Management	

delete whichever is not applicable.*ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT**

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Number of Car stickers issued and details of Car stickers	
Number of replacement car stickers issued and details of Car stickers	
Number of damaged car stickers returned to Management	
Confirm receipt of payment of RM25.00/RM5.00 for each lost/damaged car sticker	*YES/*NO
Signature of the Management	

FORM PC9**RENOVATION FORM**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor/Registered Resident	
Address of Proprietor/Registered Resident	
Telephone/Fax/Email of Proprietor/Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
Details of Renovations	<i>(Please provide a copy of the relevant renovation plans and where necessary, the approval of the appropriate authority)</i>
Estimated time of commencement and completion of the renovation works	<i>(Maximum of 3 months from commencement of works)</i> Date of commencement of works: Date of completion of works: <i>(Please provide a copy of the WORK SCHEDULE).</i>
Number of identification pass required to be issued and to whom	<i>(If insufficient space you may add an appendix)</i>
Mode of payment of renovation deposit of RM2,000.00.	

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Confirm receipt of renovation deposit of RM2,000	*YES/*NO
Signature of the Management	

FORM PC9A**APPLICATION FOR REFUND OF RENOVATION DEPOSIT**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor/Registered Resident	
Address of Proprietor/Registered Resident	
Telephone/Fax/Email of Proprietor/Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
Date of approval of renovation works	<i>(Please provide a copy of the approval of the management corporation)</i>
Date of completion of renovation works	
No. of identification pass returned to the management corporation	
Amount of deposit paid	<i>(Please provide a copy of the receipt issued by the management corporation)</i>

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Confirm all unwanted materials or debris have been cleared away	*YES/*NO
Confirm whether any damage required to be repaired	*YES/*NO
Amount to be deducted from the renovation deposit	
Signature of the Management	

FORM PC10**NOTICE OF MOVING-IN/MOVING OUT/DELIVERY OF FURNITURE OR GOODS**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor/Registered Resident	
Address of Proprietor/Registered Resident	
Telephone/Fax/Email of Proprietor/Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
Details of Moving-in/Moving Out/Delivery of furniture of goods	
*Estimated date of moving-in/moving out and date of completion of the moving-in/moving out	Date of commencement of moving-in/moving out: Date of completion of moving-in/moving out:
*Estimated date time of delivery of furniture of goods	
Number of identification pass required to be issued and to whom	<i>(If insufficient space you may add an appendix)</i>
Mode of payment of security deposit of RM500.00.	

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Confirm receipt of security deposit of RM500.	*YES/*NO
Signature of the Management	

FORM PC10A**APPLICATION FOR REFUND OF SECURITY DEPOSIT FOR
MOVING-IN/MOVING OUT/DELIVERY OF FURNITURE OR GOODS**

Date:

To the Management Office, Perbadanan Pengurusan Kondominium Petrie

Parcel No./Unit No.	
Name and NRIC No./Passport No./Company No. of Proprietor/Registered Resident	
Address of Proprietor/Registered Resident	
Telephone/Fax/Email of Proprietor/Registered Resident	Residence telephone: Office telephone: Handphone: Fax No: Email:
Date of approval of moving-in/moving out/delivery of furniture or goods	<i>(Please provide a copy of the approval of the management corporation)</i>
Date of completion of moving-in/moving out/delivery of furniture or goods	
No. of identification pass returned to the management corporation	
Amount of deposit paid	<i>(Please provide a copy of the receipt issued by the management corporation)</i>

ACKNOWLEDGEMENT OF RECEIPT BY THE MANAGEMENT

Date of receipt	
Reference No. assigned by the Management	
Action taken	
Confirm all unwanted materials or debris have been cleared away	*YES/*NO
Confirm whether any damage required to be repaired	*YES/*NO
Amount to be deducted from the security deposit	
Signature of the Management	