

Gateway Land Limited

A subsidiary of SINGAPORE LAND LIMITED

Correspondence Address:

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Telephone: 6293 5591 Fax: 6297 0678

Company Registration No: 198101428H



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B/GL/11/15/195

20 Nov 2015

Trade Commission of Mexico Promexico
152 Beach Road
#06-05 Gateway East
Singapore 189721

Attn: Mr Francisco Bautista

Dear Sirs

**THE GATEWAY
APPLICATION FOR SEASON CARPARKING FACILITIES – 1ST QUARTER 2016 (JAN TO MAR)**

The booking of parking facilities for 1st quarter 2016 is now open and you may purchase/renew the following number of season permit(s):-

a)	Basic entitlement in line with the Lease Agreement	1 permit(s)
b)	Additional temporary allotment for 1 st qtr 2016 only (All additional allotment is subject to be withdrawn if site situation calls for)	0 permit(s)
	Total	1 permit(s)

The season parking charges shall be \$192.60 (\$180 + \$12.60GST) per month if you renew for 3 months at a time **(\$577.80 (\$540.00 + 37.80 GST) per permit/vehicle per quarter)** or \$214 (\$200 + \$14GST) per month if you renew monthly. **Please note that receipts or tax invoices will not be issued for payment of season carpark charges.**

The attached Application Form CP-0002 (to be duly completed) has to reach Gateway Management Office by **18 Dec 2015**, accompanied with cheque payment and/ or GIRO instruction(s), to avoid disruption to the service. Thereafter, available parking lots will be allotted to other applicants on a "first come first serve" basis. A copy of carpark rules and regulations is enclosed for your information.

Please do not hesitate to contact Mr Ivan Koh at DID: 6391 0585 should you require any clarification or assistance.

Thank you.

Yours faithfully
GATEWAY LAND LIMITED

ROGER LEE
Manager
Building Services

Encl

**THE GATEWAY
CAR PARKING RULES AND REGULATIONS**

1.00 Operation Hours

The car parks are open between the following hours each day:

Mondays to Friday	:	7.00 am to 9.00 pm
Saturdays	:	7.00 am to 8.00 pm
Sundays/Public Holidays	:	7.00 am to 8.00 pm

2.00 Washing/ Maintenance/ Repairs/ Installations/ Miscellaneous Works/ Over-night Parking

The above-mentioned activities are strictly prohibited in the car park, including use of **Building Electricity/ Power Supply**.

3.00 Parking at Vehicle Owners' Risks

Vehicles shall be parked entirely at the vehicle owners' and/or users' risks and the Landlord and Management of The Gateway shall not be responsible /liable for any loss/damage to the property/vehicles or injury to any persons howsoever and whatsoever caused.

4.00 Damage To Properties

Car park users and/or vehicle owners shall be liable for any damage caused by them to the buildings or properties belonging to the Landlord and Management and shall also reimburse the Landlord and Management of any claims arising from any damage.

5.00 Season Parking Charges

The season parking charges shall be \$192.60 (\$180 + \$12.60GST) per month for user renewing 3 months at a time (Quarterly Renewal: Jan to Mar / Apr to Jun / Jul to Sep / Oct to Dec) or **\$214 (\$200 + \$14GST)** per month, if user renew monthly.

The season parking charges \$540.00 per qtr per permit
Add 7% GST (7% GST)..... \$37.80

Inclusive of GST..... \$577.80
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Season parking charges shall be paid in advance of each quarter and request for refund (only for **whole month** basis of any un-used period within the quarter) has to reach Building Management Office within the same quarter.

Note:

- ❖ All users have to submit the renewal form to Gateway Management Office by the date indicated in the renewal letter. Monthly renewal has to be made 5 working days before expiry of the current one.
- ❖ Expired season parking will be disabled/ frozen without any notification.
- ❖ Upon renewal of permit, re-activation shall be at 0001 hrs on working days.
- ❖ Receipts or tax invoices will not be issued for payment of season parking charges.

6.00 Expiry and failure to renew Season Parking Permit(s)

Hourly parking rates shall apply and be payable by the Season Parking Permit Holder upon expiry of the Season Parking Permit.

Late renewal of season parking shall not entitle the Permit Holder to refund of any hourly parking fees paid. For late renewal, administrative fee of **\$21.40 (\$20 + \$1.40GST)** shall be chargeable for each permit and has to be paid before re-activation which is at 0001 hrs on working days.

7.00 Hourly Parking Charges (With GST)

<u>Monday to Friday</u>	<u>Saturday</u>	
\$1.40 per half hour (7.00am to 6.00pm)	\$1.40 per half hour (7.00am to 1.00pm)	
<u>Monday to Friday (after 6.00 pm)</u>	<u>Saturday (after 1.00 pm)</u>	<u>Sundays/Public Holidays</u>
\$2.10 per entry	\$2.10 per entry	\$2.10 per entry