

MEMORANDUM

To: Students

From: IOSC and Payment Counter

Date: 5th April 2019

Subject: Season Parking at Leisure Commerce Square (LCS) For TOA Students

Season Parking Rate for TOA Students

	SCP Parking Rate	TOA Student Parking Rate (Cost Price)
Non-Reserved Parking	RM169.60 per month	RM120.00 per month
Reserved Parking	RM233.20 per month	RM180.00 per month
Deposit	RM100.00	RM100.00

Application for Season Parking from IOSC

1. Obtain the Season Parking Application Form from IOSC (located at Level 9) and complete it with your personal particulars.
2. Submit your application form at the IOSC to have your application form verified by our IOSC staff for the availability of parking space. You may be asked to produce your "Student Tag".
3. Proceed to Payment Counter (Counter 3 & 4 located at Level 2) to make the following payments:
 - (a) Deposit (RM100); AND
 - (b) Full Parking Fee to Sales DNA Sdn. Bhd following the below Payment Cycle:
 - January – April (4 months)
 - May – August (4 months) latest by 21st April
 - September – December (4 months) latest by 21st August
4. Our staff at Payment Counter will issue Receipt for the payments made and indicate the receipt number in the Season Parking Application Form.
5. Students to return the Season Parking Application Form and collect your parking pass from the IOSC staff (Level 9). You will be notified on when you could start using the parking pass.

Mode of Payment

- Payment shall be made to “Sales DNA Sdn. Bhd.”, a company which is appointed by The One Academy to manage the season parking for TOA Students.
- Bank account details as follow:
 - Company Name: Sales DNA Sdn. Bhd.
 - Bank Name: Malayan Banking Berhad
 - Bank Account Number: 012316101019
 - Swift code: MBBEMYKL
 - Bank Address:
 - 30-32, Jalan PJS11/28A, Bandar Sunway
 - 47500 Subang Jaya
 - Selangor, Malaysia
- Cash is acceptable for the first time application for season parking.
- For security purposes, payment by cash is not encouraged for the subsequent renewal. Students are encouraged to perform Instant Online Transfer to the above bank account number and email the proof of payment to sdna@toa.edu.my indicating Student Name, Parking Pass No. and Student ID for our verification.

Renewal of Season Parking Pass

- Please make payment of Full Parking Fees to Sales DNA Sdn. Bhd. and email the proof of payment as per the details stated in the above **by 21st Date before the next Payment Cycle.**
- We reserve the right to deactivate the season parking pass in case of late payment or non-payment after the due date. An administrative fee of RM50.00 is applicable for the card re-activation process.
- In the event that you did not return the season parking pass to IOOSC within Fourteen (14) days after non-renewal and non-payment, the season parking pass will be cancelled and the deposit (RM100.00) shall be forfeited. Any new application for Season Parking is subject to availability of parking space.

Termination of Season Parking Pass

- Season Parking Termination Form is available at IOOSC (Level 9).
- Students may terminate the Season Parking by giving One(1) month’s written notice through submission of Season Parking Termination Form to IOOSC at any time.
- We reserve the right to reject any application, withdraw any approval or terminate any season parker immediately without assigning any reason thereof.
- No temporary suspension of account.
- The Season Parking Pass to be returned to IOOSC upon request.

Frequently Asked Questions (FAQ)

- 1. I cannot access the car park or I am having problems related to my season parking pass, who should I approach or call for assistance?**
 - If you have not paid your Parking Fee by due date, your parking pass will be deactivated. Please proceed to make payment at Payment Counter (Level 2) and your season parking pass will be activated within two (2) working days.
 - If your season parking pass is lost or damaged, please call IOSC at 03-7875 5510 (ext 170) during office hours for assistance or email sdna@toa.edu.my.

- 2. Can I pay monthly parking fee instead of payment by Payment Cycle?**

No. All our parking fee is by Parking Cycle and the due date of payment is by 21st Date before the next Parking Cycle.

- 3. Can I pay the Parking Fee partially or pro-rated?**

No. You must pay Full Parking Fee by Payment Cycle.

- 4. What should I do if other vehicle is parked at my Reserved Parking?**

Please call IOSC at 03-7875 5510 (ext 170) during office hours for assistance.

- 5. Can I submit the Season Parking Application Form directly to Payment Counter at Level 2, not to IOSC at Level 9 since I need to make payment anyway?**

No. IOSC needs to check on the availability before you could make payment at Payment Counter (Level 2).

- 6. Why do I need to submit Season Parking Termination Form to IOSC One(1) Month before any termination?**

This would enable IOSC to have sufficient time to update their records. Besides, we also need to verify whether any outstanding parking fee prior to the termination.

- 7. If my season parking pass is lost or damaged, can I get a replacement card?**

In the event of the season parking pass is lost or damaged, it may be replaced upon payment made to Sales DNA Sdn. Bhd. for a replacement cost of RM20.00.

Terms & Conditions:

- The application is based on first come, first served basis.
- If the allocated Parking Spaces to TOA is full, TOA Students are advised to apply directly with SCP Car Park Management's office (located at Block A2, Level 3, Leisure Commerce Square).
- Season parking pass is non-transferable.
- All terms & conditions as stated in the SCP Parking Management's Terms & Conditions are applicable.

Thank you.

**IOSC & Payment Counter
c/o Sales DNA Sdn. Bhd.**