

GUEST'S DETAILS			
Name (as in NRIC or Passport)			
NRIC/Passport No			
Date of Birth			
Check-In Date		Check-Out Date	
Contact No		Gender	Male / Female
Nationality			
Religion			
Email Address			
Vehicle Registration Number (For Parking)			

AGENT / REFERRER'S CONTACT			
Name (as in NRIC or Passport)			
Relationship		Contact No.	
Email Address			

INVOICING REQUEST			
Name / Company to Invoice			
Address			
Contact Person		Contact Number	

## PAYMENT DETAILS

ONLINE BANKING	TELEGRAPHIC TRANSFER
<p>For existing "Maybank2U" user Log in – Bill Payment – Education <u>Account Detail:</u> <b>Payee Name: Sunway Education Group Sdn Bhd</b></p> <p>For existing "CIMB Clicks" user (Saving/Current acc.) Log in – Pay – Bills <u>Account Detail:</u> <b>Billier Name: Sunway Education Group Sdn Bhd</b></p>	<p><u>Account Details</u> <b>Payee Name: Sunway Education Group Sdn Bhd</b> <b>Bank Name: Malayan Banking Berhad (Maybank)</b> 30-32, Jalan PJS11/28A, Bandar Sunway, 46150 Petaling Jaya Selangor, Malaysia <b>Account Number: 012 316 401 449</b> <b>SWIFT Code: MBBEMYKL</b> <b>Beneficiary ID: 146440K</b></p>
OVER THE COUNTER	ATM / CASH DEPOSIT MACHINE
<p>Pay at: Sunway Monash Residence Method of Payment: • Cash, OR • Crossed Cheque – Payable to "<b>Sunway Education Group Sdn Bhd</b>"</p>	<p><u>Maybank Account Details</u> <b>Payee Name: Sunway Education Group Sdn Bhd</b> <b>Bank Name: Malayan Banking Berhad (Maybank)</b> <b>Account Number: 012 316 401 449</b></p>

For Online Banking, Telegraphic Transfer or ATM/Cash Deposit Machine, please e-mail the proof of payment/TT transaction slip to: enquiry\_residence@sunway.edu.my

## TERMS AND CONDITIONS OF APPLICATION

- Application is on first come first served basis.
- Rooms for single occupancy only.
- Rental rate of RM75.00 nett person per night is payable in full upon confirmation.
- No cancellation or reduction of nights to room bookings upon confirmation.
- Completed form must be submitted via enquiry\_residence@sunway.edu.my at least **FOURTEEN (14) WORKING DAYS IN ADVANCE**. Fees paid are not refundable.
- Official check-in time is 2.00PM and check-out time is at 12.00PM.
- Visitor parking is subject to availability. Security shall clamp any unregistered vehicles found in the premise, or any vehicles that are parked in another resident's slot.

8. Residence Management Team reserves the right not to process any late bookings and/or incomplete application forms and/or where the amount received is incorrect.
9. Please be advised to store all belonging and valuables safely. SMR will not be responsible for loss/damage of guests' belongings or any other property whatsoever, including theft or pilferage.
10. Bringing/storing goods of combustible, hazardous, illegal, alcoholic or objectionable nature is prohibited.
11. Gambling, contraband, weapons, flammable objects, poisons, drugs, and animals are strictly prohibited in residence premises.
12. Sunway Monash Residence is a smoke and vape free premise.
13. Referrer(s) are fully responsible for the conduct of their guest(s). Any misconduct by the guest(s) may result in immediate eviction of the referrer without appeal. Guest(s) are obliged to pay for any loss/damage of residence property caused by themselves, or any other person for who they are responsible. If not, charges will instead be incurred to the referrer.
14. Guest(s) are not allowed to visit resident units.
15. The rooms cannot be used by more persons than original booked, if more persons are admitted they will be charged accordingly.
16. For safety and security reasons, children under the age of 12 are not to be left alone without adult supervision within the residence premise.
17. Management rights:
  - a. The management reserves for itself the absolute rights of admission to any person in the residence and to request any guest to vacate his/her room at any moment without prior notice or assigning any reason whatsoever.
  - b. Guest are obliged to observe the provision of the residence rules. In the event that a guest(s) is in breach of these rules, Residence Management Team reserves the right to repudiate the agreement on the provision of accommodation services before the agreed period has elapsed.

<b>DECLARATION</b>	
1. I understand and accept the Terms and Conditions of Application. 2. I declare that the particulars in this application are true to the best of my knowledge, and I have not willfully suppressed any material fact. Any misrepresentation or omission of information will render me ineligible for student accommodation.	
Name and Signature of Guest	
Name and Signature of Referrer	
Date	

<b>FOR OFFICE USE</b>			
Processed By		Date	
Invoice Completed		Date	
Room Assigned		Date	
Payment Remarks			

**SUNWAY EDUCATION GROUP RESIDENCE**

Address: Persiaran Tasik Barat, Sunway South Quay, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan  
Tel: 603-7652 5500 Email Address: enquiry\_residence@sunway.edu.my Website: residence.sunway.edu.my