

**LOCKER RENTAL SERVICE
EAST VIEW SECONDARY SCHOOL**

APPLICATION FORM FOR LOCKER RENTAL

Lockers are available to students by yearly rental and/or otherwise stated, on a first come first served basis (Please refer to Terms and Conditions overleaf).

<u>LOCKER TYPE</u>	<u>DIMENSION</u>	<u>RENTAL RATE</u>
SMALL	30.5cmH x 30.5cmW x 45.5cmD	S\$25.00 per year

*Charges for first year rental is inclusive of a padlock on loan to the student. This padlock is to be used at all times and on subsequent renewals. Padlock will be return to KAICHI upon termination of this service, else a S\$9.00 will payable.

Interested applicants are requested to fill up the lower portion of this letter and hand it together with the requisite cheque / money order (made payable to KAICHI SPACEMASTER PTE LTD), mail it to the following address at :

KAICHI SPACEMASTER PTE LTD, No.132 Joo Seng Road #07-01 UNIPLAS Building, SE 368358

Upon successful application and clearance of cheque, the undermentioned details will be posted on-line within 10 working days. Please log-on to www.rent-a-locker.com to access; Select your school's name and depress "GO", at "Username" - key your full NRIC No; at "Password" - key default 1234.

- 1) the locker number allotted to you;
- 2) the confidential padlock code number;
- 3) the expiry date of the rental service.

If you did not receive any notification 2 weeks after you have sent in your application, kindly contact us immediately for clarifications.

NB : For continuation of rental for the following year, kindly renew in the month of OCTOBER at the following address www.rent-a-locker.com. **For applicants whom had missed the in-school locker's application dates, please go on-line to apply and complete the details in the format provided.**

IMPORTANT : We are not liable for any loss or damage to belongings kept in the lockers. Users are advised to use their discretion in storing valuables.

For enquiry, please contact Molly at : TEL : **6282 0868** (Office hours)
For enquiry after office hours, please send us a email at : admin@rent-a-locker.com

Mail this portion together with
cheque payment

**APPLICATION FOR LOCKER RENTAL
EAST VIEW SECONDARY SCHOOL**

Applying for : CUBE Size Locker

Class : _____ NRIC/BC No : _____

Mr / Miss : _____ Tel (Res)No : _____

Address: : _____ Handphone : _____

_____ Email Add : _____

_____ Singapore _____

Enclosed - Cheque / Money Order No : _____ (DO NOT SEND CASH)
Amount : S\$ _____ Issued Date : _____

I, particulars as given above, declare that I am fully aware of the Terms and Conditions governing the rental and use of lockers. In accordance to PDPA Act, the information collected here are strictly for locker rental application.

DATE : _____ SIGNATURE OF APPLICANT / GUARDIAN : _____

Terms and Conditions on Rental and Use of Lockers

- The School hereby refers to as *EAST VIEW SEC SCH* and KAICHI are not liable for any losses or damages to the belongings kept in the lockers. NO food and beverages, liquid and flammable items are to be kept in the lockers. Users are responsible for the safety of their belongings.
- Use ONLY the Master Inc (USA) Combination Padlock provided by KAICHI or any other type of lock as agreed between the school and Kaichi. Other locks and padlocks must not be used and will be removed after the owner is being informed and failed to comply.
- Lockers must be locked at all times in order to prevent unauthorized use. **IMPORTANT** : Check that your lockers door is securely closed and/or locked BEFORE putting the Padlock.
- The School reserves the right to inspect the lockers and remove all items deemed to be offensive and/or illegal (the school shall take all reasonable steps to inform the owner to be present during the inspection) if we have any reason to suspect. If necessary, the relevant authority will be notified.
- Anyone found tampering or vandalizing the lockers will be reported to the relevant authority. Your co-operation is sought to report any such activities. This would ensure the safety of your belongings.
- Users must NOT modify nor affix any additional structure or parts to the lockers. All damages must be reported immediately to our company for necessary action. No posters, papers, stickers or other adhesive materials are to be pasted on the interior/exterior of the lockers.
- Users must notify our company of change of address, contact number or other particulars during the rental period. Failure to do so may result in unnecessary delays in our reply to your queries or for us to provide you with our updates.
- Users who want to apply and/or renew for the locker rental service are required to fill up a new copy of the application form obtainable from the school's General Office or contact us directly.
- Locker's rental fee paid is non-refundable. The company will correspond with the registered users of the locker unless the users are in one way or the other unable to correspond by his/her self.
- Users will receive renewal notice by mail, approximately 2 months before expiry of rental. If you do not receive any notification, please contact us immediately. Your co-operation is sought to inform us whether you wish to continue or terminate the rental.
- The locker rental service is run on a YEARLY basis, the lockers must be cleared on or before the expiry date (eg. Each academic year), if you do not wish to continue with the rental service in the following year. The expired/non-renewed lockers concerned will be flushed out and its contents will be handed over to the School's office.
- Lockers are non-transferable and non-exchangeable, except under special circumstances. All changes must be approved by KAICHI.
- In accordance with the PDPA Act, the information collected are strictly for locker application only.

FOR OFFICIAL USE :

LOCKER NO :

COMBINATION NO :

SERIAL NO :

DURATION :

EXPIRY :

DATE OF EXPIRY NOTE SENT : * YES / NO

REMARKS :