UOL Property Investments Pte Ltd
华业置业投资私人有限公司
A member of UOL Group Limited

101 Thomson Road
#33-00 United Square
Singapore 307591

TEL (65) 6255 0233
FAX (65) 6252 9822
www.uol.com.sg

COMPANY REGISTRATION NO. 197100099H

Site Location: United Square

APPLICATION FOR SEASON / RESERVED PARKING AT UNITED SQUARE

To: UOL Property Investments Pte Ltd

From _____
(Applicant's Name)

_____
(Company's Name & Unit Number)

_____
(Office Tel.)

_____
(Handphone)

_____
(E-mail)

Dear Sir / Madam,

I wish to apply for season parking for the vehicle specified below, commencing from **_____ / _____ / _____ (dd/mm/yyyy)**:

Vehicle Registration Number	In-Vehicle Unit (IU) or On Board Unit (OBU) number	Name of Registered Owner

***** Regardless of the commencement date within the month, charges will apply for the full calendar month.***
***** Subsequent renewal of season parking will only be accepted via the OurCar.sg App.***

Charges: ☐ **Normal Parking Lot:** $272.50 per month (inclusive of 9% GST)
☐ **Reserved Parking Lot:** $381.50 per month (inclusive of 9% GST)
☐ **Public Normal Parking Lot:** $305.20 per month (inclusive of 9% GST)
(Please note that the above charges are subject to periodic review and may be revised without prior notice.)

I hereby acknowledge that I have read, understood, and agree to comply with all terms and conditions stipulated in the **Conditions of Sale Form**.

…….. ……..……
Name & Signature Date

By submitting your information, you agree and consent to UOL Group Limited and its related corporations, and its managing agent, collecting, using and disclosing such information for the purposes of seeking clarifications or contacting you in the event of any emergencies, and related purposes.

For further information, please refer to UOL Data Protection Policy at www.uol.com.sg/data-protection-policy/

For Official Use Only:

Approved By: _____

Name: _____ Date: _____

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CONDITIONS OF SALE FOR SEASON / RESERVED PARKING AT UNITED SQUARE

The sale of Season/Reserved parking is subject to the following terms and conditions: -

1. Season parking is sold by calendar month(s) i.e. from the 1st day to the last day of the month, through the designated season parking mobile app. Regardless of the commencement date within the month, charges will apply for the full calendar month.

2. All payments for Season/Reserved Parking are to be made through the designated season parking mobile app. No other modes of payment will be accepted. Once payment is made, there will be no refund for any unused or remaining period, including cases of early termination or suspension by the season parking holder for any reason.

3. Applications for Season/Reserved Parking, vehicle number/IU number changes and replacement vehicle are to be submitted to the Centre Management Office (at #14-01 Office Tower) or email: unitedsquare_maintenance@uol.com.sg at least three (3) working days in advance to allow sufficient time for processing and system updates.

4. Subsequent renewal of season parking will only be accepted via *OurCar.sg App*.

5. The car park is not to be used for any purpose other than for the parking of motor vehicles. Car washing at the car park is strictly prohibited.

6. Vehicles are to be parked in an orderly manner within a parking lot, not over the painted boundary lines of the lot or on a driveway or a drive-ramp. The Management reserves the right to remove / wheel clamp / tow away any vehicle found violating this rule. Release of wheel clamp / towing charges will be imposed on the owner of the vehicle.

7. Reserved parking is limited to normal office hours only, i.e. 7.00am - 6.00pm (Monday - Friday). Vehicles with reserved season parking shall only park at the allotted reserved parking lots at Deck 2A car park during the above hours. Outside these hours and on Saturday/Sunday/Public Holiday, the reserved parking shall be treated as Season Parking without the reservation of the allotted parking lot.

8. Vehicles are parked at the owners' risk. The Management accepts no responsibility whatsoever for theft, loss, damage or other misdemeanor caused to the vehicle, its accessories or contents or personal injury whatsoever or howsoever caused.

9. The Management reserves the right to cancel any tenant's eligibility to park all or any of his/her cars at the car park should a tenant, his employees, agents or servants fail to observe/violate any of the conditions of the sales in the foregoing.

10. The Season/Reserved parking is non-transferable.

ACKNOWLEDGEMENT

I/We _____ of unit _____, having read the above terms and conditions agree to accept them.

_____ _____

Name / Signature / Company Date

By submitting your information, you agree and consent to UOL Group Limited and its related corporations, and its Managing Agent, collecting, using and disclosing such information for the purposes of seeking clarification or contacting you in the event of any emergencies, and related purposes.

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United SQUARE

MOBILE APP USER MANUAL

------OurCar.SG

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1. Download ourcar.sg

OurCar.SG app is available for both Android and IOS mobile devices.

Step 1: Search 'OurCar.SG' from 'Google Play Store' or 'App Store'.
Step 2: Click 'INSTALL' button to download the application to mobile phone.

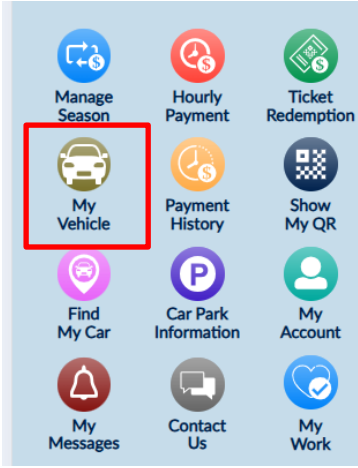
Note: When you register an account, a temporary password will be sent to your email or mobile phone number. Please check your junk mail box as email may go into junk box.

Figure 1. App installation process

2. OurCar.SG Main Function

2.1 My Vehicle

1. Click the My Vehicle button.



Add New IU

User can add a vehicle into their vehicle list.

Step 1: Click "Add New IU" button.

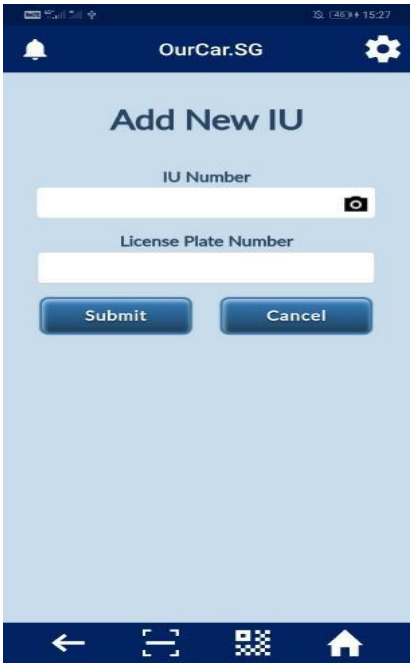
Step 2: The "Add New IU" page will display.

Step 3: Key in the vehicle IU number and license plate number.

Step 4: Click "Submit" button to add. Click "Cancel" button to stop the action.

*** Click to scan the IU.

NOTE: User can add multiple vehicles in the app, up to a maximum of 10 vehicles.

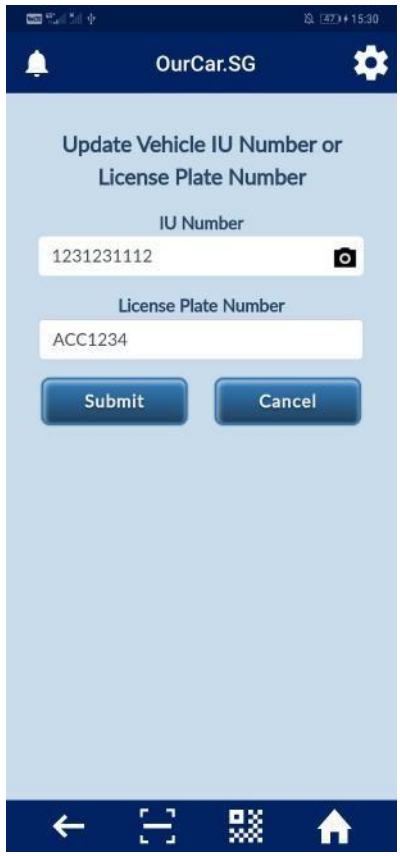


Update Vehicle

If you wish to change the details of your season vehicle, please approach the Centre Management Office at #14-01 United Square before updating the details in the app.

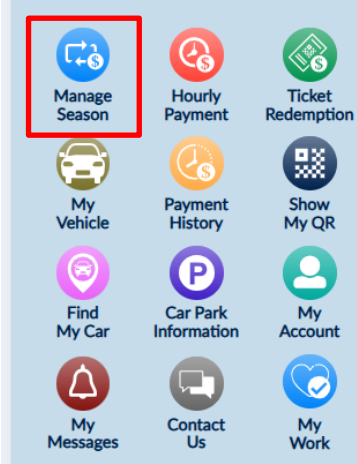
Step 1: Click button to update the vehicle details.

Step 2: Modify vehicle IU number or license plate number.
Step 3: Click "Submit" button to update. Click "Cancel" button to stop current action.

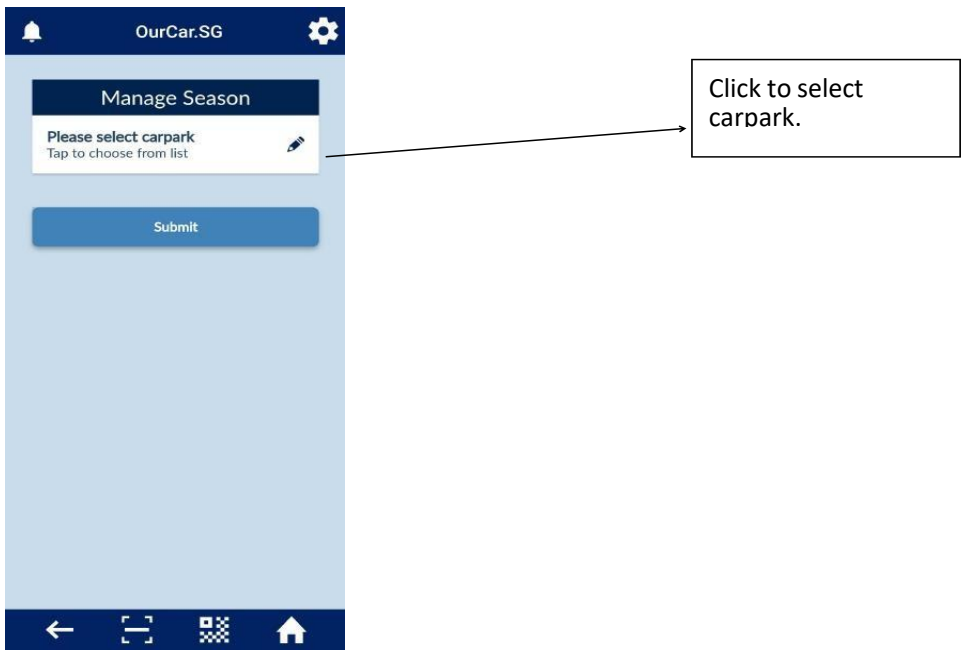


2.2 Payment for Season Parking

1. Click the Manage Season button in the main page.

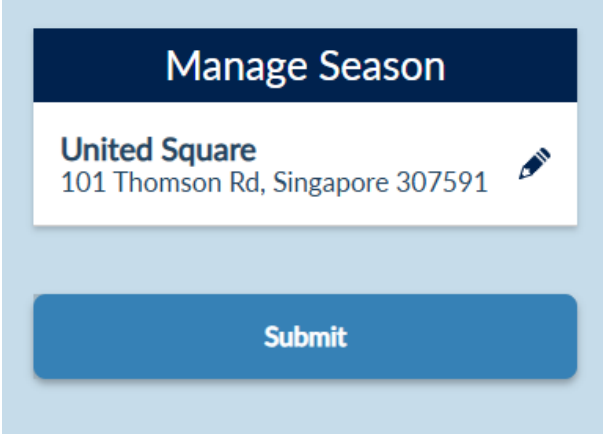


2. Click the "Please select carpark" tab.

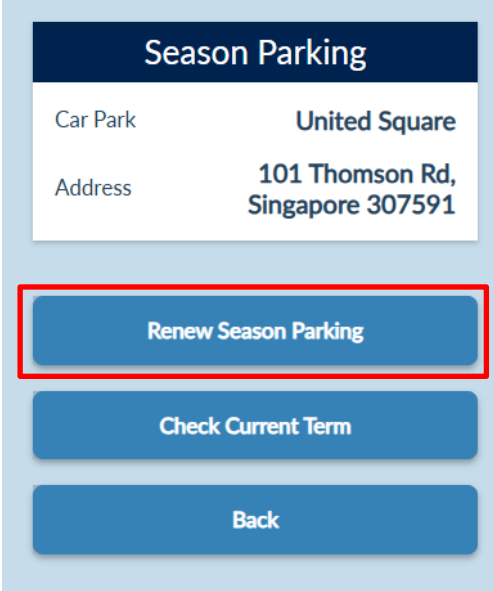


3. Select United Square.

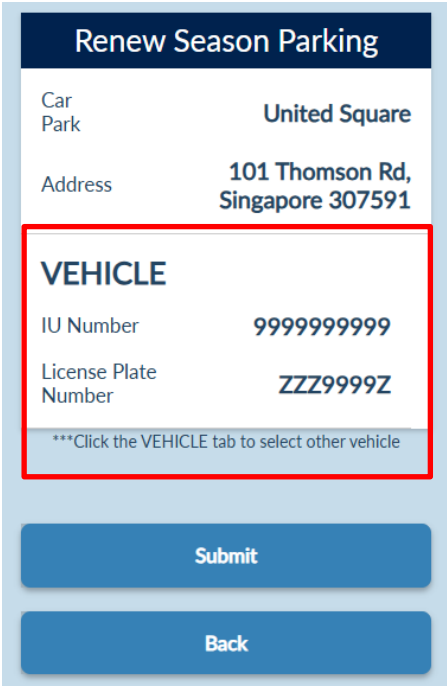
4. Click Submit button after selecting United Square.



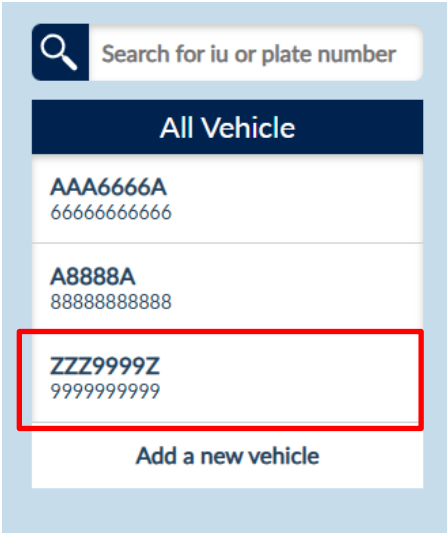
5. Click Renew Season Parking.



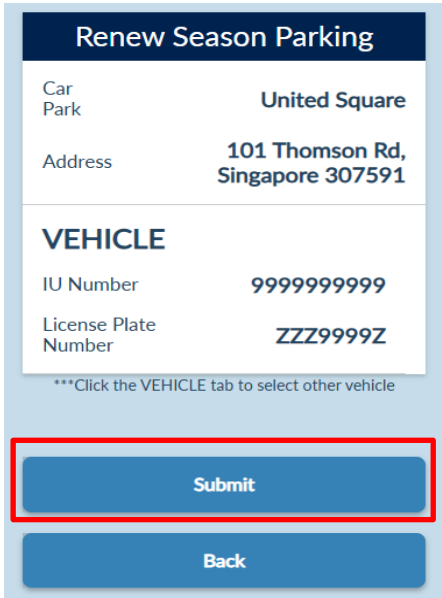
6. Click the VEHICLE tab to select the vehicle.



7. Select the vehicle you wish to renew.

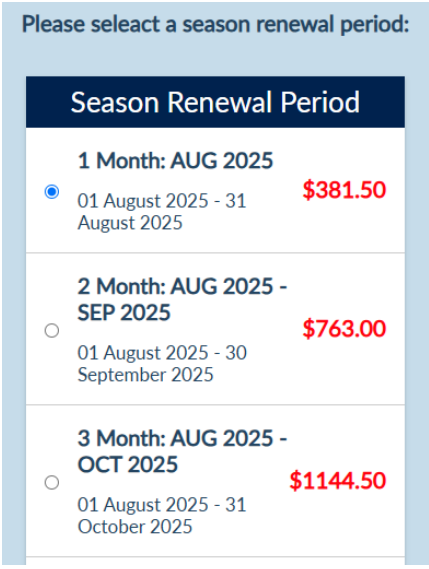


8. Click Submit button.

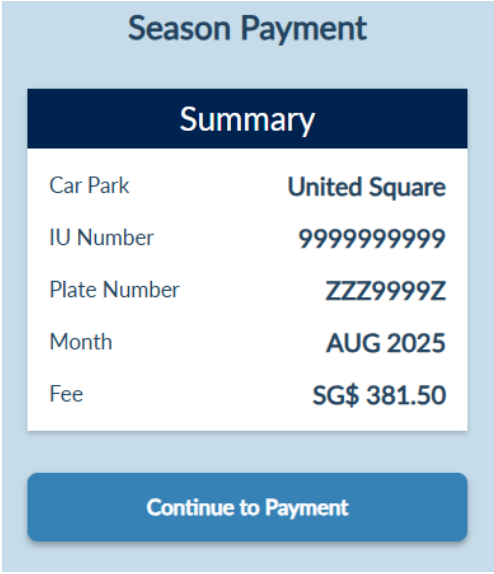


9. Select the renewal period and click Submit button.

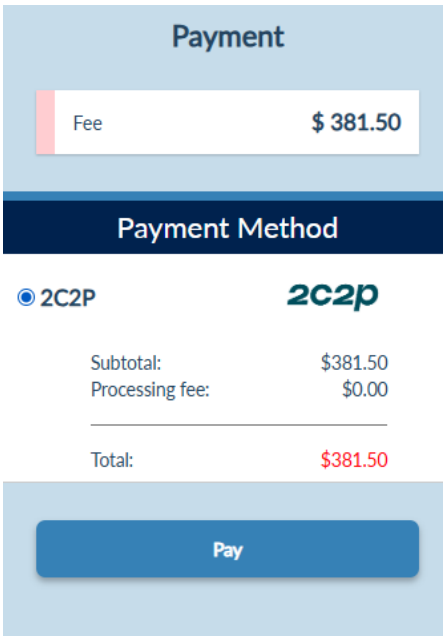
Please note that renewal of the current month's season parking **will not be accepted after 15th** of the current month.



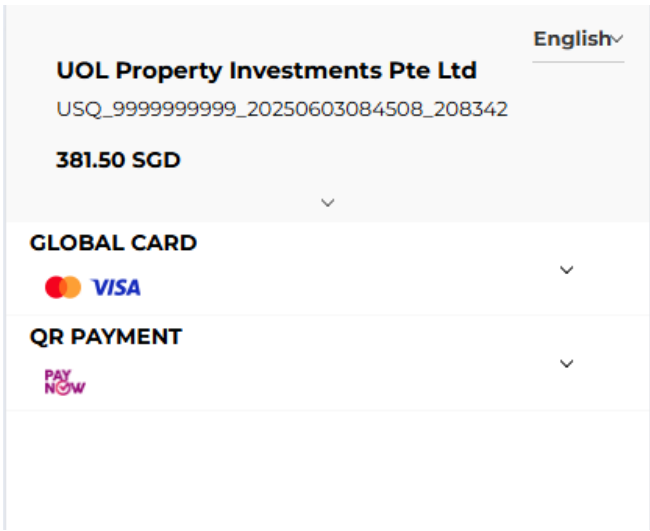
10. Before payment, a summary of the season vehicle will appear. Click Continue to Payment to make payment after checking the details.



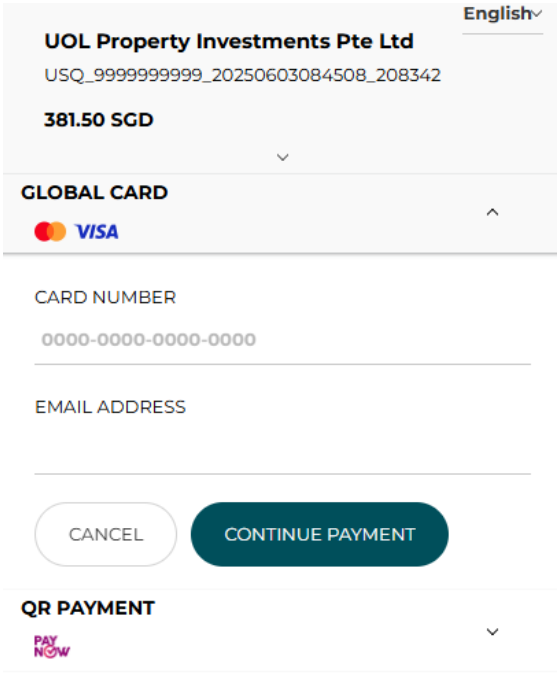
11. Select the 2C2P payment method and click Pay button.



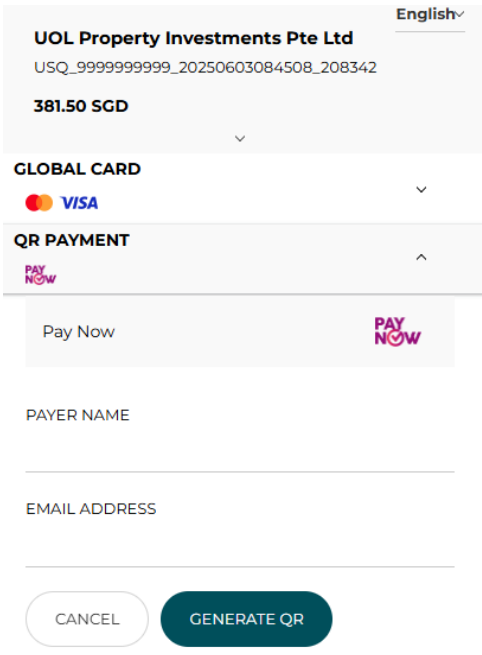
12. It will go to the payment page. Select the payment method.



13. Payment by Credit Card.



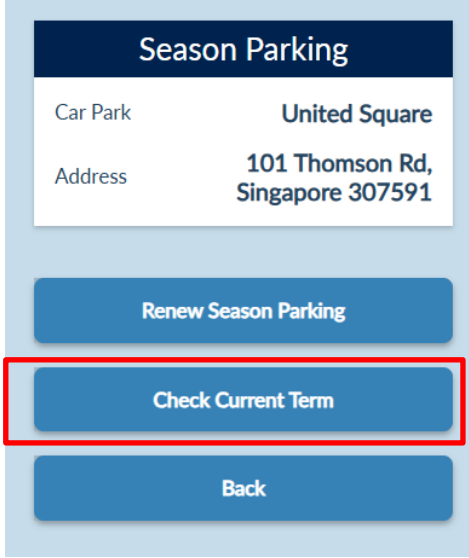
14. Payment by QR PayNow.



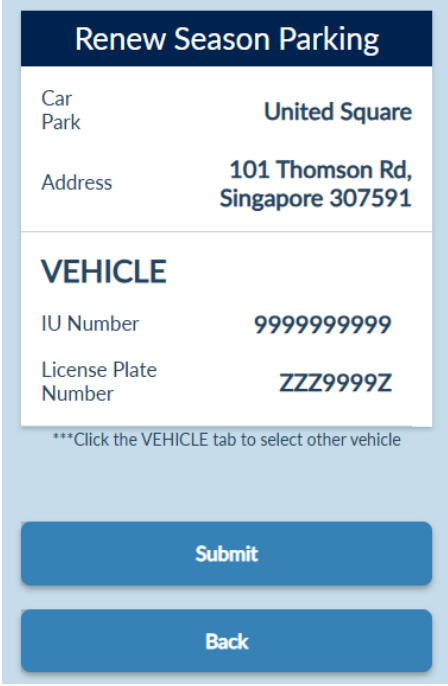
15. After payment, you can view the receipt in the payment history.
16. For user with multiple season vehicles, please renew the season parking one by one.

2.3 Check Seasonal Parking Status

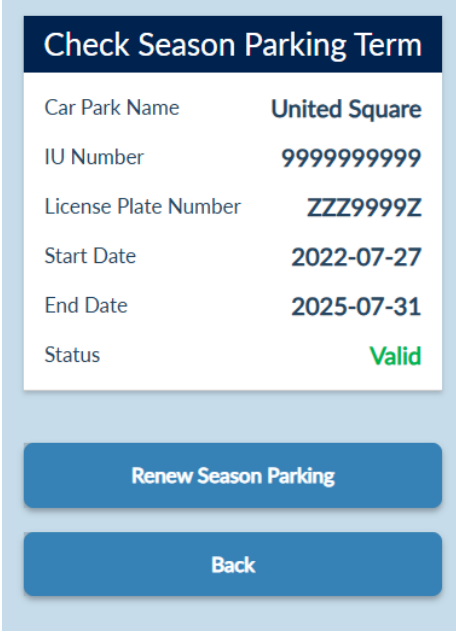
1. Click Check Current Term button in season function page.



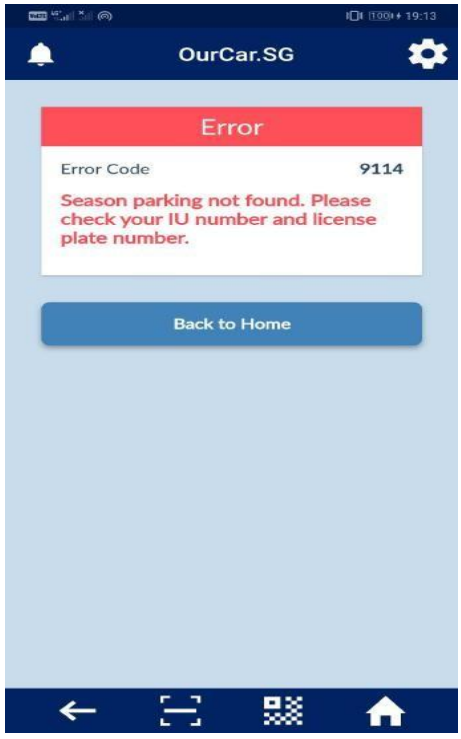
2. Select the vehicle you wish to check. Click the VEHICLE tab to select the vehicle. Then click Submit button.



3. If successful, the vehicle details will appear.

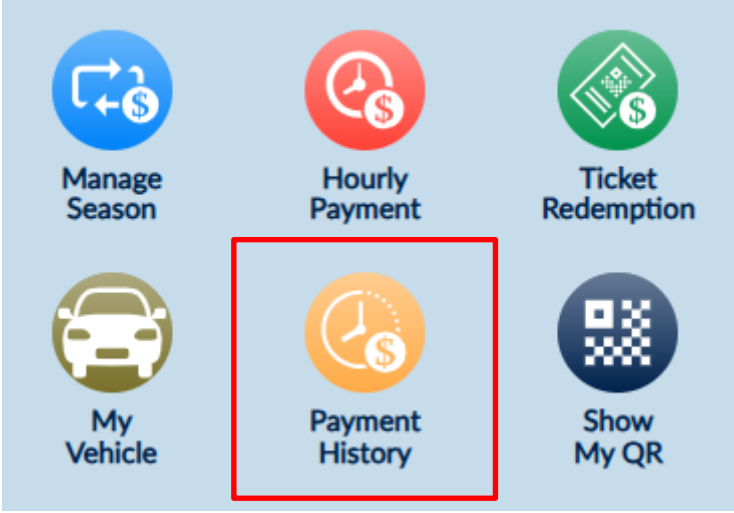


4. If the IU number and vehicle license plate number are not in the carpark system database, an error message will appear. You may check whether you have entered the details wrongly. For new applicants, you will have to submit the application form to the Centre Management Office at #14-01 United Square before the season vehicle details can be updated in the app to accept payment. Changes to the vehicle details can only be made after informing the Centre Management Office.

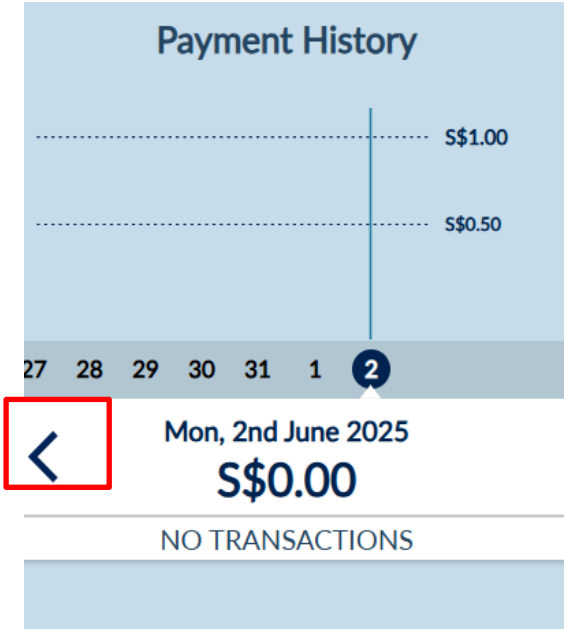


2.4 Payment History

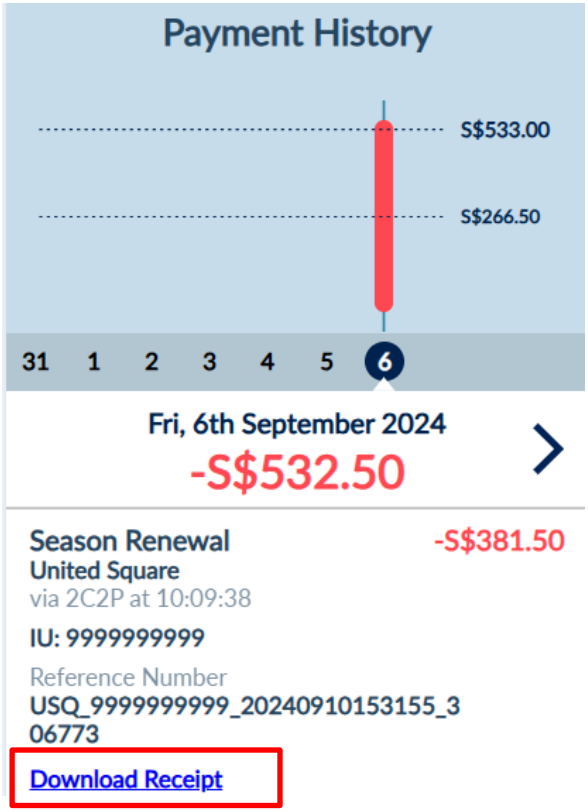
1. Click the payment history button at the main page.



2. By default, the current day's history will appear. Click the arrow to see the payment history for previous payment.

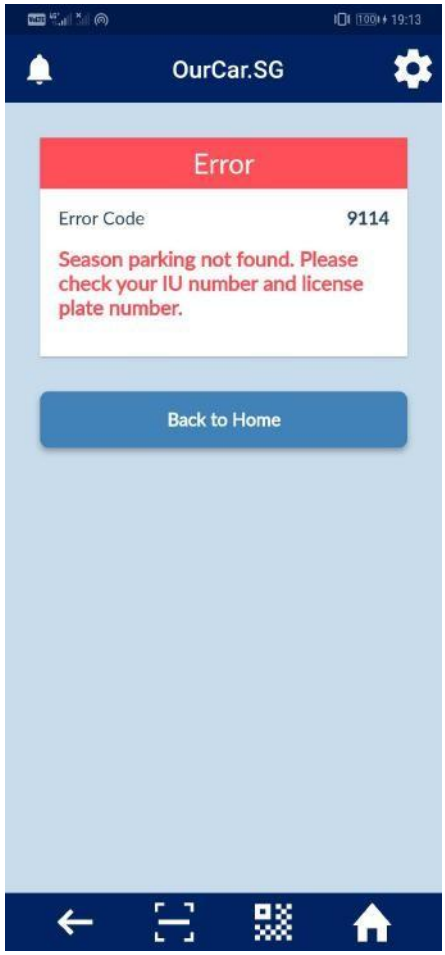


3. Click the download link to download the receipt.



Appendix D - Error message

Season Function

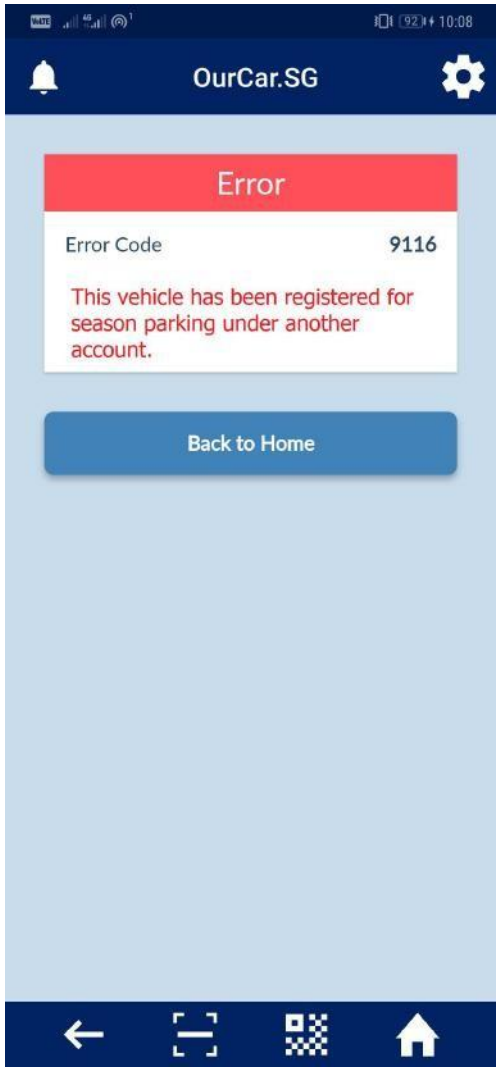


Season Not Found Error

Occurs when:

1. User does not have a valid season parking. Please apply at the Centre Management Office #14-01 United Square.
2. IU + License Plate Number do not match with season parking data.

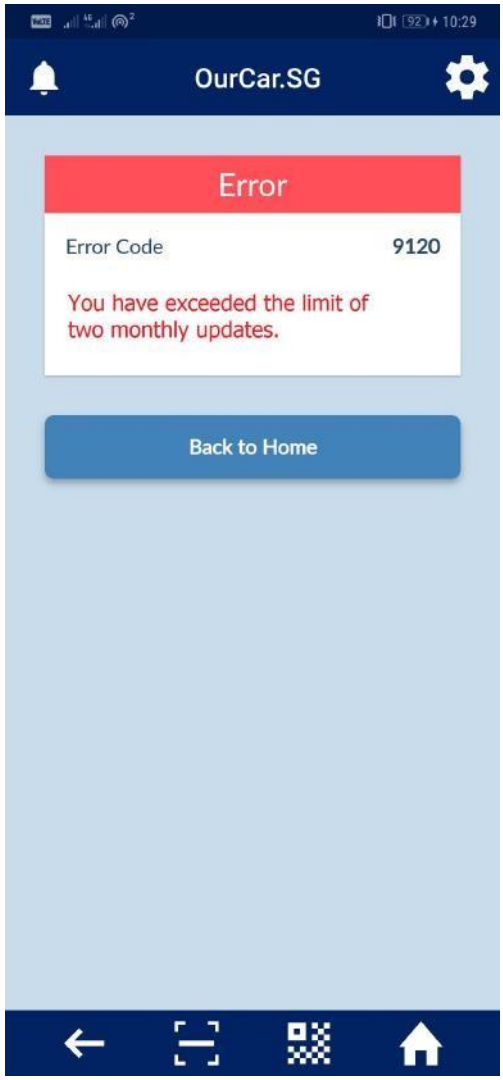
- For example: your season vehicle license plate is ABC1234A, do not insert spacing (i.e. ABC 1234 A).



Season vehicle under different accounts

For security reasons, the system will check that the vehicle is under the same APP account (APP account, for example: testacc1@test.com).

For example: Account in carpark site is testacc1@test.com, but APP user using testacc2@test.com to check season period or renew season, this error will occur.



Frequency of updating data

For security reasons, update of vehicle details is limited to twice per month.

This is to avoid misuse of the season parking facilities.