

JMCJ/MEMO2018/015

To : **OWNER / TENANT**
Date : **22/10/2018**
Subject : **COLLECT PARCEL**

Dear Valued Owners,

Kindly to be inform the **New Rules and Regulations** on Parcel Receiving at Management Office, effective from **1st November 2018**.

1. **NOT ACCEPT FOR BIG PARCEL AND NO PERISHABLE ITEM.** For parcel bigger than 60cm x 60cm x 60cm or 25kg and above consider as big parcel. Management only receives for dry item. If got special case subject to Management approval.
2. **NO MORE MESSAGE OR CALLING FROM MANAGEMENT.** For respective parcel collector, you must check with your courier service provider on delivery status. Once you confirm your parcel delivery to Management Office then you may proceed to Management Office to collect it.
3. **MANAGEMENT NOT BEAR ANY LIABILITY ON YOUR PARCEL.** Management will not take care or bear on any liability or legal responsibility on your parcel.
4. **COLLECT PARCEL WITHIN COLLECTION PERIOD.**
 - i. For parcel or item size below to 30cm x 30cm x 30cm classified as **Group A**.
 - ii. For parcel or item size equal and above 30cm x 30cm x 30cm till below or equal 60cm x 60cm x 60cm classified as **Group B**.
 - iii. **Group A** item or parcel, must collect within 21 days start from receiving date.
 - iv. **Group B** item or parcel, must collect within 14 days start from receiving date.
5. **ADMIN CHARGE FOR OVER COLLECTION PERIOD.**

If parcel did not collect within the collection period. Then respective item or parcel shall pay for admin charge. Admin Charge RM 2 per day after collection period.

Thank you.

BADAN PENGURUSAN BERSAMA JENTAYU RESIDENSI