

Loading & Unloading Bay Booking Form at JTC's Factories

Part A: Instructions

Please take note of the following instructions before completing the form:

1. Bookings will be considered on a first-come-first serve basis and are subject to the availability of the loading & unloading bays
2. Each booking must be capped at a maximum of three hours.
3. Bookings are only allowed to be made for the next five working days.
4. All booking applications must be submitted at least three working days in advance.
5. Bookings will be cancelled if applicant does not show up within half an hour from the booking time.
6. The booking application form must be acknowledged and endorsed by the FMC Officer/Parking Operator
7. Please ensure that the booking form is completed. Incomplete forms will not be entertained.
8. Please fax your application to or submit by hand to the FMC Site Office/Parking Operator

Name of Company:		
Name of Applicant (Mr. / Miss / Mrs / Ms. /Dr. *)		Date: Time: From _____ to _____
Office Address		E-mail
Office Tel No.	Mobile Phone No.	Fax No.
Name & Signature of FMC's Officer:		Application: Approved / Declined

-----Part A to be retained by applicant-----

Part B: To be retained by FMC/Car Park Operator

Name of Company:	
Name of FMC's Officer/Car Park Warden:	Date:
Application: Approved / Declined	Time: From _____ to _____
Date application received:	Date: Approval Granted:
Remark(s):	

Name & Signature of FMC's Officer/Car Park Warden

Date