



## **REGISTRATION FORM – AGENT-CONTRACTOR**

I \_\_\_\_\_, ID No/Passport: \_\_\_\_\_

Accept the terms and conditions and will adhere to these strictly, timeously and with all the necessary precautions. The following documentation was presented to Estate Management upon issuing the tag and I, the undersigned accept and understand that should any changes to the information provided occur, it will be reported to Estate Management, providing the necessary documentation.

- Contractor: ID / Passport, Proof of Vehicle license.

Company:	
Date:	

### **TERMS AND CONDITIONS**

- Contractors and Sub-Contractors must ensure that their employees do not loiter within the Estate and specifically not at any prominent places such as at the gates, road circles, streets etc.
- It is an offence to assist any person to gain unauthorised access into or out of the Estate or any Sectional Title Complex.
- Contractors must register at the Estate Management office in order to obtain access to the Estate by completing a registration form and by signing all indicated areas. All vehicles must at all times be registered at the Estate Management office.
- Access cards, 'tags', may not be utilized by anyone other than the registered user nor may they be loaned to other persons.
- Tailgating into and out of the Estate is strictly prohibited. Complexes may also reserve the right to enforce the condition at their own gates.
- Entrance into a Sectional Title Complex for which a person does not have specific authorisation is strictly prohibited.
- By signing this registration form, the contractor gives consent that Equestria Estate HOA may provide their personal information to service providers of Equestria Estate for the purposes of communication and access only.
- Any foreign national that wishes to register in Equestria Estate needs to provide the Equestria Estate HOA with a valid passport and work or study permit before registration

### **USE OF A TAGS:**

- I accept and understand that the tag issued to me is for my personal use only and that no other person and or vehicle is allowed to use this tag.
- I accept that I will be responsible for all additional tags that are allocated to my unit, such as additional vehicle tags, pedestrian tags for children, domestic workers and relative's a like.

### **LOSS OF A TAG:**

- In the event that I lose my tag or it gets stolen, I understand that this must be reported to the Estate Management immediately, whether it be telephonically (079 878 8901) or via email ([support@equestria-estate.co.za](mailto:support@equestria-estate.co.za)).

### **CHANGE OF DETAILS:**

- Any change of details with regards to the vehicle, contact information, or person, needs to complete a registration form and submitted to Estate Management within 24 hours.

### **ISSUING OF TAGS & ACCESS:**

- No new or replacement tags will be issued to any contractor and or responsible person if any disciplinary/damage fees are outstanding.
- Both the Body Corporate and HOA reserves the right to decline such requests for extra tags, if they feel the proper criteria for issuing such tags has not been made.
- No person will be allowed, phone or tag access, if they did not complete and sign a registration form.

**OFFICE HOURS: MONDAY – FRIDAY 08:00 – 17:00**

**PLEASE TAKE NOTE: NEW RESIDENTS NEED TO MAKE AN APPOINTMENT A DAY IN ADVANCE TO REGISTER.  
NEW RESIDENTS NEED TO REGISTER IN 48 HOURS PRIOR TO MOVING IN TO THE ESTATE.**

**REASONS FOR DISSCIPLINARY FEES:**

- Not adhering to any of the above conditions.
- Damage to and/or abuse of equipment and/or misbehavior at the gates.
- Not adhering to the conduct rules of the Estate and/or your specific complex.
- The disciplinary fee can be up to R10 000.00 depending on the severity thereof.

**ZERO DEVICE ACTIVITY:**

- If your tag is not used within a 3-month period, your tag will be deactivated.
- To reactivate your tag please bring in your tag to the management office with your ID/Passport and vehicle registration document.

**I hereby declare the following information to be true and will be used to issue the tags for my unit.**

<b>Full Name/s:</b>	<b>ID/Passport:</b>
<b>Surname:</b>	<b>Vehicle Make:</b>
<b>Gender:</b>	<b>Vehicle Model:</b>
<b>Cell:</b>	<b>Vehicle Colour:</b>
<b>Email:</b>	<b>Vehicle Reg no:</b>

**Signed as the responsible person Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_