Dear Residents,

Please be informed that effective from 15/01/2014:-

Resident Card / Pedestrian Access Card

1. Walk-in Residents must use a valid access card by tagging in at the pedestrian gate at Guard Posts 1 and 2. Residents without a valid Access Card will have to register as guests at Guard Post 1 or 2 for every entry and exit.

Vehicle Access Card and Sticker

2. All vehicles must have a valid access card and sticker to enter / exit Desa Impiana. Any vehicles found park without a valid sticker displayed will be clamped. A penalty of RM50/perday will be imposed to release the clamp.

Pre-registration of Visitors / Delivery / Pick-up / Drop-off / Contractors

3. Pre-registration is required for the above at Guard Post 1, if you are expecting them to arrive at your unit. Kindly log your name, unit address, and your resident card number.

Method of Pre-registration:

For visitors: The visitor need to inform your unit address and your resident card number to register themselves as visitor. Otherwise you have to receive them at guard house and assist them to register before permit to enter Desa Impiana.

For Delivery: Driver to register at Guard Post 1, unless they are pre-register by the residents.

For drop-off: Driver to register at Guard Post 1, unless the residents show their Residents Card and registered at Guard House 1 . Never leave home without your Resident Card.

For Pick-up: Driver to register at Guard Post1, unless he/she is pre-register by the residents.

For contractors: Residents must pre-register their contractor company, their vehicle registration number and the worker list with the management office. Failing to do so, the contractors will not be allow to enter Desa Impiana.
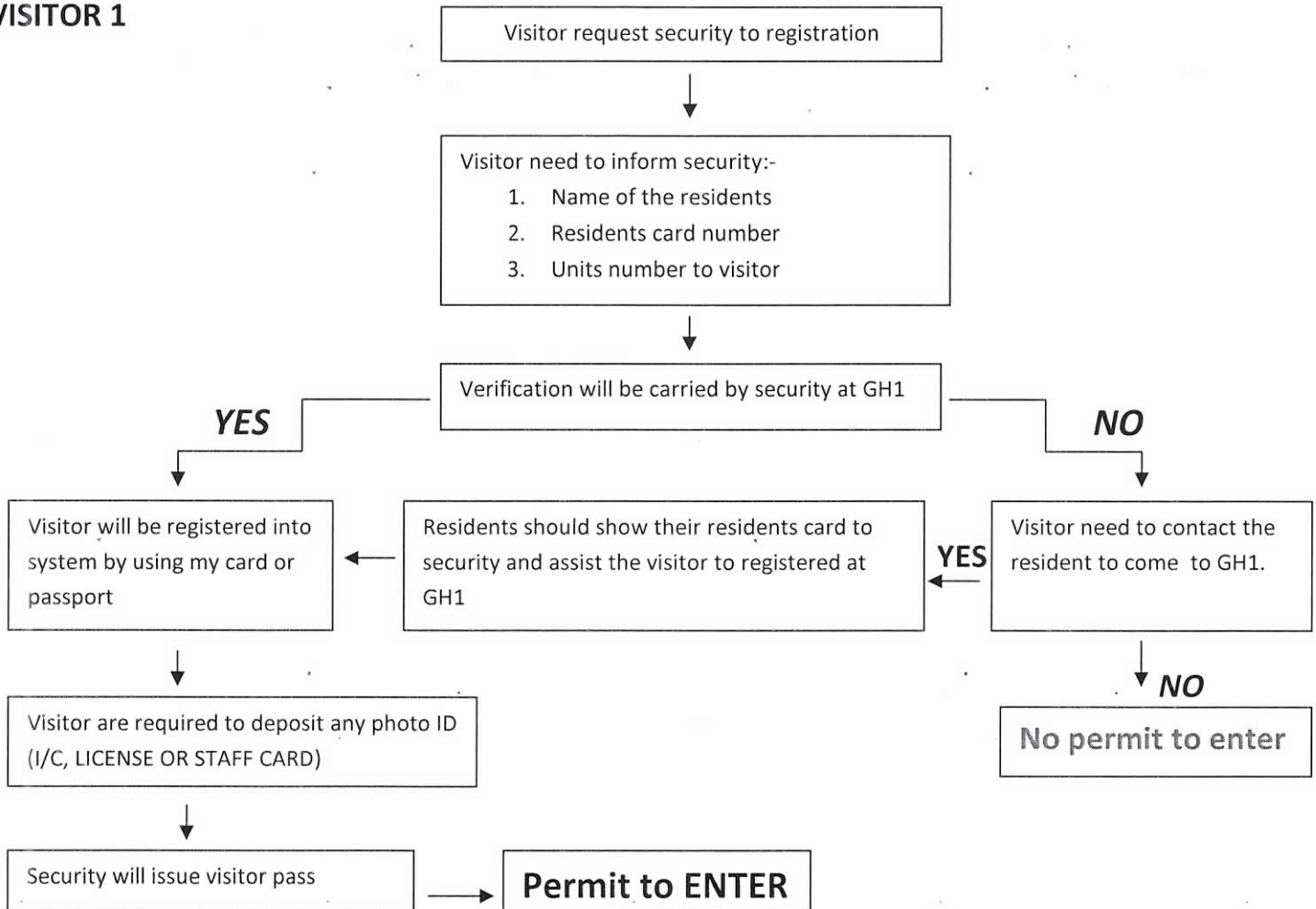
PERBADANAN PENGURUSAN DESA IMPIANA PUCHONG PRIMA

PRE REGISTRATION FOR VISITOR, PARKING & DELIVERY

RESIDENT

Residents should bring along resident card to GH 1 for
security to make verification for free registration for visitor.
Security will log detail for visitor as follow:-
1. Date of the visitor
2. Name of the residents
3. Resident card number
4. Unit number of the residents

VISITOR 1

Visitor request security to registration

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Visitor need to inform security:-
1. Name of the residents
2. Residents card number
3. Units number to visitor

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Verification will be carried by security at GH1

YES ← → **NO**

| Visitor will be registered into system by using my card or passport | ← | Residents should show their residents card to security and assist the visitor to registered at GH1 | ← **YES** | Visitor need to contact the resident to come to GH1. |

↓ **NO**

No permit to enter

Visitor are required to deposit any photo ID (I/C, LICENSE OR STAFF CARD)

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Security will issue visitor pass → **Permit to ENTER**

VISITOR OUT

Visitor must return back the visitor pass
before exit Desa Impiana

Security will return the photo ID ← Penalty RM20.00 will be imposed charge for loss of visitor card

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Permit to EXIT

To prepared incident report and issue receipt of RM20.00