

Notice

TO ALL OWNERS & RESIDENTS:

Ref No. 21-56

NATIONAL RECOVERY PLAN 1 (NRP 1)

Please note the following Standard Operating Procedures (SOP) for Movement Control under the National Recovery Plan 1 updated recently for your reference.

BASIC COMPLIANCES

All residents and public must strictly comply with the standard SOP from MKN and KPKT including:-

- i. Any individual under Ministry of Health (MOH) quarantine are **strictly prohibited** to enter Kiaramas Cendana.
- ii. Each individual shall register by scanning the MySejahtera QR code at the designated registration counter for contact tracing purposes.
- iii. Do not congregate and to maintain social distancing at least 1 meter apart;
- iv. Everyone should always stay alert in maintaining social distancing of 1-meter apart.

1. WEAR SURGICAL MASK	All individuals must wear a surgical mask at all times in the common areas especially in the lifts.
2. COMMON FACILITIES USAGE	All common facilities are closed until further notice except outdoor jogging. Outdoor Activities Outdoor activities for non-contact sport e.g. jogging/walking are allowed. Users are to maintain social distancing while jogging/walking.
3. VISITORS	Visitors are Not Allowed except with the approval from the Management Office:- <ul style="list-style-type: none">- Senior citizen residents who live alone and need monitoring- Residents who need immediate medical intervention- Residents in need of assistance.
4. CONTRACTORS	Repair of essential goods only are allowed, contractors/workers are limited to the unit or the area involved only. Approval must be obtained from the Management Office in advance.
5. MOVING IN / OUT	Only Allowed with approval from PDRM and Management Office. Movers are subject to strict adherence to the SOP.

PERBADANAN PENGURUSAN KIARAMAS CENDANA

(PTG/WP.20/1/2330)

10-G-03, Kiaramas Cendana Condominium, 10 Jalan Desa Kiara, Bukit Kiara, 50480 Kuala Lumpur.
Tel: 03-6203 7768 Fax: 03-6203 7769 Email: k.cendana@gmail.com



6. RENOVATION	Renovation NOT allowed.
7. FOOD AND PARCEL DELIVERIES	All food and parcel deliveries shall be delivered at the main lobby and owners and residents are required to pick up at the lobby.

MANAGEMENT OFFICE

In order to minimize human interaction, The Management Office (MO) **shall Not be accepting any walk-in** from resident or public until the end of MCO.

Standard Operating Procedures (SOPs):

1. All communications with the MO shall be made via phone calls or email only.
2. For billings and payment, all owner/tenant are advised to do an online transfer. Please refer detail as below; -

Account Name	Perbadanan Pengurusan Kiaramas Cendana
Bank Name	Hong Leong Bank Bhd
Account No	277 0002 1643

Important:

Please forward payment remittance to accounts@kiaramascendanacondo.com attached with relevant details (indicating Amount, Payment Purpose, Date and stating method of payment).

For payment via cheque, owner/tenant can put the cheque inside an envelope and drop it into the Management Office's letterbox. Please be reminded to write down your name, unit number, contact and payment details.

Please STAY HOME and STAY SAFE.

Thank you.

The Management
08 July 2021

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