

Terms & Conditions of Season Parking (EPS)

Issuance of Season Parking

1. The use of parking lots is subject to the General Terms and Conditions of Use of Car Park and Private Parking Rules stipulated by the car park management ("the Management"), copies of which are available upon request.
2. Staff Season Parking area and Reserved Parking is valid during office hours only. Season parking is strictly for parking of vehicles in the designated car park, is nontransferable and must not be used for any other commercial purposes.
3. The Management shall not be responsible for any theft, damage or other misdemeanor to the vehicles or their contents whilst parked in the car park. The Management shall also not be responsible for any loss or damage suffered by any user or otherwise not arising out of the negligence or default of the Management, any indirect or consequential damages suffered by any party at any time. Car Parks and roads are private property. Trespassers (e.g. unauthorized and illegal parking on private property, non-bona fide visitors and abusers of car parks) may be prosecuted.
4. A duly signed Application Form for Issuance of Season Parking Ticket ("Application Form") must be submitted together with the In- Vehicle Unit number for the issuance of the Season Parking Ticket.
5. The vehicle log card and identity card / Certificate of Incorporation / Business registration Certificate must be produced for verification of the vehicle's ownership upon application.
6. The Management hereby reserves its right to reject the application or withdraw the existing Season Parking Ticket issued without assigning any reasons whatsoever. Approval for student Season Parking Ticket is on a semester/vacation basis and is subjected to a balloting exercise when applications for season parking in a particular car park are oversubscribed. Receipt of advance payment of student Season Parking Ticket beyond each approved period is not a tacit approval of student Season Parking Ticket for the next period.
7. Hourly parking rates shall apply and be payable by the Season Parking Ticket Holder ("Ticket Holder") upon expiry of the Season Parking Ticket.
8. Late renewal of season parking shall not entitle the Ticket Holder to a refund of any hourly parking fees paid.

Sale of Season Parking Tickets

9. Season Parking Tickets are sold for entire calendar months only, unless otherwise stipulated in these Terms.
10. An applicant for a new Season Parking Ticket may purchase Season Parking Tickets for the current month on a pro-rated basis only if he also purchases the Season Parking Ticket for the following month at the same time.
11. The Management reserves the right to revised season parking rates. In the event of any revision in the rates, the Ticket Holder shall be liable to pay the Management additional fees.
12. Season parking charges will be deducted in advance every month from the salary of the staff member concerned. Full season parking rate applies to approve season parking application for the current month.

Change of Particulars

13. Ticket Holders shall inform the Management immediately if there are any changes to the vehicle number, In-Vehicle Unit number, address or other contact information or any other information contained in the completed Application Form, or loss of season card (if issued).
14. The Management shall not be responsible for any loss, claims or damages resulting from any failure by the Ticket Holder to notify the Management of any changes in particulars required above.

Refund of Temporary Suspension of Season Parking Ticket

15. Ticket holders may request for temporary suspension of the Season Parking Ticket by writing to nusparking@resustainability.com.sg.
16. The suspension period requested must be for the current or subsequent month(s) and cannot be applied retrospectively i.e. season parking for previous months will not be eligible for refunds.
17. Upon Suspension, Ticket Holder may request for a refund of fees paid for the temporary suspension period (minimum of 14 consecutive days) of the

Season Parking Ticket, but no refunds will be allowed during the first two months of a new issuance of Season Parking Ticket.

18. The computation of refunds shall be based on the standard refund schedule set for individual season parking rates, information whereof is available on request.

Refund of Un-expired Period of Season Parking Ticket

18. Ticket holders may request for termination of the Season Parking Ticket by writing to nusparking@resustainability.com.sg.
19. Upon termination, Ticket Holder may request for a refund of fees paid for the un-expired period of the Season Parking Ticket, but no refunds will be allowed during the first two months of a new issuance of Season Parking Ticket.
20. The computation of refunds shall be based on the standard refund schedule set for individual season parking rates, information whereof is available on request.
21. Subject to Clause 19 above only, no refunds will be allowed for any part of a calendar month notwithstanding the Season Parking Ticket was un-utilized for that period.

Method of Season Parking Renewal/Application

22. Season Parking Tickets may be renewed at SingPost (2 working days required to effect renewal) via:
 - a) S.A.M;
 - Renewals for the following month must be made between 16th to 31st of the current month.
 - Late renewals for the current month must be made from 1st to 15th of the month.
 - Full monthly season rate chargeable for late renewal.
 - No refund for the hourly charges due to late renewal.
23. For Season Parking applications and urgent renewals, the below methods should be made with the Management via:
 - a) GIRO deduction;
 - b) Credit / Debit Cards (Available in the Web Portal)
 - c) Salary deductions (For Full-time NUS Staff only)

Registration of 2nd Vehicles

24. 2nd vehicle registration is not an entitlement. The Management reserves its right to reject or withdraw the existing 2nd vehicle registration issued without assigning any reasons whatsoever.
25. Only one of the two registered vehicles can enjoy season parking at any one time. If the 2nd vehicle enters the car park before the 1st vehicle exit, the 2nd vehicle will be charged on an hourly/surcharge rate throughout the period it is in the car park.
26. Vehicles with an existing Season Parking Ticket are not allowed to be registered as a 2nd vehicle.

For all enquires, please contact us at Telephone No: 6775 8241 (24hrs), Fax No: 6775 4790, or Email us at nusparking@resustainability.com.sg

Updated on 14 August 2025