

NOTICE

Ref: MCHS/Circular/2023-24/004

17th June 2023

Dear Maxima Residents,

Subject: Parcel and Courier Delivery Policy Update

The Maxima managing committee has recently noticed that a number of residents, who are anticipating the delivery of their parcels or couriers, often request the delivery personnel to leave the packages with our security guards, as they are unable to personally receive them due to their absence from home.

The Maxima managing committee firmly believes that it is not appropriate to burden our guards with the responsibility of storing these packages. The same accounts for unnecessary clutter in the reception lobby and creates obstruction for our housekeeping staff while performing cleaning activities.

In order to address this issue, we kindly request all residents to make prior arrangements if they anticipate being unavailable to receive their parcels or couriers. Under any circumstances, the deliverables cannot be kept with the security guard or in the reception lobby for whatsoever reason. It is important to plan ahead and coordinate alternative delivery options with the respective courier services or ensure someone trustworthy is available to receive the packages on your behalf.

We kindly urge all residents to adhere to this policy and take necessary precautions to avoid any inconvenience or potential loss.

We sincerely appreciate your cooperation and understanding in this matter. By working together, we can ensure the smooth functioning of our society and maintain the utmost security for everyone involved.

Regards,

For **Maxima CHSL**

