

# **IRAS CIRCULAR**

## **STAMPING OF TENANCY AGREEMENTS (HOUSE AGENTS)**



**INLAND REVENUE  
AUTHORITY  
OF SINGAPORE**

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Dear House Agent

## **STAMPING OF TENANCY AGREEMENTS**

E-Stamping has been introduced since 1 Sep 99. Many companies have subscribed to the system and are enjoying the benefits of immediacy of stamping documents in-house without the hassle of rushing, queuing and waiting for over-the-counter service.

2 To find out more about E-Stamping and the benefits that can be derived from E-Stamping, we would like to invite you to attend our E-Stamping seminar which we will be conducting jointly with Singapore Network Services Pte Ltd (SNS) next month. To register for the E-Stamping seminar, please fax the enclosed seminar registration form to SNS, indicating your preferred date for the seminar. You may also wish to log on to our E-Stamping Homepage at <http://estamp.iras.gov.sg> to find out more about E-Stamping.

3 We are planning to terminate counter services at Revenue House for all house agents for the stamping of tenancy agreements by 31 Dec 2000. This move is in line with government's push for greater use of IT in commerce. It is also in line with government's drive to reduce over-the-counter services and cashless payments.

4 We would urge you to subscribe early to the E-Stamping system so that you too can enjoy the convenience of in-house stamping, 24 hours a day 7 days a week. As a promotional package, SNS has agreed to provide free training and free ID to access Biznet and bankruptcy searches if you register as an E-Stamping subscriber by 30 Nov 2000.

5 With E-Stamping, payment is through Giro deduction. In this respect, please note that the bank needs 2 weeks to process the Giro application form. In order that you can e-stamp from your office from 1 Jan 2001, you are advised to sign up latest by 15 Dec 2000. The Giro application forms can be downloaded from the E-Stamping Homepage. If you need any assistance or clarifications on E-Stamping, please contact SNS at 778-5611.

6 If you are not an approved E-Stamping subscriber by 1 Jan 2001, you would need to stamp your tenancy agreements at SNS service bureau for a fee payable to SNS. SNS service bureau is located at #07-02 Bugis Junction Office Tower, 230 Victoria Street, Singapore 188024.

Yours faithfully

MRS SHIRLEY Y L LEE  
MANAGER, RETURN REVIEW 3 (STAMP DUTY)  
for COMMISSIONER OF STAMP DUTIES