

**APPLICATION FOR RENEWAL OF HOUSE
AGENT'S LICENCE FOR THE YEAR 2009**

Appraisers and House Agents Act



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Comptroller of Property Tax
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Website: <http://www.iras.gov.sg>

IMPORTANT

1. This form may take you approximately 10 minutes to complete.
2. You will need the following information to fill in the form:
 - a. Personal particulars of Sole-proprietor, Partners and Directors
 - b. A copy of the latest Business Profile if there is any resignation or appointments of partners/directors.
 - c. Form IR282/HA/1, 2, 4 and 5 for new appointments of partners/directors
 - d. Documentary proof that the Business Registration has been renewed
 - e. Details of membership – IEA / SISV / SAEA
3. Applications that are incomplete or unclear will not be accepted.

I wish to apply for renewal of **House Agent's Licence (Fee: S\$ 130.00) Licence No: AD 041 – 300** _____

Particulars of House Agent

Important: In order to ensure prompt renewal of the licence, a Sole proprietorship/Partnership Business must submit a copy of documentary proof e.g. payment acknowledgement or Business Profile, to show that its business registration/renewal date has not expired. Please contact us before submitting your renewal application, if there is any change in particulars of your Company / LLP / Business. For any changes, documentary proof must be submitted e.g. the latest copy of the Business Profile. Please refer to notes in item 5 on Appointments and Resignations.

1	Name of Company / Limited Liability Partnership / Business:
2	Business Address: Email Address: Postal Code:
3	Contact Telephone No: HP: Office: Fax: Home:
4	Details of membership (please indicate nil or n.a. where applicable): - a) IEA (Institute of Estate Agents) / Membership no.: - _____ b) SISV (Singapore Institute of Surveyors & Valuers) / Membership no.: - _____ c) SAEA (Singapore Accredited Estate Agencies) / Membership no.: - _____
5	Important: In order to ensure prompt renewal, information of sole-proprietor and all partners/directors <u>must</u> be submitted. You are required to submit additional documents if there are any new appointments or resignations. For new appointments please submit forms IR282/HA/1, 2, 4 and 5 and the latest Business Profile. For resignation please submit the latest Business Profile. Forms IR282/HA/1, 2, 4 and 5 can be found at http://www.iras.gov.sg . Please contact us if you wish for a set to be emailed to you.

Names of Sole-proprietor / All Partners / All Directors	NRIC / Passport no.	Position Held	Residential Address
a)			
b)			
c)			
d)			
e)			
f)			
g)			

Declaration

1. Have you / any of the partners / any of the directors been convicted in a court of law in any country?

Yes / No (If "Yes", please give details)

2. Have you / any of the partners / any of the directors been declared a bankrupt?

Yes / No (If "Yes", please give details)

3. Are you / any of the partners / any of the directors an undischarged bankrupt?

Yes / No (If "Yes", please give details)

I certify that the information given in this form is true, correct and complete.

I enclose herewith Bank _____ Cheque No: _____ for **\$130** dated _____ being licence fee for the **YEAR 2009**.

Note: Cheque or money order should be made payable to COMPTROLLER OF PROPERTY TAX.
(Please write the name of Company / LLP / Business and House Agent's Licence number on the back of the cheque or money order.)

Signature of Applicant / Licensee: - _____

Name of Applicant / Licensee: - _____

Designation: - _____

Date: - _____

[IMPORTANT: The Licensee, holding the position of a Sole-proprietor, Partner or Director must sign this form. Otherwise this application will not be accepted.]