

# **IRAS CIRCULAR**

## **STAMPING OF SHARE TRANSFERS & OTHER DOCUMENTS**



**INLAND REVENUE  
AUTHORITY  
OF SINGAPORE**

Published by  
Inland Revenue Authority of Singapore

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President  
Institute of Certified Public Accountants  
of Singapore

Executive Director  
Singapore Association of the Institute of  
Chartered Secretaries & Administrators

## **STAMPING OF SHARE TRANSFERS & OTHER DOCUMENTS**

The E-Stamping system has been in operation since 1 Sep 1999. Today, all legal firms and real estate agents are on the system. Many of your members have also subscribed to it and are enjoying the benefits of immediacy of stamping documents in-house without the hassle of rushing, queuing and waiting for service.

We are planning to terminate counter services at Revenue house for accounting and secretarial firms by 1 Nov 04. You may wish to note that counter services for legal firms and estate agents had already been terminated. 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 to encourage electronic payments.

Please urge all your members to subscribe to the E-Stamping system early so that they too can enjoy the convenience of in-house stamping, 24 hours a day 7 days a week. If your members need more information on how to subscribe to the system, they may contact CrimsonLogic Pte Ltd (CL) at telephone number 68877888. Alternatively, they may download the Registration and Giro forms from the E-Stamping Homepage at <http://estamp.iras.gov.sg>. As a promotional package, CL has agreed to waive the \$30 registration fee and provide free training\* if your members register as an E-Stamping subscriber by 30 Sep 04.

With E-stamping, payment is through Giro deduction. In this regard, please note that the bank needs 2 weeks to process the Giro application form. In order that your members can e-stamp from their office from 1 Nov 04, please advise them to sign up latest by 15 Oct 04. If your members choose not to become an E-Stamping subscriber by 1 Nov 04, they would need to stamp their clients' documents at CL's service bureau for a fee payable to CL. CL's service bureau is located at #07-02 Bugis Junction Office Tower, 230 Victoria Street, Singapore 188024.

If you need any clarification, please call our enquiry lines at 63513697 or 63513698.

Yours faithfully

MRS SHIRLEY Y L LEE  
DIRECTOR  
PROPERTY TAX (STAMP DUTY)  
for COMMISSIONER OF STAMP DUTIES

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\* CL will schedule 2 training sessions, conducted in a seminar-like manner. Those who sign in during the promotional period will be advised on the training date after they have signed up. As there are limited seats for each session, each company will be limited to seats, on first-come-first serve basis