

**FORM E3B**  
**REQUISITION FORM FOR**  
**LEASE & TENANCY**



**Nature of Transaction: Surrender of Lease**

This form may take you 10 minutes to fill in.

Please get ready the following information to fill in the form: -

- a) the document that you are paying Stamp Duty on;
- b) particulars of the parties involved and any other details related to the document.

Please complete this Form in BLOCK letters.

Fields that are marked with \* are mandatory.

<b>FOR OFFICIAL USE</b>	<b>Document Ref No.</b>	
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**Getting Started**

<b>Applicant's Name*</b>	
<b>Applicant's Email Address*</b>	
<b>Applicant's Contact No.*</b>	+65
<b>File Ref No. (optional)</b>	
<b>Nature of Transaction</b>	Surrender of Lease
<b>Document Description/ Title*</b> (Select one)	<input type="checkbox"/> Surrender of Lease <input type="checkbox"/> Deed of Surrender

**Document Details**

<b>Format of Document*</b> (Select "Physical" or "Electronic")	<input type="checkbox"/> Physical	<input type="checkbox"/> Electronic (Select one of the Mode of Offer and Acceptance if it is "Electronic")
	<b>Mode of Offer*</b> (Select one)	
	<input type="checkbox"/> Email	<input type="checkbox"/> Messaging Service (e.g. SMS, WhatsApp)
	<input type="checkbox"/> Website/ Portal	<input type="checkbox"/> Physical
	<input type="checkbox"/> Verbal	
	<input type="checkbox"/> Others (If Others, please specify)*	
	<b>Mode of Acceptance*</b> (Select one)	
	<input type="checkbox"/> Email	<input type="checkbox"/> Messaging Service (e.g. SMS, WhatsApp)
	<input type="checkbox"/> Website/ Portal	<input type="checkbox"/> Physical
	<input type="checkbox"/> Others (If Others, please specify)*	
<b>Document signed in*</b> (Select "Singapore" or "Overseas")		<input type="checkbox"/> Singapore <input type="checkbox"/> Overseas
<b>Date of Document*</b> (DD/MM/YYYY)		<b>Received Date of Document in Singapore</b> (DD/MM/YYYY)* (Mandatory if "Document signed in" is "Overseas")
<input type="checkbox"/> Date of Document is unavailable (Date of Document and/ or Received Date of Document in Singapore is not required on tick of field)		

Landlord/ Lessor Details#			
<b>Profile*</b>	<input type="checkbox"/> Singapore Citizen	<b>NRIC</b>	
	<input type="checkbox"/> Singapore PR	<b>NRIC</b>	
	<b>Country of Nationality*</b>		
	<input type="checkbox"/> Foreigner	<b>Identity Type</b>	<input type="checkbox"/> FIN <input type="checkbox"/> PASSPORT <input type="checkbox"/> OTHERS
	<b>Identity No.*</b>		
	<b>Country of Nationality*</b>		
	<input type="checkbox"/> Entity	<b>Identity Type</b>	<input type="checkbox"/> UEN-LOCAL CO <input type="checkbox"/> UEN-BUSINESS <input type="checkbox"/> UEN-OTHERS <input type="checkbox"/> OTHERS
<b>Identity No.*</b>			
<b>Name*</b>			
<b>Email Address*</b>			
<b>Mobile/ Contact No.*</b>	+65		
	(Note: Enter Mobile No. if Profile selected is Singapore Citizen, Singapore PR or Foreigner)		

For entity/ individual with a foreign identification number, please enter the following details.			
<b>Gender*</b> (Not applicable if Profile is Entity)	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of Birth*</b> (DD/MM/YYYY) (Not applicable if Profile is Entity)	
<b>Mailing Address*</b> (Select "Singapore" or "Other")			
<input type="checkbox"/> Singapore	<b>Postal Code*</b>		<b>Blk/ House No.*</b> (Enter if postal code consists of multiple blocks)
	<b>Level-Unit</b>	#	-
<input type="checkbox"/> Other (for Foreign or PO Box Address)	<b>Country*</b>		
	<b>Address Line 1*</b>		
	<b>Address Line 2*</b>		
	<b>Address Line 3</b>		
	<b>Address Line 4</b>		

Landlord/ Lessor Details#				
<b>Profile*</b>	<input type="checkbox"/> Singapore Citizen	<b>NRIC</b>		
	<input type="checkbox"/> Singapore PR	<b>NRIC</b>		
	<b>Country of Nationality*</b>			
	<input type="checkbox"/> Foreigner	<b>Identity Type</b>	<input type="checkbox"/> FIN	<input type="checkbox"/> PASSPORT <input type="checkbox"/> OTHERS
	<b>Identity No.*</b>			
	<b>Country of Nationality*</b>			
	<input type="checkbox"/> Entity	<b>Identity Type</b>	<input type="checkbox"/> UEN-LOCAL CO	<input type="checkbox"/> UEN-BUSINESS <input type="checkbox"/> UEN-OTHERS <input type="checkbox"/> OTHERS
<b>Identity No.*</b>				
<b>Name*</b>				
<b>Email Address*</b>				
<b>Mobile/ Contact No.*</b>	+65			
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<input type="checkbox"/> Singapore	<b>Postal Code*</b>	<b>Blk/ House No.*</b> (Enter if postal code consists of multiple blocks)	
	<b>Level-Unit</b>	<b>#</b>	-
<input type="checkbox"/> Other (for Foreign or PO Box Address)	<b>Country*</b>		
	<b>Address Line 1*</b>		
	<b>Address Line 2*</b>		
	<b>Address Line 3</b>		
	<b>Address Line 4</b>		

Tenant/ Lessee Details#					
<b>Profile*</b>	<input type="checkbox"/> Singapore Citizen	<b>NRIC</b>			
	<input type="checkbox"/> Singapore PR	<b>NRIC</b>			
	<input type="checkbox"/> Foreigner				
	<b>Identity Type</b>	<input type="checkbox"/> FIN	<input type="checkbox"/> PASSPORT	<input type="checkbox"/> OTHERS	
	<b>Identity No.</b>				
	<input type="checkbox"/> Entity	<input type="checkbox"/> UEN-BUSINESS	<input type="checkbox"/> UEN-LOCAL CO	<input type="checkbox"/> UEN-OTHERS	<input type="checkbox"/> OTHERS
	<b>Identity No.</b>				
<b>Name*</b>					
<b>Email Address*</b>					
<b>Mobile/ Contact No.*</b>	+65				
	(Note: For Singapore Citizen, Singapore PR and Foreigner to fill in Mobile No.)				

For entity/ individual with a foreign identification number, please enter the following details.			
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<input type="checkbox"/> Singapore	<b>Postal Code*</b>		<b>Blk/ House No.*</b> (Enter if postal code consists of multiple blocks)
	<b>Level-Unit</b>	#	-
<input type="checkbox"/> Other (for Foreign or PO Box Address)	<b>Country*</b>		
	<b>Address Line 1*</b>		
	<b>Address Line 2*</b>		
	<b>Address Line 3</b>		
	<b>Address Line 4</b>		

Tenant/ Lessee Details#					
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	<input type="checkbox"/> Singapore PR	<b>NRIC</b>			
	<input type="checkbox"/> Foreigner				
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	<b>Identity No.</b>				
	<input type="checkbox"/> Entity	<input type="checkbox"/> UEN-BUSINESS	<input type="checkbox"/> UEN-LOCAL CO	<input type="checkbox"/> UEN-OTHERS	<input type="checkbox"/> OTHERS
	<b>Identity No.</b>				
<b>Name*</b>					
<b>Email Address*</b>					
<b>Mobile/ Contact No.*</b>	+65				
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	<b>Level-Unit</b>	#	-
<input type="checkbox"/> Other (for Foreign or PO Box Address)	<b>Country*</b>		
	<b>Address Line 1*</b>		
	<b>Address Line 2*</b>		
	<b>Address Line 3</b>		
	<b>Address Line 4</b>		

Property/ Land Details			
<b>Property Details#</b>			
<b>Postal Code*</b>		<b>Blk/ House No.*</b> (Enter if postal code consists of multiple blocks)	
<b>Level-Unit</b>	# -		
<b>Property Type*</b> (Select one)	<input type="checkbox"/> Private Residential (Landed or Condo)	<input type="checkbox"/> Commercial	
	<input type="checkbox"/> Executive Condominium	<input type="checkbox"/> Industrial	
	<input type="checkbox"/> HDB Residential	<input type="checkbox"/> Others	
	<input type="checkbox"/> Mixed (with Residential Use)		

Land Details# (Fill in land details ONLY if the transaction involves land)			
<b>MK/ TS*</b>	<input type="checkbox"/> MK	<input type="checkbox"/> TS	<b>MK/ TS No.*</b>
<b>Street Name</b>			
<b>Lot No.*</b>		<b>Plot/ Parcel No.</b>	
<b>Master Plan Zoning*</b> (Select one)	<input type="checkbox"/> Residential		<input type="checkbox"/> White
	<input type="checkbox"/> Residential with Commercial at 1st Storey		<input type="checkbox"/> Residential/ Institution
	<input type="checkbox"/> Commercial and Residential		<input type="checkbox"/> Non-Residential

Consideration Details	
Enter the amount of consideration involved for this transaction	
<b>Residential (S\$)*</b>	
<b>Non-Residential (S\$)*</b>	
<b>Total Consideration (S\$)*</b> (Only for documents dated before 20 Feb 2018)	

Remission/ Relief/ Exemption
<p><b>Status of Eligibility</b></p> <p>Select the type for which the document is eligible. Otherwise, continue to the next step.</p> <hr/> <p><b>Type*</b> (Select one)</p> <p><input type="checkbox"/> None is selected</p> <hr/> <p><input type="checkbox"/> Stamp Duties (Donations to Institution of a Public Character) (Remission)</p> <p><b>This is to confirm that</b></p> <ol style="list-style-type: none"> <li>This instrument effected the donation of the asset to any institution of a public character.</li> <li>Ad valorem duty was paid/ remitted/ exempted on the acquisition by the donor of the asset.</li> </ol> <p>Please provide the Document Ref No. for the stamping of the acquisition by the donor of the asset, if any.</p> <p>Document Ref No. _____</p>

**Declaration**

Please review the entered information before submitting. Errors in your submission will affect the stamp duty assessment and subsequent amendment may take up to 30 days for review.

I declare that

- The information given in this transaction, is true and complete.
- This instrument qualifies for the relevant remission applied for (if applicable).
- I understand that penalties may be imposed for the submission of an incorrect instrument and / or provision of false information to the Commissioner of Stamp Duties, which may include a fine and / or imprisonment term, where applicable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Date