

# FORM E3A

Commissioner of Stamp Duties  
55 Newton Road, Revenue House  
Singapore 307987

## REQUISITION FORM FOR LEASE & TENANCY



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

### Nature of Transaction: Lease/ Tenancy Agreement

This form may take you 10 minutes to fill in.

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

- the document that you are paying Stamp Duty on;
- 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>	Lease/ Tenancy Agreement
<b>Document Description/ Title*</b> (Select one)	<input type="checkbox"/> Acceptance to Offer of Lease <input type="checkbox"/> Lease/ Agreement for Lease <input type="checkbox"/> Tenancy Agreement

### 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)			

# Use copies of this page if the space provided is insufficient.

## Applicable only if Property Type is Commercial, Industrial, Mixed (with Residential Use), or Others, or, Master Plan Zoning is Residential with Commercial at 1st Storey, Commercial and Residential, or Non-Residential.

Landlord/ Lessor Details <sup>#</sup>			
<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	<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>		

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	<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	<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>			
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<b>For entity/ individual with a foreign identification number, please enter the following details.</b>				
<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>			
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Tenant/ Lessee Details <sup>#</sup>			
<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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<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>		
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	<input type="checkbox"/> Singapore PR	<b>NRIC</b>	
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	<b>Identity No.*</b>		
<b>Name*</b>			
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<b>Mobile/ Contact No.*</b>	+65		
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<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>		
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Property/ Land Details			
<b>Property Details<sup>#</sup></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)		
<b>Letting Type*</b>	<input type="checkbox"/> Whole <input type="checkbox"/> Partial		
<b>Total Lettable Area*</b> (Required if property type is Commercial, Industrial, Mixed (with Residential Use), or Others)			<input type="checkbox"/> sqft <input type="checkbox"/> sqm
<input type="checkbox"/> Lettable Area is unavailable (Total Lettable Area not required on tick of field)			

<b>Land Details<sup>#</sup></b> (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

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Rental Details			
Any premium/ consideration made for the lease* (excluding the rental security deposit)			
<input type="checkbox"/> Yes (Specify the amount of premium/ consideration and proceed to Is monthly rent payable for the lease?)		<input type="checkbox"/> No (Proceed to <b>Details of Rental Charges</b> )	
<b>Amount of premium/ consideration - Residential (\$\$)*</b>		<b>Amount of premium/ consideration - Non-residential (\$\$)*</b>	
<b>Amount of premium/ consideration (\$\$)*</b> (Only for documents dated before 20 Feb 2018)			
Is monthly rent payable for the lease?*		<input type="checkbox"/> Yes (Specify the Period of Lease and Breakdown of Rental Charges) <input type="checkbox"/> No (Specify the Period of Lease)	

Details Of Rental Charges#					
<b>Start Date*</b> (DD/MM/YYYY)			<input type="checkbox"/> End date is indefinite		
<b>End Term*</b> (DD/MM/YYYY) (Not required if "End date is indefinite" is selected)	<input type="checkbox"/> <b>By Date</b>		<b>OR</b>	<input type="checkbox"/> <b>By No. of Months</b>	
Breakdown of Rental Charges (in S\$ excluding GST)					
A. Contracted Rent					
Market Rent (if different from Contracted Rent)					
B. Furniture & Fittings					
ADDITIONAL CHARGES##					
C. Service Charges					
D. Management Fund – for Strata Units (exclude Sinking Fund)					
E. Advertising & Promotion Fees					
F. Estimated Variable Rent/ GTO Rent					

Details Of Rental Charges# (excluding GST charges)					
<b>Start Date*</b> (DD/MM/YYYY)			<input type="checkbox"/> End date is indefinite		
<b>End Term*</b> (DD/MM/YYYY)	<input type="checkbox"/> <b>By Date</b>		<b>OR</b>	<input type="checkbox"/> <b>By No. of Months</b>	
Breakdown of Rental Charges (in S\$ excluding GST)					
A. Contracted Rent					
Market Rent (if different from Contracted Rent)					
B. Furniture & Fittings					
ADDITIONAL CHARGES##					
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## Remission/ Relief/ Exemption

### Status of Eligibility

Select the type for which the document is eligible.  
Otherwise, continue to the next step.

**Type\*** (Select one)

☐ None is selected

☐ Stamp Duties (Donations to Institution of a Public Character) (Remission)

#### This is to confirm that

1. This instrument effected the donation of the asset to any institution of a public character.
2. Ad valorem duty was paid/ remitted/ exempted on the acquisition by the donor of the asset.

Please provide the Document Ref No. for the stamping of the acquisition by the donor of the asset, if any.

Document Ref No. \_\_\_\_\_

## 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 (DD/MM/YYYY)**

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