FORM E3B REQUISITION FORM FOR LEASE & TENANCY

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



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	d with * a	re mandatory.							
FOR OFFICIAL USE	Do	ocument Ref No.							
Getting Started									
Applicant's Name*									
Applicant's Email Addr									
Applicant's Contact No	+65								
File Ref No. (optional)									
Nature of Transaction	Surrender of Leas	render of Lease							
Document Description/ (Select one)	☐ Surrender of L	Surrender of Lease							
Document Details	T								
Format of Document* (Select "Physical" or	☐ Physi	ical	(Select on	e of the Mode	of Offer and Acceptance if it is "Elect	ronic")			
"Electronic")		Mode of Offe	r* (Select o	one)					
		☐ Email			☐ Messaging Service (e.g. SMS,	WhatsApp)			
	☐ Website/ F	☐ Website/ Portal ☐ Physical							
		☐ Verbal	☐ Verbal						
		☐ Others (If	☐ Others (If Others, please specify)*						
		Mode of Acc	Mode of Acceptance* (Select one)						
		☐ Email			☐ Messaging Service (e.g. SMS, WhatsApp)				
	☐ Website/ F	ortal		☐ Physical					
		Others (If	☐ Others (If Others, please specify)*						
Document signed in* (S	gapore" or "Overse	as")	Singapore	Overseas					
Date of Document* (DD	Y)	·		Received Date of Document in Singapore (DD/MM/YYYY)* (Mandatory if "Document signed in" is "Overseas")					
☐ Date of Document is a	unavailahl	e (Date of Docume	nt and/ or l	Received Date	of Document in Singapore is not rec	uired on tick of field)			

Landlord/ Less	or Details#						
Profile*	☐ Singapore Ci		NRIC				
☐ Singapore PR		ore PR	NRIC				
	Country o	f Nationality*					
	Foreign	er Identity Type	☐ FIN	☐ PASSPORT ☐ OTH	HERS		
	Identity N	o.*					
	Country o	f Nationality*					
	☐ Entity	Identity Type	☐ UEN-LO	CAL CO UEN-BUSINES	S UEN-OTHERS	OTHERS	
	Identity N	o.*					
Name*							
Email Address*							
Mobile/ Contact No.* +65							
	er Mobile No. if Prof	ile selected is S	singapore Citizen, Singapore I	PR or Foreigner)			
For entity/ individual with a foreign identification number, please enter the following details.							
Gender* (Not applicable if Profile is		☐ Male	_ ,				
Entity)				(Not applicable if Profile is E	Entity)		
Mailing Address* (Select "Singapo	re" or "Other")					
Singapore	Postal Code*			Blk/ House No.* (Enter if po consists of multiple blocks	ostal code		
	Level-Unit	#	-				
Other (for Foreign or PO	Country*						
Box Address) A	Address Line	1*					
	Address Line	2*					
	Address Line	3					
	Address Line	4					
		•					

Landlord/ Lessor Details#										
Profile*		Singapore	Citizen	NRIC						
☐ Singapore PF		PR	NRIC							
		Country of Na	ntionality*							
	Ī	Foreigner	Identity Type	□ FIN	☐ PASSPORT	OTHER	RS			
	Ī	Identity No.*								
		Country of Na	ntionality*							
		☐ Entity	Identity Type	☐ UEN-LOG	CAL CO UEN-E	BUSINESS	☐ UEN-OTHERS	OTHERS		
		Identity No.*								
Name*										
Email Address*										
Mobile/ Contact No.* +65										
(Note: Enter Mobile No. if			obile No. if Profile	e selected is S	ingapore Citizen, Si	ngapore PR	or Foreigner)			
For entity/ individual with a foreign identification number, please enter the following details.										
Gender* (Not applicable if Profile is Entity)		☐ Male	☐ Male ☐ Female Date of Birth* (DD/MM/YYYY) (Not applicable if Profile is Entity)							
Mailing Address* (Select "Singapore" or "Other")		or "Other")		•		-				
☐ Singapore Postal Code*				Blk/ House No.* (consists of multiple		al code				
	Lev	el-Unit	#	-						
Other (for Foreign or PO	Cou	ıntry*								
		dress Line 1*								
A	Add	dress Line 2*								
	Add	dress Line 3								
	Add	dress Line 4								
			•							

Profile* Singapore Citizen NRIC	Tenant/ Lessee Details#										
Foreigner Identity Type	Profile*	☐ Singapor				NRIC					
Identity Type		Singapor				NRIC					
Identity No. Entity UEN-BUSINESS UEN-LOCAL CO UEN-OTHERS OTHERS Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity		Foreigne	r								
Entity UEN-BUSINESS UEN-LOCAL CO UEN-OTHERS OTHERS Identity No.		Identity Typ	е	☐ FIN		PASSP	ORT	OTHERS			
Identity No. Name* Email Address* Mobile/ Contact No.* +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. Gender* (Not applicable if Profile is		Identity No.									
Name* Email Address* +65 (Note: For Singapore Citizen, Singapore PR and Foreigner to fill in Mobile No.)		☐ Entity	☐ UEN	I-BUSINESS	□ \	JEN-LOC	AL CO	☐ UEN-OTHERS	OTHERS		
Email Address* Mobile/ Contact No.* +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. Gender* (Not applicable if Profile is		Identity No.	ı								
Mobile/ Contact No.* +65	Name*										
Mobile/ Contact No.* +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. Gender* (Not applicable if Profile is	Email Address*										
For entity/ individual with a foreign identification number, please enter the following details. Gender* (Not applicable if Profile is	Mobile/ Contact No.* +65										
Gender* (Not applicable if Profile is	(Note: For Singap			ore Citizen, Singapore PR and Foreigner to fill in Mobile No.)							
Gender* (Not applicable if Profile is											
Singapore Postal Code* Blk/ House No.* (Enter if postal code consists of multiple blocks Level-Unit # - Other (for Foreign or PO Box Address) Address Line 1*	Gender* (Not applicable if Profile is						Date of Birth* (DD/MM/YYYY)				
Consists of multiple blocks Level-Unit # - Other (for Foreign or PO Box Address) Address Line 1*	Mailing Address* (e" or "Ot	her")		l .			1			
Other (for Foreign or PO Box Address) Country* Address Line 1*	Singapore	Postal Code*									
Foreign or PO Box Address) Address Line 1*		Level-Unit	evel-Unit # -								
Box Address) Address Line 1*		Country*	ntry*								
Address Line 2*		Address Line	ddress Line 1*								
		Address Line 2	ddress Line 2*								
Address Line 3		Address Line 3	3								
Address Line 4		Address Line 4									

Profile* Singapore Citizen NRIC	Tenant/ Lessee Details#										
Foreigner Identity Type	Profile*	☐ Singapor				NRIC					
Identity Type		Singapor				NRIC					
Identity No. Entity UEN-BUSINESS UEN-LOCAL CO UEN-OTHERS OTHERS Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity No. Identity		Foreigne	r								
Entity UEN-BUSINESS UEN-LOCAL CO UEN-OTHERS OTHERS Identity No.		Identity Typ	е	☐ FIN		PASSP	ORT	OTHERS			
Identity No. Name* Email Address* Mobile/ Contact No.* +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. Gender* (Not applicable if Profile is		Identity No.									
Name* Email Address* +65 (Note: For Singapore Citizen, Singapore PR and Foreigner to fill in Mobile No.)		☐ Entity	☐ UEN	I-BUSINESS	□ \	JEN-LOC	AL CO	☐ UEN-OTHERS	OTHERS		
Email Address* Mobile/ Contact No.* +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. Gender* (Not applicable if Profile is		Identity No.	ı								
Mobile/ Contact No.* +65	Name*										
Mobile/ Contact No.* +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. Gender* (Not applicable if Profile is	Email Address*										
For entity/ individual with a foreign identification number, please enter the following details. Gender* (Not applicable if Profile is	Mobile/ Contact No.* +65										
Gender* (Not applicable if Profile is	(Note: For Singap			ore Citizen, Singapore PR and Foreigner to fill in Mobile No.)							
Gender* (Not applicable if Profile is											
Singapore Postal Code* Blk/ House No.* (Enter if postal code consists of multiple blocks Level-Unit # - Other (for Foreign or PO Box Address) Address Line 1*	Gender* (Not applicable if Profile is						Date of Birth* (DD/MM/YYYY)				
Consists of multiple blocks Level-Unit # - Other (for Foreign or PO Box Address) Address Line 1*	Mailing Address* (e" or "Ot	her")		l .			1			
Other (for Foreign or PO Box Address) Country* Address Line 1*	Singapore	Postal Code*									
Foreign or PO Box Address) Address Line 1*		Level-Unit	evel-Unit # -								
Box Address) Address Line 1*		Country*	ntry*								
Address Line 2*		Address Line	ddress Line 1*								
		Address Line 2	ddress Line 2*								
Address Line 3		Address Line 3	3								
Address Line 4		Address Line 4									

Property/ Land Details								
Property Details#								
Postal Code*				Blk/ House No.* (E multiple blocks)	nter if posta	Il code consists o	f	
Level-Unit		#	-				·	
Property Type) *	☐ Pri	ivate Residential	(Landed or Condo)		Commercial		
(Select one)		□Ex	ecutive Condom	inium		Industrial		
		□н	DB Residential			Others		
		☐ Mi	xed (with Reside	ential Use)				
Land Details	(Fill in	land d	letails ONLY if th	ne transaction involv	es land)			
MK/ TS*	□мк		□TS	MK/ TS No.*				
Street Name					•			
Lot No.*				Plot/ Parcel No.				
Master Plan Z	oning*		Residential		•	□ W	hite	
(Select one)		•	Residential	with Commercial at	1st Storey	□ Re	esidential/ Institution	
		-	☐ Commercial	and Residential		□ No	n-Residential	
		<u>.</u>						
	_							
Considerati	ion De	tails						
Enter the amou	int of co	nsidera	ation involved for	this transaction				
Residential (S	\$)*							
Non-Residenti								
Total Consideration (S\$)* (Only for documents dated before 20 Feb 2018)								
(Only for doodin	TIOTHO GC		1010 20 1 05 20 1	0)				
Remission/ Relief/ Exemption								
Status of El	igibility	,						
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.								
Z. Ad	vaiuieii	i uuty V	vas paiu/ remitte	d/ exempted on the	acquisiแบก	by the donor of th	ie asset.	
Please n	Please provide the Document Ref No. for the ctamping of the acquisition by the depart of the accept if any							
Please provide the Document Ref No. for the stamping of the acquisition by the donor of the asset, if any. Document Ref No.								
2004.110								

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. 	

Date

Name of Signatory

.Signature