

Stamp Lease and Tenancy



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LOGIN

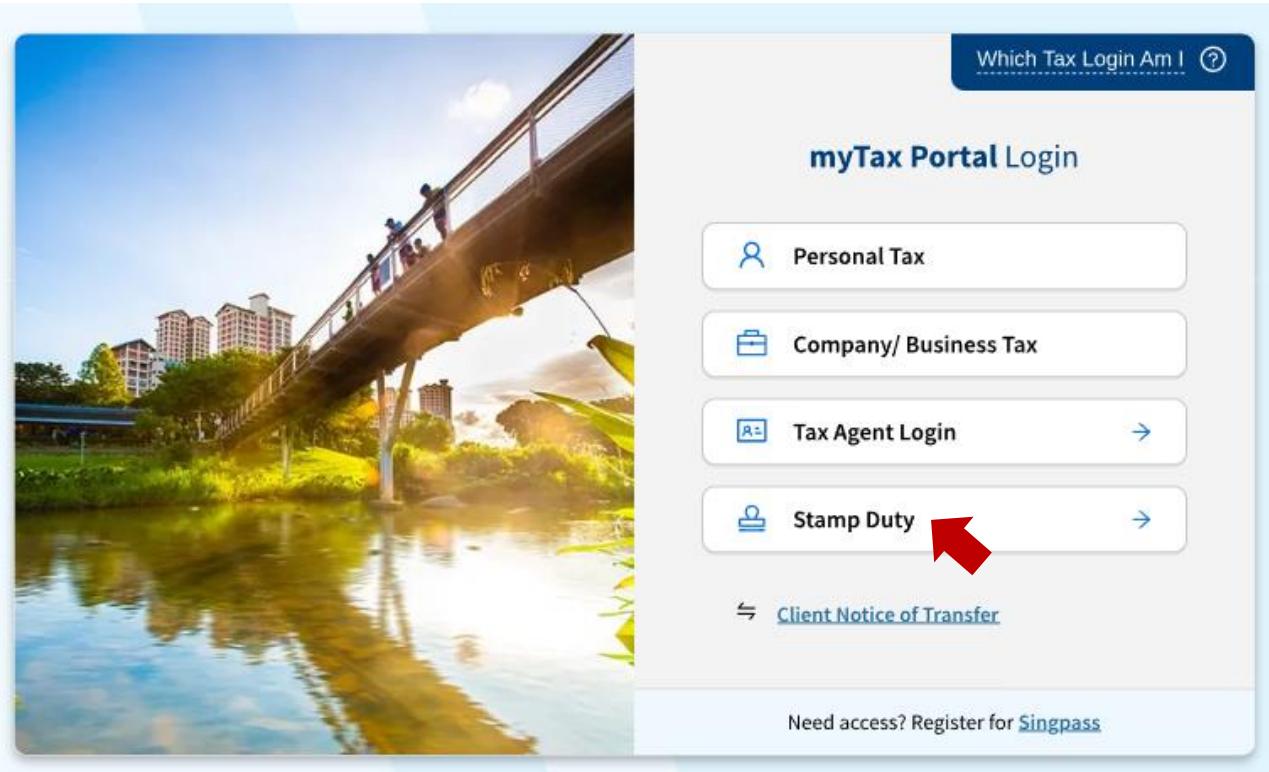
FORM FILLING

SUMMARY

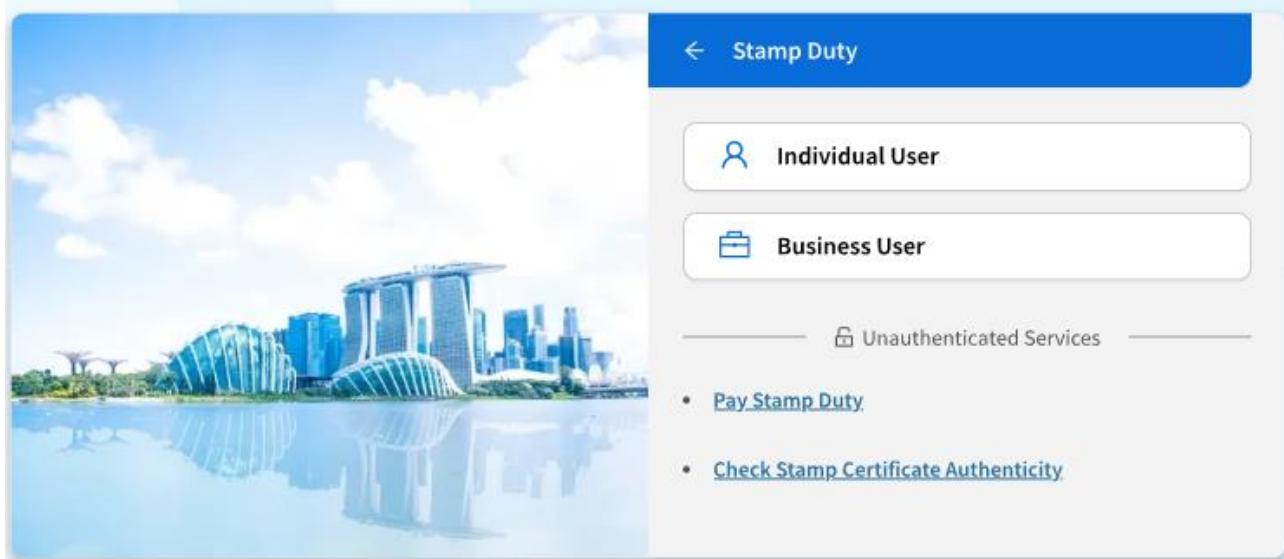
PAYMENT

- Go to <https://mytax.iras.gov.sg/>

- Select 'Stamp Duty'.



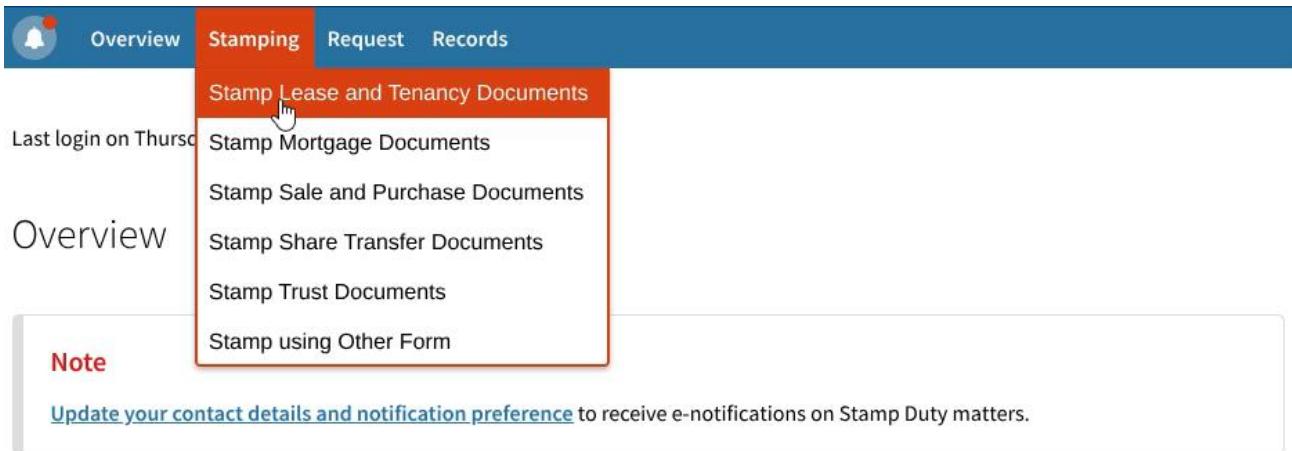
- Login as "Individual User" or "Business User".



 **LOGIN** **FORM FILLING** **SUMMARY** **PAYMENT**

Upon successful login, you will reach the Overview page.

Select '**Stamping**' then '**Lease & Tenancy**'.



The screenshot shows the 'Overview' page with a navigation bar at the top. The 'Stamping' tab is highlighted in red, indicating it is selected. A dropdown menu is open under the 'Stamping' tab, listing several options: 'Stamp Lease and Tenancy Documents' (which is being pointed to by a cursor), 'Stamp Mortgage Documents', 'Stamp Sale and Purchase Documents', 'Stamp Share Transfer Documents', 'Stamp Trust Documents', and 'Stamp using Other Form'. A 'Note' button is visible on the left, and a note at the bottom encourages users to update their contact details for e-notifications.

Overview

Stamping Request Records

Last login on Thursday, 10/08/2023

Stamp Lease and Tenancy Documents

Stamp Mortgage Documents

Stamp Sale and Purchase Documents

Stamp Share Transfer Documents

Stamp Trust Documents

Stamp using Other Form

Note

[Update your contact details and notification preference](#) to receive e-notifications on Stamp Duty matters.



The screenshot shows the 'Search By' section. It includes a search input field for 'Document Ref No. (Min. First 6 Digits)' with a dropdown arrow, a placeholder 'e.g. 2101311234567', a link '[+] MORE OPTIONS', and a 'SEARCH' button.

Search By

Document Ref No. (Min. First 6 Digits) ▼ e.g. 2101311234567

[+] [MORE OPTIONS](#)

SEARCH

Stamp Lease and Tenancy Documents

1 Getting Started

Getting Started

1

File Ref No. (optional) (i)

e.g. A123/C456-78

To ease future search, you may include the File Reference Number which your organisation has assigned for this case.

X

2

Nature of Transaction*

Select

Lease/ Tenancy Agreement

Assignment of Lease

Novation of Lease

Surrender of Lease

Variation of Lease

Document Description/ Title*

3

Select

Acceptance to Offer of Lease

Lease/ Agreement for Lease

Tenancy Agreement

Enjoy less form-filling

You may retrieve a past related stamping record (if applicable) to speed up the form-filling.

Document Ref No.*

e.g. 2101311234567

Enter Document Ref No. to retrieve related stamping record.
<SKIP> if not applicable.

CLOSE

4

SKIP

RETRIEVE

Document Details

Format of Document*

5

Physical

Electronic

*if format is "Electronic", refer to Section 5.1

A printed or handwritten agreement executed/ signed in the paper-based format.



Tips: Select 'Physical' if your document is in printed form.

5.1

Format of Document*

Physical

Electronic

An electronic document or communication record that together effect and conclude the transaction. Electronic records include anything sent by e-mail, SMS or any Internet-based messaging service e.g. WhatsApp, Telegram etc.

Step 1 of 7 (i)

1 Getting Started

2 Property/ Land Details

3 Rental Details

4 Remission/ Relief/ Exemption (if applicable)

5 Summary

6 Payment (if applicable)

7 Acknowledgement

CLOSE



Mode of Offer* ⓘ

5.1

Select

Email

Messaging Service (e.g. SMS, WhatsApp)

Website/ Portal

Physical

Verbal

Others

For scenarios involving multiple sellers and/or multiple buyers, as long any party provides an electronic offer/acceptance, the instrument would be considered electronic.



Mode of Acceptance* ⓘ

Select

Email

Messaging Service (e.g. SMS, WhatsApp)

Website/ Portal

Physical

Others

For scenarios involving multiple sellers and/or multiple buyers, as long any party provides an electronic offer/acceptance, the instrument would be considered electronic.



Document signed in*

6

Singapore

Overseas

*if "Overseas", you will also need to indicate the following

Date of Document* ⓘ

7

The date the document is signed. Please fill this in unless the date is unavailable.



Date of Document is unavailable

Received Date of Document in Singapore*

dd/mm/yyyy

Landlord/ Lessor Details

Profile*

8

Select

Singapore Citizen

Singapore PR

Foreigner

Entity

If "Entity" profile is selected

Select

UEN-LOCAL CO

UEN-BUSINESS

UEN-OTHERS

OTHERS

Identity No.*

NRIC

Identity No.

Name*

Name of Landlord/Lessor

Mobile No.*

+65

Mobile No.



Select "Add" if there are more than landlord/lessor

Tenant/ Lessee Details

9

Profile* Country of Nationality* X

Identity No.* Country

Name*

+ Add

CONTINUE

10

Step 2 of 7 ?

2 Property/ Land Details

Property/ Land Details

Select Property if the transaction involved immovable premise such as HDB flats, condominium, etc

+ Property / Land

Select “Property” or “Land”, whichever is applicable
If “Property”, refer to Section 10.1.

Property/ Land Details

Select Property if the transaction involved immovable premise such as HDB flats, condominium, etc

MK/ TS* X

Street Name X

Lot No.* Plot/ Parcel No.

Master Plan Zoning* X

+ Property / Land

If <Land> is selected

2 Property/ Land Details

10.1

Property/ Land Details

Select Property if the transaction involved immovable premise such as HDB flats, condominium, etc

X

Enter Postal Code*

RETRIEVE

+ Property | Land

Select <Property>

After the Postal Code is retrieved, the property details will be populated.

Street Name, Postal Code

Storey-Unit

01 - 1234A
[+ MORE UNITS](#)

Add More Units [< BACK TO PREVIOUS](#)

S/N	#Level	Units
1	01	1234A
2	01	1234A
3	01	1234A
4	01	1234A
5	01	1234A
6	01	1234A
7	01	1234A
8	01	1234A

CANCEL DONE

Property Type*

Private Residential (Landed or Condo)
Private Residential (Landed or Condo)

Executive Condominium

HDB Residential

Mixed (with Residential Use)

Commercial

Industrial

Others

Letting Type*

 Whole Partial

Total Lettable Area*

0.00 sqft
sqft
sqm
 Lettable Area is unavailable

+ PROPERTY | LAND

BACK

CONTINUE



LOGIN

FORM FILLING

SUMMARY

PAYMENT

Step 4 of 7 

4 Remission/ Relief/ Exemption (if applicable)

Remission/ Relief/ Exemption

Status of Eligibility

None is applicable on this document.
You may continue to the next step.

15

BACK

CONTINUE



LOGIN

FORM FILLING

SUMMARY

PAYMENT

Step 5 of 7 

5 Summary

16

Review and declare if information entered are correct before submitting.

Summary

Transaction Details

Select to edit Section

Nature of Transaction
Lease/ Tenancy Agreement

Document Description/ Title
Tenancy Agreement

Format of Document
Physical

Document signed in
Singapore

Date of Document
17 Jun 2022

Amount payable
will be shown here

Summary of Charges

For Document Ref No.
2206172969559

Stamp Duty
S\$ 126.00

Total Amount Payable
S\$ 126.00

Payment Due Date
01 Jul 2022

Landlord/ Lessor Details

Name of Landlord/Lessor
Profile
Identity No.
Mobile No.

Tenant/ Lessee Details

Name of Tenant/Lessee
Profile
Identity No.

Property/ Land Details  [EDIT](#)

Street Name, Postal Code

Storey-Unit

#24-234

Property Type

Commercial

Letting Type

Whole

Total Lettable Area

98.00 sqm

Rental Details  [EDIT](#)

Any premium/ consideration made for the lease?

Yes

Non-residential

S\$ 10,000.00

Is monthly rent payable for the lease?

Yes

Period of Lease

30 Dec 2021 -

29 Jan 2022

1 Months

Monthly Rent Breakdown

Contracted Rent

Amount (S\$)

6,500.00

Total Gross Rent Per Month:

6,500.00

A. Total Gross Rent

S\$ 6,500.00

B. Total Period of Lease

1 Months

Average Rent(A/B)

S\$ 6,500.00

Remission/ Relief/ Exemption  [EDIT](#)

None is applied on this document.

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*

Select this box once you have reviewed the information.

- The information given in this transaction, is true, correct and complete to the best of my knowledge.
- I am aware that under Section 62 of the Stamp Duties Act, I shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 3 years or to both, if false information is furnished.

 [SAVE AS PDF/ PRINT](#)

18 LOGIN

FORM FILLING

SUMMARY

PAYMENT

Proceed to Pay

Once the record(s) is submitted to IRAS, you will be liable for payment. Enforcement action will be taken for non-payment after the due date.

[CANCEL](#)[PAY](#)

18

LOGIN

FORM FILLING

SUMMARY

PAYMENT

Step 6 of 7

6 Payment (if applicable)

Payment

Payment for Stamp Duty

Amount Payable
S\$624.00

You are making payment for Stamp Duty with the following Document Ref No.:

Document Ref No.
2206172972471 [COPY](#)

IMPT! Please note down the
Document Ref No.

NOTE: After making full payment, you will be able to download the Stamp Certificate immediately at the Acknowledgement page.

Proceed to make payment via the preferred payment mode.

Select your payment mode*

Your payment amount is subject to the daily transaction limit set for your bank account.

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 PayNow QR

Pay with your bank's app that supports payment by QR code. Find out about [PayNow QR](#).
Successful payment would be posted to your tax account immediately.

 AXS

AXS offers various payment options such as eNETS Debit and Visa/ Mastercard credit and debit cards. [④ AXS Payment Options](#)
Successful payment would be posted to your tax account immediately.

 Funds Transfer via FAST

Authentication at your banking portal is required.
Successful payment would be posted to your tax account immediately.

 Internet Banking

You will be directed to your bank's Internet Banking Portal to complete the payment.
Successful payment would be posted to your tax account within 3 working days.

Select Bank

AXS Payment Options

- Website (AXS e-Station)
- eNETS Debit, DBS PayLah!, Singapore-issued Mastercard/Visa/UnionPay credit and debit card and Diners Club credit card.
- Mobile App (AXS m-Station)
- eNETS Debit, NETSPay, DBS PayLah!, OCBC Pay Anyone, Singapore-issued Mastercard/Visa/UnionPay credit and debit card and Diners Club credit card.

Payment limits can be found on [IRAS website](#) Proceed to Acknowledgement

Select this option if you

- wish to pay using offline payment modes/ by a third party; or
- have made payment previously

For offline payment modes such as cheque,
select **<Proceed to Acknowledgement>**

7 Acknowledgement

*if on GIRO deduction

Acknowledgement**Successful Submission (Pending Payment)**

Your account will only be updated after IRAS receives your payment.

The Stamp Certificate(s) will be generated after payment is received by IRAS.

Acknowledgement No. 5000000026002**Date/ Time**

17 Jun 2022 5:14 PM

20

A copy of this acknowledgement can be found under [Notices/ Letters](#).

Amount Payable

S\$624.00

You may use the following Document Ref no. when using [other payment modes](#).

Document Ref No.
2206172972471 [COPY](#)

IMPT! Please note down the
Document Ref No.

20.1 If you are on **GIRO deduction**, you will see the following Acknowledgement page and Stamp Certificate will be ready for your download once payment is successful.

Acknowledgement**Successful Submission. Pending GIRO Deduction.**

Please ensure sufficient funds for the GIRO deduction.

Stamp Certificate(s) will be invalidated if deduction fails, as there will not be another GIRO deduction.

A copy of the Stamp Certificate(s) will be made available under [Notices/ Letters](#) for each party liable and the applicant.

Acknowledgement No. 5000000026047**Date/ Time**

20 Jun 2022 11:18 AM

Total Amount Payable S\$ 624.00**Payment Mode**

GIRO

Date of Deduction 21 Jun 2022**Bank Account**

OCBC 132456798

A copy of this acknowledgement can be found under [Notices/ Letters](#).

**Stamp Certificate**

Download and attach stamp certificate to your document.

 [StampCert_2206202978348_ver1.pdf](#) (PDF, 0.09MB)

Download stamp certificate