

# Stamp Lease and Tenancy



Table of Contents	
Login	<a href="#">Page 2</a>
Form Filling	<a href="#">Page 4</a>
Summary	<a href="#">Page 9</a>
Payment	<a href="#">Page 11</a>

- Go to <https://mytax.iras.gov.sg/>
- Select 'Stamp Duty'.



Which Tax Login Am I ?

### myTax Portal Login

- Personal Tax
- Company/ Business Tax
- Tax Agent Login →
- Stamp Duty →**
- Client Notice of Transfer

Need access? Register for [Singpass](#)

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



Stamp Duty

- Individual User
- Business User

Unauthenticated Services

- [Pay Stamp Duty](#)
- [Check Stamp Certificate Authenticity](#)

Upon successful login, you will reach the Overview page.

Select **'Stamping'** then **'Stamp Lease and Tenancy Documents'**.

The screenshot displays the user interface of the Stamp Duty portal. At the top, a navigation bar contains four chevron-shaped buttons: 'LOGIN' (blue), 'FORM FILLING' (teal), 'SUMMARY' (green), and 'PAYMENT' (dark green). Below this, a white box with a blue border contains instructions: 'Upon successful login, you will reach the Overview page. Select **'Stamping'** then **'Stamp Lease and Tenancy Documents'**.'

The main interface features a dark blue header with a notification bell icon and four menu items: 'Overview', 'Stamping', 'Request', and 'Records'. The 'Stamping' menu is expanded, showing a list of options: 'Stamp Lease and Tenancy Documents' (highlighted in orange), 'Stamp Mortgage Documents', 'Stamp Sale and Purchase Documents', 'Stamp Share Transfer Documents', 'Stamp Trust Documents', and 'Stamp using Other Form'. A mouse cursor is positioned over the 'Stamp Lease and Tenancy Documents' option.

Below the header, there is a 'Note' section with a red heading and a link: 'Update your contact details and notification preference to receive e-notifications on Stamp Duty matters.' To the left, there are buttons for 'Search Records/ Cases' and 'Check Stamp Certificate Authenticity'. The 'Search By' section includes a dropdown menu set to 'Document Ref No. (Min. First 6 Digits)' and a text input field containing 'e.g. 2101311234567'. A '+ MORE OPTIONS' link is located below the search field. A blue 'SEARCH' button is positioned at the bottom right of the search area.

# Stamp Lease and Tenancy Documents

Step 1 of 7

## Getting Started

1 **File Ref No. (optional)** ⓘ  
 e.g. A123/C456-78  
 To ease future search, you may include the File Reference Number which your organisation has assigned for this case.

2 **Nature of Transaction\***  
 Select  
 Lease/ Tenancy Agreement  
 Assignment of Lease  
 Novation of Lease  
 Surrender of Lease  
 Variation of Lease

3 **Document Description/ Title\***  
 Select  
 Acceptance to Offer of Lease  
 Lease/ Agreement for Lease  
 Tenancy Agreement

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

### Enjoy less form-filling

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

4 **Document Ref No.\***  
 e.g. 2101311234567  
 Enter Document Ref No. to retrieve related stamping record. <SKIP> if not applicable.

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.

5.1

**Mode of Offer\*** ⓘ

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.

6

**Document signed in\***

Singapore

Overseas

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

**Date of Document\*** ⓘ

dd/mm/yyyy

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

7

**Landlord/ Lessor Details**

8

**Profile\*** ⓘ

Select

Singapore Citizen

Singapore PR

Foreigner

Entity

**Identity No.\***

NRIC Identity No.

**Name\***

Name of Landlord/Lessor

**Mobile No.\***

+65 Mobile No.

If "Entity" profile is selected

Select

UEN-LOCAL CO

UEN-BUSINESS

UEN-OTHERS

OTHERS

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

Tenant/ Lessee Details

9

Profile\* Country of Nationality\*

Foreigner Country

Identity No.\*

Select

FIN

PASSPORT

OTHERS

Name\*

Name of Tenant/Lessee

+ Add

CONTINUE 



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

10

+ 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\*

MK

MK

TS

Street Name

Enter Street Name

Lot No.\*

e.g. U999999X

Plot/ Parcel No.

e.g. 99999M

Master Plan Zoning\*

Select

Residential

Residential with Commercial at 1st Storey

Commercial and Residential

White

Residential/ Institution

Non-Residential

+ Property | Land

If **<Land>** is selected



Property/ Land Details

10.1

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

Enter Postal Code\*

+ Property | Land

Select <Property>

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

### Street Name, Postal Code

**Storey-Unit**

#  -

+ [MORE UNITS](#)

Add More Units

[BACK TO PREVIOUS](#)

S/N	#Level	Units
1	<input type="text" value="01"/>	<input type="text" value="1234A"/>
2	<input type="text" value="01"/>	<input type="text" value="1234A"/>
3	<input type="text" value="01"/>	<input type="text" value="1234A"/>
4	<input type="text" value="01"/>	<input type="text" value="1234A"/>
5	<input type="text" value="01"/>	<input type="text" value="1234A"/>
6	<input type="text" value="01"/>	<input type="text" value="1234A"/>
7	<input type="text" value="01"/>	<input type="text" value="1234A"/>
8	<input type="text" value="01"/>	<input type="text" value="1234A"/>

### 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\***

▲

sqft
▼

sqm
▼

Lettable Area is unavailable

+ PROPERTY | LAND

BACK

CONTINUE

3 Rental Details

Rental Details

Any premium/ consideration made for the lease\* (excluding the rental security deposit) X

Lump sum payment (excluding security deposit) made for this lease. Please provide the breakdown of the lump sum payment (if applicable) made for residential and non-residential components.

- Yes
- No

Specify the amount of premium/ consideration\*

Non-residential (S\$)

Is monthly rent payable for the lease?\*

- Yes
- No

Details Of Rental Charges

Specify the Period of Lease X

Start Date\*

End Term\*

by Date ▼

End date is indefinite

Breakdown of Rental Charges (in S\$ excluding GST)

A. Contracted Rent

Market Rent (if different from Contracted Rent) X

The fair market rent of the property during the lease period.

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 X

Variable rent component or Gross Turnover (GTO) Rent is calculated as x% of the business turnover generated at the premises (retail leases based on preceding year amount).

Total Gross Rent per Month: S\$ 0.00

Period of Lease: -  
0 Month

+ Add

Select "Add", if there is varied rent during the lease term

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.

BACK

CONTINUE

15

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 [EDIT](#)

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

#### 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

Amount payable  
will be shown here

#### Landlord/ Lessor Details [EDIT](#)

Name of Landlord/Lessor

Profile

Identity No.

Mobile No.

#### Tenant/ Lessee Details [EDIT](#)

Name of Tenant/Lessee

Profile

Identity No.

Property/ Land Details [EDIT](#)

<p><b>Street Name, Postal Code</b></p> <hr/> <p><b>Storey-Unit</b> #24-234</p>	<p><b>Property Type</b> Commercial</p> <p><b>Letting Type</b> Whole</p> <p><b>Total Lettable Area</b> 98.00 sqm</p>
--	---

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	Monthly Rent Breakdown	Amount (S\$)
30 Dec 2021 - 29 Jan 2022 1 Months	Contracted Rent	6,500.00
	<b>Total Gross Rent Per Month:</b>	<b>6,500.00</b>

**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](#)

[BACK](#) [SUBMIT TO IRAS](#)

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

6 Payment (if applicable)


Step 6 of 7

### 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 


**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.

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. [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

Proceed to Acknowledgement

Select this option if you

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

#### 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](#)

OK

19

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.


<b>Acknowledgement No.</b>	5000000026002	<b>Date/ Time</b>	17 Jun 2022 5:14 PM
----------------------------	---------------	-------------------	---------------------

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

20

**Amount Payable**  
S\$624.00

You may use the following Document Ref no. when using other payment modes.

Document Ref No.  
2206172972471 

**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.

<b>Acknowledgement No.</b>	5000000026047	<b>Date/ Time</b>	20 Jun 2022 11:18 AM
<b>Total Amount Payable</b>	S\$ 624.00	<b>Payment Mode</b>	GIRO
<b>Date of Deduction</b>	21 Jun 2022	<b>Bank Account</b>	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