

# FORM E3B



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

Commissioner of Stamp Duties  
55 Newton Road, Revenue House  
Singapore 307987  
Helpline: 1800 4604923

## REQUISITION FORM FOR SURRENDER OF LEASE (AD VALOREM DUTY)

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 Reference No.</b>	
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### APPLICANT DETAILS

<b>Name *</b>	
<b>Email</b>	
<b>Address *</b>	
<b>Contact *</b>	

I certify that the information provided below is a true and accurate account of the transaction as they are recorded in the document.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

### DOCUMENT DETAILS

<b>This surrender is made pursuant to a document e-stamped with document number</b>			
<b>Please enter Stamp Certificate Reference of e-stamped document</b>			
<b>Document Description *</b>	<input type="checkbox"/> Deed of Surrender <input type="checkbox"/> Surrender of Lease		
<b>Type of Document *</b>	<input type="checkbox"/> Physical <input type="checkbox"/> Electronic		
<b>Date of Document (for signed document)</b>		<b>If Document was signed overseas, date on which it was first received in Singapore</b>	
<b>Any consideration paid? *</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>If Yes, please state the consideration amount *</b> <i>(e.g. Purchase Price, Lump Sum Payment but not Deposit)</i>	\$		

### PARTICULARS OF PROPERTY LEASED

<b>PROPERTY DETAILS #</b>			
<b>Postal Code *</b>		<b>Block/ House Number *</b>	
<b>Street Name *</b>			
<b>Level-Unit</b>	#		

### VACANT LAND DETAILS (Please fill in land details ONLY if the transaction involved vacant land) #

<b>Mukim/ TS Number</b>		<b>Lot Number</b>		<b>PL/ PT/ Parcel Number</b>	
<b>Street Name</b>					

**LESSOR/ LANDLORD DETAILS #**

<b>Name *</b>			
<b>Identity Type *</b>	<input type="checkbox"/> FIN <input type="checkbox"/> NRIC <input type="checkbox"/> Others <input type="checkbox"/> Passport <input type="checkbox"/> UEN-Business <input type="checkbox"/> UEN-Local Co <input type="checkbox"/> UEN-Others		
<b>Identity No. *</b>			
<b>Address:</b>			
<b>Postal Code *</b>		<b>Block/ House Number *</b>	
<b>Street Name *</b>			
<b>Level-Unit</b>	#		

<b>Name *</b>			
<b>Identity Type *</b>	<input type="checkbox"/> FIN <input type="checkbox"/> NRIC <input type="checkbox"/> Others <input type="checkbox"/> Passport <input type="checkbox"/> UEN-Business <input type="checkbox"/> UEN-Local Co <input type="checkbox"/> UEN-Others		
<b>Identity No. *</b>			
<b>Address:</b>			
<b>Postal Code *</b>		<b>Block/ House Number *</b>	
<b>Street Name *</b>			
<b>Level-Unit</b>	#		

**LESSEE/ TENANT DETAILS #**

<b>Name *</b>			
<b>Identity Type *</b>	<input type="checkbox"/> FIN <input type="checkbox"/> NRIC <input type="checkbox"/> Others <input type="checkbox"/> Passport <input type="checkbox"/> UEN-Business <input type="checkbox"/> UEN-Local Co <input type="checkbox"/> UEN-Others		
<b>Identity No. *</b>			

<b>Name *</b>			
<b>Identity Type *</b>	<input type="checkbox"/> FIN <input type="checkbox"/> NRIC <input type="checkbox"/> Others <input type="checkbox"/> Passport <input type="checkbox"/> UEN-Business <input type="checkbox"/> UEN-Local Co <input type="checkbox"/> UEN-Others		
<b>Identity No. *</b>			

**REASON(S) FOR LATE STAMPING**

<p>If the Document was not presented for stamping within the time stipulated in section 46 of the Stamp Duties Act, please state the reason(s) below:</p>