

# FORM E3E



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

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

## REQUISITION FORM FOR VARIATION 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: -

- 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 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
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### 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"/> Supplemental Lease <span style="margin-left: 100px;"><input type="checkbox"/> Variation of Lease</span>		
<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>	

### 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>	#		
<b>Property Type</b>	<input type="checkbox"/> Private Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Executive Condominium <input type="checkbox"/> Industrial <input type="checkbox"/> HDB Residential <input type="checkbox"/> Others: Please specify _____ <input type="checkbox"/> Mixed (with Residential Use)		

VACANT LAND DETAILS (Please fill in land details ONLY if the transaction involved vacant land) #				
Mukim/ TS Number		Lot Number		PL/ PT/ Parcel Number
Street Name				
Master Plan Zoning *	<input type="checkbox"/> Residential <input type="checkbox"/> Residential with Commercial at First Storey <input type="checkbox"/> Commercial & Residential		<input type="checkbox"/> White <input type="checkbox"/> Residential / Institution <input type="checkbox"/> Non-Residential	

RENT AND OTHER CHARGES VARIATION DETAILS
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ORIGINAL RENTAL DETAILS:	
Start Date (DD / MM / YYYY) *	
End Date (DD / MM / YYYY) *	
Term (in months) *	
Rent for Premises Per Month	\$
Furniture and Fitting Per Month	\$
Maintenance Charges Per Month	\$
Other Charges Per Month	\$
Total Original Rent Per Month *	\$

Start Date (DD / MM / YYYY)	
End Date (DD / MM / YYYY)	
Term (in months)	
Rent for Premises Per Month	\$
Furniture and Fitting Per Month	\$
Maintenance Charges Per Month	\$
Other Charges Per Month	\$
Total Original Rent Per Month *	\$

REVISED RENTAL DETAILS:	
Start Date (DD / MM / YYYY) *	
End Date (DD / MM / YYYY) *	
Term (in months)	
Rent for Premises Per Month	\$
Furniture and Fitting Per Month	\$
Maintenance Charges Per Month	\$
Other Charges Per Month	\$
Total Revised Rent Per Month *	\$

Start Date (DD / MM / YYYY) *	
End Date (DD / MM / YYYY) *	
Term (in months)	
Rent for Premises Per Month	\$
Furniture and Fitting Per Month	\$
Maintenance Charges Per Month	\$
Other Charges Per Month	\$
Total Revised Rent Per Month *	\$

**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>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>							

**LESSEE/ TENANT DETAILS #**

<b>Name *</b>						
<b>Profile *</b>	<input type="checkbox"/> Singapore Citizen	<b>NRIC No.</b>				
	<input type="checkbox"/> Singapore Permanent Resident	<b>NRIC No.</b>				
	<b>Country of Nationality</b>					
	<input type="checkbox"/> Foreigner	<b>Country of Nationality</b>				
	<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>Is the Entity registered in Singapore?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<b>Identity Type</b>	<input type="checkbox"/> UEN-Business	<input type="checkbox"/> UEN-Local Co	<input type="checkbox"/> UEN-Others	<input type="checkbox"/> 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>	#	

**REASON(S) FOR LATE STAMPING**

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:	