

Retrieval of Stamp Certificate

Generally, the stamp certificate can only be retrieved by the same account (i.e. Individual/ Business User or Non-Login Services) that was used to stamp the document.

If you are unable to retrieve the certificate with any of the methods below, please email us via [myTax Portal](#) with a copy of the signed and dated document (i.e. Tenancy Agreement, Sale and Purchase Agreement etc) so we may advise you accordingly.

I only have...

Document Ref No.*	Page 3
Date of Submission*	Page 6

* Exclusive to documents stamped with Individual/ Business User account **only**

I have the Document Ref No. and...

ID of Contracting Parties	Page 10
Payment Ref No.	Page 13
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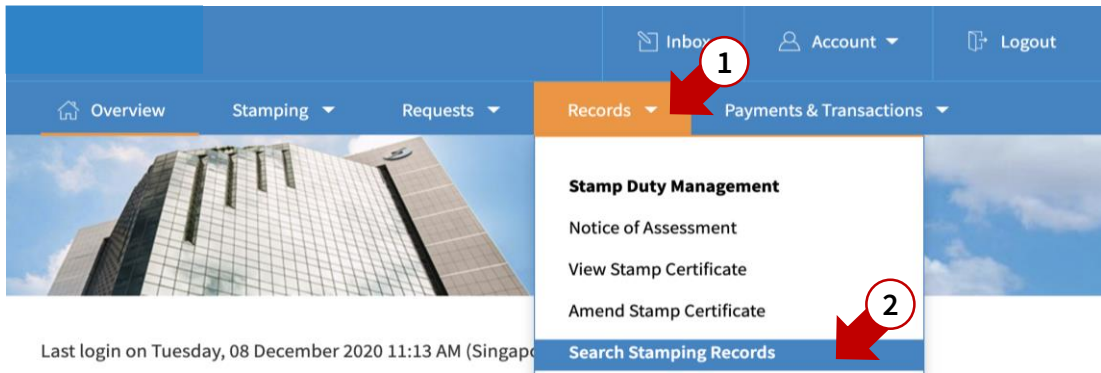
How to Retrieve Stamp Certificate with Document Ref No. Only

Note

This method is only available if the document was stamped with your Individual User/ Business User account

STEP 1

- Login with the same account used to stamp the document
- Select '**Records**' then '**Search Stamping Records**'



STEP 2

- Change '**Document Status**' to '**Submitted**' and enter the Document Reference Number of your submission
- Select '**Search**'
- Search results will appear below

Search Stamping Records

Your Reference No.

Document Status **1**
Submitted

Draft
Complete
Draft and Complete **2**
Submitted

Assessment Form Type
-- Select --

Document Ref No. **3**
2012345678901 - 2012345678901

Payment Due Date
dd/mm/yyyy - dd/mm/yyyy

Submission Date*
dd/mm/yyyy - dd/mm/yyyy

Please note that the maximum range for Submission Date is 3 months.

Name of Applicant

Document Status	Document Ref No.	Your Reference No.	Payment Due Date	Actions
Submitted	2012345678901		02 Sep 2019	<input type="button" value="DETAILS"/>

STEP 3

Select '**Details**' to reveal the full submission details

Document Status	Document Ref No.	Your Reference No.	Payment Due Date	Actions
Submitted	2012345678901		02 Sep 2019	DETAILS 

STEP 4

- Scroll to the bottom of the e-Stamping submission
- Select '**Download Stamp Certificate**'
- The stamp certificate will be downloaded to your computer immediately. Please search the download folder within your computer to view the certificate

Declaration

I declare that:

- The information given in this form is true, correct and complete to the best of my knowledge.
- I am aware that there are penalties for furnishing an incorrect or late stamping.

DOWNLOAD STAMP CERTIFICATE 

CANCEL

 PRINT

END

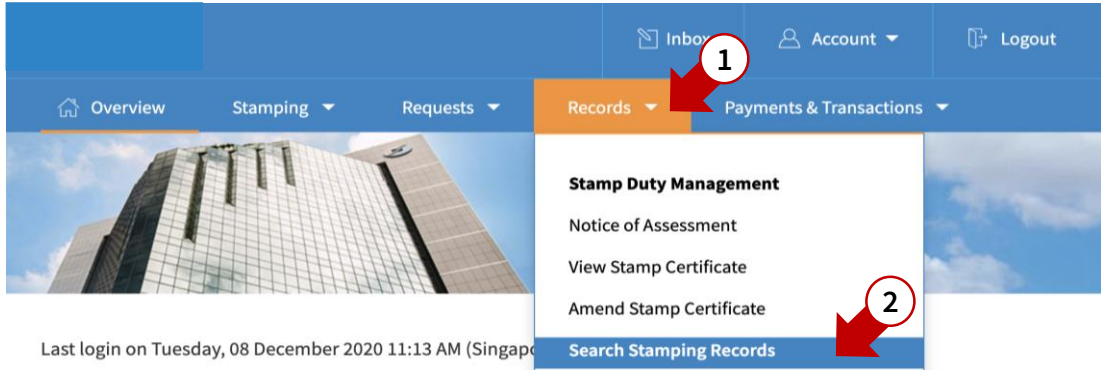
How to Retrieve Stamp Certificate with Submission Date Only

Note

This method is only available if the document was stamped with your Individual User/ Business User account

STEP 1

- Login with the same account used to stamp the document
- Select '**Records**' then '**Search Stamping Records**'



STEP 2

- Change '**Document Status**' to '**Submitted**' and select the range of submission dates
- Select '**Search**'

Search Stamping Records

A screenshot of the 'Search Stamping Records' form. The form includes several input fields and a date picker. A red arrow with the number '1' points to the 'Document Status' dropdown menu, which is currently set to 'Submitted'. A red arrow with the number '2' points to the 'Submitted' option in the dropdown menu. A red arrow with the number '3' points to the date range input field, which is set to '01/12/2020 - 31/12/2020'. The date picker shows the month of December 2020. Below the date range input field, there is a note: 'Please note that the maximum range for Submission Date is 3 months.' The form also includes a 'Name of Applicant' input field and two buttons: 'CLEAR' and 'SEARCH'.

Your Reference No.

Document Status **1**
Submitted **2**

Draft
Complete
Draft and Complete
Submitted

Assessment Form Type
-- Select --

December 2020
SU MO TU WE TH FR SA
29 30 **1** 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 **31** 1 2 **3**

01/12/2020 - 31/12/2020

Please note that the maximum range for Submission Date is 3 months.

Name of Applicant

STEP 3

- Search results will appear below
- You may select the downward arrow ▼ to reveal the summary of the submission and determine if this is the submission you are looking for

Search Stamping Records

Your Reference No. <input type="text"/>	Document Ref No. <input type="text"/> - <input type="text"/>
Document Status Submitted ▼	Payment Due Date dd/mm/yyyy - dd/mm/yyyy <input type="text"/>
Date of Document dd/mm/yyyy - dd/mm/yyyy <input type="text"/>	Submission Date* 01/12/2020 - 31/12/2020 <input type="text"/>
Assessment Form Type -- Select -- ▼	Name of Applicant <input type="text"/>

Please note that the maximum range for Submission Date is 3 months.

Search Results

Document Status	Document Ref No.	Your Reference No.	Payment Due Date	Actions
Submitted	2XXXXXXXX123		14 Dec 2020	<input type="button" value="DETAILS"/> ▼
Submitted	2XXXXXXXX456		09 Dec 2020	<input type="button" value="DETAILS"/> ▼
Submitted	2XXXXXXXX789		06 Jan 2021	<input type="button" value="DETAILS"/> ▼

STEP 4

If this is the submission you are looking for, select 'Details' to reveal the full submission details

Document Status	Document Ref No.	Your Reference No.	Payment Due Date	Actions
Submitted	2XXXXXXXX123		14 Dec 2020	<input type="button" value="DETAILS"/> ▼
Submitted	2XXXXXXXX456		09 Dec 2020	<input type="button" value="DETAILS"/> ▲
Document Description Tenancy Agreement (Ad valorem)				<div style="border: 1px solid black; padding: 5px; display: inline-block;">Submission summary</div>
Date of Document 22 May 2020				
Total Amount Payable (\$\$) 158.00				
Remarks				
Submitted	2XXXXXXXX789		06 Jan 2021	<input type="button" value="DETAILS"/> ▼

STEP 5

- Scroll to the bottom of the page
- Select '**Download Stamp Certificate**'
- The stamp certificate will be downloaded to your computer immediately. Please search the download folder within your computer to view the certificate

Declaration

I declare that:

- The information given in this form is true, correct and complete to the best of my knowledge.
- I am aware that there are penalties for furnishing an incorrect or late stamping.

DOWNLOAD STAMP CERTIFICATE

CANCEL

 PRINT

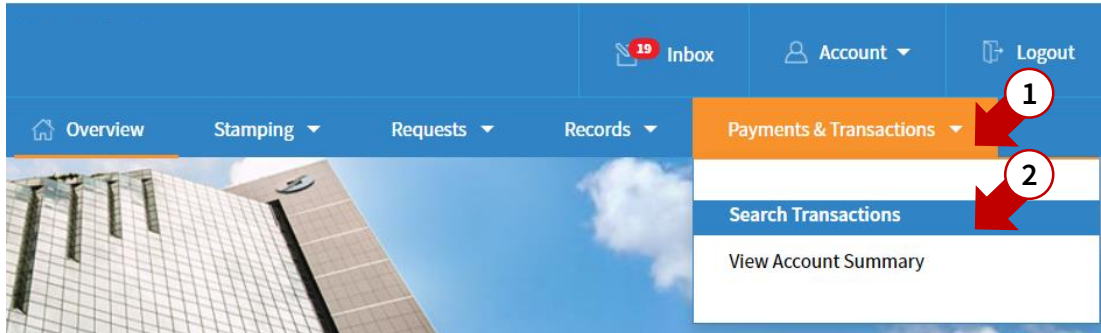
END

How to Retrieve Stamp Certificate with:

1. Document Ref No. and
2. ID of Contracting Parties

STEP 1

- Login with the same account used to stamp the document
- Select **'Payments & Transactions'** then **'Search Transactions'**



STEP 2

Select **'I do not have the payment reference number'**

Search Transactions

[← Back to home page](#)

Document Ref No.*

Payment Mode* eNETS Payment Slip DBS FAST

Payment Ref No.*

[I do not have the payment reference number.](#)

The form changes to

Document Ref No.*

Seller/ Landlord/ Transferor/ Mortgagee Identity No.*

Buyer/ Tenant/ Transferee/ Mortgagor Identity No.*

[I have the payment reference number.](#)

Note

If there are more than two contracting parties (i.e. two landlords and one tenant), enter the ID of one party on each side will do.

STEP 3

- Enter the Document Ref No. and the IDs of the contracting parties as declared during e-Stamping
- Select **'Search'**

Search Transactions

[← Back to home page](#)

Document Ref No.*	<input type="text" value="2021234567890"/>
Seller/ Landlord/ Transferor/ Mortgagee Identity No.*	<input type="text" value="SXXXXXXA"/>
Buyer/ Tenant/ Transferee/ Mortgagor Identity No.*	<input type="text" value="SXXXXXXB"/>

[I have the payment reference number.](#)

STEP 4

- Select **'View Stamp Certificate'**
- The stamp certificate will be downloaded to your computer immediately. Please search the download folder within your computer to view the certificate

Search Transactions

[← Back to home page](#)

Document Ref No.*	<input type="text" value="2021234567890"/>
Seller/ Landlord/ Transferor/ Mortgagee Identity No.*	<input type="text" value="SXXXXXXA"/>
Buyer/ Tenant/ Transferee/ Mortgagor Identity No.*	<input type="text" value="SXXXXXXB"/>

[I have the payment reference number.](#)

Document Submission Date	Total Amount (\$\$)	Payment Status	Actions
23 Dec 2020	224,600.00	Paid	<input type="button" value="VIEW STAMP CERTIFICATE"/>

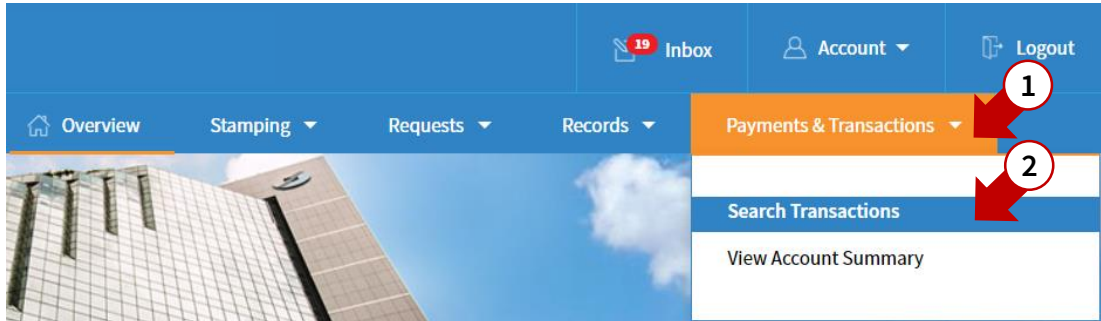
END

How to Retrieve Stamp Certificate with:

1. Document Ref No. and
2. Payment Ref No.

STEP 1

- Login with the same account used to stamp the document
- Select '**Payments & Transactions**' then '**Search Transactions**'



STEP 2

- Enter the Document Reference Number, select the payment mode used and enter the corresponding reference number
- Select '**Search**'
- Search results will appear below

Search Transactions

[← Back to home page](#)

Document Ref No.* 1

Payment Mode* eNETS Payment Slip 2

Payment Ref No.* 3


[I do not have the payment reference number.](#)

4

Document Submission Date	Total Amount (S\$)	Payment Status	Actions
23 Dec 2020	224,600.00	Paid	<input type="button" value="VIEW STAMP CERTIFICATE"/>

STEP 3

- Select '**View Stamp Certificate**'
- The stamp certificate will be downloaded to your computer immediately. Please search the download folder within your computer to view the certificate

Document Submission Date	Total Amount (\$\$)	Payment Status	Actions
23 Dec 2020	224,600.00	Paid	VIEW STAMP CERTIFICATE 

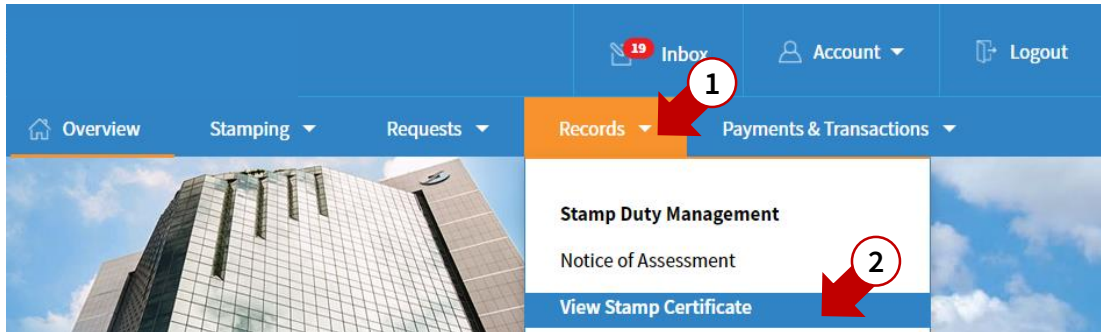
END

How to Retrieve Stamp Certificate with:

1. Document Ref No. and
2. Stamp Certificate Reference

STEP 1

- Login with the same account used to stamp the document
- Select '**Records**' then '**View Stamp Certificate**'



STEP 2

- Enter the Document Reference Number and Stamp Certificate Reference
- Select '**Search**'

View Stamp Certificate

Document Ref No.*	Stamp Certificate Reference*	
<input type="text" value="2012345678901"/>	<input type="text" value="012345"/> - <input type="text" value="01XX1"/> - <input type="text" value="1"/> - <input type="text" value="01234567"/>	<input type="button" value="SEARCH"/>

STEP 3

- Select '**Download**'
- The stamp certificate will be downloaded to your computer immediately. Please search the download folder within your computer to view the certificate

View Stamp Certificate

Document Ref No.*	Stamp Certificate Reference*	
<input type="text" value="2012345678901"/>	<input type="text" value="012345"/> - <input type="text" value="01XX1"/> - <input type="text" value="1"/> - <input type="text" value="01234567"/>	<input type="button" value="SEARCH"/>

Document Ref No.	Stamp Certificate Reference	Actions
2012345678901	012345-01XX1-01234567 (ORIGINAL)	<input type="button" value="DOWNLOAD"/>

Annexes and Technical Error FAQs

Annex A – Submission page

Stamp Lease/ Tenancy Agreement

1 Enter Details 2 Preview & Declare **3 Pay & Acknowledge**

I would like to pay by...

eNETS Requires an existing internet banking account with DBS/ POSB, OCBC, UOB, Citibank or Standard Chartered Bank.

[? How do I disable pop-up blocker?](#)

Other Modes with Payment Slip
Download a copy of the payment slip and make your payment via [other modes](#).

Payable Amount

Document Ref No	2012345678901
Stamp Duty	
Total	
Payment Due Date	

[? How to pay stamp duty?](#)

[? How do I get a refund?](#)

PAY

Annex B – eNETS Transaction Notice



TRANSACTION COMPLETE

IT'S APPROVED!

Merchant Reference Code LEASE012345678900	eNETS Payment Ref. No.
NETS Reference Code: 20161116174736835	
Date & Time: 16 11 2016 17:47:37	

THANK YOU!

TRANSACTION AMOUNT	SGD 3.00
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[PRINT DETAILS](#) [SAVE DETAILS](#) [I'M DONE](#)

Annex C – Sample Payment Slip

SAMPLE

User's Ref:
SD Ref. No:
Document Ref. No: 2XXXXXXXXX123
Date:



INLAND REVENUE
AUTHORITY
OF SINGAPORE

55 Newton Road
Singapore 307987
For enquiries, please call:
Tel: 1800 4604923

Document Description: Tenancy Agreement (Ad valorem)
Date of Document:
Details of Payment:

Stamp Duty	\$51.00
Total Amount Payable	\$51.00

HOW TO MAKE PAYMENT

CHEQUE Please attach the original payment slip to your cheque. Cheque should be crossed and made payable to "COMMISSIONER OF STAMP DUTIES". Please write the Document Reference Number and the corresponding amount on the reverse side of the cheque. Please do not send post-dated cheque. Your bank may impose charges for cheque that cannot be cleared.

A notification to print the stamp certificate will be sent to your e-Stamping account (for SingPass/ CorpPass users) or to your email address provided during e-stamping, 5 working days after the cheque is cleared. For cheque payment made at SingPost, the stamp certificate will be mailed to you by SingPost.

AXS Enter the Document Reference Number and the Identification Number of any of the Parties to the Contract when making payment. You will be able to download the Stamp Certificate from the e-Stamping Portal immediately upon successful payment received by IRAS.

CASH/ NETS Please present the original payment slip when making payment at any one of the following SingPost Service Bureaus. SingPost issues the stamp certificate upon payment and charges a \$10 service fee. Location of SingPost Service Bureaus: Novena Post Office, Raffles Place Post Office, Singapore Post Office and Chinatown Post Office.

X.....X

Payment Slip's
Payment Ref. No.



PAYMENT SLIP NO: 0200 01234 5678 91

INLAND REVENUE AUTHORITY OF SINGAPORE
COMMISSIONER OF STAMP DUTIES
Singapore Post Centre Post Office
P. O. Box 394
Singapore 914014

Document Ref No.: 2XXXXXXXXX123
Tax Type/Code: 600
Payment Amount: \$51.00
Due Date: 16/09/2020



Document Ref No.: Amount Paid: \$51.00

600 X X X X X X X X X X X X X X

Annex D – Sample Stamp Certificate



INLAND REVENUE
AUTHORITY
OF SINGAPORE

SAMPLE Certificate of Stamp Duty

Stamp Certificate Reference : 123200- X X X X X X X X X X
Stamp Certificate Issued Date : 02/09/2019

Applicant's Reference : XXXXXXXXXXXX
Document Reference Number : 2XXXXXXXXX123 Ver 1.0
Document Description : Tenancy Agreement (Ad valorem)

Property : XXXXXXXXXXXXXXXX
Lessor/ Landlord : XXXXXXXXXXXXXXXX
Lessee/ Tenant : XXXXXXXXXXXXXXXX
Stamp Duty : S\$ 639.00
Total Amount : S\$ 639.00


To confirm if this Stamp Certificate is genuine, you may do an authenticity check at <https://estamping.iras.gov.sg>.

SXXXX569A - 02/09/2019
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX

X X X X X X X X X

Technical Error 1 – Not Authorized

Sample

 You are not an authorized user to view this record.


If you have seen a similar error message, the e-Stamping submission was not made with the account you are using now.

Please attempt the retrieval with the same account used for your e-Stamping submission or email us via [myTax Portal](#) with a copy of the signed and dated document (i.e. Tenancy Agreement, Sale and Purchase Agreement etc) so we may advise you accordingly.

Technical Error 2 – Invalid Document Ref No.

Sample

Search Transactions

 Invalid Document Ref No.

[← Back to home page](#)

Document Ref No.*	<input type="text" value="2012345678901"/>
Seller/ Landlord/ Transferor/ Mortgagee Identity No.*	<input type="text" value="SXXXXXXXXA"/>
Buyer/ Tenant/ Transferee/ Mortgagor Identity No.*	<input type="text" value="SXXXXXXXXB"/>

[I have the payment reference number.](#)

CLEAR

SEARCH

If you have entered the correct document reference number, it is likely that the identity number provided did not match the identity number declared during e-Stamping submission. Please review the identity number and try again.