

# How to Submit an Amendment Request?

## **Note**

Amendment of Stamp Certificate is only permissible for correction of errors that:

1. Do not affect the stamp duty amount and
2. The error was made at the point of stamping

For Example:

- Misspelt name of parties
- Omitted names of parties
- Incorrect Identity/ Passport number
- Incorrect property details

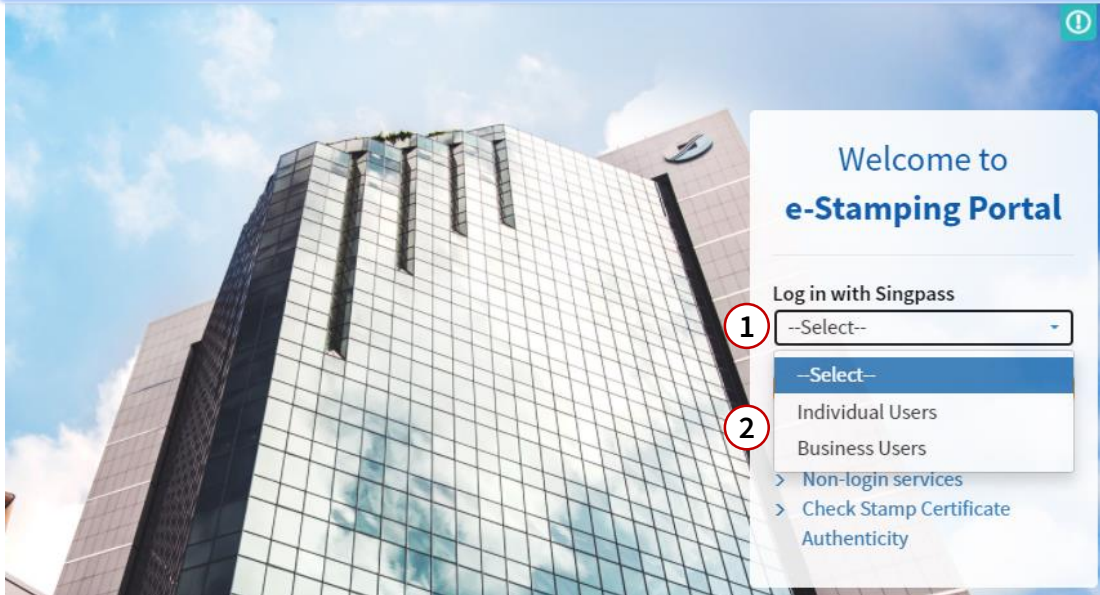
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## STEP 1 Login

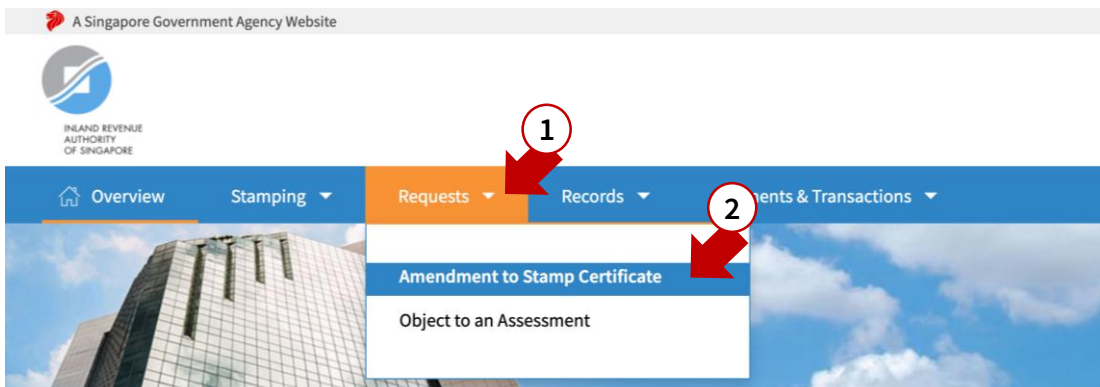
- Go to [e-Stamping Portal](#)
- Login as an Individual User or Business User\*

\* If you do not have Singpass, please use Non-Login Services instead.



## Step 2 Locate the Amendment Request Form

- Upon successful login, you will be shown our e-Stamping Portal home page.
- Select '**Requests**' then '**Amendment to Stamp Certificate**'.



## STEP 3 Fill in the Amendment Request Form

For assistance on the fields, please refer to our glossary [here](#)

### 1 Document

Your Reference Number for the Case

Document Ref No.\*

2017010112345

Stamp Certificate Reference\*

012345 - 01XX1 - 1 - 012345678

### Amendment Required

### 2 Field to Amend\*

-- Select --

### 3 Details of error and amendment to be made:\*

(LIMITED TO 500 CHARACTERS)

-- Select --  
DOCUMENT DESCRIPTION  
DOCUMENT DATE  
DESCRIPTION OF PROPERTIES, VACANT LAND, STOCKS AND SHARES OR OTHER SECURITIES DETAILS  
DETAILS OF PARTIES  
OTHERS

### 4

Maximum file size is 10 MB. The acceptable formats are: .pdf, .png, and .jpg.

Please attach a copy of the signed document and a copy of the stamp certificate for our verification\*

BROWSE

ATTACH

**\*Very Important!\***

ADD ANOTHER AMENDMENT

### 5 Additional Comments

(LIMITED TO 1000 CHARACTERS)

See Annex A

## 6 Applicant

Name*	<input type="text"/>
Identity Type*	-- Select --
Identity No.*	<input type="text"/>
Contact No.*	<input type="text"/>
Email*	<input type="text"/>
<b>Mailing Address</b>	
Country*	<input checked="" type="radio"/> Singapore <input type="radio"/> Others
Postal Code*	<input type="text"/> <a href="#">RETRIEVE</a>
Blk/ House No.	<input type="text"/>
Street Name	<input type="text"/>
Level-Unit	# <input type="text"/> - <input type="text"/>

### Next Step

Proceed to preview details and declare.

[PREVIEW & DECLARE](#)

[CLEAR](#)

## Step 3 Preview and Declare

- In here, you will be shown a summary of your request form
- Please review all the information before submitting

Amend Stamp Duty Certificate

[+ EXPAND ALL](#) [PRINT](#)

1 Enter Details

2 Preview & Declare

3 Acknowledgement

Please check the information you entered.  
To make changes, click the EDIT DETAILS button below.

## Step 4

- If all the details are correct, click '**Submit**' to proceed
- If you would like to make more edits, click '**Edit Details**'

### 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.

### Next Step

If you wish to make changes to your stamp duty details, click on edit details.



EDIT DETAILS

OR

Proceed to submit the form.



SUBMIT

## Step 5

Your request has been submitted to us, please take note of your SD Case Reference Number and your Case Officer's Name. Your Case Officer will contact you once the amendment is complete

### Amend Stamp Duty Certificate

PRINT

1 Enter Details

2 Preview & Declare

3 Acknowledgement

### Submission Successful

The application has been successfully submitted to IRAS.

Submission Date DD MMM YYYY

Application Type	User Reference Number	SD Case Reference Number	Case Officer
CERTIFICATE AMENDMENT	Reference Number Here	Your Case Reference Number here	Officer's Name Here

[How to I download amended stamp certificate?](#)

EXIT

# Glossary

Field No.	Field	Field Description
1	Document	<p><b>Your Reference Number for the Case:</b> You may give your submission a reference number for your easy identification. Otherwise, you may leave it blank.</p> <p><b>Document Ref No. and Stamp Certificate Reference:</b> These are available on the stamp certificate you wish to amend</p>
2	Field to Amend	Please indicate the most appropriate field to let us know which part of your e-Stamping submission requires amendment.
3	Details of error and amendment to be made	Please share with us what mistakes were made in your submission and how it should be amended.
4	File Attachment	<p>For the amendment request stated in Field 3, please provide us with supporting documents such as a copy of the Tenancy Agreement, Sale and Purchase Instrument, Share Transfer Instrument etc.</p> <p>Please view Annex A (page 7) for a guide on how to attach the documents.</p>
5	Additional Comments	If you wish to provide our officers with further information relating to your request, you may indicate them here.
6	Applicant's Details	<p>Our amendment officers will be in touch with you via the contact details provided here.</p> <p><b>For Individual/ Business Users</b> Your information will be auto-populated.</p> <p><b>For Non-Login Service users</b> Please fill in everything</p>

## Annex A: How to Attach Your Supporting Documents

i.e. Tenancy Agreements, Sale and Purchase Agreements etc.

1. Select '**Browse**'
2. Choose your supporting documents to attach. The name of the selected document will appear in the text field
3. Select '**Attach**'
4. Attached document(s) will be shown below

### Demonstration:

Maximum file size is 10 MB. The acceptable formats are: .pdf, .png, and .jpg.

Please attach a copy of the signed document and a copy of the stamp certificate for our verification\*


BROWSE

ATTACH

Maximum file size is 10 MB. The acceptable formats are: .pdf, .png, and .jpg.

Please attach a copy of the signed document and a copy of the stamp certificate for our verification\*


BROWSE

ATTACH



Maximum file size is 10 MB. The acceptable formats are: .pdf, .png, and .jpg.

Please attach a copy of the signed document and a copy of the stamp certificate for our verification\*


BROWSE

ATTACH

File Name

File Size (In KB)

Tenancy Agreement.pdf

DELETE

0.08545

# Technical Error 1 – Access Denied Page

Sample

## Access Denied

You don't have permission to access  
"http://estamping.iras.gov.sg/WebForms/Correspondence/COR0007.aspx" on this server.

Reference #18.7f561b3a.1600159473.36647e1

If you have seen a similar 'Access Denied' error page, it means that you have either:

- a) Copied and pasted your input from an external source into the field(s); or
- b) Input with special characters in the field(s) (i.e. @, +, “ ”, ( ), \*, /); or

Please ensure you have not done the above two and try again

# Technical Error 2 – Unable to Process Your Request

Sample



Sorry

We are unable to process your request at this time  
Please try again.

[BACK TO e-STAMPING PORTAL](#)

If you have seen this page, it means that you have either:

- a) Copied and pasted your input from an external source into the field(s); or
- b) Input with special characters in the field(s) (i.e. @, +, “ ”, ( ), \*, /); or
- c) Input an invalid information (i.e. 31 Feb 2020 does not exist)

Please review the information and try again



## Technical Error 3 – ICAP ERROR

### Sample

#### ICAP Error (icap\_error)

An error occurred while performing an ICAP operation. Blocked file type detected: Shockwave Flash file, v5+ (.swf). File: FRM0013.aspx, Sub File: /ct/00\$cpHMainSucApplicantDetails\$xtApplicantRef. Vendor: Kaspersky Labs; Engine version: 8.6.1.71; Pattern version: 200807.080800.15392666; Pattern date: 2020/08/07 08:08:00. There could be a network problem, the ICAP service may be misconfigured, or the ICAP server may have reported an error.

For assistance, contact your network support team.

Generally, this is a result of an application on your network (e.g. Antivirus/ Malware) that is trying to embed the flash file into your request. Such files are blocked by our network, resulting to this error.

Please approach your IT administrator for assistance.

## Technical Error 4 – Business User ‘Error in web site’

### Sample



Sorry

Error in web site.

[BACK TO e-STAMPING PORTAL](#)

The above error message will be shown if you have logged in with a Corppass ID that did not have a registered e-Stamping Account. Please consider:

1. Stamping your document(s) on behalf of your company as an Individual User. There will not be personal tax implications.; Or
2. Advise your Corppass admin to register for an account at our e-Stamping Portal home page. Thereafter, proceed to Corppass to assign e-Stamping e-Service.

# Technical Error 5 – Business User Authentication Error

Sample



The above error message will be shown if you have logged in with a Corppass ID that has an e-Stamping assigned ID but

1. You have not been assigned e-Stamping e-Service within Corppass; or
2. The e-Service user assignment was not done properly ; or
3. The Corppass ID is no longer in use

Please approach your Corppass admin or [contact Corppass](#) for assistance.

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