

SPECIMEN (LETTER OF GUARANTEE)

The Comptroller of Goods and Services Tax
55 Newton Road
Revenue House
Singapore 307987

Dear Sir

GUARANTEE FOR S\$ _____
NAME OF REGISTERED TRADER: _____
GST REGISTRATION NUMBER : _____

In consideration of your having agreed at our request not to require the payment of the sum of :

Singapore Dollars _____

from (Name of **Registered Trader**) of (**Registered / Business Address of Registered Trader**) as security pursuant to Regulation 45D of the Goods and Services Tax (General) Regulations, we hereby irrevocably agree to pay to you on demand a sum not exceeding

Singapore Dollars _____

to satisfy any sum of money which you require from the said

(**Name of Registered Trader**)

for the payment of any goods and services tax, penalties, interest and all other charges required under the Goods and Services Tax Act 1993 or any regulations made thereunder.

No changes whatsoever in the constitution of the said

(Name of the **Registered Trader**)

must affect, impair or discharge our liability under this guarantee notwithstanding any law, statutory or otherwise, to the contrary.

This Guarantee commences on the _____ and expires on the _____ and is conditional on the claim thereunder being made in writing and received by us on or before the _____. Our liability under this Guarantee must not be affected by your giving time or any other indulgence to the said (Name of **Registered Trader**) during the validity of this Guarantee.

Dated this _____ day of (month) , (year)

Signature
Full Name of Authorised Officer
Designation of Authorised Officer

For and on behalf of

_____ BANK LTD / INSURANCE COMPANY LTD

- Explanatory Notes on the Letter of Guarantee

The IGDS applicants and the issuing banks/insurance companies are advised to read the following notes:-

A. Request for Letter of Guarantee

A security in the form of a letter of guarantee issued by a bank or insurance company may be required for the granting of the IGDS status where the Comptroller thinks fit.

The applicant who applies for IGDS or renewal of IGDS would be notified in writing when a letter of guarantee is required.

The applicant is not required to submit or renew the letter of guarantee if he is not notified.

The Comptroller **DOES NOT** accept extension letters issued by banks or insurance companies to extend the validity date of the guarantee. Only a fresh letter of guarantee (with new letter of guarantee Ref. No) will be accepted.

B. Who issue the Letter of Guarantee?

The Comptroller only accepts security in the form of letter of guarantee issued by bank or an insurance company in Singapore. This includes the Singapore branch of a foreign bank or insurance company.

The Bank or Insurance Company must issue the letter of guarantee in accordance with the specimen format (*please see overleaf*)

C. Effective period of the Letter of Guarantee

Please refer to the request letter from the Comptroller for the validity period. There is also a 3-months claim period for the letter of guarantee.

D. Claim Period

Under the provisions in the letter of guarantee, the Comptroller could lodge a claim any time during the validity period of the letter of guarantee. Claims could also be made within the **3-months** claim period following the expiry date of the letter of guarantee.

E. Amendment(s) before acceptance

For erroneous letter of guarantee, please note that:-

- i] The issuing bank/insurance company has to amend the letter of guarantee if particulars are missing or incorrect or the format is wrong.
- ii] Incorrect or missing information may be amended/inserted into the original letter of guarantee.
- iii] All insertion/amendment must be authenticated by the issuing bank's /insurance company's stamp & authorised signatures.
- iv] The Comptroller **DOES NOT** accept amendment letter.

Alternatively, a fresh letter of guarantee may be furnished in place of the erroneous one.

The amended or fresh letter of guarantee would only be accepted if the Comptroller is satisfied that it is in order.

F. Amendment(s) after acceptance

Such amendment(s) refer to changes initiated by the applicant due to change of company's particulars, change of bank, etc.

The existing letter of guarantee placed with the Comptroller would not be returned to the applicant until the amended one is received and accepted by the Comptroller.

G. Expired Letter of Guarantee

An expired letter of guarantee **would not be returned** to the applicant nor the issuing bank / insurance company for cancellation because it is effectively void.

Please see overleaf for the specimen format of the letter of guarantee.

(10/10)