

This form will take you approximately 15 - 20 minutes to complete.

Tax Reference No. : _____
Property Address : _____
Name of Development : _____

1 Entity ID of the property owner (UEN / ROC / NRIC) : _____
 Name of the property owner : _____
 Does the owner have a registered or exempt charity status with Commissioner of Charities? : Yes No
 Please attach a copy of the entity's constitutions /articles of faith / memorandum. As attached Do not have

2 Entity ID of the occupier of the property (UEN / ROC / NRIC) : _____
 Name of the occupier of the property : _____
 Does the occupier have a registered or exempt charity status with Commissioner of Charities? : Yes No
 Please attach a copy of the entity's constitutions /articles of faith / memorandum. As attached Do not have
 Is there any rental collected from the occupier? Yes No

3 What is the approved use of the property? : _____
 (Based on Master Plan or Written Permission from URA or other relevant authority)

4a What are the specific uses of the property? : _____
 (Example: prayer hall, ancillary office, classrooms, kindergarten and columbarium)

4b For the following specific uses, please provide their respective floor areas. _____
 Kindergarten, childcare, columbarium, ancestral tablet area, funeral parlour, owner-operated shops, staff quarters and clubhouse.
 If you have a floor plan showing the usages and floor areas, please let us have a copy. As attached Do not have

5 Is any part of the property tenanted? If yes, please provide us with the tenancy details. : Yes No

Tenancy Details
 Tenancy details of all let-out spaces, including any tenement where rent or licence fee has been collected.
 Please include all rentals including future rentals which have been contracted.
 Examples of tenements include base-station and ATM machines.

Storey / Unit No.	Area let (m ²)	Net Rent (\$/mth)	Service Charge (\$/mth)	Other Charges (\$/mth)	Variable Rental ¹ (\$/mth)	Lease Start Date (dd/mm/yyyy)	Lease End Date (dd/mm/yyyy)	Use	Name of Tenant

i) If variable rental is applicable, please state the total variable rental based on tenant's turnover collected for the period from 1 Jan to 31 Dec last year.

6 Are there any chargeable carpark lots? If yes, please provide us with the details. : Yes No

Types	Total no. of lots	Total no. of chargeable lots	Season Parking Fee (\$/lot/mth)	Total Gross Receipts (\$/year)	Total Carpark Expenses (\$/year)	Remarks (if any)
Car						
Motor-cycle						

Declaration

I declare that the information given in this form is true and complete.
I understand that penalties may be imposed for the submission of an incorrect form and/or provision of false information to the Comptroller of Property Tax/Chief Assessor, which may include a fine and/or imprisonment term, where applicable.

* (This form must be signed by the owner or the owner's authorised person. IRAS will contact the authorised person for clarification if required.)

Name / Designation of
 Authorised Signatory * _____ Contact Number _____
 Signature _____ Email Address _____
 Date _____