

# FORM E3A



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

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

## REQUISITION FORM FOR NEW LEASE BEFORE 20 FEB 2018

This form may take you 10 minutes to fill in.

Please get ready the following information to fill in the form: -

- the document that you are paying Stamp Duty on;
- 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

### DOCUMENT DETAILS

<b>Document Description *</b>	<input type="checkbox"/> Acceptance to Offer of Lease <input type="checkbox"/> Tenancy Agreement <input type="checkbox"/> Agreement for Lease <input type="checkbox"/> Tender/ Letter of Award <input type="checkbox"/> Lease		
<b>Type of Document *</b>	<input type="checkbox"/> Physical <input type="checkbox"/> Electronic		
<b>Date of Document</b>		<b>If Document was signed overseas, when was it first received in Singapore</b>	
<b>Please indicate whether property is wholly or partially rented *</b>	<input type="checkbox"/> Wholly <input type="checkbox"/> Partial		
<b>Is floor area for lease/ tenancy stated in the document *</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If Yes, floor area (sq m)</b>	

### PARTICULARS OF PROPERTY LEASED

<b>RENTED 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	

RENTAL DETAILS
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Consideration/ Premium paid (DO NOT enter the monthly rent here. This field is for lump sum payment for the lease, excluding security deposit.)	S\$
<b>If rent is fixed for entire lease term, fill in Option 1.</b> <b>If rent varies during lease term, fill in Option 2.</b> <b>(Please indicate all Rent / Charges exclusive of GST):</b>	

OPTION 1: RENT IS FIXED FOR ENTIRE LEASE TERM:	
Lease Basis	<input type="checkbox"/> Fixed <input type="checkbox"/> Indefinite
Start Date (DD / MM / YYYY) *	<input type="checkbox"/> Tentative Commencing Date
End Date (DD / MM / YYYY) * (not mandatory if lease basis is indefinite)	
Term (in months) *	
Rent for Premises Per Month (Actual rent or market rent, whichever is higher)	S\$
Furniture and Fitting Per Month	S\$
Maintenance Charges Per Month	S\$
Other Charges Per Month	S\$
Total Rent Per Month *	S\$
Total Rent comprises Variable Component? *	<input type="checkbox"/> No <input type="checkbox"/> Yes

OPTION 2: RENT VARIES DURING LEASE TERM:					
Period (Please indicate in DD / MM / YYYY format)	Monthly Charges (\$)				
	Rent for Premises	Furniture and Fitting	Maintenance Charges	Other Charges	
Start *	S\$	S\$	S\$	S\$	
End *	S\$	S\$	S\$	S\$	
Start *	S\$	S\$	S\$	S\$	
End *	S\$	S\$	S\$	S\$	
Start *	S\$	S\$	S\$	S\$	
End *	S\$	S\$	S\$	S\$	
Start *	S\$	S\$	S\$	S\$	
End *	S\$	S\$	S\$	S\$	
Start *	S\$	S\$	S\$	S\$	
End *	S\$	S\$	S\$	S\$	

Total Rent comprises Variable Component? *	<input type="checkbox"/> No <input type="checkbox"/> Yes
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**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>					

**Address:**

<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:
