

FORM E3AA



INLAND REVENUE
AUTHORITY
OF SINGAPORE

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

REQUISITION FORM FOR NEW LEASE ON OR AFTER 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 (e.g. premium for the residential and/or non-residential component of the property) related to the document.

Please complete this Form in BLOCK letters. Fields that are marked with * are mandatory.

FOR OFFICIAL USE	Document Reference No.	
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APPLICANT DETAILS

Name *	
Email	
Address *	
Contact *	

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

Document Description *	<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				
Type of Document *	<input type="checkbox"/> Physical <input type="checkbox"/> Electronic				
Date of Document	<table border="1"> <tr> <td></td> <td>If Document was signed overseas, when was it first received in Singapore</td> </tr> <tr> <td></td> <td></td> </tr> </table>		If Document was signed overseas, when was it first received in Singapore		
	If Document was signed overseas, when was it first received in Singapore				
Please indicate whether property is wholly or partially rented *	<input type="checkbox"/> Wholly <input type="checkbox"/> Partial				
Is floor area for lease/ tenancy stated in the document *	<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, floor area (sq m)				

PARTICULARS OF PROPERTY LEASED

RENTED PROPERTY DETAILS

Postal Code *		Block/ House Number *	
Street Name *			
Level-Unit	#		
Property Type *	<input type="checkbox"/> Private Residential (If selected and premium is payable, please proceed to fill in (a) only) <input type="checkbox"/> Executive Condominium (If selected and premium is payable, please proceed to fill in (a) only) <input type="checkbox"/> HDB Residential (If selected and premium if payable, please proceed to fill in (a) only)	<input type="checkbox"/> Commercial (If selected and premium is payable, please proceed to fill in (b) only) <input type="checkbox"/> Industrial (If selected and premium is payable, please proceed to fill in (b) only) <input type="checkbox"/> Others: Please specify: _____ (If selected and premium is payable, please proceed to fill in (a) and/or (b))	

<input type="checkbox"/> Mixed (with Residential Use) (If selected and premium is payable, please proceed to fill in (a) and (b))	
(a) Premium for the residential component	S\$
(b) Premium for the non-residential component	S\$

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 (If selected and premium is payable, please proceed to fill in (a) only)		<input type="checkbox"/> White (If selected and premium is payable, please proceed to fill in (a) only)	
	<input type="checkbox"/> Residential with Commercial at First Storey (If selected and premium is payable, please proceed to fill in (a) and (b))		<input type="checkbox"/> Residential / Institution (If selected and premium is payable, please proceed to fill in (a) only)	
	<input type="checkbox"/> Commercial & Residential (If selected and premium is payable, please proceed to fill in (a) and (b))		<input type="checkbox"/> Non-Residential (If selected and premium is payable, please proceed to fill in (b) only)	
(a) Premium for the residential component		S\$		
(b) Premium for the non-residential component		S\$		

RENTAL DETAILS

If rent is fixed for entire lease term, fill in Option 1.
 If rent varies during lease term, fill in Option 2.
 (Please indicate all Rent / Charges exclusive of GST):

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\$

Use copies of this page if the space provided is insufficient

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 #

Name *							
Identity Type *	<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
Identity No. *							

Name *							
Identity Type *	<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
Identity No. *							

LESSEE/ TENANT DETAILS #

Name *					
Profile *	<input type="checkbox"/> Singapore Citizen	NRIC No.			
	<input type="checkbox"/> Singapore Permanent Resident	NRIC No.			
	Country of Nationality				
	<input type="checkbox"/> Foreigner	Country of Nationality			
	Identity Type	<input type="checkbox"/> FIN	<input type="checkbox"/> Passport	<input type="checkbox"/> Others	
	Identity No.				
	<input type="checkbox"/> Entity	Is the Entity registered in Singapore?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Identity Type	<input type="checkbox"/> UEN-Business	<input type="checkbox"/> UEN-Local Co	<input type="checkbox"/> UEN-Others	<input type="checkbox"/> Others
Identity No.					

Address:	
Postal Code *	Block/ House Number *
Street Name *	
Level-Unit	#

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:
