



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Apply or Withdraw House / Unit Number

Objective

To learn:

- How to identify the appropriate house and/or unit number to apply for
- How to apply for house and/or unit number(s)
- Whose particulars are required in the application form

Outcome

To ensure information is correctly submitted for house and/or unit number application.

User Guide Modules

Content

Introduction to House and/or Unit Number Application

[Module 1](#): How to Apply for New House and/or Unit Number

[Module 2](#): How to Apply for Change of Unit Number

[Module 3](#): How to Apply for Change of House Number

[Module 4](#): How to Apply for Withdrawal of House and/or Unit Number

[Module 5](#): Particulars Required in Application

[Closing](#)

Introduction to House and/or Unit Number Application

Introduction to House and/or Unit Number Application

Responsibilities of Applicant/ Property Owner

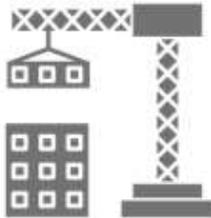
Any building that undergo changes to the building layout due to new erection, redevelopment, addition & alteration and demolition is required to submit an application to IRAS for building identification purposes. Applicant/property owner is required to obtain approvals (i.e. Written Permission or Planning Clearance¹) and/or approved building plans from the relevant government agencies before submitting an application to IRAS.

Responsibilities of Property Owner to Display Number Allotted by IRAS

The property owner is required to display the number at a conspicuous place that is clearly visible from the road or main entrance once the number is allotted to the building according to the display of house and unit number guidelines.

¹ Planning Clearance is applicable for projects undertaken by ministries or government.

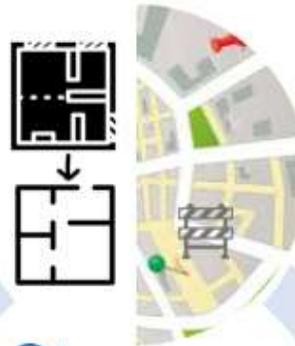
Types of House and/or Unit Number Application



New

house and/or unit number

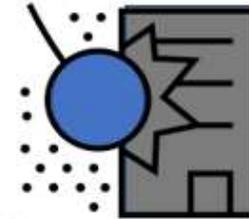
- New public housing or public development (e.g projects undertaken by Ministries or Statutory Boards)
- New private development
- Adding of new unit numbers to existing private development



Change

house and/or unit number

- Change of unit number to existing property
- Renumber of house number due to change in street name and/or main entrance



Withdraw

house and/or unit number

- Withdraw all house/unit numbers
- Withdraw all unit numbers
- Withdraw some unit numbers

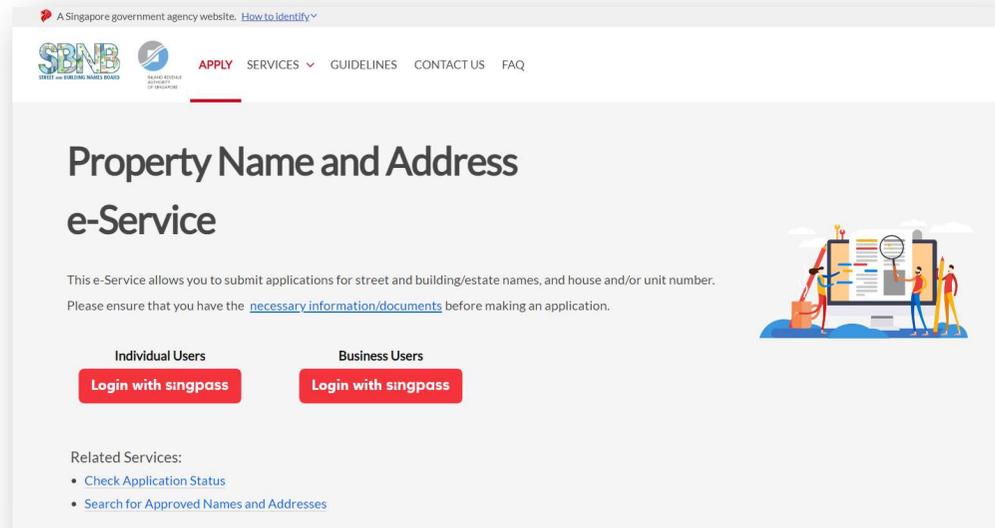
Module 1:

How to Apply for New House and/or Unit Number(s)

Module 1: How to Apply for New House and/or Unit Number

This is applicable for new buildings or existing buildings that undergo changes to the building layout and new unit is created.

- 1) Go to the Property Name and Address (PNAA) digital service <https://digitalservice.propertynaa.gov.sg/>



- 2) Select the log in with your credential.

Note: You may be required to perform a one-time setup/ account update and 2-step verification as part of the login.

Apply or Withdraw House / Unit Number

3) Once you have logged in, click on **“Add a new application”**.

A Singapore government agency website. [How to identify](#)

SBNB STREET AND BUILDING NAMES BOARD

IRAS INLAND REVENUE AUTHORITY OF SINGAPORE

APPLY SERVICES ▾ GUIDELINES CONTACT US FAQ

USER F9990954N [Log out](#)

Overview

[Applications Overview](#)

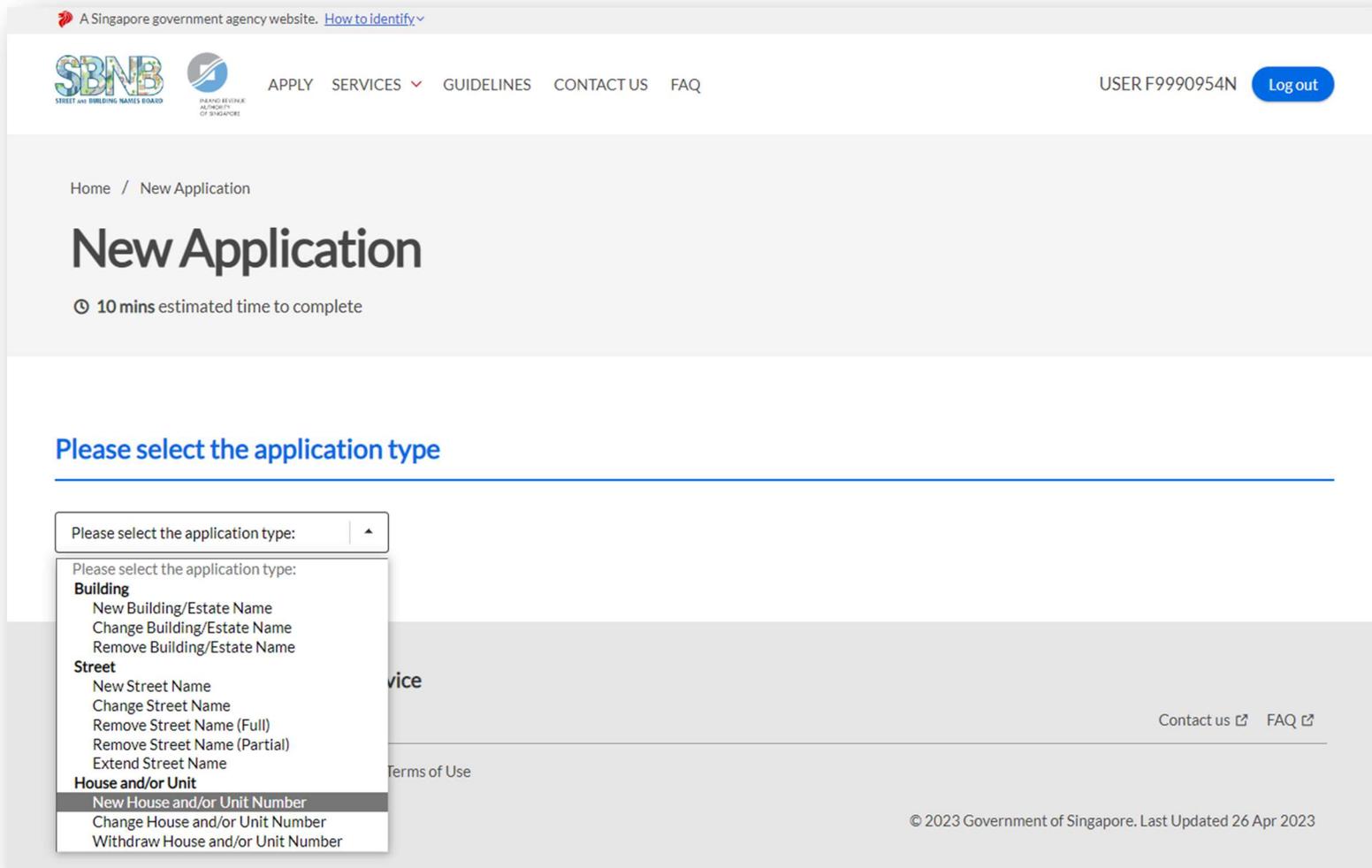
Drafts

[Add a new application](#)

Status: ▾

Application types: ▾

4) Select “New House and/or Unit Number” from the drop-down list.



5) Select the appropriate “**Development Type**”.

Please select the application type

New House and/or Unit Number ▾

Information
This form is applicable for:

- New house and/or unit numbers for a new development/building, or
- New unit numbers required for an existing development/building, e.g. addition of unit created from common property.

Before proceeding, ensure that the Street Name has been approved by SBNB. You may check for [Approved Street Name](#) or apply for [New Street Name](#).
If you would like to apply for other changes such as combining, splitting of existing unit, please submit the [Change of House and/or Unit Number](#) application.

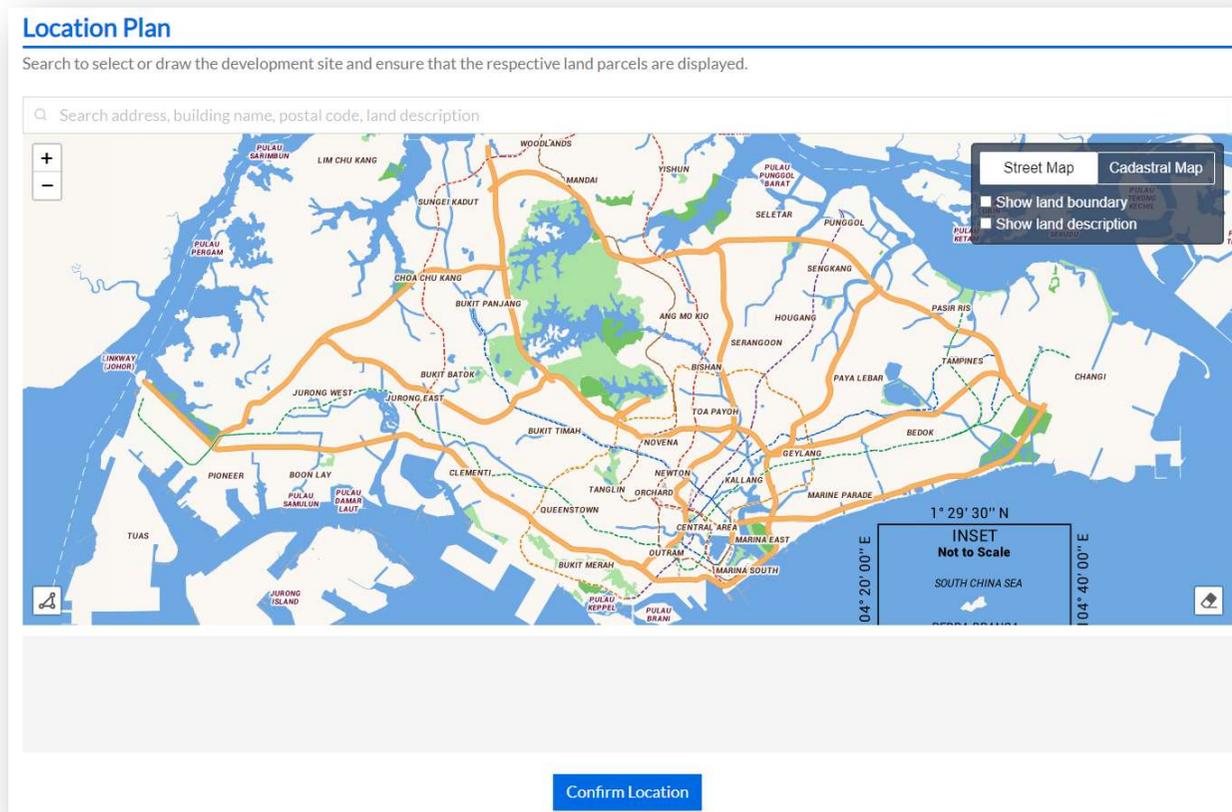
Development Type:

- New Public Housing or Public Development (e.g. projects undertaken by Ministries or Statutory Boards)
- New Private Development (e.g. new erection, redevelopment)
- Existing Private Development (e.g. addition of unit created from common property)

Note: If you are submitting for a newly erected building or redevelopment project, select “**New Private Development**” or “**New Public Housing or Public Development**” and ensure that you have obtained the planning approvals from URA, i.e. Written Permission (WP) or Planning Clearance².

² WP is applicable for private projects and Planning Clearance may be applicable for projects undertaken by ministries or government.

6) Enter the **property address** (if there is former address issued by IRAS previously), **building name**, **postal code** or **land description** to locate the subject site.



a. You may tick the Checked Box to **“Show land boundary”** function to assist you with the land boundary line.

b. Click on **“Confirm Location”** to proceed.

Note: In the event that the demarcated polygon is incorrect, please use  draw tool function to demarcate the subject site.

7) The address listed in the **“Former Address On Site”** (if applicable) is based on the polygon selected in the location plan.

You may use the “Add More” and delete button  to edit the address (if necessary).

Former Address On Site

The former address on site is retrieved based on the confirmed location. You may remove/add the address as required in your application. These house numbers, including unit numbers (if any), will be reviewed and the withdrawn numbers shall be listed in the Certificate of Numbering.

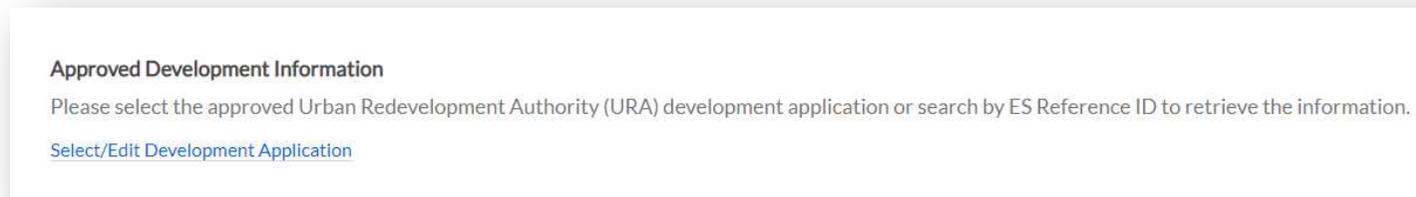
| House Number | Street Name | Postal Code | |
|----------------------|----------------------|----------------------|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |  |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |  |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |  |

[+ Add More](#)

Note: All existing unit numbers assigned to the former address will be withdrawn upon approval of the new house and unit numbers.

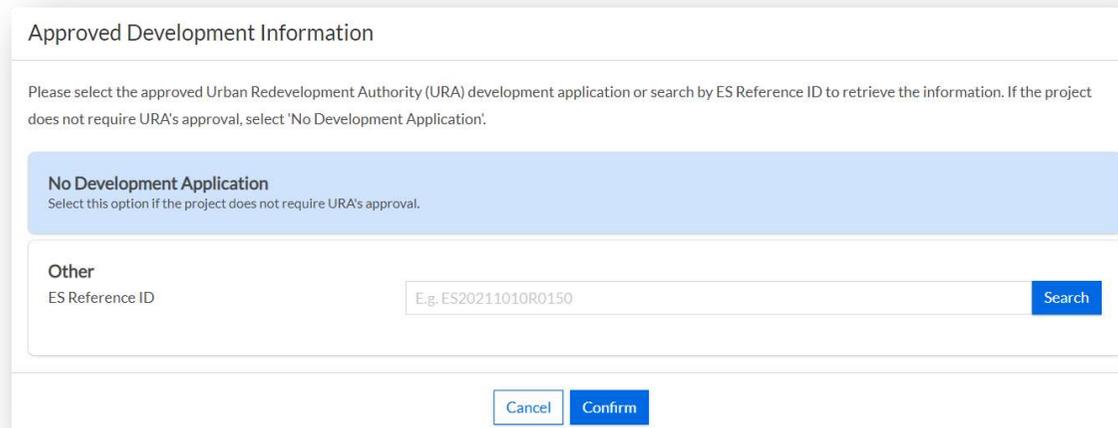
8) The URA Development Application is retrieved based on the polygon selected in the location plan.

- a. Click on **“Select/Edit Development Application”** to edit the URA Development Application, if necessary.



Approved Development Information
Please select the approved Urban Redevelopment Authority (URA) development application or search by ES Reference ID to retrieve the information.
[Select/Edit Development Application](#)

- b. Select the appropriate **“URA Development Application”**.



Approved Development Information

Please select the approved Urban Redevelopment Authority (URA) development application or search by ES Reference ID to retrieve the information. If the project does not require URA's approval, select 'No Development Application'.

No Development Application
Select this option if the project does not require URA's approval.

Other
ES Reference ID

c. Click on “**Confirm**” to confirm the URA Development Application of the site.

Note: If the required URA Development Application is not listed, enter the ES Reference ID provided by URA and click on “**Search**” button.

9) Click on “**Add House Number**” to enter the approved street name, followed by the proposed house number.

Proposed House and/or Unit Number

Applicant is advised to adhere to the [house and/or unit number guidelines](#)  when proposing numbers. Generate proposed house and/or unit number(s) by selecting 'Add House Number' and 'Add/Edit Existing Unit Number'. The list of proposed numbers can be exported to a Microsoft Excel spreadsheet.

+ [Add House Number](#)

Add House Number

Select Street Name

Select an Option:

- I would like to apply for **new** house number(s) **only**
- I would like to apply for **new** house number(s) **and** unit number(s)
- I would like to apply for new unit number(s) for **existing** house number(s)

House Number Range ?

 to

- Continuous Numbers
- Odd Numbers only
- Even Numbers only

Note: Please ensure that the street name entered is a valid street approved by Street and Building Names Board (SBNB).

9) Select the appropriate options.

- a. If you are applying for a new house number only, e.g. 55 Newton Road.

Select **“I would like to apply for new house number(s) only”**.

- b. If you are applying for a new house number for a building and the individual units e.g. 55 Newton Road #01-01 to #01-10 (10 individual units).

Select **“I would like to apply for new house number(s) and unit number(s)”**.

- c. If the building had been assigned with a house number previously and you are applying for additional unit number(s).

Select **“I would like to apply for new unit number(s) for existing house number(s)”**.

d. Enter the “**House Number Range**”.

House Number Range ⓘ

to

Continuous Numbers
 Odd Numbers only
 Even Numbers only

Note: In the event that you are submitting a single house number e.g. 55 Newton Road, enter “55” in the first field under “**House Number Range**” and select “**Continuous Numbers**”.

e. Click on “**Generate**” to generate the list of house number(s) with street name.

10) In the event that a unit number is required, click on **“Add/ Edit New Unit Number”**.

Proposed House and/or Unit Number

Applicant is advised to adhere to the [house and/or unit number guidelines](#) when proposing numbers. Generate proposed house and/or unit number(s) by selecting 'Add House Number' and 'Add/Edit Existing Unit Number'. The list of proposed numbers can be exported to a Microsoft Excel spreadsheet.

55 Newton Road ^

| House Number | Street Name | Building/Estate Name (Optional) | |
|---------------------------------|--|---------------------------------|----------------------------------|
| <input type="text" value="55"/> | <input type="text" value="Newton Road"/> | <input type="text"/> | <input type="button" value="🗑"/> |

[+ Add/Edit New Unit Number](#)

[+ Add House Number](#)

[Export to Excel](#)

a. Enter the “Storey Range” and “Unit Number Range”.

Generate New Unit Numbers

Enter the range of storey and unit numbers that you would like to generate for 55 Newton Road then click Generate.

Storey Range ⓘ
For example, indicate 'B1' for basement 1.

to

Unit Number Range ⓘ
For example, indicate 'K1' for kiosk, 'CPK' for carpark.

to

Continuous Numbers
 Odd Numbers only
 Even Numbers only

Use
Please enter the property use to apply to the range of unit(s). You can still change the individual use later.

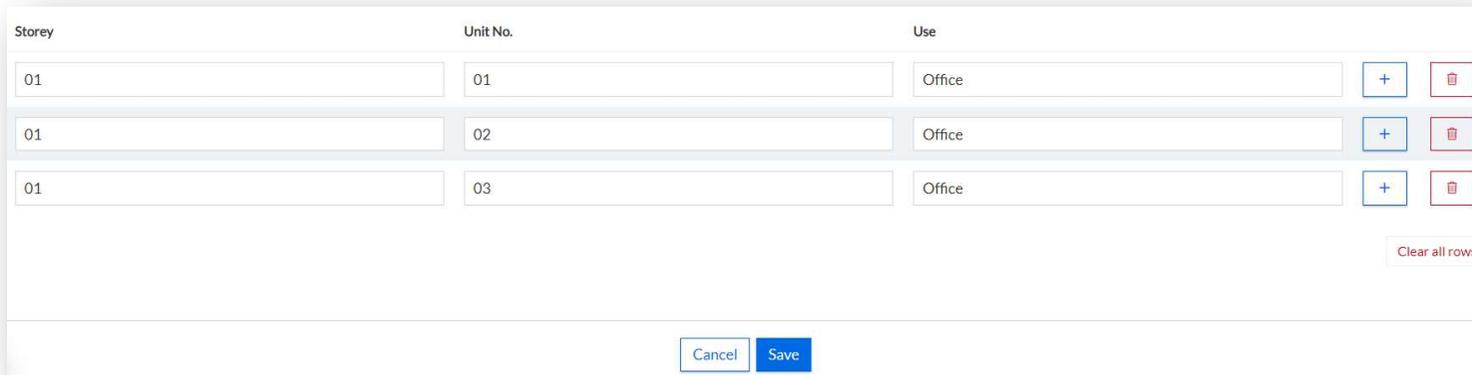
Note: If you are applying for a development with multiple storeys and units, you may generate the house/unit number multiple times to suit your needs.

You can generate a maximum of 2,000 units. Please submit your application in parts for more than 2,000 units in the development.

b. Enter the appropriate **“Use”** approved by URA.

c. Click on **“Generate”** to generate the unit number list.

i. Click on the add button  or delete button  to edit the unit number listing.



| Storey | Unit No. | Use | | |
|--------|----------|--------|---|---|
| 01 | 01 | Office |  |  |
| 01 | 02 | Office |  |  |
| 01 | 03 | Office |  |  |

[Clear all rows](#)

ii. You may edit the appropriate **“Use”** using the drop-down list provided (if necessary).

iii. Click on **“Save”** to proceed.

- 11) The system will auto compute the number of house and unit numbers based on the generated list. You may verify the inputs using the “**Export**” function (if necessary).

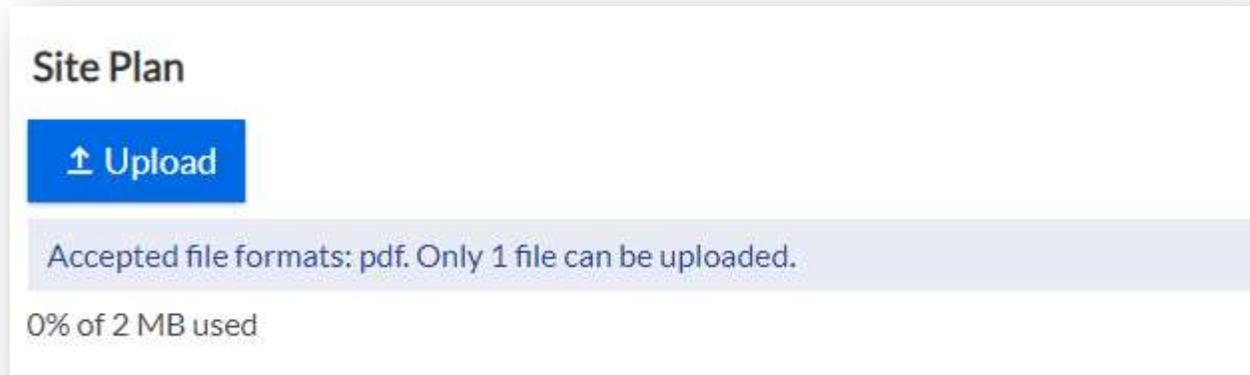
Summary

I am applying for **1** new house number(s) and **3** new unit number(s).

I confirm that the application information I have keyed in is correct.

- a. Tick the check box if the inputs are correct.
- b. In the event that an amendment is required, you may return to the earlier section by clicking the “Add/Edit the Unit Number” to edit your inputs.

- 12) Click on “**Upload**” to attach the Site Plan of the building(s). You will need to annotate the house number(s) on the plan before uploading.



Note: Only PDF format and maximum file size of 2MB are accepted.

- 13) Click on **“Upload”** to attach the approved building plans.

Complete Set of Development Building Plans

Applicant is required to ensure that the boundary outline of each house and/or unit number is clearly demarcated and annotated with proposed numbers. If accepted by IRAS, this same set will be appended to the Certificate of Numbering (CON).

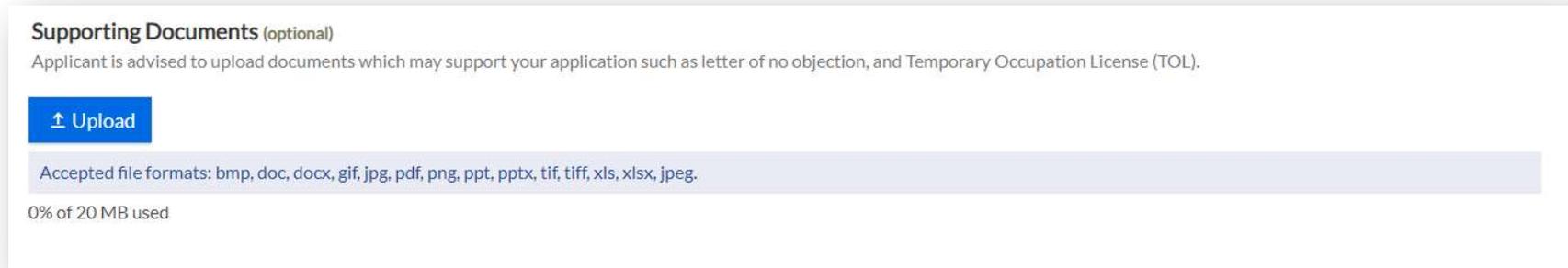
[↑ Upload](#)

Accepted file formats: pdf. Only 1 file can be uploaded.

0% of 20 MB used

Note: It is recommended to upload the Typical Floor Plan layout and the Distribution Plan (if any). Please ensure that the boundary line is clearly demarcated and annotated with the proposed unit numbers in the building plans. Only PDF format and maximum file size of 20MB are accepted.

14) Click on **“Upload”** to attach the supporting documents.



The screenshot shows a web interface for uploading supporting documents. At the top, it says "Supporting Documents (optional)" and provides a note: "Applicant is advised to upload documents which may support your application such as letter of no objection, and Temporary Occupation License (TOL)." Below this is a blue button with an upward arrow and the text "Upload". Underneath the button, a light blue bar lists "Accepted file formats: bmp, doc, docx, gif, jpg, pdf, png, ppt, pptx, tif, tiff, xls, xlsx, jpeg." At the bottom of the interface, it indicates "0% of 20 MB used".

Note: It is recommended to upload the relevant approvals from planning authorities such as letter of Temporary Occupation Licence, no objection letter from the landowners or Block Numbers and Related Street Names for public flats. Only bmp, doc, docx, gif, jpg, pdf, png, ppt, pptx, tif, xls, xlsx and jpeg document types are accepted. Please keep the attachment(s) within the total file size limit of 20MB.

15) You may refer to [Module 5: Particulars Required in Application](#) for related details.

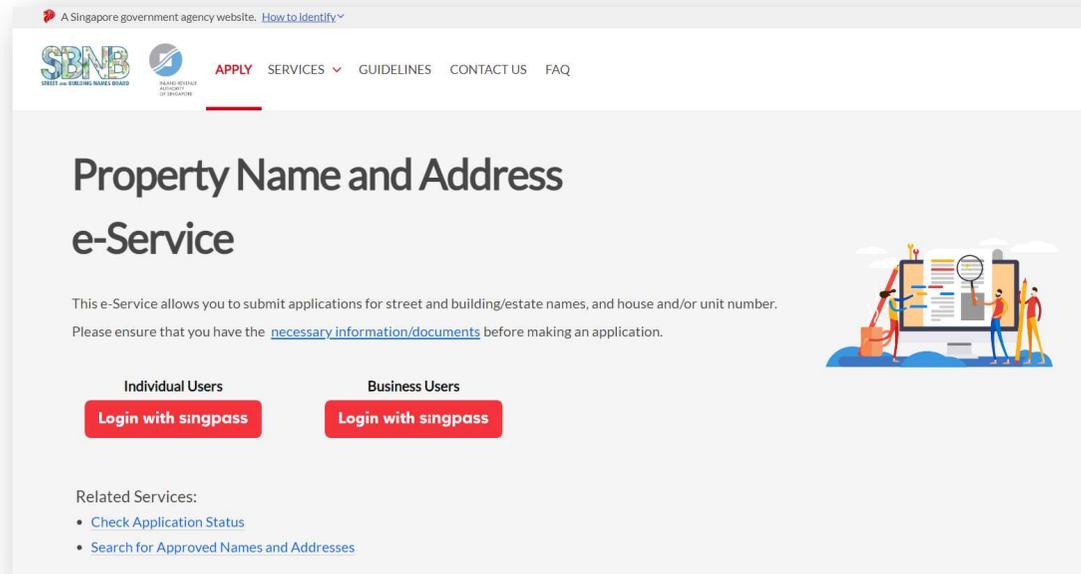
Module 2:

How to Apply for Change of Unit Number(s)

Module 2: How to Apply for Change of Unit Number(s)

This is applicable when there is a change in the configuration of unit(s) within the building premises.

1) Go to the Property Name and Address (PNAA) digital service <https://digitalservice.propertynaa.gov.sg/>



2) Select the log in with your credential.

Note: You may be required to perform a one-time setup/ account update and 2-step verification as part of the login.

3) Once you have logged in, click on **“Add a new application”**.

A Singapore government agency website. [How to identify](#)

SBNB STREET AND BUILDING NAMES BOARD

IRAS INLAND REVENUE AUTHORITY OF SINGAPORE

APPLY SERVICES ▾ GUIDELINES CONTACT US FAQ

USER F9990954N **Log out**

Overview

[Applications Overview](#)

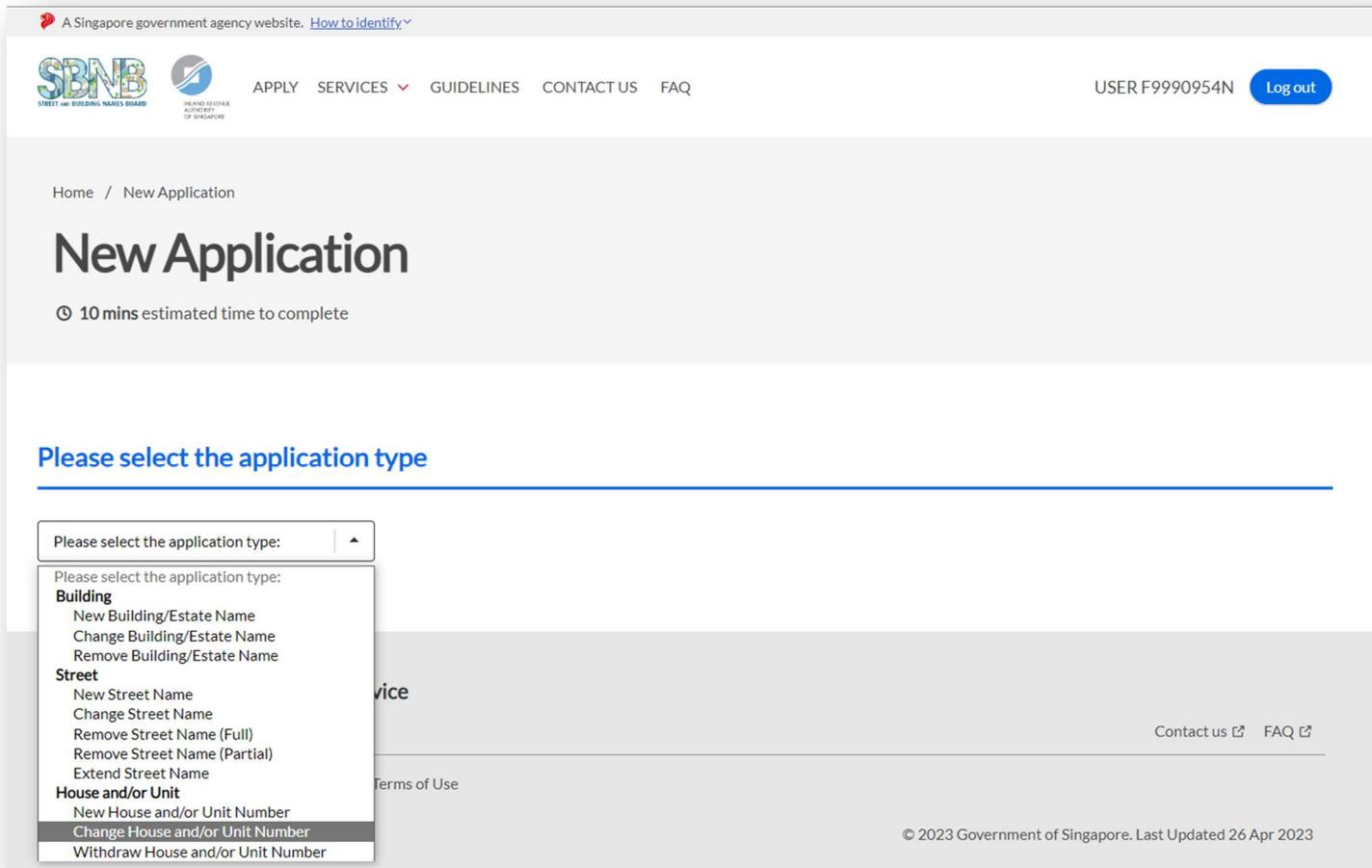
Drafts

Add a new application

Status: ▾

Application types: ▾

4) Select “Change House and/or Unit Number” from the drop-down list.



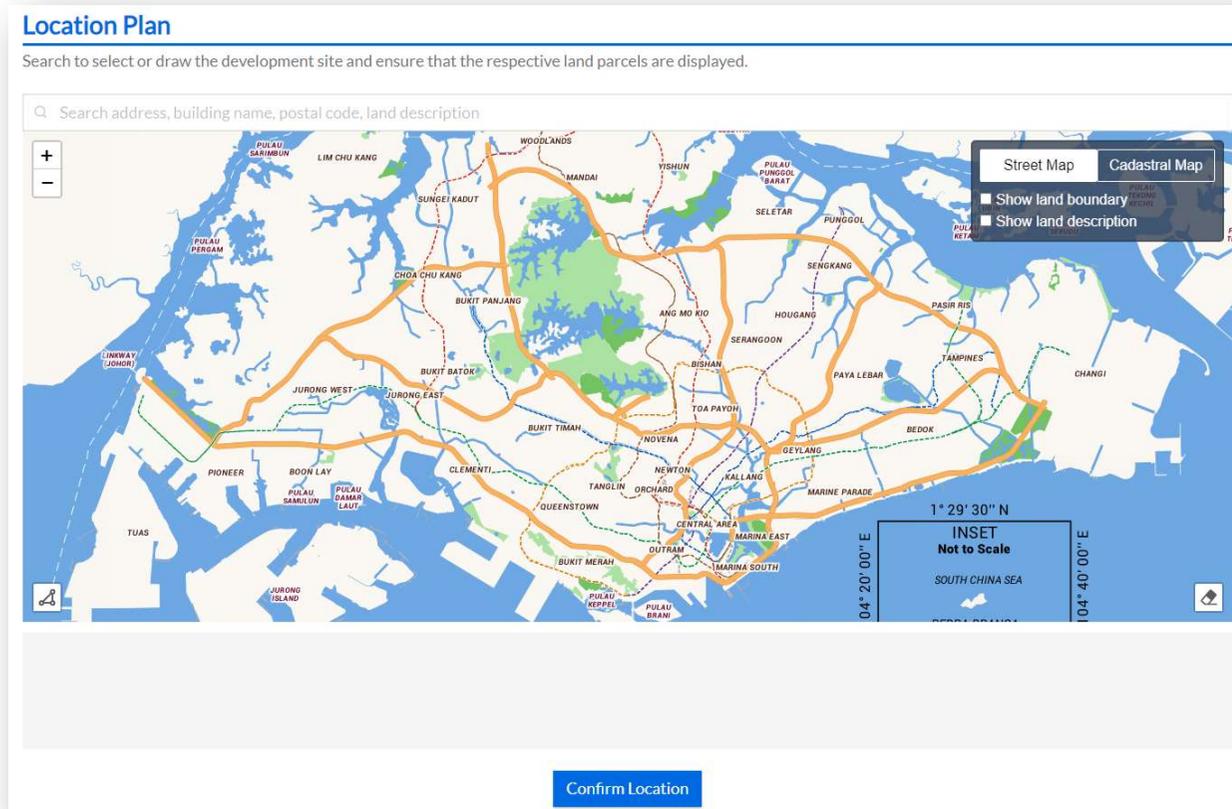
The application form for Change of House and/or Unit Number is displayed.

The screenshot shows the SBNB (Street and Building Names Board) website interface. At the top, there is a navigation bar with the SBNB logo, the text 'STREET AND BUILDING NAMES BOARD', and the Singapore Government logo with 'PLANNING AGENCY OF SINGAPORE'. The navigation menu includes 'APPLY', 'SERVICES', 'GUIDELINES', 'CONTACT US', and 'FAQ'. The user is logged in as 'USER F9990954N' with a 'Log out' button.

The main content area displays the breadcrumb 'Home / New Application' and the title 'New Application' in a large font. Below the title, it indicates '10 mins estimated time to complete'. A section titled 'Please select the application type' contains a dropdown menu with the selected option 'Change House and/or Unit Number'.

An 'Information' section follows, stating 'This form is applicable for:' and listing two bullet points: 'Change of unit number when existing property has undergone layout change, e.g. existing unit(s) combine, split, change in floor area requiring new unit number(s).', and 'Change of house number when existing property is affected by a change in street name or has changed its main entrance.' It also includes a note: 'If there is a change in street name, please ensure that the new Street Name has been approved by SBNB. You may check for [Approved Street Name](#) or apply for [New Street Name](#)'.

5) Enter the “**property address, building name, postal code or land description**” to locate the subject site.



a. You may tick the Checked Box to “**Show land boundary**” function to assist you with the land boundary line.

b. Click on “**Confirm Location**” to proceed.

Note: In the event that the demarcated polygon is incorrect, please use  draw tool function to demarcate the subject site.

6) Select the appropriate option.

Are you applying to renumber the property due to an affected change in street name and/or main entrance?

- Yes
 No

- a. Select “**No**”, if you are submitting an application due to layout changes (i.e. splitting of unit, combining of units, adding of unit or change in floor area).
- b. Select “**Yes**”, if you are submitting this application due to a change in the street name or change in the property main entrance. You may refer to [Module 3: How to Apply for Change of House Number](#).

7) When selected, “**No**” (reference step 6a),

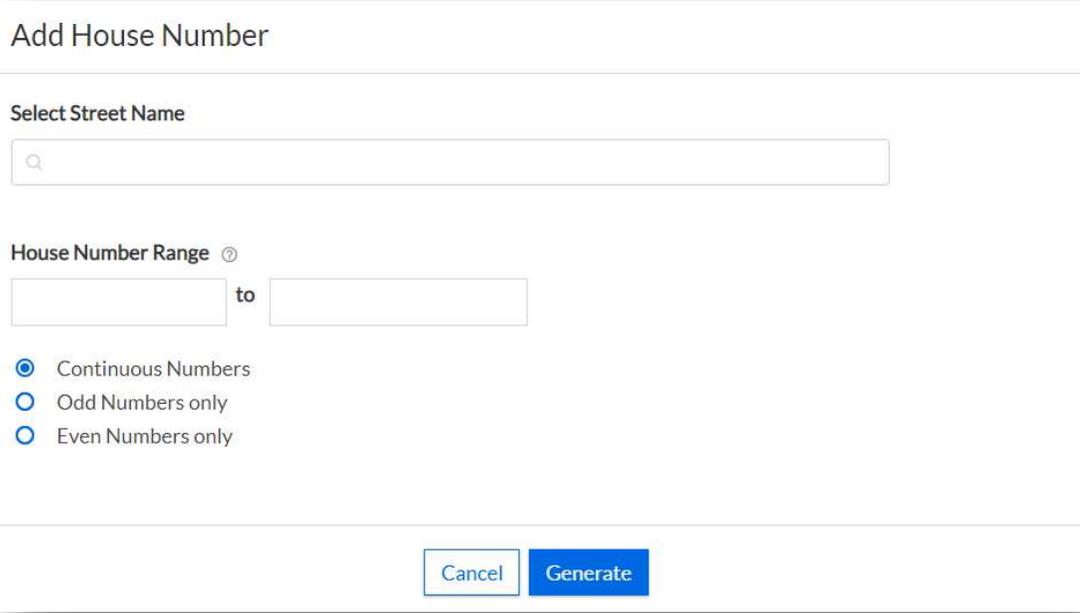
- a. Click on “**Add Existing House Number**” to enter the street name, followed by the house number.

Proposed Change to House and/or Unit Number

Applicant is advised to adhere to the [house and/or unit number guidelines](#) when proposing numbers. Generate proposed change to house and/or unit number(s) by selecting 'Add Existing House Number' and 'Add/Edit Existing Unit Number'. The list of proposed numbers can be exported to a Microsoft Excel spreadsheet.

+ [Add Existing House Number](#)

b. Enter the “**Street Name**” and “**House Number Range**”.



The screenshot shows a web form titled "Add House Number". It contains the following elements:

- A section labeled "Select Street Name" with a search input field.
- A section labeled "House Number Range" with two input fields separated by the word "to".
- Three radio button options: "Continuous Numbers" (selected), "Odd Numbers only", and "Even Numbers only".
- Two buttons at the bottom: "Cancel" and "Generate".

Note: In the event that you are submitting a single house number e.g. 1 Punggol Drive, indicate “Punggol Drive” under “**Select Street Name**”, enter “1” in the first field under “**House Number Range**” and keep the option to “**Continuous Numbers**”.

c. Click on “**Generate**” to generate the list of house number, street name and postal code.

The house number(s) generated will be displayed.

Proposed Change to House and/or Unit Number

Applicant is advised to adhere to the [house and/or unit number guidelines](#) when proposing numbers. Generate proposed change to house and/or unit number(s) by selecting 'Add Existing House Number' and 'Add/Edit Existing Unit Number'. The list of proposed numbers can be exported to a Microsoft Excel spreadsheet.

1 Punggol Drive ^

Postal Code

828629 

Unit Numbers:
Enter unit number(s) changes (current and new).
[+ Add/Edit Existing Unit Number](#)

[+ Add Existing House Number](#)

d. Click on **“Add/ Edit Existing Unit Number”** to enter the unit number.

The screenshot shows a web form titled "Generate Existing Unit Numbers". It contains the following elements:

- A header section with the title "Generate Existing Unit Numbers".
- Instructions: "Enter the range of storey and unit numbers that you would like to generate for 1_Punggol Drive then click Generate. Only valid ranges will be accepted."
- A "Storey Range" section with a help icon. It includes the text "For example, indicate 'B1' for basement 1." and two input fields: the first contains "1" and the second is empty, separated by the word "to".
- A "Unit Number Range" section with a help icon. It includes the text "For example, indicate 'K1' for kiosk, 'CPK' for carpark." and two input fields: the first contains "1" and the second contains "5", separated by the word "to".
- Three radio button options: "Continuous Numbers", "Odd Numbers only" (which is selected), and "Even Numbers only".
- A "Use" section with the text "Please enter the property use to apply to the range of unit(s). You can still change the individual use later." and a text input field containing the word "Office".
- A blue "Generate" button at the bottom left.

- i. Enter the **“Storey Range”** and **“Unit Number Range”**.
- ii. Select the appropriate option **“Continuous Numbers”**, **“Odd Numbers only”** or **“Even Numbers only”**.
- iii. Enter the appropriate **“Use”** approved by URA.
- iv. Click on **“Generate”** to generate the unit number list.

Note: System will verify the unit number format and generate the list of unit numbers accordingly.

Apply or Withdraw House / Unit Number

In the event that the unit number is not valid in IRAS records, you will be prompted with an error notification. Please ensure that the unit number is a valid unit number issued by IRAS. .

| Storey | Unit No. (Existing) | Unit No. (New) | Use (New) | Reason | | |
|--------|---------------------|----------------|-----------|---------------|---|---|
| 01 | 01 | | Office | Combine Units | + | ✖ |
| 01 | 03 | | Office | Combine Units | + | ✖ |
| 01 | 05 | | Office | Combine Units | + | ✖ |

[Clear all rows](#)

- v. Enter the proposed new unit number and select the appropriate reason.
- vi. Click on the add button  or delete button  to edit the unit number list.
- vii. Click “Save” to proceed.

The unit numbers will be displayed.

| Proposed Unit Number(s) | | | | |
|-------------------------|---------------------|----------------|-----------|--------------------------|
| Storey | Unit No. (Existing) | Unit No. (New) | Use (New) | Reason |
| 01 | 01 | 01 | Office | Combine Units |
| 01 | 03 | 01 | Office | Combine Units |
| 01 | 03 | - | Office | Removal of Existing Unit |
| 01 | 05 | 01 | Office | Combine Units |
| 01 | 05 | - | Office | Removal of Existing Unit |

[+ Add/Edit Existing Unit Number](#)

[+ Add Existing House Number](#)

[Export to Excel](#)

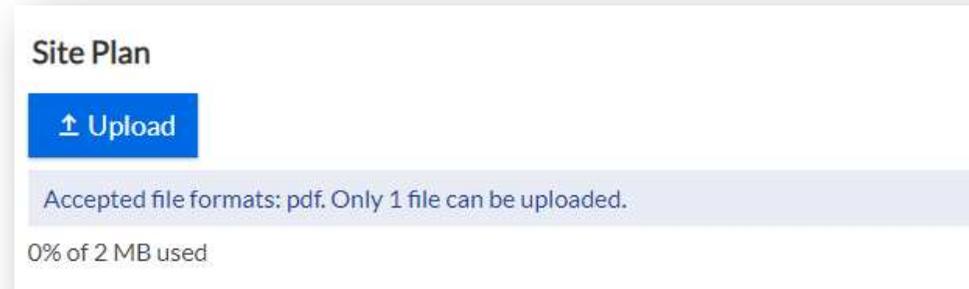
- 8) The system will auto compute the number of house and unit numbers based on the generated list. You may verify the inputs using the “Export” function (if necessary).

Summary

A total of **3** unit number(s) is affected by the unit number change. I am applying a total of **1** unit number(s) and will withdraw **2** unit number(s).

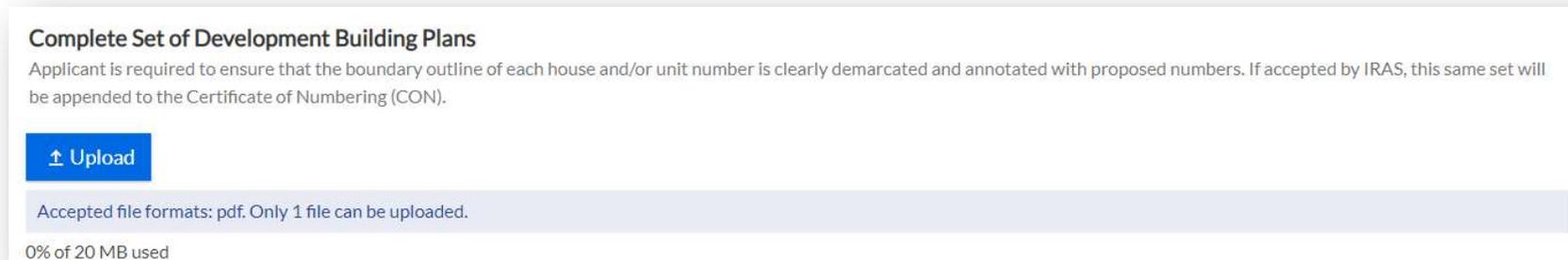
I confirm that the application information I have keyed in is correct.

- a. Tick the checked box if the inputs are correct.
- b. In the event that an amendment is required, you may return to the earlier section by clicking on the “Add/ Edit the Unit Number” to edit your inputs.
- 9) Click on “**Upload**” to attach the Site Plan of the building(s). You will need to annotate the house number(s) on the plan before uploading.



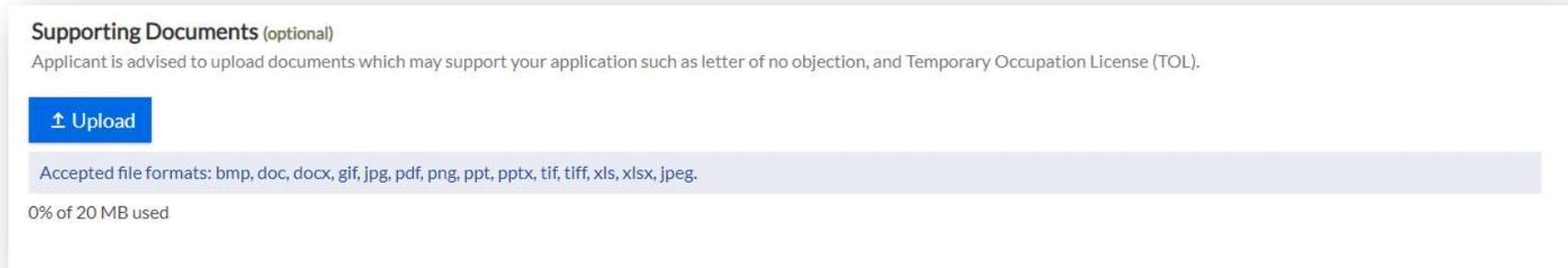
Note: Only PDF format and maximum file size of 2MB are accepted.

- 10) Click on “**Upload**” to attach the approved building plans.



Note: It is recommended to upload the Typical Floor Plan layout and the Distribution Plan (if any). Please ensure that the boundary line is clearly demarcated and annotated with the proposed unit numbers in the building plans. Only PDF format and maximum file size of 20MB are accepted.

11) Click on **“Upload”** to attach the supporting documents.



The screenshot shows a web interface for uploading supporting documents. At the top, it says "Supporting Documents (optional)" and provides a note: "Applicant is advised to upload documents which may support your application such as letter of no objection, and Temporary Occupation License (TOL)." Below this is a blue button with an upward arrow and the text "Upload". Underneath the button, a light blue box lists "Accepted file formats: bmp, doc, docx, gif, jpg, pdf, png, ppt, pptx, tif, tiff, xls, xlsx, jpeg." At the bottom of the interface, it indicates "0% of 20 MB used".

Note: It is recommended to upload the relevant approvals from planning authorities such as letter of Temporary Occupation Licence, no objection letter from the landowners or Block Numbers and Related Street Names for public flats. Only bmp, doc, docx, gif, jpg, pdf, png, ppt, pptx, tif, xls, xlsx, and jpeg document types are accepted. Please keep the attachment(s) within the total file size limit of 20MB.

12) You may refer to [Module 5: Particulars Required in Application](#) for related details.

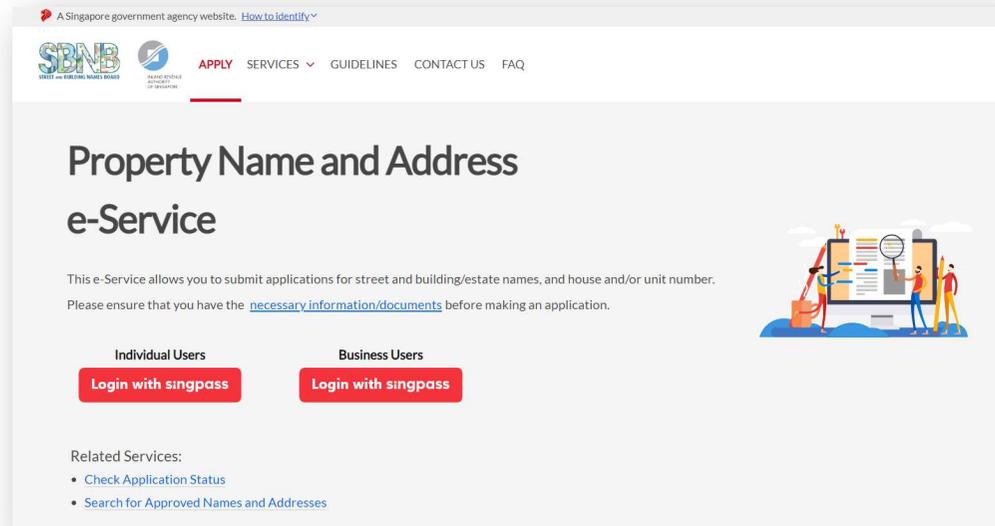
Module 3:

How to Apply for Change of House Number

Module 3: How to Apply Change of House Number Application

This is applicable if your property is affected by a change in street name or has changed its main entrance.

1) Go to the Property Name and Address (PNAA) digital service <https://digitalservice.propertynaa.gov.sg/>



2) Select the log in with your credential.

Note: You may be required to perform a one-time setup/ account update and 2-step verification as part of the login.

3) Once you have logged in, click on **“Add a new application”**.

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Overview

[Applications Overview](#)

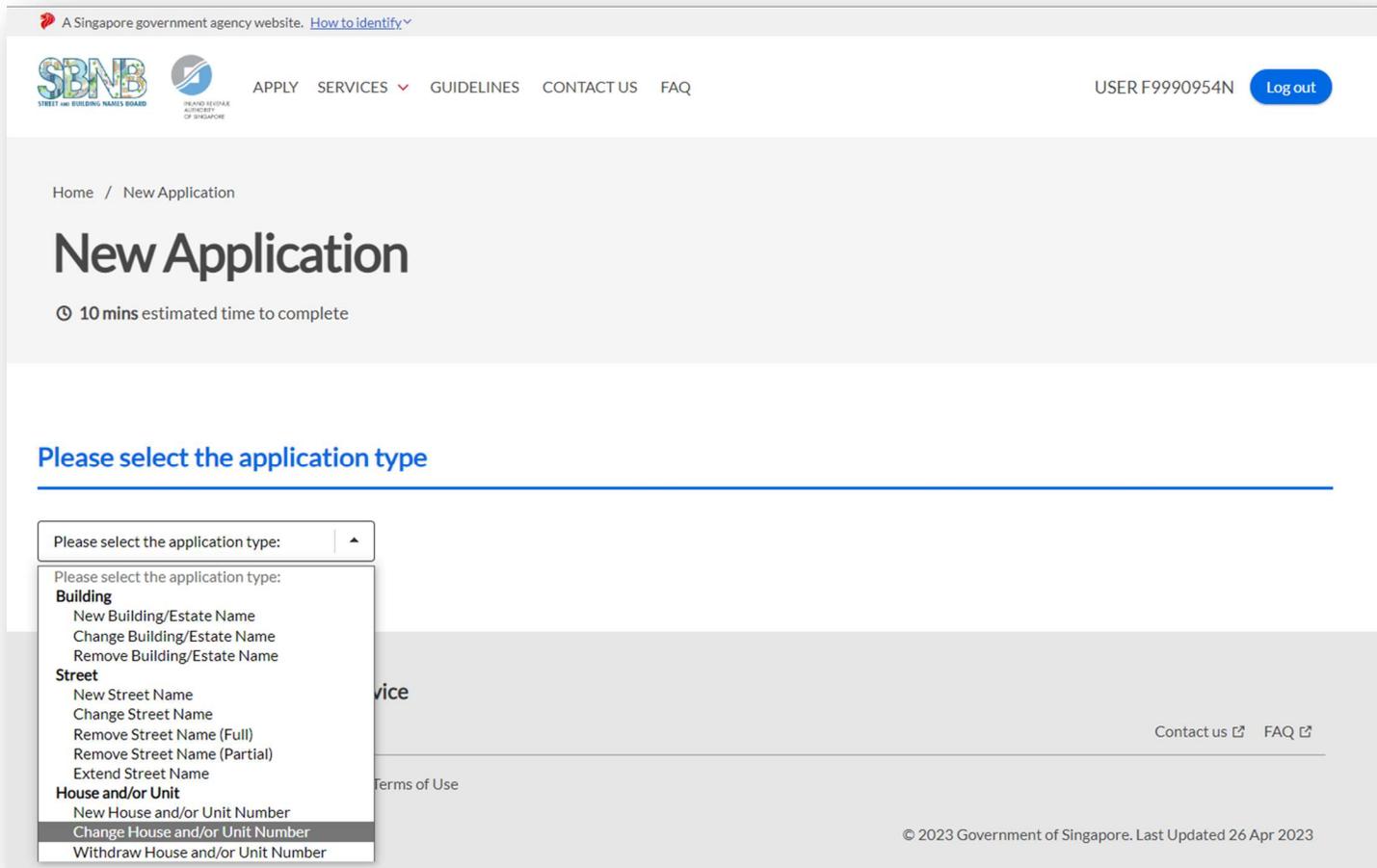
Drafts

[Add a new application](#)

Status: ▾

Application types: ▾

4) Select “Change House and/or Unit Number” from the drop-down list.



The application form for Change of House and/or Unit Number is displayed.

A Singapore government agency website. [How to identify](#)

SBNB STREET AND BUILDING NAMES BOARD  **RELAND DEVELOPMENT AUTHORITY OF SINGAPORE**

APPLY SERVICES ▾ GUIDELINES CONTACT US FAQ

USER F9990954N [Log out](#)

Home / New Application

New Application

🕒 10 mins estimated time to complete

Please select the application type

Change House and/or Unit Number ▾

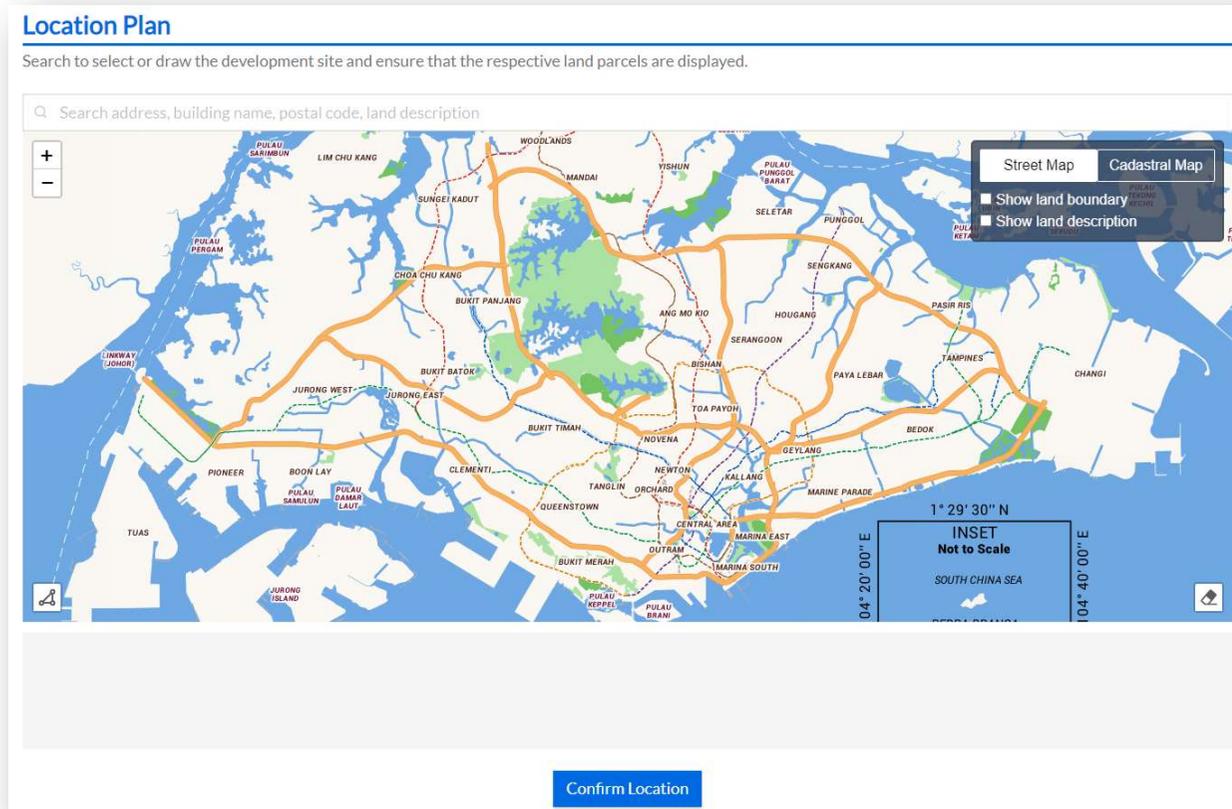
Information

This form is applicable for:

- Change of unit number when existing property has undergone layout change, e.g. existing unit(s) combine, split, change in floor area requiring new unit number(s).
- Change of house number when existing property is affected by a change in street name or has changed its main entrance.

If there is a change in street name, please ensure that the new Street Name has been approved by SBNB. You may check for [Approved Street Name](#) or apply for [New Street Name](#)

5) Enter the “**property address, building name, postal code or land description**” to locate the subject site.



a. You may tick the Checked Box to “**Show land boundary**” function to assist you with the land boundary line.

b. Click on “**Confirm Location**” to proceed.

Note: In the event that the demarcated polygon is incorrect, please use  draw tool function to demarcate the subject site.

6) Select the appropriate option.

Are you applying to renumber the property due to an affected change in street name and/or main entrance?

Yes

No

- a. Select **“No”**, if you are submitting an application due to layout changes (i.e. splitting of unit, combining of units, adding of unit or change in floor area). You may refer to [Module 2: How to Apply for Change of Unit Number\(s\)](#).
- b. Select **“Yes”**, if you are submitting this application due to a change in the street name or change in the property main entrance.

7) When selected, “Yes” (reference step 6b),

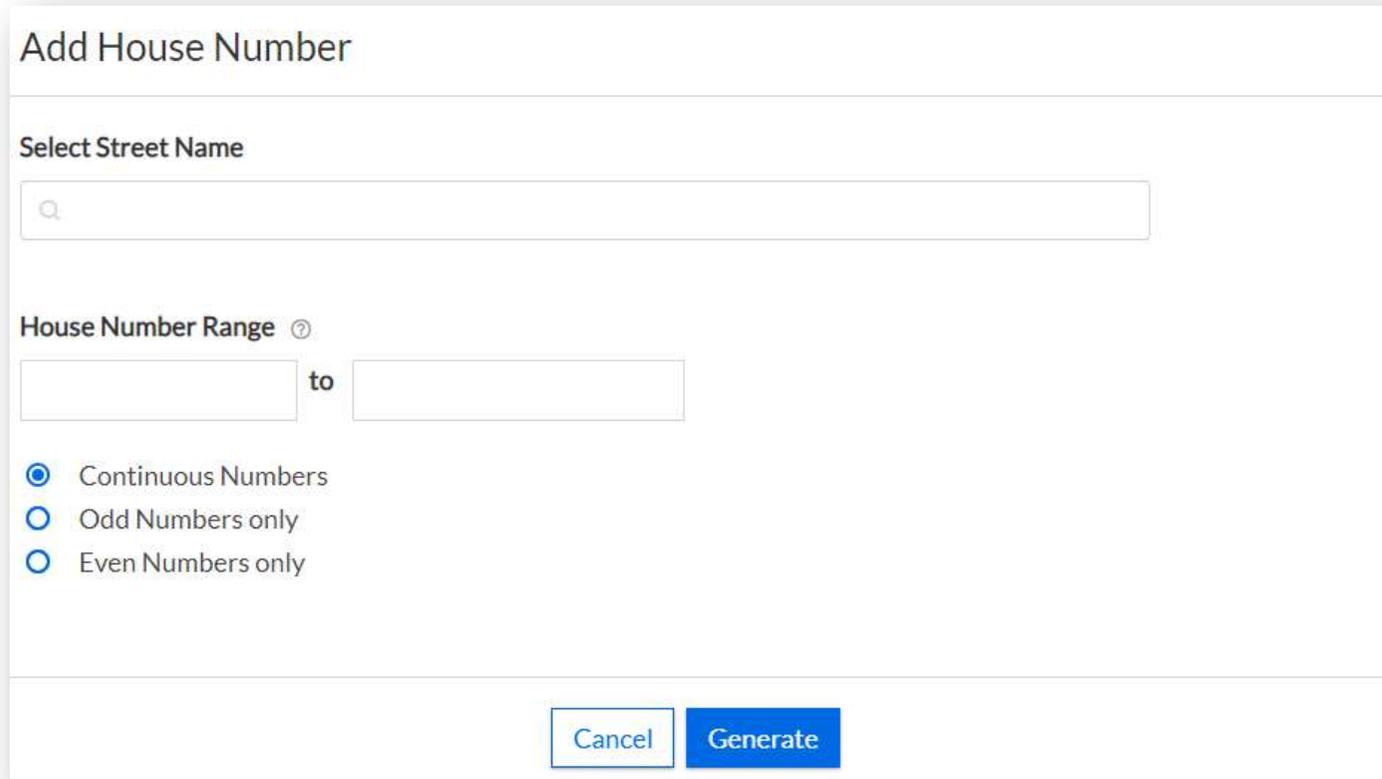
- a. Click on “**Add Existing House Number**” to enter the street name, followed by the house number.

Proposed Change to House and/or Unit Number

Applicant is advised to adhere to the [house and/or unit number guidelines](#) when proposing numbers. Generate proposed change to house and/or unit number(s) by selecting 'Add Existing House Number' and 'Add/Edit Existing Unit Number'. The list of proposed numbers can be exported to a Microsoft Excel spreadsheet.

+ [Add Existing House Number](#)

b. Enter the **“Street Name”** and **“House Number Range”**.



The screenshot shows a web form titled "Add House Number". It has a section for "Select Street Name" with a search input field. Below that is the "House Number Range" section, which includes two input fields separated by the word "to". There are three radio button options: "Continuous Numbers" (which is selected), "Odd Numbers only", and "Even Numbers only". At the bottom of the form are two buttons: "Cancel" and "Generate".

Note: In the event that you are submitting a single house number e.g. 2 Punggol Drive, indicate “Punggol Drive” under **“Select Street Name”**, enter “2” in the first field under **“House Number Range”** and keep the option to **“Continuous Numbers”**.

- c. Click on **“Generate”** to generate the list of house number, street name and postal code. The house number(s) generated will be displayed.

The screenshot shows a web form titled "Proposed Change to House and/or Unit Number". At the top, there is a blue header with the title. Below the header, a paragraph of text provides instructions: "Applicant is advised to adhere to the house and/or unit number guidelines when proposing numbers. Generate proposed change to house and/or unit number(s) by selecting 'Add Existing House Number' and 'Add/Edit Existing Unit Number'. The list of proposed numbers can be exported to a Microsoft Excel spreadsheet." The form itself is a light blue box with a title bar "2 Punggol Drive" and an upward arrow. It contains several input fields: "Postal Code" with the value "828803" and a delete icon; "New House Number" and "New Street Name" as empty text boxes; "Effective Date" as a date picker showing "dd/mm/yyyy"; and "Reason for Change" as a dropdown menu with "Change in Street Name" selected. Below these fields is a "Unit Numbers:" section with a note "Enter unit number(s) changes (current and new)." and a link "+ Add/Edit Existing Unit Number". At the bottom of the form, there is a link "+ Add Existing House Number" and a blue button labeled "Export to Excel".

- i. Enter the proposed **“New House Number”** and appropriate **“New Street Name”**.
ii. Enter the **“Effective Date”** and select the **“Reason for Change”**.

d. Click on **“Add/ Edit Existing Unit Number”** to add the affected units.

Generate Existing Unit Numbers

Enter the range of storey and unit numbers that you would like to generate for 1 Punggol Drive then click Generate.
Only valid ranges will be accepted.

Storey Range ⓘ
For example, indicate 'B1' for basement 1.

1 to

Unit Number Range ⓘ
For example, indicate 'K1' for kiosk, 'CPK' for carpark.

1 to 5

Continuous Numbers
 Odd Numbers only
 Even Numbers only

Use
Please enter the property use to apply to the range of unit(s). You can still change the individual use later.

Office

Generate

- i. Enter the **“Storey Range”** and **“Unit Number Range”**.
- ii. Select the appropriate option **“Continuous Numbers”**, **“Odd Numbers only”** or **“Even Numbers only”**.
- iii. Enter the appropriate **“Use”** approved by URA.
- iv. Click on **“Generate”** to generate the unit number list.

Note: System will verify the unit number format and generate the list of unit numbers accordingly.

In the event that the unit number is not valid in IRAS records, you will be prompted with an error notification. Please ensure that the unit number is a valid unit number issued by IRAS.

| Storey | Unit No. | Use | | |
|---------------------------------|---------------------------------|-----------------------------------|----------------------------------|----------------------------------|
| <input type="text" value="01"/> | <input type="text" value="01"/> | <input type="text" value="Shop"/> | <input type="button" value="+"/> | <input type="button" value="🗑"/> |
| <input type="text" value="01"/> | <input type="text" value="03"/> | <input type="text" value="Shop"/> | <input type="button" value="+"/> | <input type="button" value="🗑"/> |
| <input type="text" value="01"/> | <input type="text" value="05"/> | <input type="text" value="Shop"/> | <input type="button" value="+"/> | <input type="button" value="🗑"/> |

- v. Enter the proposed new unit number.
- vi. Click on the add button or delete button to edit the unit number list.
- vii. Click “Save” to proceed.

The unit numbers will be displayed.

Proposed Change to House and/or Unit Number

Applicant is advised to adhere to the [house and/or unit number guidelines](#) when proposing numbers. Generate proposed change to house and/or unit number(s) by selecting 'Add Existing House Number' and 'Add/Edit Existing Unit Number'. The list of proposed numbers can be exported to a Microsoft Excel spreadsheet.

681 Punggol Drive

Postal Code
820681

New House Number
681

New Street Name
Punggol Drive

Effective Date
dd/mm/yyyy

Reason for Change
Change in Street Name

| Storey | Unit No. | Use |
|--------|----------|------|
| 01 | 01 | Shop |
| 01 | 03 | Shop |
| 01 | 05 | Shop |

[+ Add/Edit Existing Unit Number](#)

[+ Add Existing House Number](#)

[Export to Excel](#)

- 8) The system will auto compute the number of house and unit numbers based on the generated list. You may verify the inputs using the “Export” function (if necessary).

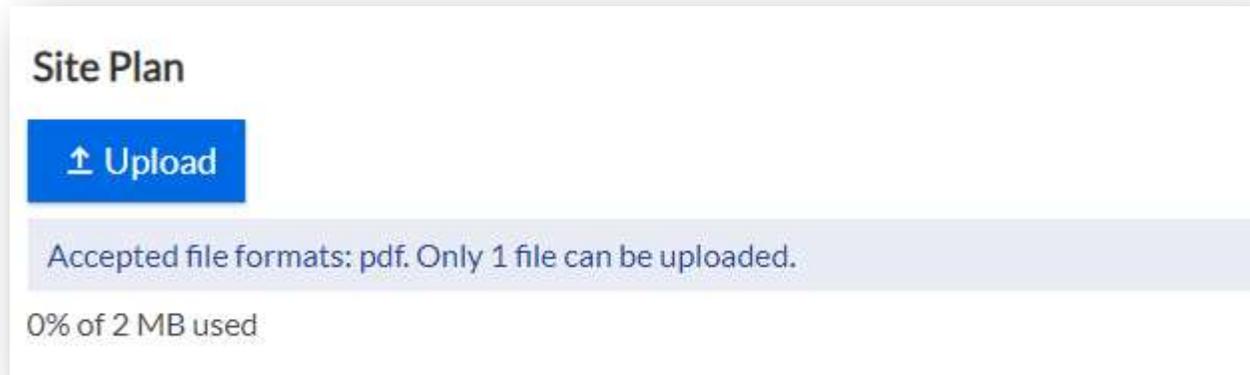
Summary

A total of **1** existing house number(s), **3** existing unit number(s) are affected by the change in street name/main entrance.

I confirm that the application information I have keyed in is correct.

- a. Tick the checked box if the inputs are correct.
- b. In the event that an amendment is required, you may return to the earlier section by clicking on the “Add/ Edit the Unit Number” to edit your inputs.

- 9) Click on “**Upload**” to attach the Site Plan of the building(s). You will need to annotate the house Number(s) on the plan before uploading.



Note: Only PDF format and maximum file size of 2MB are accepted.

- 10) Click on **“Upload”** to attach the approved building plans.

Complete Set of Development Building Plans

Applicant is required to ensure that the boundary outline of each house and/or unit number is clearly demarcated and annotated with proposed numbers. If accepted by IRAS, this same set will be appended to the Certificate of Numbering (CON).

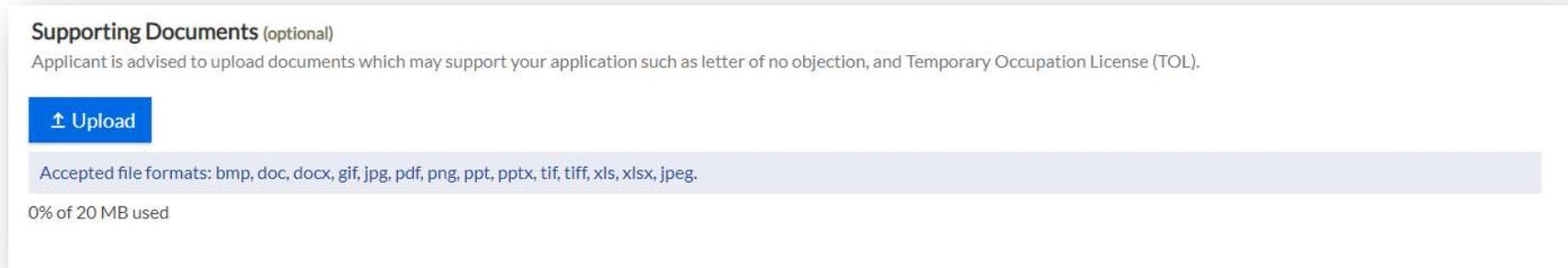
[↑ Upload](#)

Accepted file formats: pdf. Only 1 file can be uploaded.

0% of 20 MB used

Note: It is recommended to upload the Typical Floor Plan layout and the Distribution Plan (if any). Please ensure that the boundary line is clearly demarcated and annotated with the proposed unit numbers in the building plans. Only PDF format and maximum file size of 20MB are accepted.

11) Click on **“Upload”** to attach the supporting documents.



The screenshot shows a web interface for uploading supporting documents. At the top, it says "Supporting Documents (optional)" and provides a note: "Applicant is advised to upload documents which may support your application such as letter of no objection, and Temporary Occupation License (TOL)." Below this is a blue button with an upward arrow and the text "Upload". Underneath the button, a light blue bar lists "Accepted file formats: bmp, doc, docx, gif, jpg, pdf, png, ppt, pptx, tif, tiff, xls, xlsx, jpeg." At the bottom of the interface, it indicates "0% of 20 MB used".

Note: It is recommended to upload the relevant approvals from planning authorities such as letter of Temporary Occupation Licence, no objection letter from the landowners or Block Numbers and Related Street Names for public flats. Only bmp, doc, docx, gif, jpg, pdf, png, ppt, pptx, tif, xls, xlsx and jpeg document types are accepted. Please keep the attachment(s) within the total file size limit of 20MB.

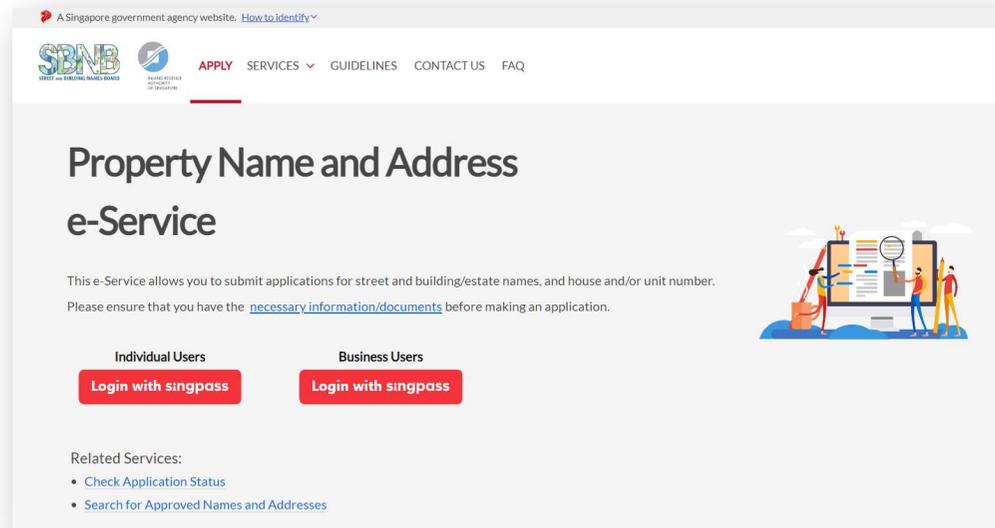
12) You may refer to [Module 5: Particulars Required in Application](#) for related details.

Module 4: How to Apply for Withdrawal of House and/or Unit Number

Module 4: How to Apply for Withdrawal of House and/or Unit Number

This is applicable if the existing building(s) and/or unit numbers are no longer required due to removal or demolition.

- 1) Go to the Property Name and Address (PNAA) digital service <https://digitalservice.propertynaa.gov.sg/>



- 2) Select the log in with your credential.

Note: You may be required to perform a one-time setup/ account update and 2-step verification as part of the login.

3) Once you have logged in, click on **“Add a new application”**.

A Singapore government agency website. [How to identify](#)▼

SBNB STREET AND BUILDING NAMES BOARD  **IRAS** INLAND REVENUE AUTHORITY OF SINGAPORE

APPLY SERVICES ▼ GUIDELINES CONTACT US FAQ

USER F9990954N **Log out**

Overview

[Applications Overview](#)

Drafts

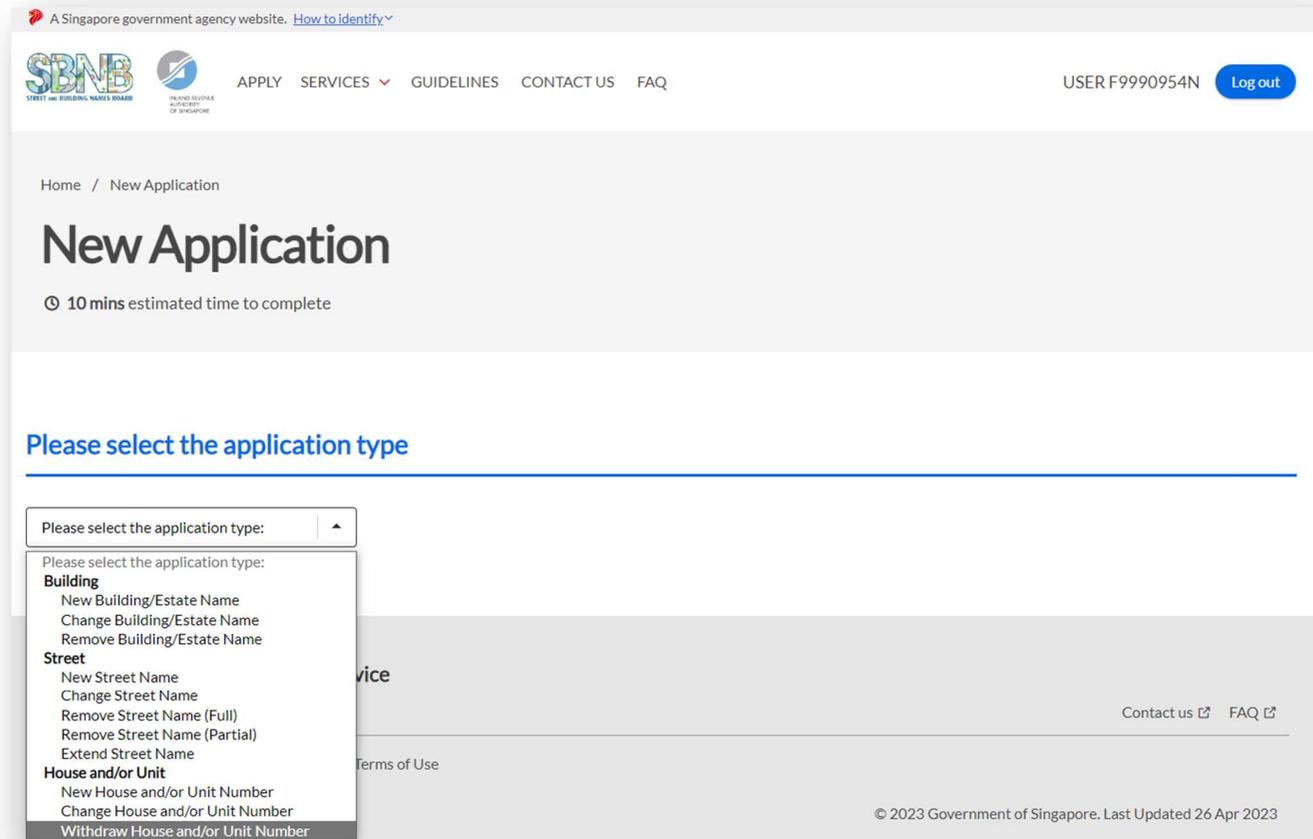
Applications Overview

Add a new application

Status: ▼

Application types: ▼

4) Select “Withdraw House and/or Unit Number” from the drop-down list.



The application form for Withdraw House and/or Unit Number is displayed.

A Singapore government agency website. [How to identify](#)

  [APPLY](#) [SERVICES](#) [GUIDELINES](#) [CONTACT US](#) [FAQ](#) USER F9990954N [Log out](#)

Home / New Application

New Application

🕒 10 mins estimated time to complete

Please select the application type

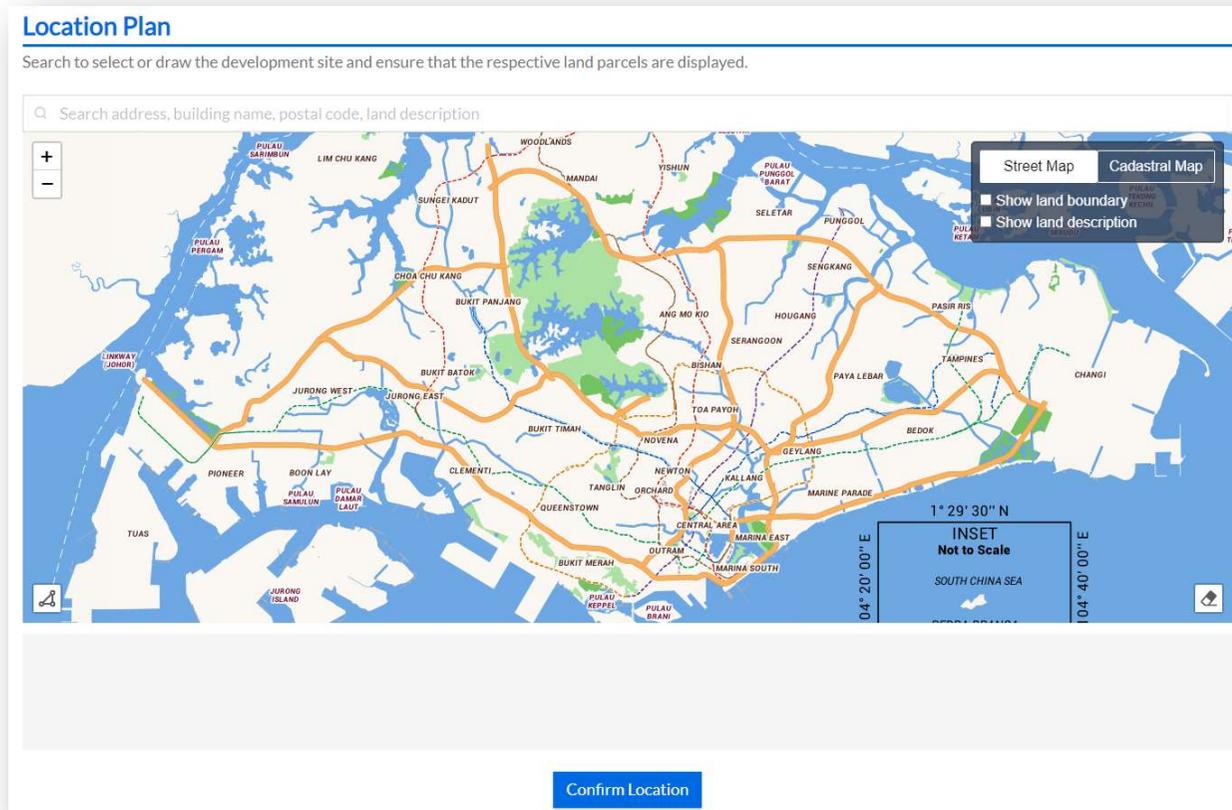
Withdraw House and/or Unit Number

Information
This form is applicable for:

- Existing building that has been demolished,
- Existing house and/or unit number that is no longer required.

The application will be reviewed and issued with a Certificate of Numbering (CON) when approved.

5) Enter the “**property address, building name, postal code or land description**” to locate the subject site.



a. You may tick the Checked Box to “**Show land boundary**” function to assist you with the land boundary line.

b. Click on “**Confirm Location**” to proceed.

Note: In the event that the demarcated polygon is incorrect, please use  draw tool function to demarcate the subject site.

6) Click on the **“Add House Number”** to enter the street name, followed by the house number.

House and/or Unit Number(s) to be Withdrawn

Generate proposed house and/or unit number(s) by selecting 'Add House Number' and 'Add/Edit Existing Unit Number'. The list of proposed numbers can be exported to a Microsoft Excel spreadsheet.

[+ Add House Number](#)

a. Enter the **“Street Name”** and **“House Number Range”**.

Add House Number

Select Street Name

House Number Range ⓘ

 to

Continuous Numbers
 Odd Numbers only
 Even Numbers only

Note: If you are submitting a single house number e.g. 55 Newton Road, indicate “Newton Road” under “**Select Street Name**”, enter “55” in the first field under “**House Number Range**” and select “**Continuous Numbers**”.

b. Click on “**Generate**” to generate the list of house number, street name and postal code.

The screenshot shows a web form titled "House and/or Unit Number(s) to be Withdrawn". Below the title is a sub-header "55 Newton Road" with an upward arrow. The form contains the following fields and options:

- Postal Code:** A text input field containing "307987" with a red trash icon to its right.
- Withdrawal Options:** Three radio button options:
 - Withdraw this house number and all units
 - Withdraw all units and keep this house number
 - Withdraw some units
- Date of Withdrawal:** A text input field with the placeholder "dd/mm/yyyy" and a calendar icon.
- Reason for Withdrawal:** A dropdown menu with "Removal" selected.
- Unit Numbers:** A section with the text "Enter unit number(s) to withdraw." and a link "+ Add/Edit Existing Unit Number".

At the bottom of the form, there is a link "+ Add House Number" and a blue button labeled "Export to Excel".

7) Select the appropriate **Withdrawal Options**.

- a. Select – “**Withdraw this house number and all units**”,
if you are withdrawing the main house number and all the existing unit numbers.

- b. Select – “**Withdraw all units and keep this house number**”,
if you are retaining the main house number and withdrawing all the existing unit numbers.

- c. Select – “**Withdraw some units**”,
if you are withdrawing a unit number (e.g. ATM machine) and retaining the main house number and other unit numbers in the building.

8) Enter the “**Storey Range**” and “**Unit Number Range**”.

- a. Click on “**Generate**” to generate the list of unit numbers. .

Generate Existing Unit Numbers

Enter the range of storey and unit numbers that you would like to generate for 55 Newton Road then click Generate.
Only valid ranges will be accepted.

Storey Range ⓘ
For example, indicate 'B1' for basement 1.

to

Unit Number Range ⓘ
For example, indicate 'K1' for kiosk, 'CPK' for carpark.

to

Continuous Numbers
 Odd Numbers only
 Even Numbers only

b. Click "**Save**" to confirm unit number(s).

| Storey | Unit No. | | |
|---|----------|---|----|
| 01 | 01 | + | 🗑️ |
| 01 | 03 | + | 🗑️ |
| 01 | 05 | + | 🗑️ |
| Clear all rows | | | |
| <input type="button" value="Cancel"/> <input type="button" value="Save"/> | | | |

Note: System will verify the unit number format and generate the list of unit numbers accordingly. In the event that the unit number is not valid in IRAS records, you will be prompted with an error notification. Please ensure that the unit number is a valid unit number issued by IRAS.

- 9) The system will auto compute the number of house and/or unit number(s) based on the generated list. You may verify the inputs using the “Export” function (if necessary).

Summary

I am applying for withdrawal of 1 house number(s) and 0 unit number(s).

I confirm that the application information I have keyed in is correct.

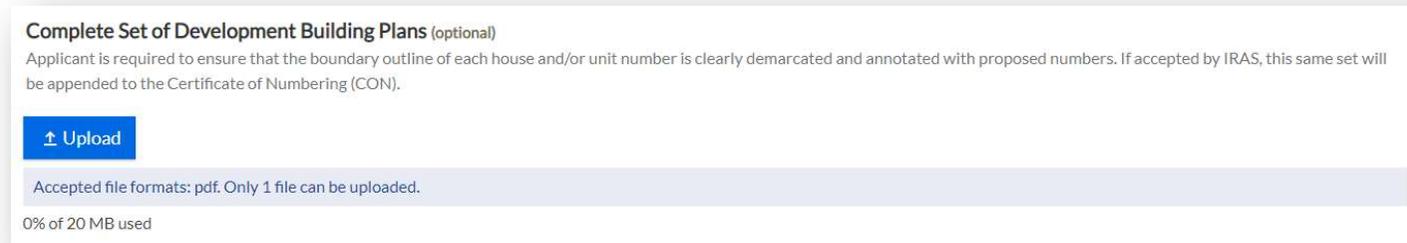
- a. Tick the checked box if the inputs are correct.
- b. In the event that an amendment is required, you may return to the earlier section by clicking on the “**Add/ Edit the Unit Number**” to edit your inputs.

- 10) Click on “**Upload**” to attach the Site Plan of the building(s)/unit(s) demolished or removed.
You will need to annotate the house number(s) to be withdrawn on the plan before uploading.



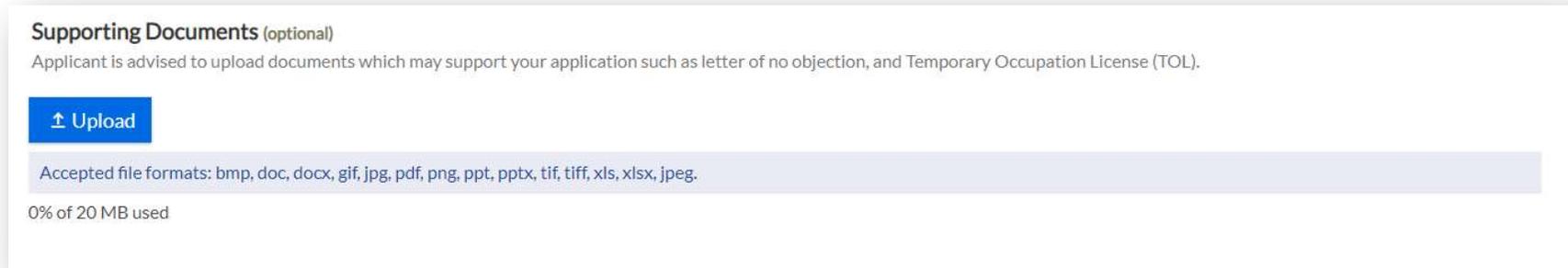
Note: Only PDF format and maximum file size of 2MB are accepted.

10) Click on **“Upload”** to attach the approved building plans.



Note: It is recommended to upload the Typical Floor Plan layout and the Distribution Plan (if any). Please ensure that the boundary line is clearly demarcated and annotated with proposed unit numbers in the building plans. Only PDF format and maximum file size of 20MB are accepted.

11) Click on **“Upload”** to attach the supporting documents.



The screenshot shows a web interface for uploading supporting documents. At the top, it says "Supporting Documents (optional)" and provides a note: "Applicant is advised to upload documents which may support your application such as letter of no objection, and Temporary Occupation License (TOL)." Below this is a blue button with an upward arrow and the text "Upload". Underneath the button, a light blue bar lists "Accepted file formats: bmp, doc, docx, gif, jpg, pdf, png, ppt, pptx, tif, tiff, xls, xlsx, jpeg." At the bottom of the interface, it indicates "0% of 20 MB used".

Note: It is recommended to upload the relevant approvals from planning authorities such as letter of Temporary Occupation Licence, no objection letter from the landowners or Block Numbers and Related Street Names for public flats. Only bmp, doc, docx, gif, jpg, pdf, png, ppt, pptx, tif, xls, xlsx and jpeg document types are accepted. Please keep the attachment(s) within the total file size limit of 20MB.

13) You may refer to [Module 5: Particulars Required in Application](#) for related details.

Module 5: Particulars Required in Application

Module 5: Particulars Required in Application

A house and/or unit number application can be submitted by property developers, owners or their appointed representatives.

- 1) If you have logged on as an **Individual Entity** using Singpass,
 - a. **Applicant Particulars** are retrieved automatically from MyInfo based on your login credentials. You may wish to click on “**Clear**” to enter information manually.

It is mandatory to provide a contact number and an email address in order to submit the house and/or unit number application.

It is optional for “Add Alternative Contact Number” and “Add Alternative Email Address”. You may wish to note that all email addresses entered would receive the same email notification(s) for the house and/or unit number application submitted.

The screenshot shows the 'Applicant Particulars' form. At the top, there is a 'Retrieve MyInfo' button with the MyInfo logo and a 'Clear' button. Below this, the form fields are as follows:

- Applicant Name:** Rachel
- Applicant Identification Number:** NRIC dropdown menu, XXXXX043J
- Company Name (if applicable):** Empty text box
- Postal Code:** Empty text box
- House/Block Number:** Empty text box
- Street Name:** Empty text box with a magnifying glass icon
- Unit Number (if applicable):** #, -, empty text boxes
- Contact Number:** 97399245
- Buttons:** '+ Add Alternative Contact Number' (blue link)
- Email Address:** myinfotesting@gmail.com
- Buttons:** '+ Add Alternative Email Address' (blue link)

b. Ownership Information

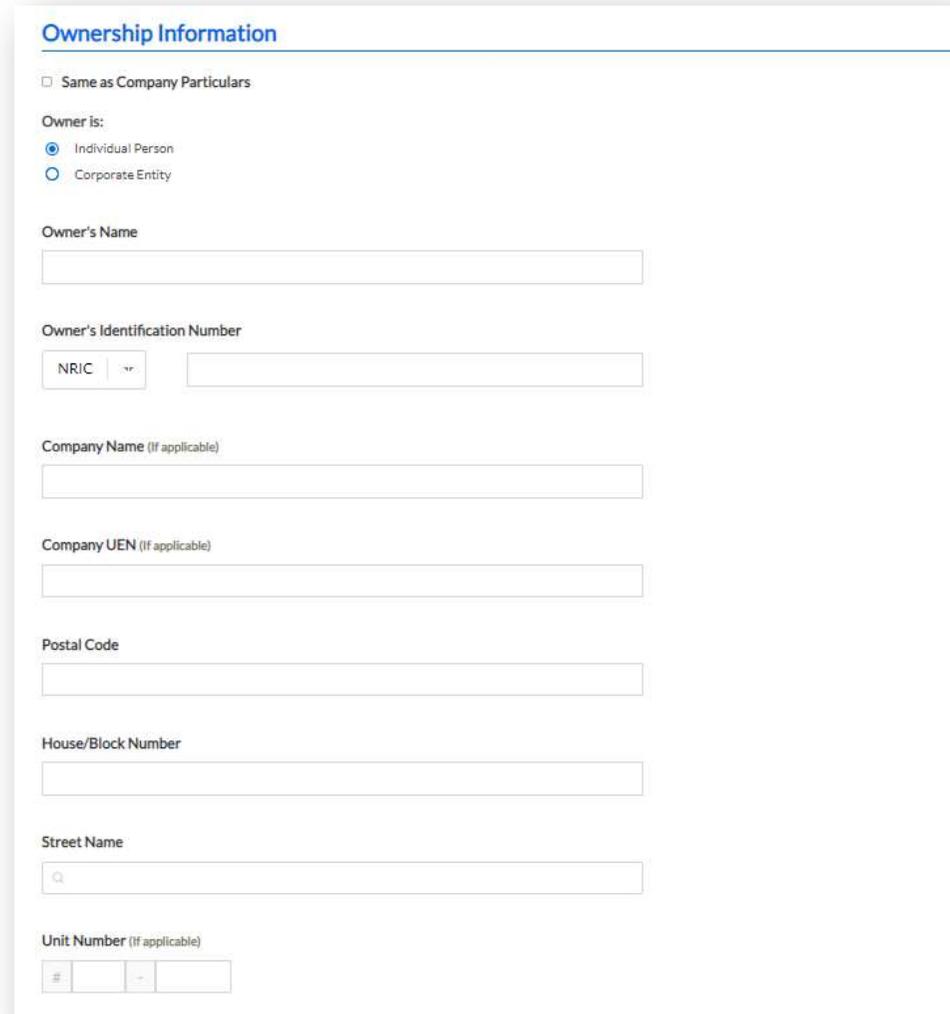
This information is mandatory to be completed by the applicant who submits the application.

- i. If the ownership information is the same as the company particulars, please tick on the check box to bypass form filling.



The screenshot shows the 'Ownership Information' section of a form. The title 'Ownership Information' is at the top. Below it, there is a checkbox labeled 'Same as Company Particulars' which is checked. The rest of the form fields are not visible in this cropped view.

- ii. If not, please select whether the owner is an “Individual Person” or a “Corporate Entity” to enter the details.



The screenshot shows the full 'Ownership Information' form. At the top, the title 'Ownership Information' is displayed. Below the title, there is a checkbox labeled 'Same as Company Particulars' which is unchecked. Under the heading 'Owner is:', there are two radio button options: 'Individual Person' (which is selected) and 'Corporate Entity'. The form contains several input fields: 'Owner's Name', 'Owner's Identification Number' (with a dropdown menu for 'NRIC'), 'Company Name (If applicable)', 'Company UEN (If applicable)', 'Postal Code', 'House/Block Number', 'Street Name', and 'Unit Number (If applicable)' (with a dropdown menu for '#').

b. Ownership Information

It is mandatory provide the owner's contact number and owner's email address in order to submit the house and/or unit number application.

c. Tick to declare that all information is true, correct and complete. You may see a different declaration information if you have selected "Same as Company Particulars".

d. Click on "**Submit**".

The screenshot displays a web form with the following sections:

- Owner's Contact Number:** A text input field with a "+ Add Alternative Contact Number" link below it.
- Owner's Email Address:** A text input field with a "+ Add Alternative Email Address" link below it.
- Declaration:** A section with a blue header and a light gray background containing a checkbox labeled "I declare that:" and three bullet points:
 - I am authorised by the owner of the subject site to handle this application, including receipt of information and correspondence.
 - All information given in this application form is true, correct and complete.
 - I will provide a copy of the decision (i.e. Certificate of Numbering) to the owner for safekeeping purpose.
- Buttons:** Three buttons are located at the bottom right: "Back to Overview" (light blue), "Save as Draft" (light blue with a floppy disk icon), and "Submit" (dark blue).

Note: An email acknowledgement will be sent to the applicant and owner, including alternative email addresses (if any), once the application is successfully submitted.

2) If you have logged on as a **Business Entity** using CorpPass,

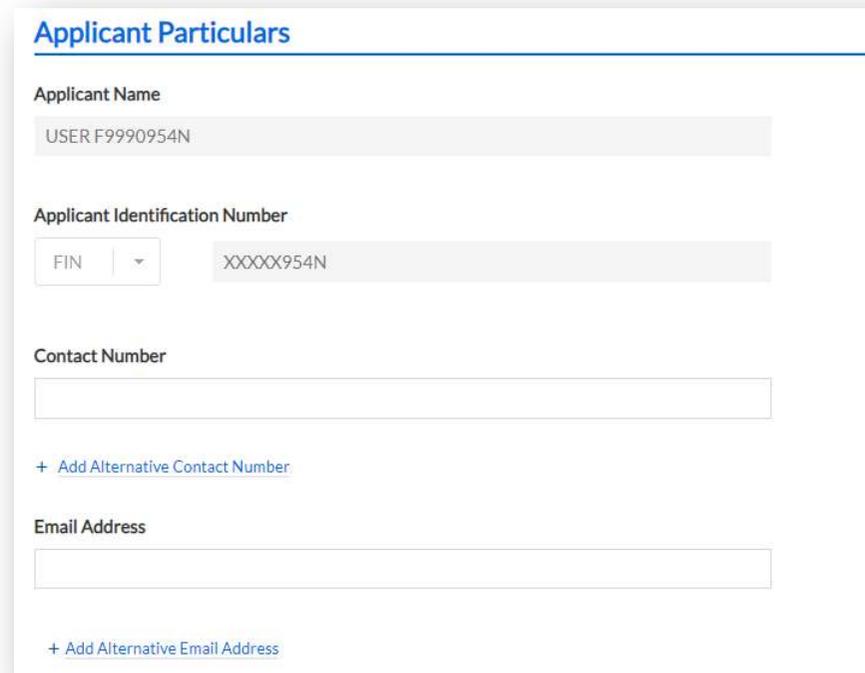
- a. **Company Particulars** are retrieved automatically from Enterprise Data based on your login credentials. You may wish to click on “**Clear**” to enter the required information manually.

The screenshot displays a web form titled "Company Particulars". At the top, there are two buttons: "Retrieve Enterprise Data" and "Clear". Below these are several input fields:

- Company Name:** A text input field containing "ABC Business".
- Company UEN:** A text input field containing "12345678A".
- Postal Code:** A text input field containing "117438".
- House/Block Number:** A text input field containing "10".
- Street Name:** A text input field with a magnifying glass icon on the left, containing "Pasir Panjang Road".
- Unit Number (If applicable):** A form with three input boxes: the first contains "#", the second contains "10", and the third contains "01".

- b. **Applicant Particulars** are retrieved from Enterprise Data with your login credentials. It is mandatory to provide a contact number and an email address in order to submit the house and/or unit number application.

It is optional for “Add Alternative Contact Number” and “Add Alternative Email Address”. You may wish to note that all email addresses entered would receive the same email notification(s) for the house and/or unit number application submitted.



The screenshot shows a web form titled "Applicant Particulars". It contains the following fields and options:

- Applicant Name:** A text input field containing "USER F9990954N".
- Applicant Identification Number:** A dropdown menu set to "FIN" and a text input field containing "XXXXX954N".
- Contact Number:** An empty text input field.
- + Add Alternative Contact Number:** A blue link to add more contact numbers.
- Email Address:** An empty text input field.
- + Add Alternative Email Address:** A blue link to add more email addresses.

c. Ownership Information

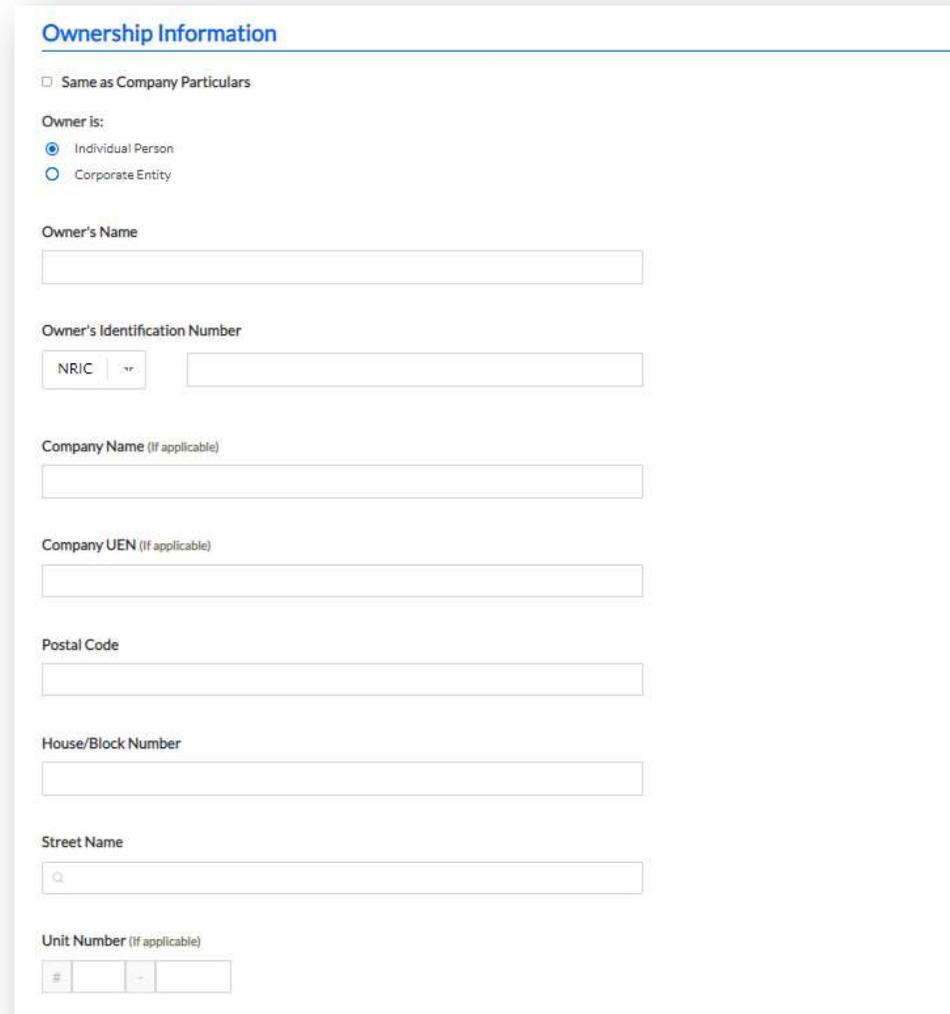
This information is mandatory to be completed by the applicant who submits the application.

- i. If the ownership information is the same as the company Particulars, please tick on the check box to bypass form filling.



A screenshot of the 'Ownership Information' form. The title 'Ownership Information' is at the top in blue. Below it, the checkbox 'Same as Company Particulars' is checked with a grey square. The rest of the form fields are not visible in this cropped view.

- ii. If not, please select whether the owner is an “Individual Person” or a “Corporate Entity” to enter the details.



A full screenshot of the 'Ownership Information' form. The title 'Ownership Information' is at the top in blue. Below it, the checkbox 'Same as Company Particulars' is unchecked. Under 'Owner is:', 'Individual Person' is selected with a blue radio button, and 'Corporate Entity' is unselected. The form contains several input fields: 'Owner's Name', 'Owner's Identification Number' (with an NRIC dropdown), 'Company Name (If applicable)', 'Company UEN (If applicable)', 'Postal Code', 'House/Block Number', 'Street Name', and 'Unit Number (If applicable)' (with a dropdown menu).

c. Ownership Information

It is mandatory provide the owner's contact number and owner's email address in order to submit the house and/or unit number application.

d. Tick to declare that all information is true, correct and complete. You may see a different declaration information if you have selected "Same as Company Particulars".

e. Click on "**Submit**".

The screenshot shows a web form with the following elements:

- Owner's Contact Number:** A text input field with a "+ Add Alternative Contact Number" link below it.
- Owner's Email Address:** A text input field with a "+ Add Alternative Email Address" link below it.
- Declaration:** A section with a blue header and a light gray background containing a checkbox "I declare that:" and three bullet points:
 - I am authorised by the owner of the subject site to handle this application, including receipt of information and correspondence.
 - All information given in this application form is true, correct and complete.
 - I will provide a copy of the decision (i.e. Certificate of Numbering) to the owner for safekeeping purpose.
- Navigation Buttons:** Three buttons at the bottom right: "Back to Overview" (light blue), "Save as Draft" (light blue with a floppy disk icon), and "Submit" (dark blue).

Note: An email acknowledgement will be sent to the applicant and owner, including alternative email addresses (if any), once the application is successfully submitted.

Closing

- As a reminder, planning approvals and building plans have to be approved by the relevant agencies before submitting a house and/or unit number application.
- To avoid delay in the processing of your application, you are encouraged to clearly demarcate the boundary line of the house and/or unit number(s) and annotate the relevant house and/or unit number(s) on the site and development building plans.
- Please note that an application saved as “Drafts” will not be received by IRAS and is not considered as a successful application. Any draft application is only available for 30 days after its last edited date.

Contact Information

For enquiries on this user guide, please call 6351 2442/ 6351 2461 or email houzenumber@iras.gov.sg.

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Inland Revenue Authority of Singapore

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