

# FORM E3A



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

Commissioner of Stamp Duties  
55 Newton Road, Revenue House  
Singapore 307987  
Tel: 63513697/8

## REQUISITION FORM FOR LEASE/TENANCY OF IMMOVABLE PROPERTY (AD VALOREM DUTY)

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>Date of Document (for signed document) (dd/mm/yyyy)</b>		<b>If Document was signed overseas, date on which it was first received in Singapore (dd/mm/yyyy)</b>	
<b>Please indicate whether property is wholly or partially rented *</b>	<input type="checkbox"/> Whole <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

#### RENTED PROPERTY DETAILS #

<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)		

<b>VACANT LAND DETAILS</b> (Please fill in land details ONLY if the transaction involved vacant land) #				
<b>Mukim/ TS Number</b>		<b>Lot Number</b>		<b>PL/ PT/ Parcel Number</b>
<b>Street Name</b>				
<b>Master Plan Zoning *</b>	<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	

<b>RENTAL DETAILS</b>
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<b>Consideration/ Premium paid</b> (DO NOT enter the monthly rent here. This field is for lump sum payment for the lease)	\$
<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>	

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

<b>OPTION 2: RENT VARIES DURING LEASE TERM:</b>				
Period (Please indicate in DD / MM / YYYY format)	Monthly Charges (\$)			
	Rent for Premises	Furniture and Fitting	Maintenance Charges	Other Charges
<b>Start Date *</b>				
<b>End Date *</b>	\$	\$	\$	\$
<b>Start Date *</b>				
<b>End Date *</b>	\$	\$	\$	\$
<b>Start Date *</b>				
<b>End Date *</b>	\$	\$	\$	\$
<b>Start Date *</b>				
<b>End Date *</b>	\$	\$	\$	\$
<b>Start Date *</b>				
<b>End Date *</b>	\$	\$	\$	\$
<b>Start Date *</b>				
<b>End Date *</b>	\$	\$	\$	\$
<b>Total Rent comprises Variable Component? *</b>		<input type="checkbox"/> No <input type="checkbox"/> Yes		

**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>	#		

**REMARKS (E.g. Reason(s) for late stamping)**
