

# e-Stamping

## Guide to e-Stamp your document



April 2015

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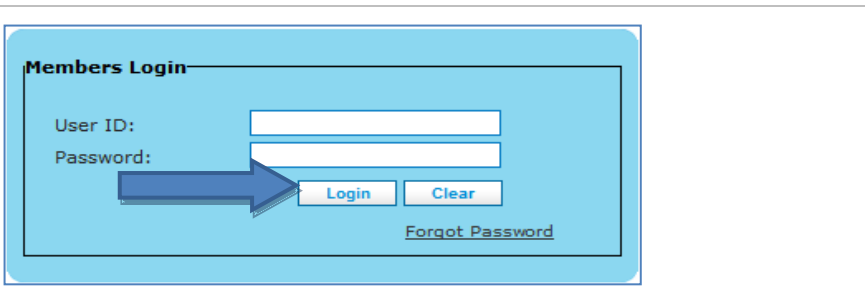
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## A. Access e-Stamping

### For Non-Registered Users (general public)


Description	Screenshots
1. Click <b>Non-Registered User</b> at the <a href="#">e-Stamping homepage</a> to access e-Stamping.	
2. Click <b>I Agree</b> button to proceed.	

### For Registered Users

Description	Screenshots
1. Click <b>Registered User</b> at the <a href="#">e-Stamping homepage</a> to access e-Stamping.	
2. Enter your <b>User ID</b> and <b>Password</b> and click <b>Login</b> button.	

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## B. Choose your form

Description	Screenshots
<p>1. Click <b>e-Stamping</b>, followed by <b>e-Stamping</b> again on the left panel menu to display the forms.</p>	
<p>2. Select the relevant form.</p>	
<p>a. <a href="#">Sale &amp; Purchase</a></p>	<ul style="list-style-type: none"> <li>➤ Sale &amp; Purchase (for buyer's stamp duty and additional buyer's stamp duty)</li> <li>➤ Sale &amp; Purchase (for seller's stamp duty)</li> </ul>
<p>b. <a href="#">Lease/ Tenancy</a></p>	
<p>c. <a href="#">Variation of Lease</a></p>	
<p>d. <a href="#">Other Lease/ Tenancy documents</a></p>	<ul style="list-style-type: none"> <li>➤ Novation/ Assignment of Lease between Tenants</li> <li>➤ Surrender of Lease</li> <li>➤ Assignment of Lease between Owners</li> </ul>
<p>e. <a href="#">Share Transfer</a></p>	
<p>f. <a href="#">Mortgage</a></p>	<ul style="list-style-type: none"> <li>➤ Mortgage</li> <li>➤ Transfer of Mortgage</li> <li>➤ Equitable Mortgage</li> </ul>
<p>g. <a href="#">Transfer of Immovable Property/ Land/ Stocks &amp; Shares by way of Gift</a></p>	
<p>h. <a href="#">Remissions (only for law firms who are Registered Users)</a></p>	<ul style="list-style-type: none"> <li>➤ Transfer of HDB Flats within the Family</li> <li>➤ Conveyance Directions</li> <li>➤ Matrimonial Proceedings</li> </ul>
<p>i. <a href="#">Declaration of Trust (only for Registered Users)</a></p>	<ul style="list-style-type: none"> <li>➤ Real Estate Investment Trusts</li> </ul>

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## C. Fill in the form

[Sale & Purchase](#)

[Mortgage](#)

[Lease/ Tenancy](#)

[Transfer of Immovable Property/ Land/ Stocks & Shares by way of Gift](#)

[Variation of Lease](#)

[Remissions](#) (*only for law firms who are Registered Users*)

[Other Lease/ Tenancy documents](#)

[Declaration of Trust](#) (*only for Registered Users*)



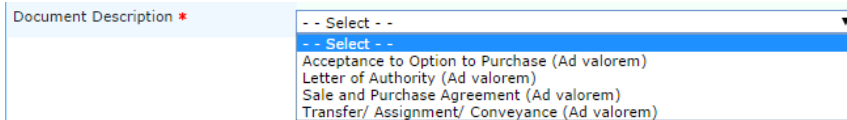




[Share Transfer](#)


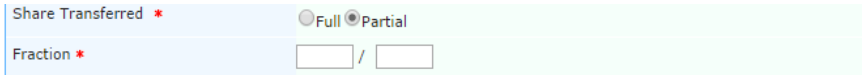

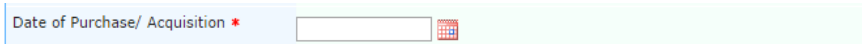
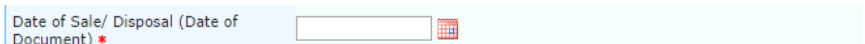
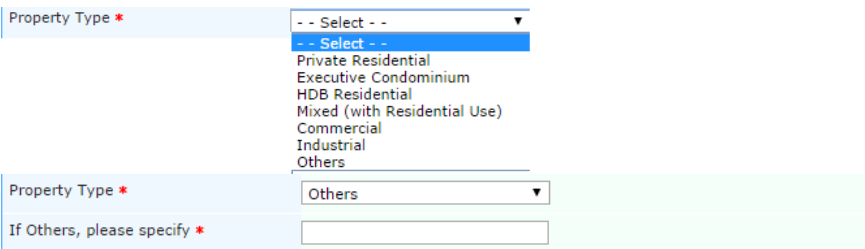
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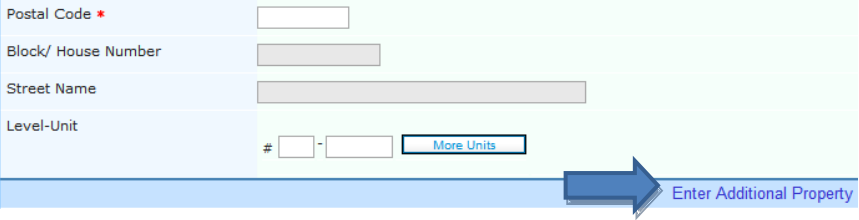
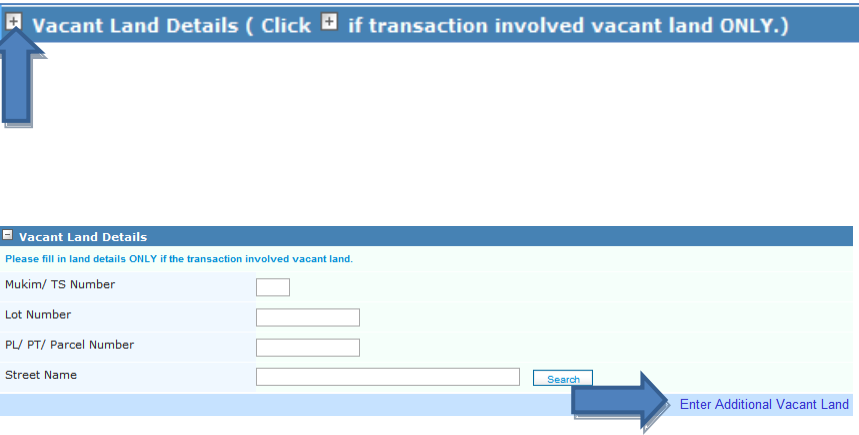
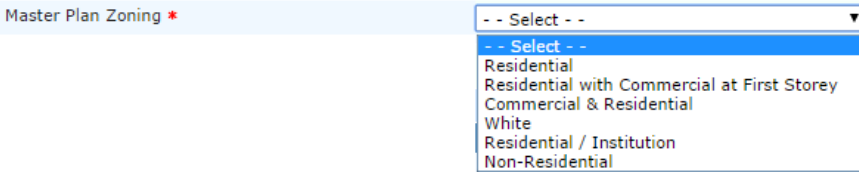
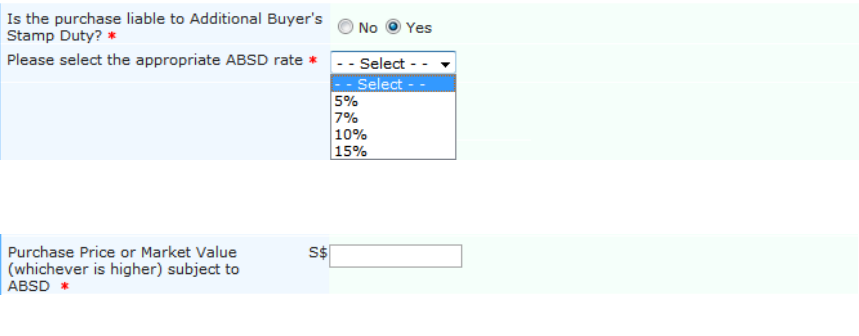
### a. Sale & Purchase

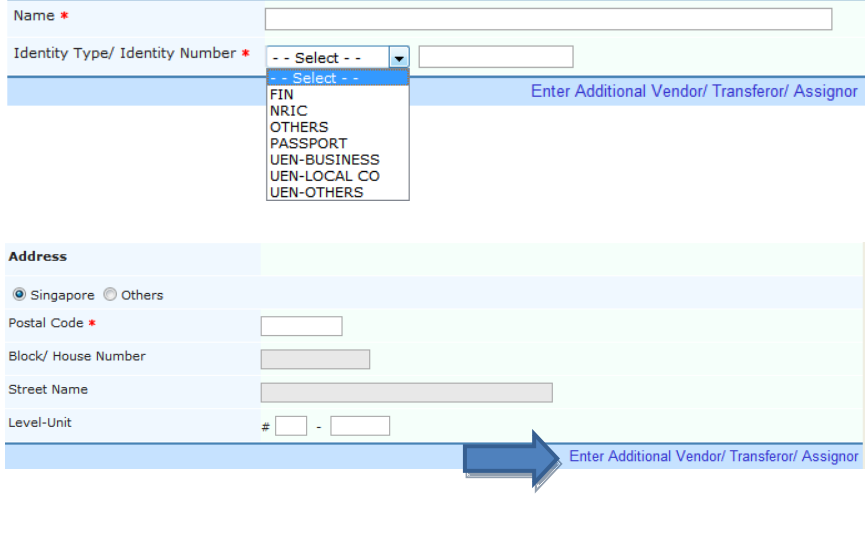
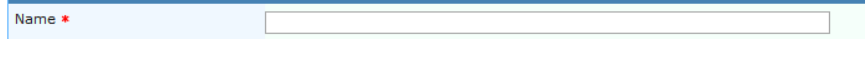
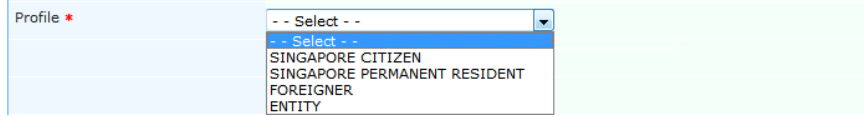
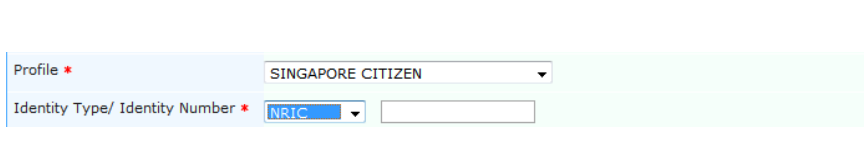
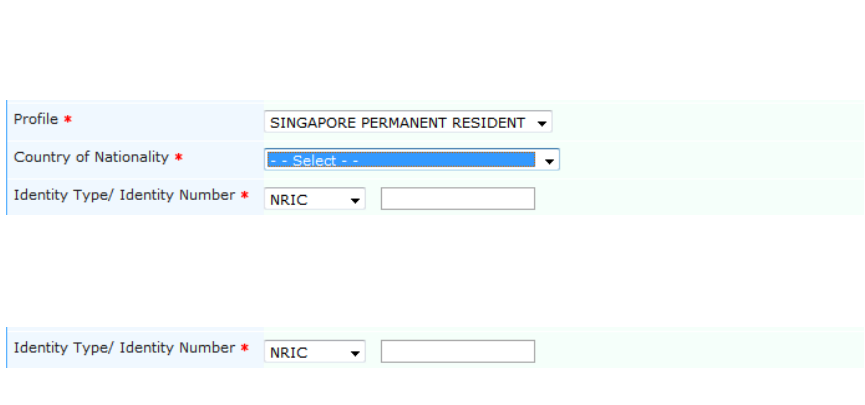
- ▶ **Sale & Purchase (for buyer's stamp duty and additional buyer's stamp duty)**
- ▶ **Sale & Purchase (for seller's stamp duty)**

Note: Fields with (\*) are mandatory and needs to be filled.

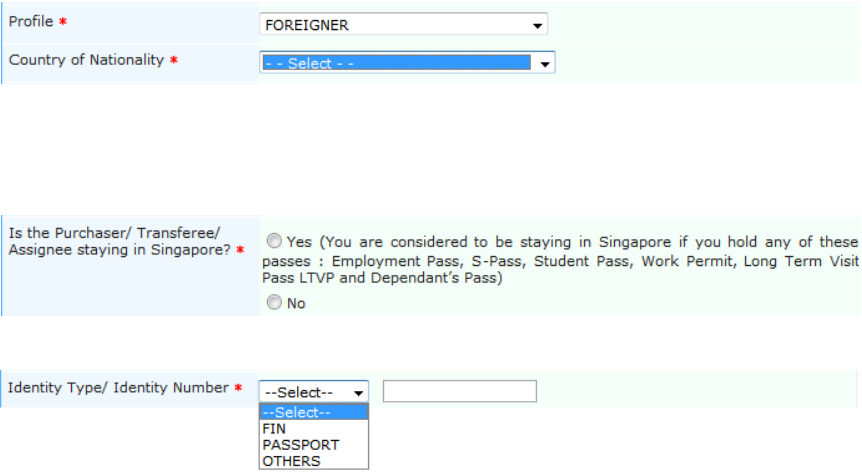
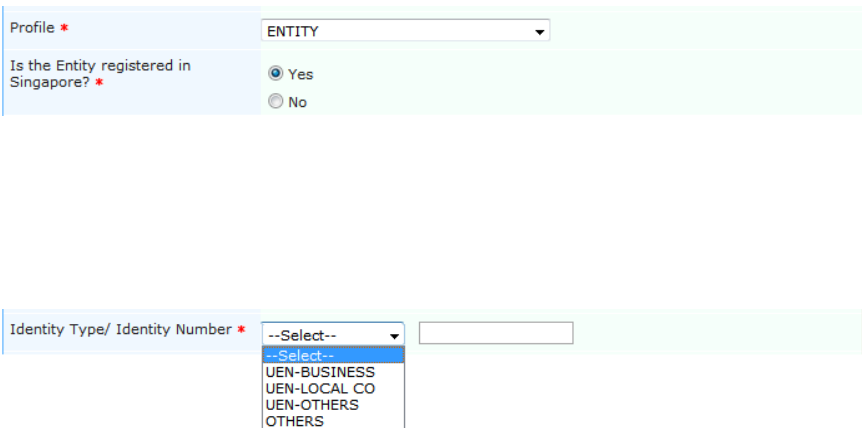
Description	Screenshots
1. Enter your <b>reference</b> if available. <i>Note: Applicable only to registered users.</i>	
2. If this document you are stamping is related to a document that has been stamped, enter the <b>document number</b> of the stamped document and click <b>Get Details</b> button. <i>Note: Applicable only to registered users.</i>	
3. Select the <b>Document Description</b> from the drop-down list.	
4. Enter the <b>date</b> of the contract.	
5. Enter the <b>date on which the document was received in Singapore if the document was signed overseas.</b>	
6. Enter the <b>purchase price</b> stated in the contract.	
7. Enter the <b>selling price</b> stated in the contract. <i>Note: Applicable only to seller's stamp duty form.</i>	

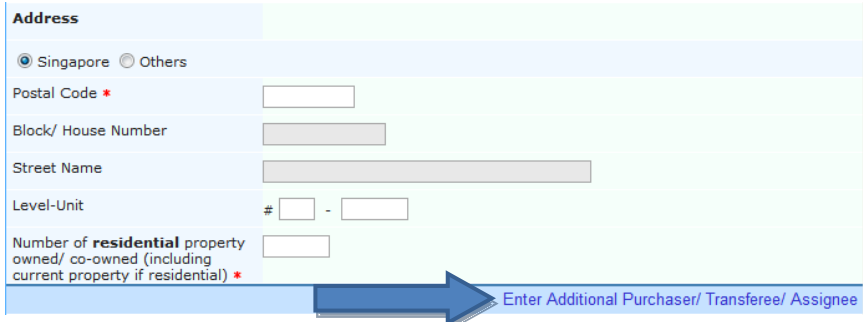
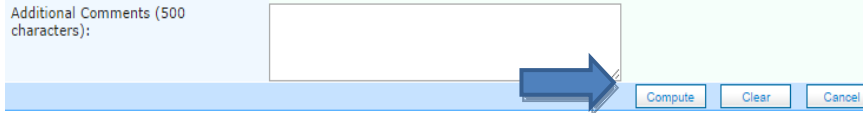
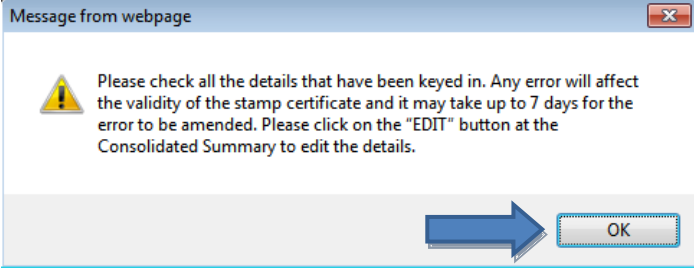
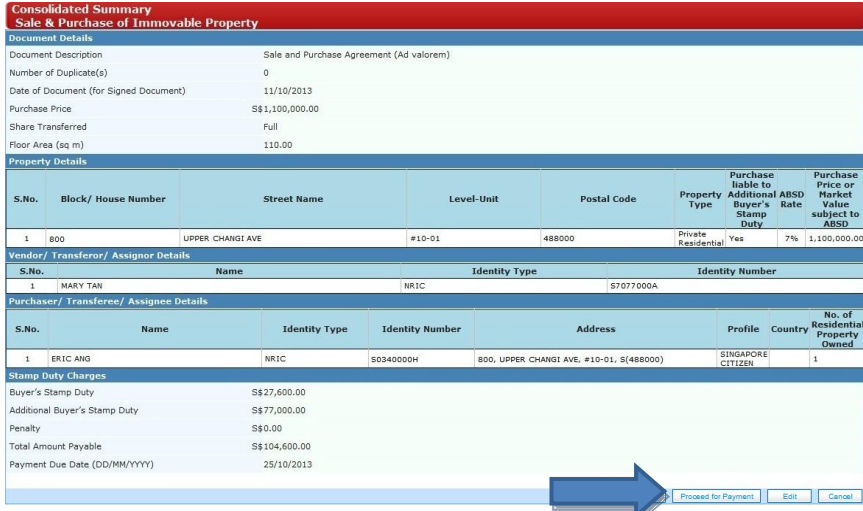
Description	Screenshots
<p>8. If the purchase price/ selling price is below market value or there are other considerations, enter the <b>market value or total consideration</b>.</p>	 <p>The screenshot shows two sections. The first section is titled 'If purchase price is below market value or there are other considerations, please enter market value or total consideration in this field' and includes a label 'S\$' followed by an input field. The second section is titled 'If selling price is below market value or there are other considerations, please enter market value or total consideration in this field' and also includes a label 'S\$' followed by an input field.</p>
<p>9. Select the <b>Share in the property that is transferred</b>.</p> <p><b>Example:</b></p> <p>If the full share in the property is bought or sold, select <b>Full</b>.</p> <p>If ½ share in the property is bought or sold, select <b>partial</b> and enter '1' and '2' in the 'Fraction' fields provided.</p>	 <p>The screenshot shows the 'Share Transferred' field with radio buttons for 'Full' (selected) and 'Partial'. Below it is the 'Fraction' field with two input boxes separated by a slash, representing a fraction.</p>
<p>10. Select <b>Yes</b> if floor area for sale is stated in the document and enter the <b>floor area (sq m)</b> in the field provided.</p>	 <p>The screenshot shows a single input field labeled 'Floor Area (sq m) *'.</p>
<p>11. Enter the <b>date the property was first purchased / acquired</b>.</p> <p><i>Note: Applicable only to seller's stamp duty form.</i></p>	 <p>The screenshot shows a date selection field labeled 'Date of Purchase/ Acquisition *' with a calendar icon.</p>
<p>12. Enter the <b>date</b> of the contract.</p> <p><i>Note: Applicable only to seller's stamp duty form.</i></p>	 <p>The screenshot shows a date selection field labeled 'Date of Sale/ Disposal (Date of Document) *' with a calendar icon.</p>
<p>13. Select <b>Property Type</b> from the drop-down list.</p> <p>If the property type is not listed in the list, select <b>Others</b> and enter the property type in the field provided.</p>	 <p>The screenshot shows a dropdown menu for 'Property Type *' with options: Private Residential, Executive Condominium, HDB Residential, Mixed (with Residential Use), Commercial, Industrial, and Others. Below the dropdown is another 'Property Type *' field with 'Others' selected, and an 'If Others, please specify *' input field.</p>

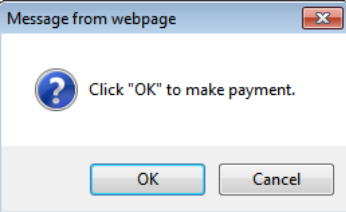
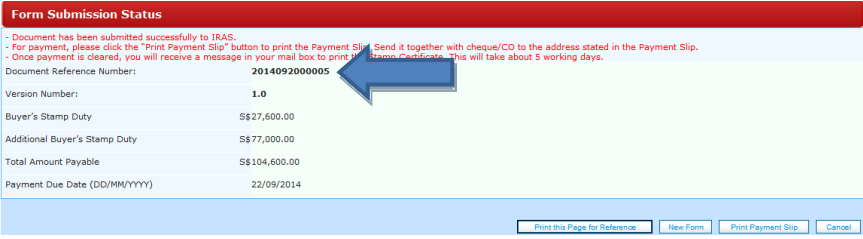
Description	Screenshots
<p>14. Enter the <b>postal code</b> of the property.</p> <p>Press 'Tab' key to display the Block/ House Number and Street Name.</p> <p>Enter the Level-Unit, if applicable. If there are more level-units to enter, click <b>More Units</b> button after each entry in the Level-Unit.</p> <p>To enter more properties, click <b>Enter Additional Property</b> link and repeat the steps.</p>	
<p>15. Enter this section <u>only</u> if the transaction involved vacant land.</p> <p>Click on <b>(+)</b> to expand the section.</p> <p>Enter details in the fields provided.</p> <p>At the <b>Street Name</b> field, enter the partial street name and click <b>Search</b> button. A pop up window will open. Select the radio button of the relevant street name.</p> <p>To enter more details, click <b>Enter Additional Vacant Land</b> link at the bottom right of the section and repeat the steps.</p>	
<p>16. At the <b>Vacant Land Details</b> section, select the <b>Master Plan Zoning</b> from the drop-down list.</p> <p><i>Note: Applicable only for vacant land.</i></p>	
<p>17. Select <b>Yes</b> if <b>Additional Buyer's Stamp Duty (ABSD)</b> is applicable on the purchase.</p> <p>ii. Select the <b>appropriate ABSD rate</b> from the drop-down list, and</p> <p>iii. Enter the <b>Purchase Price or Market Value (whichever is higher) subject to ABSD</b>.</p>	

Description	Screenshots
<p>18. Enter the <b>name</b> of the vendor/ transferor/ assignor.</p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p> <p>To enter more details, click <b>Enter Additional Vendor/ Transferor/ Assignor</b> link at the bottom right of the section and repeat the steps.</p> <p>For <b>Seller's Stamp Duty</b>, enter the <b>address</b> of the vendor/ transferor/ assignor by following step 14 above.</p>	
<p>19. Enter the <b>name</b> of the purchaser/ transferee/ assignee.</p>	
<p>20. Select the <b>Profile</b> from the drop-down list.</p>	
<p>i. <b>Singapore Citizen</b></p> <p><b>Identity Type</b> is defaulted to <b>NRIC</b>. Enter the <b>Identity Number</b>.</p>	
<p>ii. <b>Singapore Permanent Resident</b></p> <p>Select the <b>Country of Nationality</b> from the drop-down list.</p> <p><i>Tip: You may speed up your search by entering the first few alphabets of the country.</i></p> <p><b>Identity Type</b> is defaulted to <b>NRIC</b>. Enter the <b>Identity Number</b>.</p>	



Description	Screenshots
<p>20 iii. <b>Foreigner</b></p> <p>Select the <b>Country of Nationality</b> from the drop-down list.</p> <p><i>Tip: You may speed up your search by entering the first few alphabets of the country.</i></p> <p>Select whether the <b>Purchaser/ Transferee/ Assignee is staying in Singapore.</b></p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number.</b></p>	
<p>iv. <b>Entity</b></p> <p>Select whether the <b>Entity is registered in Singapore.</b></p> <p><i>Entity refers to a non-individual and includes an unincorporated association, a trustee for a collective investment scheme, a trustee-manager for a business trust and partners of a partnership, buying the property.</i></p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number.</b></p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. <b>UEN-BUSINESS:</b> Local Businesses / Partnerships with UEN (nnnnnnnX format) [previously known as "ROB"]</li> <li>2. <b>UEN-LOCAL CO:</b> Local Companies with UEN (yyyynnnnX format) [previously known as "ROC"]</li> <li>3. <b>UEN-OTHERS: -</b> <ol style="list-style-type: none"> <li>a. Limited Liability Partnerships with UEN (TyyPQnnnnX format), or</li> <li>b. Foreign Companies with UEN (TyyPQnnnnX format) [previously known as "ROC"], or</li> <li>c. Clubs, Associations, Societies, Government Agencies &amp; Others with UEN (TyyPQnnnnX format)</li> </ol> </li> </ol>	

Description	Screenshots
<p>20 v. <b><u>Address of Purchaser/ Transferee/ Assignee</u></b></p> <p>Enter:</p> <ul style="list-style-type: none"> <li>- The <b>address</b> of the Purchaser/ Transferee/ Assignee by following step 14 above, and</li> <li>- <b>Number of residential property owned / co-owned (including current property)</b></li> </ul> <p>To enter more details, click <b>Enter Additional Purchaser/ Transferee/ Assignee</b> link at the bottom right of the section and repeat the steps.</p>	
<p>21. You may enter any additional comments here.</p> <p>Click <b>Compute</b> button to ascertain the amount of Stamp Duty payable.</p>	
<p>22. Click <b>OK</b> button to proceed.</p> <p>The <b>Consolidated Summary</b> will display all the document details, the stamp duty and penalty (if any) payable and the payment due date.</p> <p>Please ensure that the details are correct. If there is any error, click <b>Edit</b> button to edit the details.</p> <p>You can click <b>Print</b> button to print a copy of the <b>Consolidated Summary</b> for your reference.</p> <p>Click <b>Proceed for Payment</b> button to submit the details and make payment.</p>	 


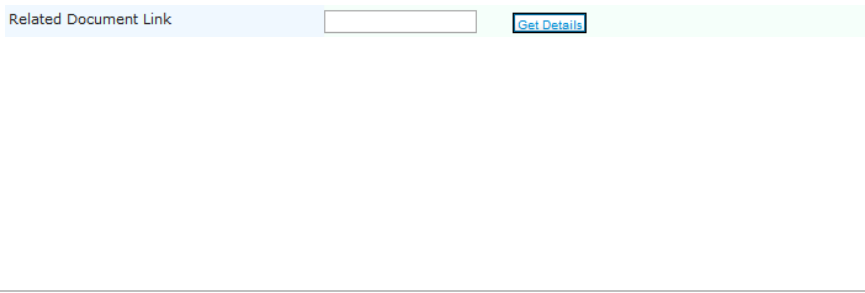
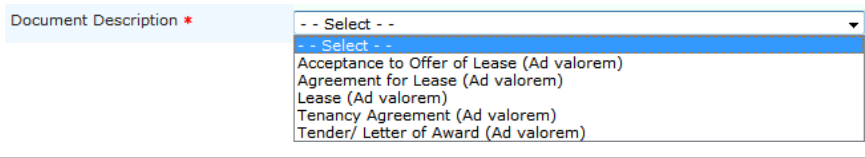
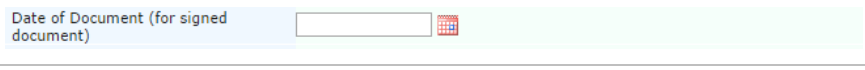



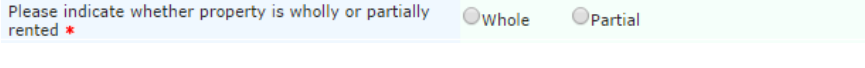

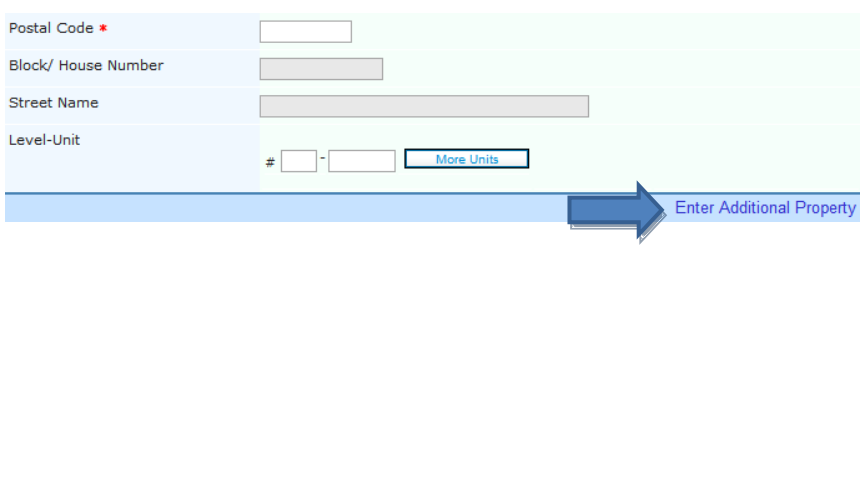
Description	Screenshots
23. Click <b>OK</b> to make payment.	
24. Take note of the <b>Document Reference Number</b> .	

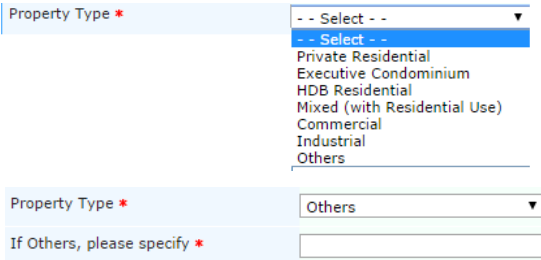
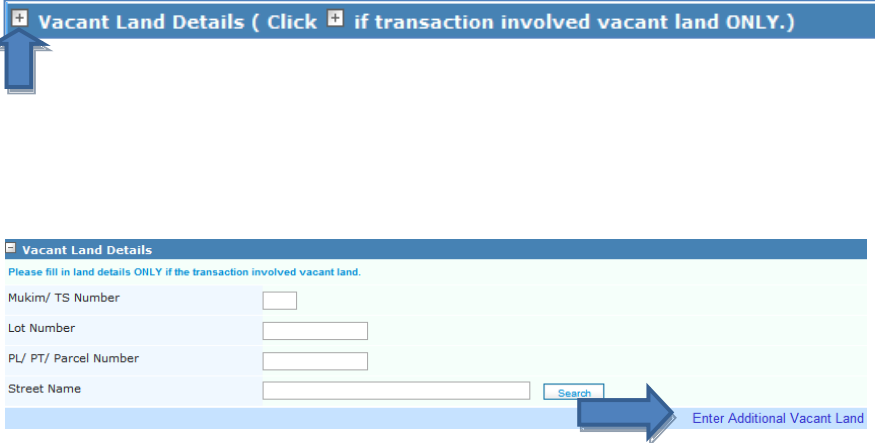
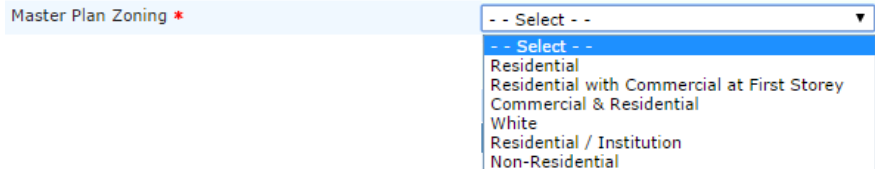
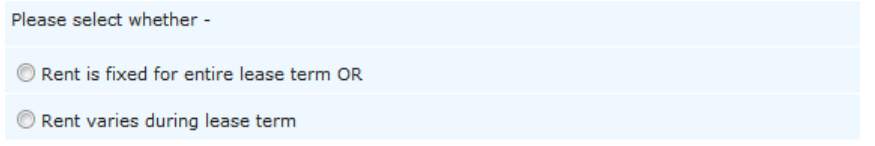
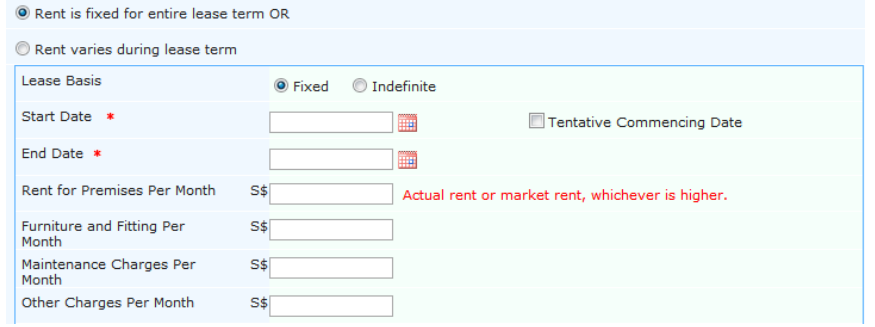
**Next Step:** [Make Payment](#)

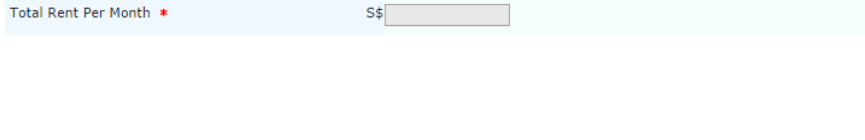
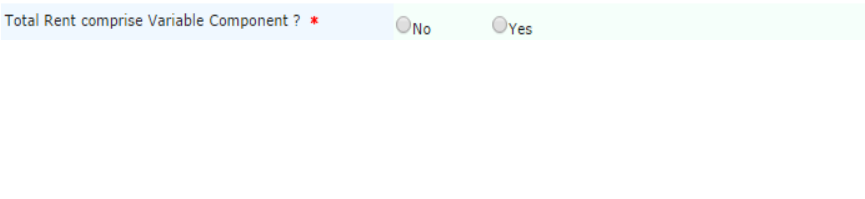
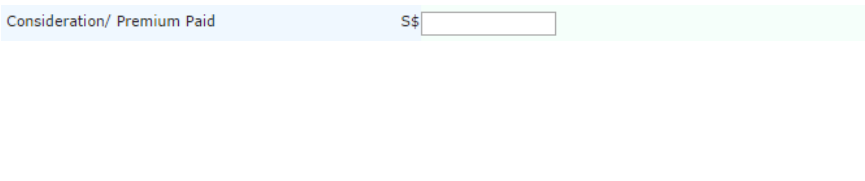
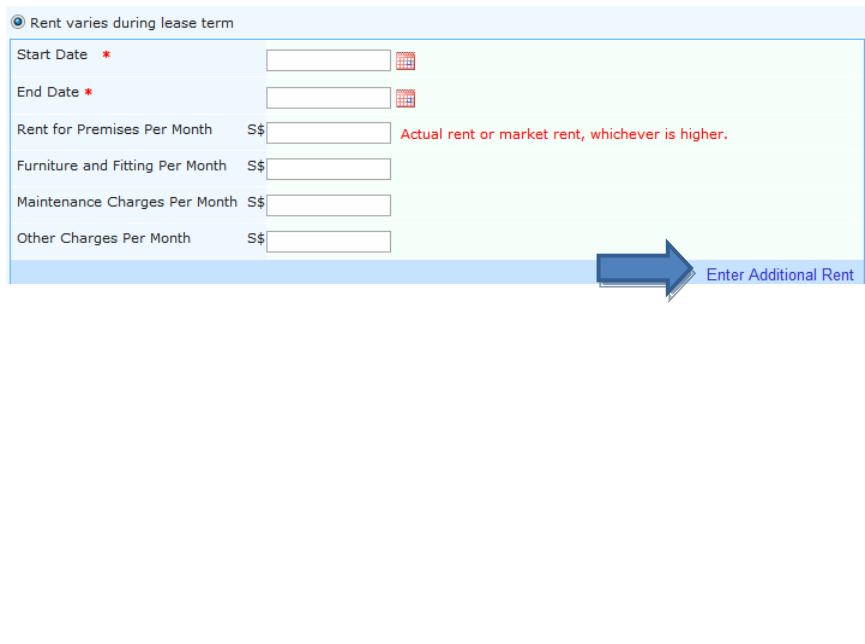
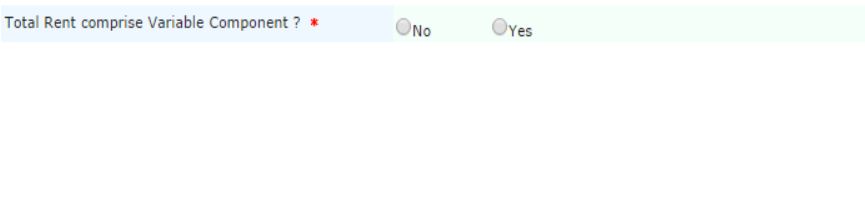
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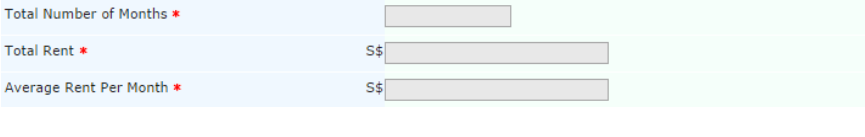
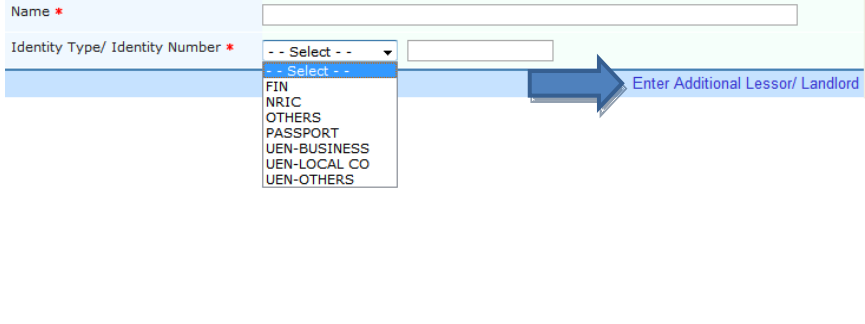
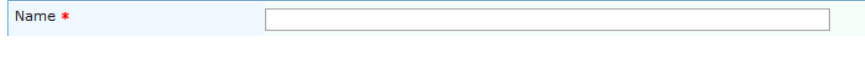
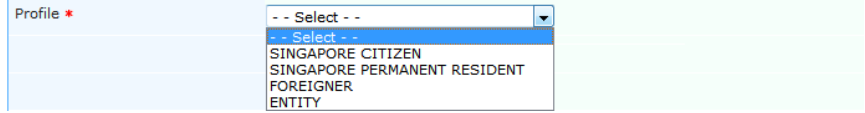

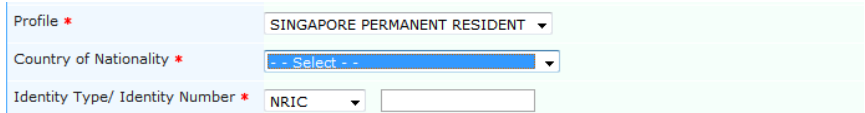
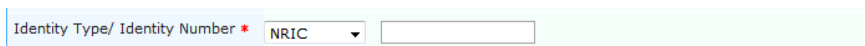
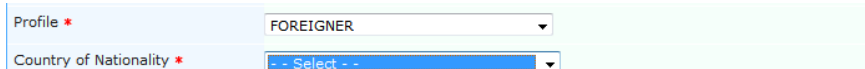
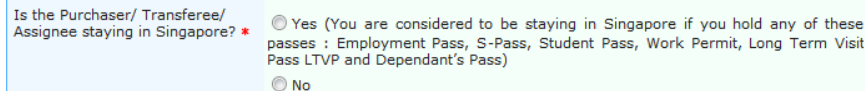
## b. Lease/Tenancy

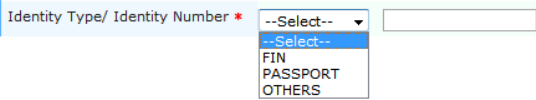

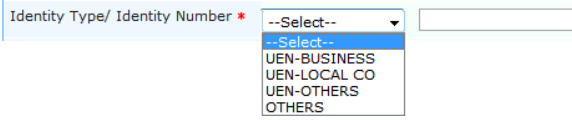
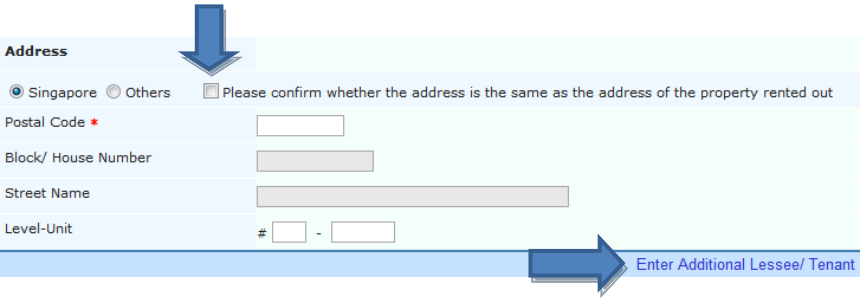
Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
1. Enter your <b>reference</b> if available. <i>Note: Applicable only to registered users.</i>	 <p>Applicant's Reference <input type="text"/></p>
2. If this document you are stamping is related to a document that has been stamped, enter the <b>document number</b> of the stamped document and click <b>Get Details</b> button. <i>Note: Applicable only to registered users.</i>	 <p>Related Document Link <input type="text"/> <a href="#">Get Details</a></p>
3. Select the <b>Document Description</b> from the drop-down list.	 <p>Document Description *  -- Select --  -- Select --  Acceptance to Offer of Lease (Ad valorem)  Agreement for Lease (Ad valorem)  Lease (Ad valorem)  Tenancy Agreement (Ad valorem)  Tender/ Letter of Award (Ad valorem)</p>
4. Enter the <b>date</b> of the contract.	 <p>Date of Document (for signed document) <input type="text"/> </p>
5. Enter the <b>date on which the document was received in Singapore if the document was signed overseas.</b>	 <p>If document was signed overseas, date on which it was first received in Singapore <input type="text"/> </p>
6. Select whether the property is <b>wholly</b> or <b>partially</b> rented.	 <p>Please indicate whether property is wholly or partially rented * <input type="radio"/> Whole <input type="radio"/> Partial</p>
7. Select <b>Yes</b> if floor area rented is stated in the document and enter the <b>floor area (sq m)</b> in the field provided.	 <p>Floor Area (sq m) * <input type="text"/></p>
8. Enter the <b>postal code</b> of the property.  Press 'Tab' key to display the Block/ House Number and Street Name.  Enter the Level-Unit, if applicable. If there are more level-units to enter, click <b>More Units</b> button after each entry in the Level-Unit.  To enter more properties, click <b>Enter Additional Property</b> link and repeat the steps.	 <p>Postal Code * <input type="text"/>  Block/ House Number <input type="text"/>  Street Name <input type="text"/>  Level-Unit # <input type="text"/> - <input type="text"/> <a href="#">More Units</a></p> <p><a href="#">Enter Additional Property</a></p>

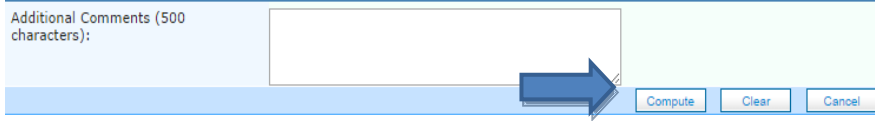
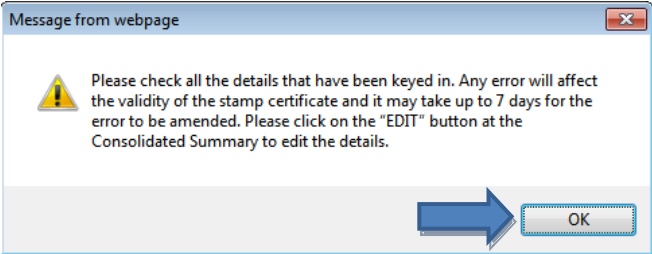
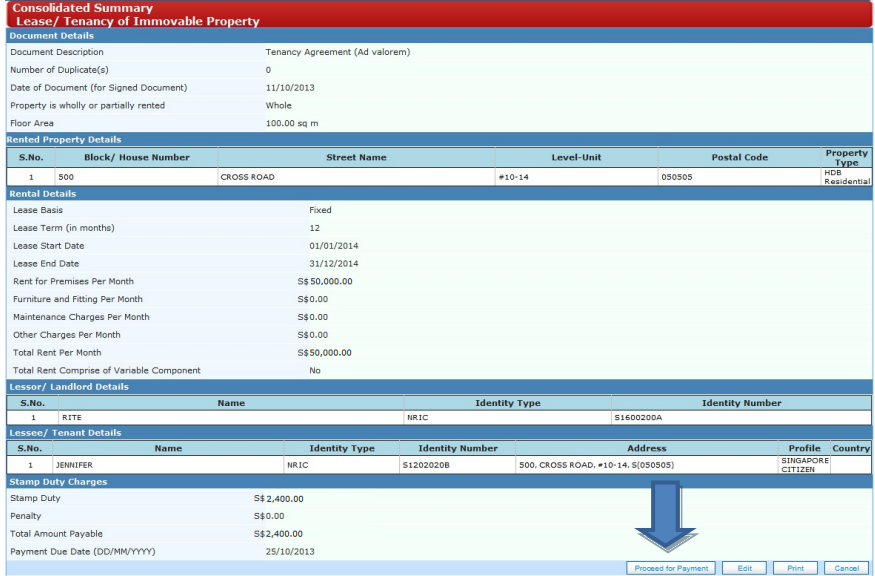
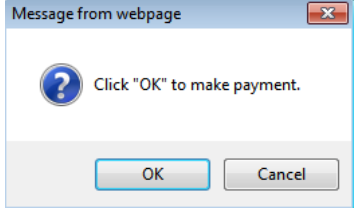
Description	Screenshots
<p>9. Select <b>Property Type</b> from the drop-down list.</p> <p>If the property type is not listed in the list, select <b>Others</b> and enter the property type in the field provided.</p>	 <p>Property Type *    -- Select --          -- Select --          Private Residential          Executive Condominium          HDB Residential          Mixed (with Residential Use)          Commercial          Industrial          Others</p> <p>Property Type *    Others</p> <p>If Others, please specify *    <input type="text"/></p>
<p>10. Enter this section <u>only</u> if the transaction involved vacant land.</p> <p>Click on <b>(+)</b> to expand the section.</p> <p>Enter details in the fields provided.</p> <p>At the <b>Street Name</b> field, enter the partial street name and click <b>Search</b> button. A pop up window will open. Select the radio button of the relevant street name.</p> <p>To enter more details, click <b>Enter Additional Vacant Land</b> link at the bottom right of the section and repeat the steps.</p>	 <p><b>Vacant Land Details ( Click (+) if transaction involved vacant land ONLY.)</b></p> <p><b>Vacant Land Details</b>          Please fill in land details ONLY if the transaction involved vacant land.</p> <p>Mukim/ TS Number    <input type="text"/></p> <p>Lot Number    <input type="text"/></p> <p>PL/ PT/ Parcel Number    <input type="text"/></p> <p>Street Name    <input type="text"/>    Search</p> <p><b>Enter Additional Vacant Land</b></p>
<p>11. At the Vacant Land Details section, select the <b>Master Plan Zoning</b> from the drop-down list.</p> <p><i>Note: Only applicable to vacant land.</i></p>	 <p>Master Plan Zoning *    -- Select --          -- Select --          Residential          Residential with Commercial at First Storey          Commercial &amp; Residential          White          Residential / Institution          Non-Residential</p>
<p>12. Select whether:</p> <p>A. <a href="#">Rent is fixed for entire lease term</a>, or</p> <p>B. <a href="#">Rent varies during lease term</a>.</p>	 <p>Please select whether -</p> <p><input type="radio"/> Rent is fixed for entire lease term OR</p> <p><input type="radio"/> Rent varies during lease term</p>
<p><b>A. Rent is fixed for entire lease term where lease basis is fixed</b></p>	
<p>a. Enter the details of the lease:</p> <p>i. <b>Start Date</b></p> <p><i>Note: Check the <b>Tentative Commencing Date</b> box if the Start Date is not the confirmed date.</i></p> <p>ii. <b>End Date</b></p> <p><i>Note: You need not enter the end date if the lease basis is <b>Indefinite</b>.</i></p> <p>iii. Amount of <b>rent</b> paid per month. It should be the actual or market rent,</p>	 <p><input checked="" type="radio"/> Rent is fixed for entire lease term OR</p> <p><input type="radio"/> Rent varies during lease term</p> <p>Lease Basis    <input checked="" type="radio"/> Fixed    <input type="radio"/> Indefinite</p> <p>Start Date *    <input type="text"/>    <input type="checkbox"/> Tentative Commencing Date</p> <p>End Date *    <input type="text"/></p> <p>Rent for Premises Per Month    S\$ <input type="text"/>    Actual rent or market rent, whichever is higher.</p> <p>Furniture and Fitting Per Month    S\$ <input type="text"/></p> <p>Maintenance Charges Per Month    S\$ <input type="text"/></p> <p>Other Charges Per Month    S\$ <input type="text"/></p>

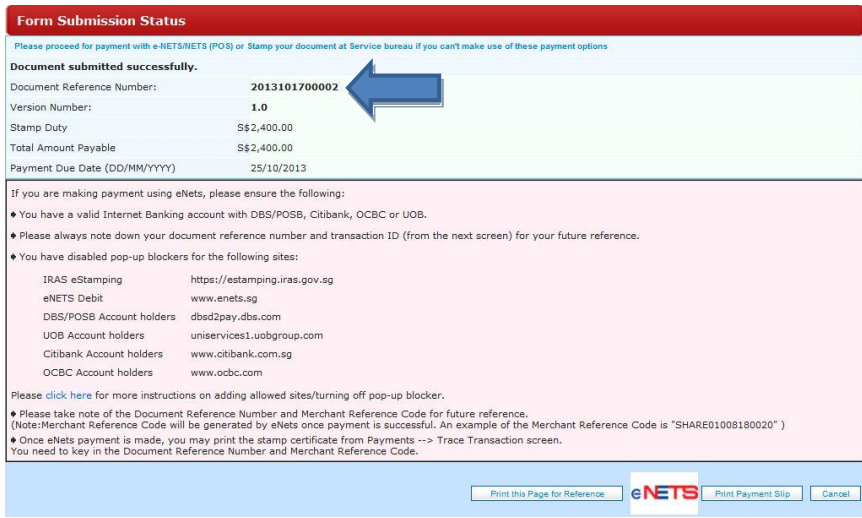

Description	Screenshots
<p>whichever is higher.</p> <p>iv. <b>Amount of furniture and fitting</b>, if applicable.</p> <p>v. Amount of <b>maintenance charges</b>, if applicable.</p> <p>vi. Amount of <b>other charges</b>, if applicable.</p>	
<p>b. The <b>total rent</b> will be computed based on the amounts entered above. You need not enter this field.</p>	
<p>c. Select if the total rent comprises of any <b>variable component</b>.</p> <p><i>Note: Variable Component - Where the rent or part of the rent payable is a percentage of the tenant's sales turnover.</i></p>	
<p>d. Enter the amount of <b>consideration/ premium</b> paid.</p> <p><i>Note: Do not enter the monthly rent in this field. This is for lump sum payment for the lease.</i></p>	
<b>B. Rent varies during lease term</b>	
<p>a. Enter the details of the lease:</p> <p>i. <b>Start Date</b></p> <p>ii. <b>End Date</b></p> <p>iii. Amount of <b>rent</b> paid per month. It should be the actual or market rent, whichever is higher.</p> <p>iv. <b>Amount of furniture and fitting</b>, if applicable.</p> <p>v. Amount of <b>maintenance charges</b>, if applicable.</p> <p>vi. Amount of <b>other charges</b>, if applicable.</p> <p>b. To enter more details, click <b>Enter Additional Rent</b> link and repeat the steps.</p>	
<p>c. Select if the total rent comprises of any <b>variable component</b>.</p> <p><i>Note: Variable Component - Where the rent or part of the rent payable is a percentage of the tenant's sales turnover.</i></p>	

Description	Screenshots
<p>d. These fields will be computed based on the start and end dates, and amounts entered above. You need not enter these fields.</p>	
<p>13. Enter the <b>name</b> of the lessor/ landlord.</p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p> <p>To enter more details, click <b>Enter Additional Lessor/ Landlord</b> link at the bottom right of the section and repeat the steps.</p>	
<p>14. Enter the <b>name</b> of the lessee/ tenant.</p>	
<p>15. Select the <b>Profile</b> from the drop-down list.</p>	
<p>i. <b>Singapore Citizen</b></p> <p><b>Identity Type</b> is defaulted to <b>NRIC</b>. Enter the <b>Identity Number</b>.</p>	
<p>ii. <b>Singapore Permanent Resident</b></p> <p>Select the <b>Country of Nationality</b> from the drop-down list.</p> <p><i>Tip: You may speed up your search by entering the first few alphabets of the country.</i></p> <p><b>Identity Type</b> is defaulted to <b>NRIC</b>. Enter the <b>Identity Number</b>.</p>	 
<p>iii. <b>Foreigner</b></p> <p>Select the <b>Country of Nationality</b> from the drop-down list.</p> <p><i>Tip: You may speed up your search by entering the first few alphabets of the country.</i></p> <p>Select whether the Purchaser/ Transferee/ Assignee is staying in Singapore.</p>	 

Description	Screenshots
<p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p>	
<p>15 iv. <b>Entity</b></p> <p>Select whether the <b>Entity is registered in Singapore</b>.</p> <p><i>Entity refers to a non-individual and includes an unincorporated association, a trustee for a collective investment scheme, a trustee-manager for a business trust and partners of a partnership, buying the property.</i></p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. <b>UEN-BUSINESS:</b> Local Businesses / Partnerships with UEN (nnnnnnnX format) [previously known as "ROB"]</li> <li>2. <b>UEN-LOCAL CO:</b> Local Companies with UEN (yyyynnnnX format) [previously known as "ROC"]</li> <li>3. <b>UEN-OTHERS:</b> -             <ol style="list-style-type: none"> <li>a. Limited Liability Partnerships with UEN (TyyPQnnnnX format), or</li> <li>b. Foreign Companies with UEN (TyyPQnnnnX format) [previously known as "ROC"], or</li> <li>c. Clubs, Associations, Societies, Government Agencies &amp; Others with UEN (TyyPQnnnnX format)</li> </ol> </li> </ol>	 
<p>v. <b>Address of Lessee/ Tenant</b></p> <ul style="list-style-type: none"> <li>- Check the box if the mailing address is the same as the address of the property rented out, OR</li> <li>- Enter the <b>address</b> of the Lessee/ Tenant in the fields provided by following step 7 above.</li> </ul> <p>To enter more details, click <b>Enter Additional Lessee/ Tenant</b> link at the bottom right of the section and repeat the steps.</p>	



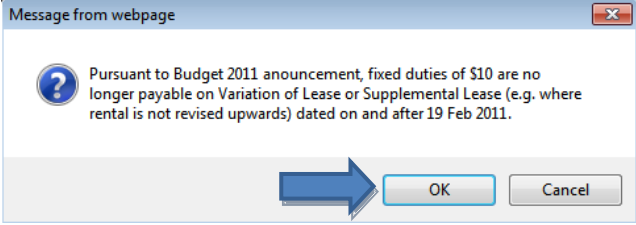
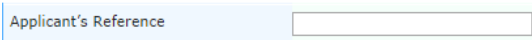


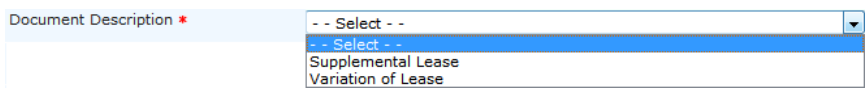
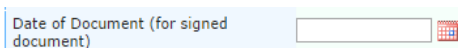
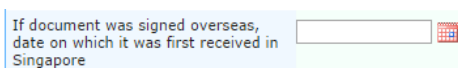
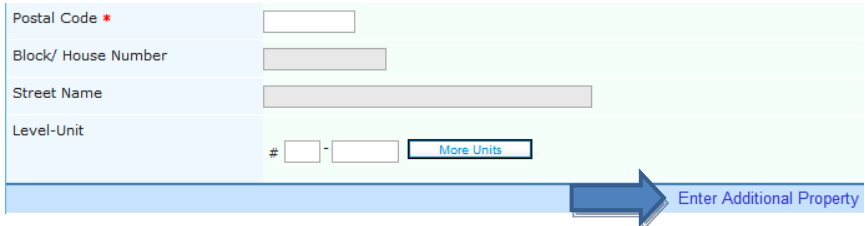
Description	Screenshots
<p>16. You may enter any additional comments here.</p> <p>Click <b>Compute</b> button to ascertain the amount of Stamp Duty payable.</p>	
<p>17. Click <b>OK</b> button to proceed.</p> <p>The <b>Consolidated Summary</b> will display all the document details, the stamp duty and penalty (if any) payable and the payment due date.</p> <p>Please ensure that the details are correct. If there is any error, click <b>Edit</b> button to edit the details.</p> <p>You can click <b>Print</b> button to print a copy of the <b>Consolidated Summary</b> for your reference.</p> <p>Click <b>Proceed for Payment</b> button to submit the details and make payment.</p>	 
<p>18. Click <b>OK</b> to make payment.</p>	

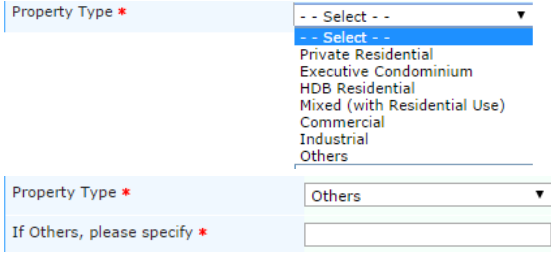
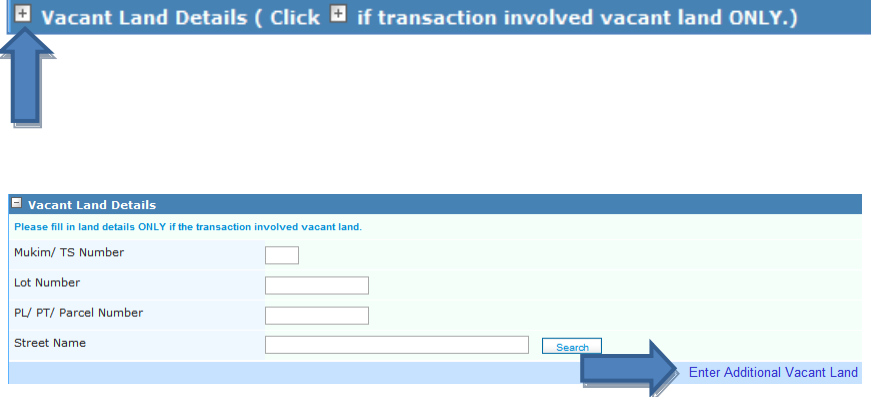
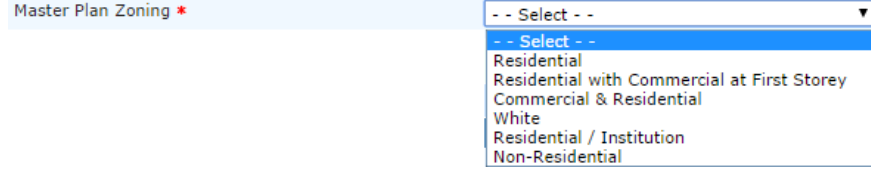
Description	Screenshots																						
<p>19. Take note of the <b>Document Reference Number</b>.</p>	 <p><b>Form Submission Status</b></p> <p>Please proceed for payment with e-NETS/METS (POS) or Stamp your document at Service bureau if you can't make use of these payment options</p> <p><b>Document submitted successfully.</b></p> <table border="1"> <tr> <td>Document Reference Number:</td> <td>2013101700002</td> </tr> <tr> <td>Version Number:</td> <td>1.0</td> </tr> <tr> <td>Stamp Duty</td> <td>S\$2,400.00</td> </tr> <tr> <td>Total Amount Payable</td> <td>S\$2,400.00</td> </tr> <tr> <td>Payment Due Date (DD/MM/YYYY)</td> <td>25/10/2013</td> </tr> </table> <p>If you are making payment using eNets, please ensure the following:</p> <ul style="list-style-type: none"> <li>You have a valid Internet Banking account with DBS/POSB, Citibank, OCBC or UOB.</li> <li>Please always note down your document reference number and transaction ID (from the next screen) for your future reference.</li> <li>You have disabled pop-up blockers for the following sites:</li> </ul> <table border="1"> <tr> <td>IRAS eStamping</td> <td>https://estamping.iras.gov.sg</td> </tr> <tr> <td>eNETS Debit</td> <td>www.enets.sg</td> </tr> <tr> <td>DBS/POSB Account holders</td> <td>dbsd2pay.dbs.com</td> </tr> <tr> <td>UOB Account holders</td> <td>uniservices1.uobgroup.com</td> </tr> <tr> <td>Citibank Account holders</td> <td>www.citibank.com.sg</td> </tr> <tr> <td>OCBC Account holders</td> <td>www.ocbc.com</td> </tr> </table> <p>Please <a href="#">click here</a> for more instructions on adding allowed sites/turning off pop-up blocker.</p> <ul style="list-style-type: none"> <li>Please take note of the Document Reference Number and Merchant Reference Code for future reference. (Note: Merchant Reference Code will be generated by eNets once payment is successful. An example of the Merchant Reference Code is "SHARE01008180020" )</li> <li>Once eNets payment is made, you may print the stamp certificate from Payments --&gt; Trace Transaction screen. You need to key in the Document Reference Number and Merchant Reference Code.</li> </ul> <p>Print this Page for Reference  Print Payment Slip Cancel</p>	Document Reference Number:	2013101700002	Version Number:	1.0	Stamp Duty	S\$2,400.00	Total Amount Payable	S\$2,400.00	Payment Due Date (DD/MM/YYYY)	25/10/2013	IRAS eStamping	https://estamping.iras.gov.sg	eNETS Debit	www.enets.sg	DBS/POSB Account holders	dbsd2pay.dbs.com	UOB Account holders	uniservices1.uobgroup.com	Citibank Account holders	www.citibank.com.sg	OCBC Account holders	www.ocbc.com
Document Reference Number:	2013101700002																						
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Stamp Duty	S\$2,400.00																						
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Payment Due Date (DD/MM/YYYY)	25/10/2013																						
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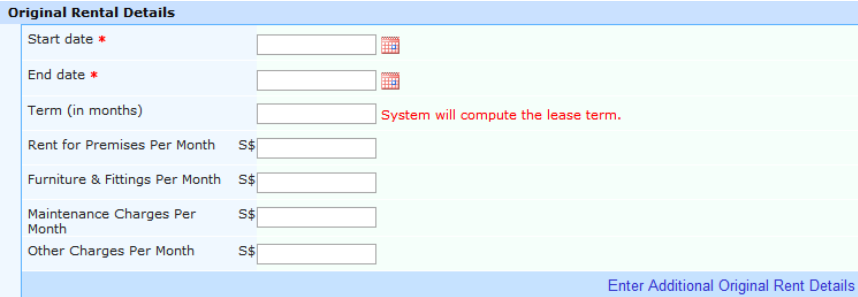
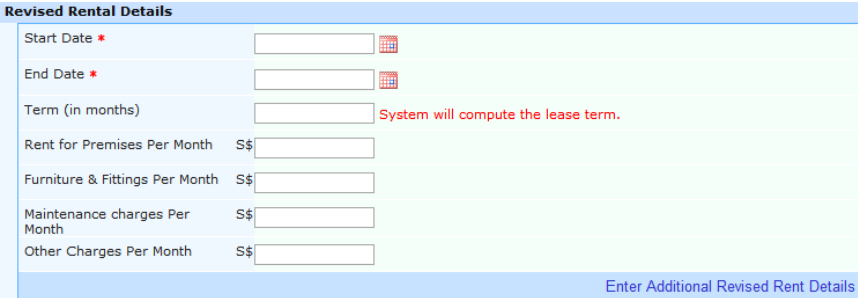
Next Step: [Make Payment](#)  
[Back to Main Menu](#)

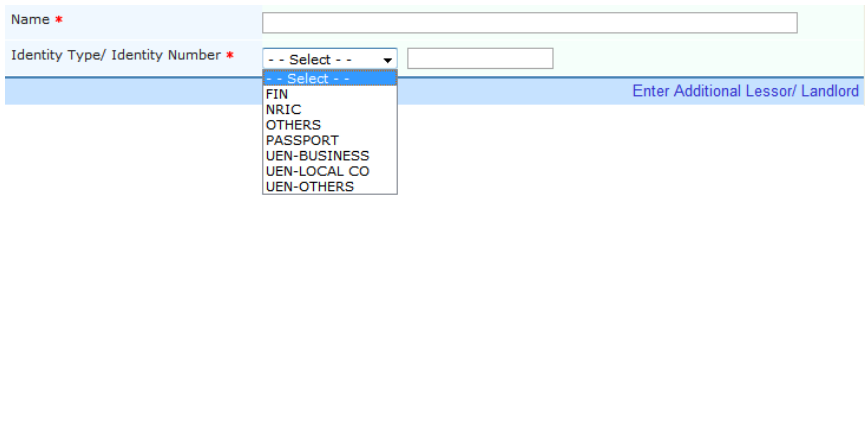

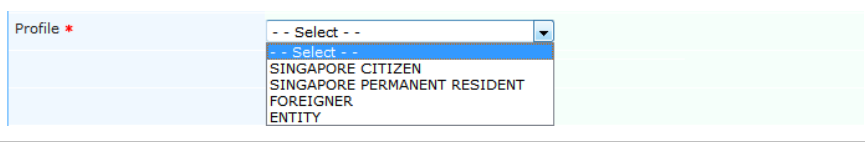
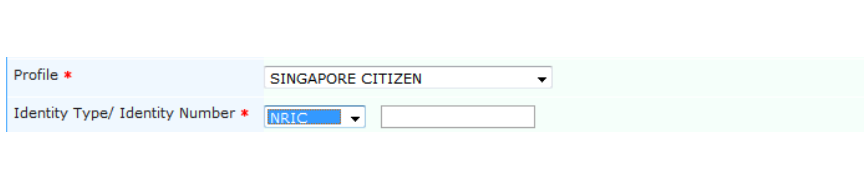
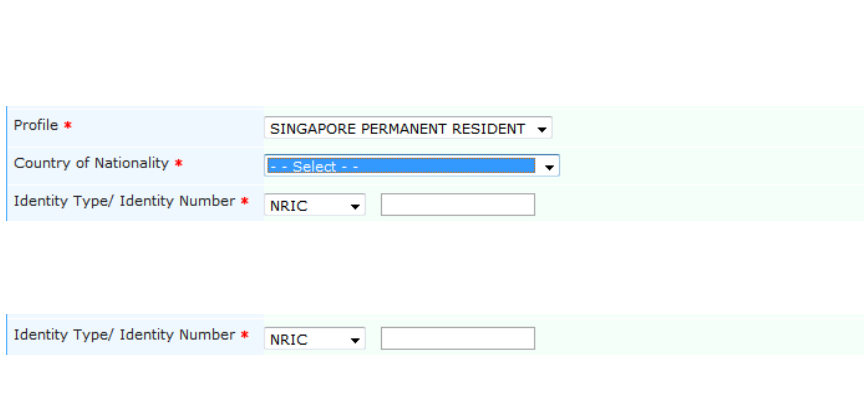
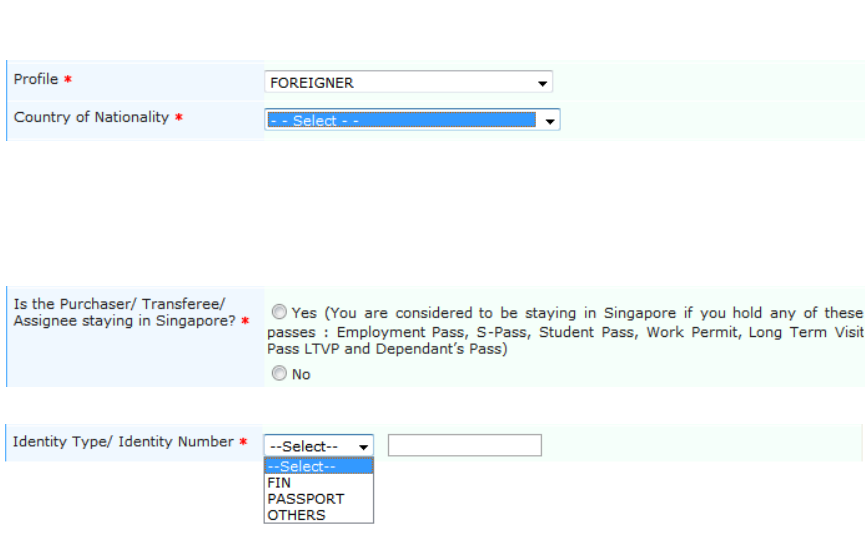
### c. Variation of Lease

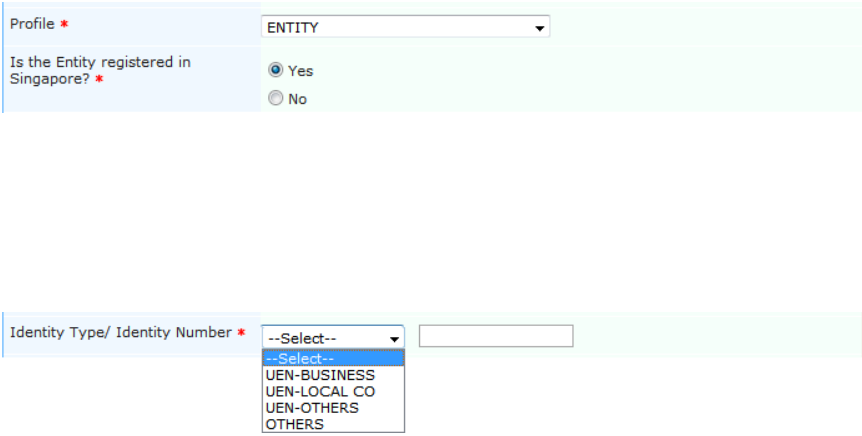
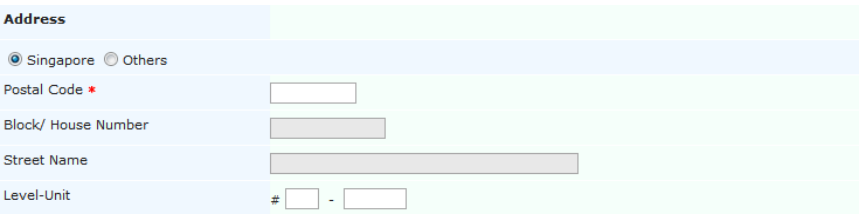
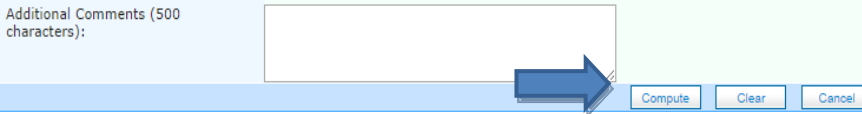
Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<p>1. Please note the message after you have clicked the <b>Variation of Lease</b> link.</p> <p>2. Click <b>OK</b> button to proceed.</p>	
<p>3. Enter your <b>reference</b> if available. <i>Note: Applicable only to registered users.</i></p>	
<p>4. If this document you are stamping is related to a document that has been stamped, enter the <b>document number</b> of the stamped document and click <b>Get Details</b> button.</p> <p><i>Note: Applicable only to registered users.</i></p>	
<p>5. If this document you are stamping is related to a document that has been stamped, enter the <b>document number</b> and <b>stamp certificate reference</b> of the stamped document.</p> <p><i>Note: Applicable only to non-registered users.</i></p>	
<p>6. Select the <b>Document Description</b> from the drop-down list.</p>	
<p>7. Enter the <b>date</b> of the contract.</p>	
<p>8. Enter the <b>date on which the document was received in Singapore if the document was signed overseas.</b></p>	
<p>9. Enter the <b>postal code</b> of the property.</p> <p>Press <b>'Tab'</b> key to display the Block/ House Number and Street Name.</p> <p>Enter the Level-Unit, if applicable. If there are more level-units to enter, click <b>More Units</b> button after each entry in the Level-Unit.</p> <p>To enter more properties, click <b>Enter Additional Property</b> link</p>	

Description	Screenshots
<p>and repeat the steps.</p> <p>10. Select <b>Property Type</b> from the drop-down list.</p> <p>If the property type is not listed in the list, select <b>Others</b> and enter the property type in the field provided.</p>	 <p>The screenshot shows two instances of the 'Property Type' dropdown menu. The first instance is open, showing options: Private Residential, Executive Condominium, HDB Residential, Mixed (with Residential Use), Commercial, Industrial, and Others. The second instance has 'Others' selected. Below it is a text input field labeled 'If Others, please specify'.</p>
<p>11. Enter this section <u>only</u> if the transaction involved vacant land.</p> <p>Click on <b>(+)</b> to expand the section.</p> <p>Enter details in the fields provided.</p> <p>At the <b>Street Name</b> field, enter the partial street name and click <b>Search</b> button. A pop up window will open. Select the radio button of the relevant street name.</p> <p>To enter more details, click <b>Enter Additional Vacant Land</b> link at the bottom right of the section and repeat the steps.</p>	 <p>The screenshot shows the 'Vacant Land Details' section. At the top, there is a blue header with a plus icon and the text 'Vacant Land Details ( Click (+) if transaction involved vacant land ONLY.)'. Below this is a form with fields for Mukim/ TS Number, Lot Number, PL/ PT/ Parcel Number, and Street Name. A 'Search' button is next to the Street Name field. A blue arrow points to the 'Search' button, and another blue arrow points to the 'Enter Additional Vacant Land' link at the bottom right of the section.</p>
<p>12. At the Vacant Land Details section, select the <b>Master Plan Zoning</b> from the drop-down list</p> <p><i>Note: Only applicable to vacant land.</i></p>	 <p>The screenshot shows the 'Master Plan Zoning' dropdown menu open, displaying options: Residential, Residential with Commercial at First Storey, Commercial &amp; Residential, White, Residential / Institution, and Non-Residential.</p>

Description	Screenshots
<p><b>13. Original Rental Details</b></p> <p>a. Enter the details of the lease:</p> <ol style="list-style-type: none"> <li>i. <b>Start Date</b></li> <li>ii. <b>End Date</b></li> <li>iii. Amount of <b>rent</b> paid per month. It should be the actual or market rent, whichever is higher.</li> <li>iv. <b>Amount of furniture and fitting</b>, if applicable.</li> <li>v. Amount of <b>maintenance charges</b>, if applicable.</li> <li>vi. Amount of <b>other charges</b>, if applicable.</li> </ol> <p>b. To enter more details, click <b>Enter Additional Original Rent Details</b> link and repeat the steps.</p>	
<p><b>14. Revised Rental Details</b></p> <p>a. Enter the details of the lease:</p> <ol style="list-style-type: none"> <li>i. <b>Start Date</b></li> <li>ii. <b>End Date</b></li> <li>iii. Amount of <b>rent</b> paid per month. It should be the actual or market rent, whichever is higher.</li> <li>iv. <b>Amount of furniture and fitting</b>, if applicable.</li> <li>v. Amount of <b>maintenance charges</b>, if applicable.</li> <li>vi. Amount of <b>other charges</b>, if applicable.</li> </ol> <p>b. To enter more details, click <b>Enter Additional Revised Rent Details</b> link and repeat the steps.</p>	

Description	Screenshots
<p>15. Enter the <b>name</b> of the lessor/ landlord.</p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p> <p>To enter more details, click <b>Enter Additional Lessor/ Landlord</b> link at the bottom right of the section and repeat the steps.</p>	
<p>16. Enter the <b>name</b> of the lessee/ tenant.</p>	
<p>17. Select the <b>Profile</b> from the drop-down list.</p>	
<p>i. <b>Singapore Citizen</b></p> <p><b>Identity Type</b> is defaulted to <b>NRIC</b>. Enter the <b>Identity Number</b>.</p>	
<p>ii. <b>Singapore Permanent Resident</b></p> <p>Select the <b>Country of Nationality</b> from the drop-down list.</p> <p><i>Tip: You may speed up your search by entering the first few alphabets of the country.</i></p> <p><b>Identity Type</b> is defaulted to <b>NRIC</b>. Enter the <b>Identity Number</b>.</p>	
<p>iii. <b>Foreigner</b></p> <p>Select the <b>Country of Nationality</b> from the drop-down list.</p> <p><i>Tip: You may speed up your search by entering the first few alphabets of the country.</i></p> <p>Select whether the Purchaser/ Transferee/ Assignee is staying in Singapore.</p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p>	

Description	Screenshots
<p>17 iv. <b>Entity</b></p> <p>Select whether the <b>Entity is registered in Singapore</b>.</p> <p><i>Entity refers to a non-individual and includes an unincorporated association, a trustee for a collective investment scheme, a trustee-manager for a business trust and partners of a partnership, buying the property.</i></p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. <b>UEN-BUSINESS:</b> Local Businesses / Partnerships with UEN (nnnnnnnnX format) [previously known as "ROB"]</li> <li>2. <b>UEN-LOCAL CO:</b> Local Companies with UEN (yyyynnnnnX format) [previously known as "ROC"]</li> <li>3. <b>UEN-OTHERS: -</b> <ol style="list-style-type: none"> <li>a. Limited Liability Partnerships with UEN (TyyPQnnnnX format), or</li> <li>b. Foreign Companies with UEN (TyyPQnnnnX format) [previously known as "ROC"], or</li> <li>c. Clubs, Associations, Societies, Government Agencies &amp; Others with UEN (TyyPQnnnnX format).</li> </ol> </li> </ol>	
<p>v. <b>Address of Lessee/ Tenant</b></p> <p>- Enter the <b>address</b> of the Lessee/ Tenant in the fields provided by following step 10 above.</p> <p>To enter more details, click <b>Enter Additional Lessee/ Tenant</b> link at the bottom right of the section and repeat the steps.</p>	
<p>18. You may enter any additional comments here.</p> <p>Click <b>Compute</b> button to ascertain the amount of Stamp Duty payable.</p>	

**Description**

19. Click **OK** button to proceed.

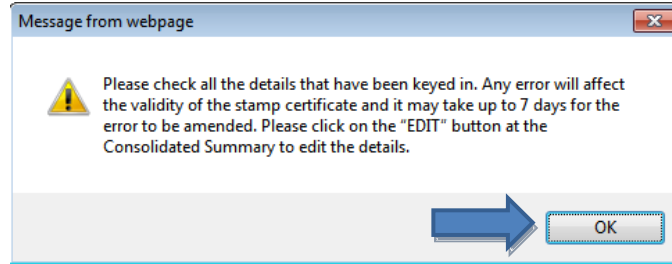
The **Consolidated Summary** will display all the document details, the stamp duty and penalty (if any) payable and the payment due date.

Please ensure that the details are correct. If there is any error, click **Edit** button to edit the details.

You can click **Print** button to print a copy of the **Consolidated Summary** for your reference.

Click **Proceed for Payment** button to submit the details and make payment.

**Screenshots**



**Consolidated Summary**  
**Variation of Lease**

**Document Details**  
This variation is made pursuant to a document e-stamped with document number  
Document Description: Variation of Lease  
Number of Duplicate(s): 0  
Date of Document (for Signed Document): 10/10/2014

**Property Details**

S.No.	Block/ House Number	Street Name	Level-Unit	Postal Code	Property Type
1	30	YISHUN ROAD	#01-216	700000	Commercial

**Rent and Other Charges Variation Details**

**Original Rental Details**

S.No.	Start Date	End Date	Months	Rent for Premises Per Month (S\$)	Furniture & Fittings Per Month (S\$)	Maintenance Charges Per Month (S\$)	Other Charges Per Month (S\$)	Total Rent Per Month (S\$)
1	01/12/2014	31/12/2015	13.00	1,000.00	0.00	0.00	0.00	1,000.00
Total number of Months			13.00					
Total original rent				S\$13,000.00				
Average Original Rent Per Month				S\$1,000.00				

**Revised Rental Details**

S.No.	Start Date	End Date	Months	Rent for Premises Per Month (S\$)	Furniture & Fittings Per Month (S\$)	Maintenance Charges Per Month (S\$)	Other Charges Per Month (S\$)	Total Rent Per Month (S\$)
1	01/12/2014	31/12/2015	13.00	1,200.00	0.00	0.00	0.00	1,200.00
Revised number of months			13.00					
Revised rent				S\$15,600.00				
Average Revised Rent Per Month				S\$1,200.00				
Difference				S\$200.00				

**Lessor/ Landlord Details**

S.No.	Name	Identity Type	Identity Number
1	JOHNSON LIM	NRIC	S12000008

**Lessee/ Tenant Details**

S.No.	Name	Identity Type	Identity Number	Address	Lessee/ Tenant Type	Country
1	WINSTON EE	NRIC	S1330000C	10, YISHUN ROAD, #01-216, S(700000)	SINGAPORE CITIZEN	

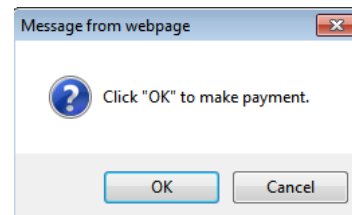
**Penalty**  
The due date for stamping this document was **24/10/2014**. As it is late for stamping, penalty is payable.  
Reason(s) for late stamping: LATE

**Stamp Duty Charges**

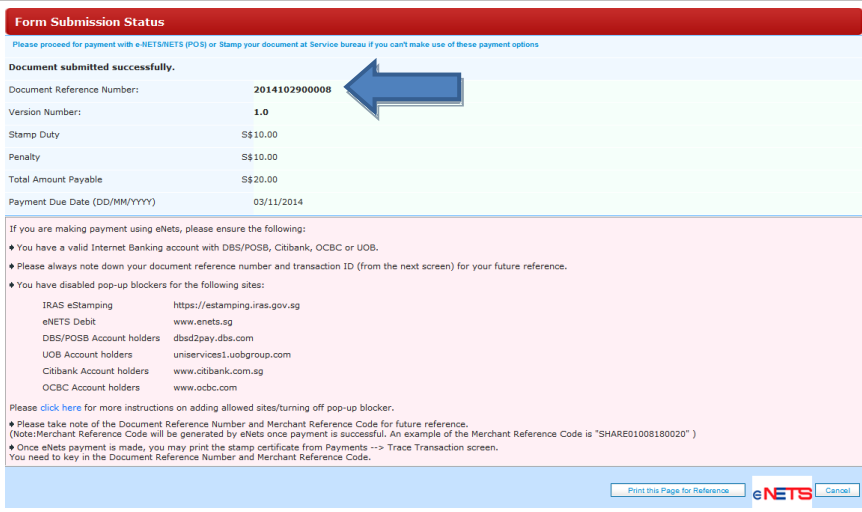
Stamp Duty	S\$10.00
Penalty	S\$10.00
<b>Total Amount Payable</b>	<b>S\$20.00</b>
Payment Due Date (DD/MM/YYYY)	03/11/2014

Buttons: Proceed for Payment, Edit, Print, Cancel

20. Click **OK** to make payment.





Description	Screenshots												
<p>21. Take note of the <b>Document Reference Number</b>.</p>	 <p><b>Form Submission Status</b></p> <p>Please proceed for payment with eNETS/NETS (POS) or Stamp your document at Service bureau if you can't make use of these payment options</p> <p><b>Document submitted successfully.</b></p> <table border="1"> <tr> <td>Document Reference Number:</td> <td>2014102900008</td> </tr> <tr> <td>Version Number:</td> <td>1.0</td> </tr> <tr> <td>Stamp Duty</td> <td>S\$10.00</td> </tr> <tr> <td>Penalty</td> <td>S\$10.00</td> </tr> <tr> <td>Total Amount Payable</td> <td>S\$20.00</td> </tr> <tr> <td>Payment Due Date (DD/MM/YYYY)</td> <td>03/11/2014</td> </tr> </table> <p>If you are making payment using eNETs, please ensure the following:</p> <ul style="list-style-type: none"> <li>You have a valid Internet Banking account with DBS/POSB, Citibank, OCBC or UOB.</li> <li>Please always note down your document reference number and transaction ID (from the next screen) for your future reference.</li> <li>You have disabled pop-up blockers for the following sites: <ul style="list-style-type: none"> <li>IRAS eStamping <a href="https://estamping.iras.gov.sg">https://estamping.iras.gov.sg</a></li> <li>eNETS Debit <a href="http://www.enets.sg">www.enets.sg</a></li> <li>DBS/POSB Account holders <a href="http://dbsd2pay.dbs.com">dbsd2pay.dbs.com</a></li> <li>UOB Account holders <a href="http://uniservices1.uobgroup.com">uniservices1.uobgroup.com</a></li> <li>Citibank Account holders <a href="http://www.citibank.com.sg">www.citibank.com.sg</a></li> <li>OCBC Account holders <a href="http://www.ocbc.com">www.ocbc.com</a></li> </ul> </li> </ul> <p>Please <a href="#">click here</a> for more instructions on adding allowed sites/turning off pop-up blocker.</p> <ul style="list-style-type: none"> <li>Please take note of the Document Reference Number and Merchant Reference Code for future reference. (Note: Merchant Reference Code will be generated by eNETs once payment is successful. An example of the Merchant Reference Code is "SHARE01008180020")</li> <li>Once eNETs payment is made, you may print the stamp certificate from Payments --&gt; Trace Transaction screen. You need to key in the Document Reference Number and Merchant Reference Code.</li> </ul> <p style="text-align: right;"> <input type="button" value="Print this Page for Reference"/> <input type="button" value="eNETS"/> <input type="button" value="Cancel"/> </p>	Document Reference Number:	2014102900008	Version Number:	1.0	Stamp Duty	S\$10.00	Penalty	S\$10.00	Total Amount Payable	S\$20.00	Payment Due Date (DD/MM/YYYY)	03/11/2014
Document Reference Number:	2014102900008												
Version Number:	1.0												
Stamp Duty	S\$10.00												
Penalty	S\$10.00												
Total Amount Payable	S\$20.00												
Payment Due Date (DD/MM/YYYY)	03/11/2014												

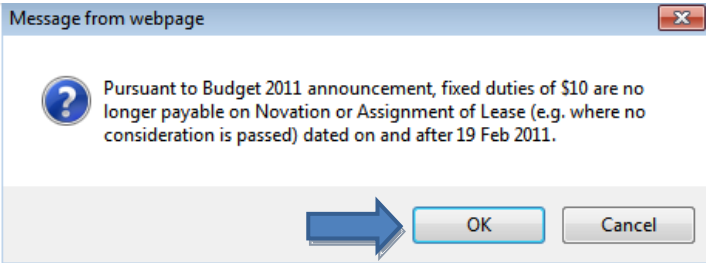



**Next Step: [Make Payment](#)**

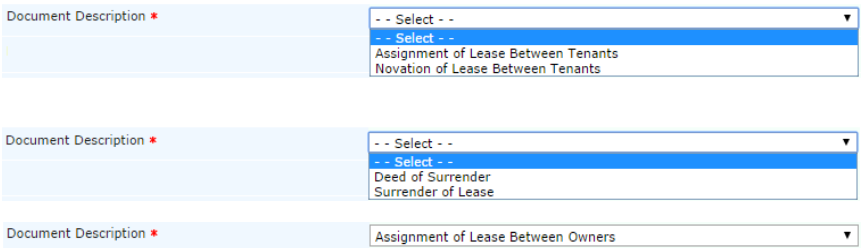
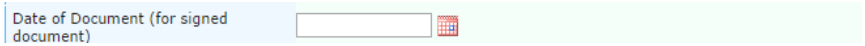
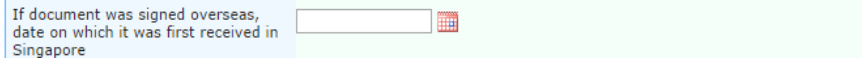
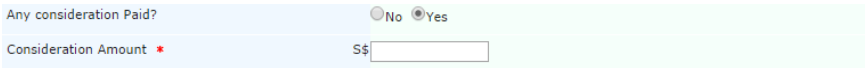
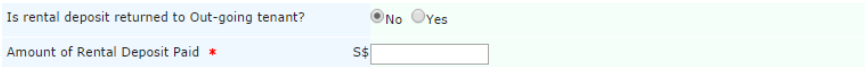
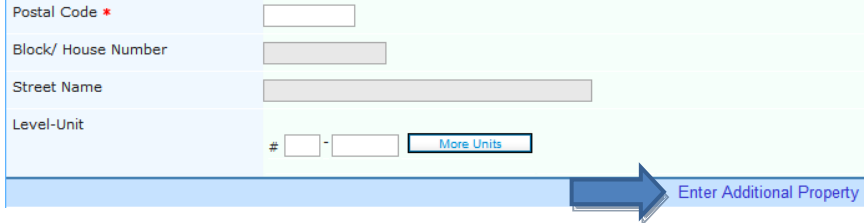
**[Back to Main Menu](#)**

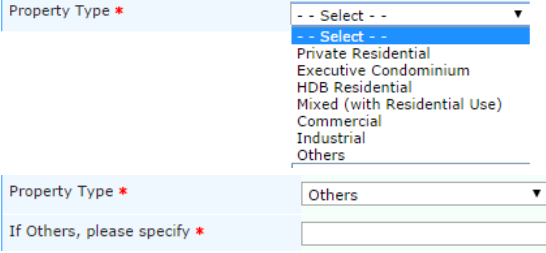
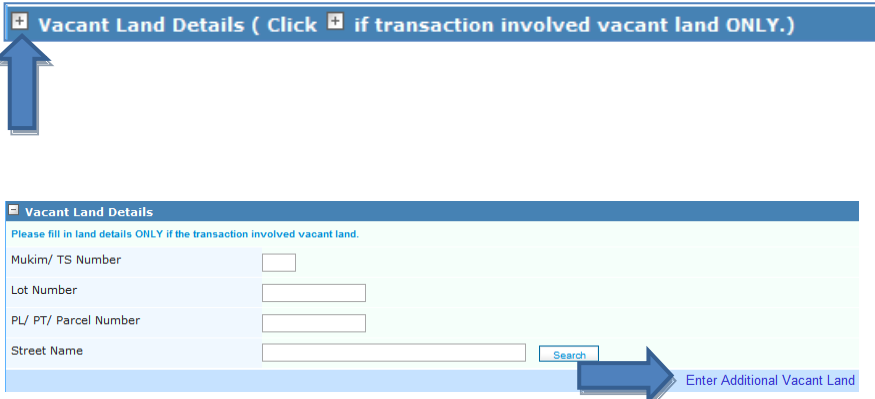
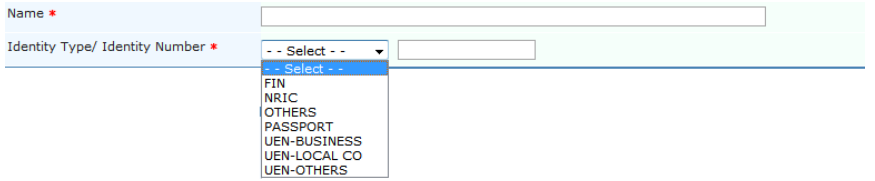
#### d. Other Lease/ Tenancy Documents

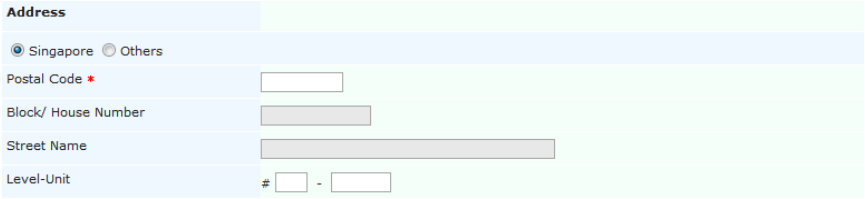
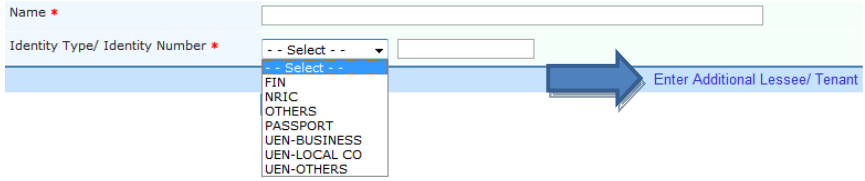
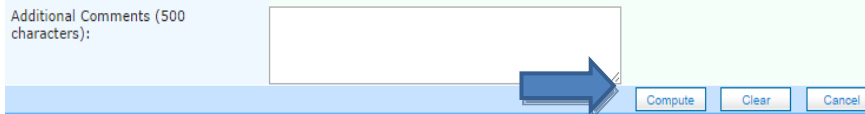
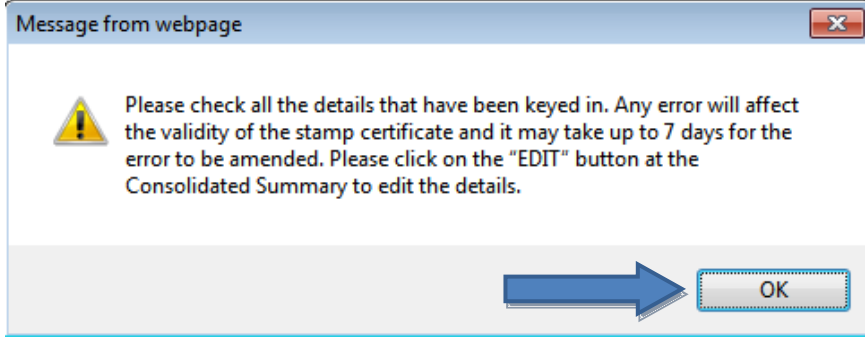
- **Novation/ Assignment of Lease between Tenants**
- **Surrender of Lease**
- **Assignment of Lease between Owners**

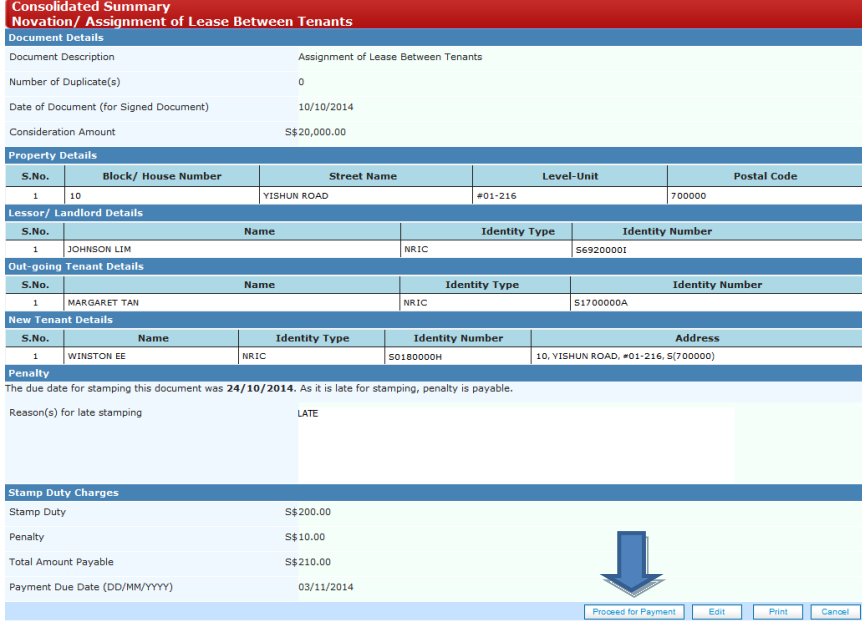
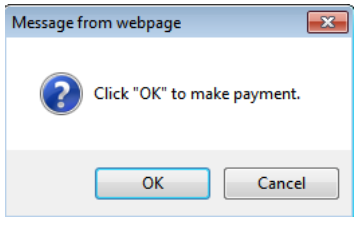
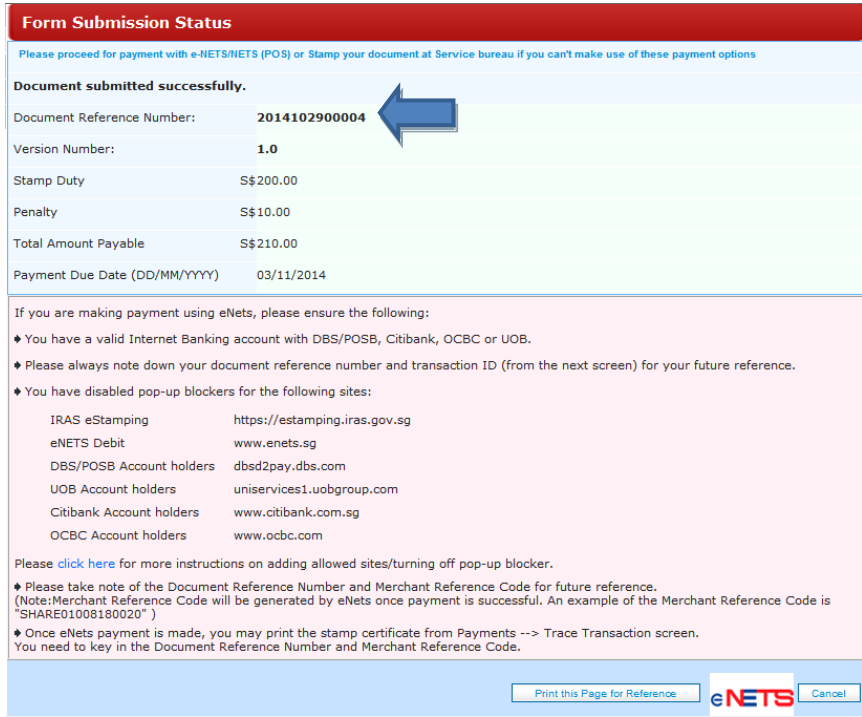
Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<p>1. Please note the message after you have clicked the following forms:</p> <ul style="list-style-type: none"> <li>a. <b>Novation/ Assignment of Lease Between Tenants</b>, or</li> <li>b. <b>Surrender of Lease</b>, or</li> <li>c. <b>Assignment of Lease Between Owners</b>.</li> </ul> <p>2. Click <b>OK</b> button to proceed.</p>	
<p>3. Enter your <b>reference</b> if available.</p> <p><i>Note: Applicable only to registered users.</i></p>	
<p>4. If this document you are stamping is related to a document that has been stamped, enter the <b>document number</b> of the stamped document and click <b>Get Details</b> button.</p> <p><i>Note: Applicable only to registered users.</i></p>	
<p>5. If this document you are stamping is related to a document that has been stamped, enter the <b>document number</b> and <b>stamp certificate reference</b> of the stamped document and click <b>Get Details</b> button.</p> <p><i>Note: Applicable only to non-registered users.</i></p>	

Description	Screenshots
<p>6. Select the <b>Document Description</b> from the drop-down list:</p> <p>a. <b>Novation/ Assignment of Lease between Tenants</b></p> <p>b. <b>Surrender of Lease</b></p> <p>c. <b>Assignment of Lease between Owners</b></p> <p><b>Document Description</b> is defaulted to <b>Assignment of Lease between Owners</b>.</p>	
<p>7. Enter the <b>date</b> of the contract.</p>	
<p>8. Enter the <b>date on which the document was received in Singapore if the document was signed overseas</b>.</p>	
<p>9. Select <b>Yes</b> if consideration is paid and enter the amount of <b>consideration</b>.</p> <p><b>Note:</b> <i>Applicable to the following forms:</i></p> <p>a. <i>Novation/ Assignment of Lease between Tenants, and</i></p> <p>b. <i>Assignment of Lease between Owners.</i></p>	
<p>10. Select <b>No</b> if rental deposit is not returned to the out-going tenant and enter the amount of rental deposit.</p> <p><b>Note:</b> <i>Applicable only to Novation/ Assignment of Lease between Tenants.</i></p>	
<p>11. Enter the <b>postal code</b> of the property.</p> <p>Press <b>'Tab'</b> key to display the Block/ House Number and Street Name.</p> <p>Enter the Level-Unit, if applicable. If there are more level-units to enter, click <b>More Units</b> button after each entry in the Level-Unit.</p> <p>To enter more properties, click <b>Enter Additional Property</b> link and repeat the steps.</p>	

Description	Screenshots
<p>12. Select <b>Property Type</b> from the drop-down list.</p> <p>If the property type is not listed in the list, select <b>Others</b> and enter the property type in the field provided.</p>	 <p>The screenshot shows a form field for 'Property Type *' with a dropdown menu. The menu is open, showing options: '-- Select --', '-- Select --', Private Residential, Executive Condominium, HDB Residential, Mixed (with Residential Use), Commercial, Industrial, and Others. Below the dropdown, the 'Others' option is selected in the input field, and there is an empty text box for 'If Others, please specify *'.</p>
<p>13. Enter this section <u>only</u> if the transaction involved vacant land.</p> <p>Click on <b>(+)</b> to expand the section.</p> <p>Enter details in the fields provided.</p> <p>At the <b>Street Name</b> field, enter the partial street name and click <b>Search</b> button. A pop up window will open. Select the radio button of the relevant street name.</p> <p>To enter more details, click <b>Enter Additional Vacant Land</b> link at the bottom right of the section and repeat the steps.</p>	 <p>The screenshot shows a section titled 'Vacant Land Details (Click (+) if transaction involved vacant land ONLY.)'. Below the title, there are input fields for 'Mukim/ TS Number', 'Lot Number', 'PL/ PT/ Parcel Number', and 'Street Name'. A 'Search' button is next to the 'Street Name' field. A blue arrow points to the 'Search' button, and another blue arrow points to a link labeled 'Enter Additional Vacant Land' at the bottom right of the section.</p>
<p>14. Enter the <b>name</b> of the parties in the relevant form:</p> <ol style="list-style-type: none"> <li>a. <b>Novation/ Assignment of Lease between Tenants</b> <ol style="list-style-type: none"> <li>i. Lessor/ landlord, and</li> <li>ii. Out-going tenant, and</li> <li>iii. New tenant.</li> </ol> </li> <li>b. <b>Surrender of Lease</b> <ol style="list-style-type: none"> <li>i. Lessor/ landlord, and</li> <li>ii. Lessee/ tenant.</li> </ol> </li> <li>c. <b>Assignment of Lease between Owners</b> <ol style="list-style-type: none"> <li>i. Assignor, and</li> <li>ii. Assignee.</li> </ol> </li> </ol> <p>15. Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p>	 <p>The screenshot shows a form field for 'Name *' with an empty text box. Below it, there is a field for 'Identity Type/ Identity Number *' with a dropdown menu. The menu is open, showing options: '-- Select --', '-- Select --', FIN, NRIC, OTHERS, PASSPORT, UEN-BUSINESS, UEN-LOCAL CO, and UEN-OTHERS.</p>

Description	Screenshots
<p>16. Enter the <b>address</b> of the parties in the relevant form in the fields provided by following step 11 above:</p> <p>For e.g. 'Enter Additional Lessee/ Tenant' link.</p> <ol style="list-style-type: none"> <li><b>Novation/ Assignment of Lease between Tenants - New tenant</b></li> <li><b>Surrender of Lease - Lessor/ landlord</b></li> <li><b>Assignment of Lease between Owners – Assignee</b></li> </ol> <p>17. To enter more details, click the <b>Enter Additional</b> link at the bottom right of the section and repeat the steps.</p>	 
<p>18. You may enter any additional comments here.</p> <p>Click <b>Compute</b> button to ascertain the amount of Stamp Duty payable.</p>	
<p>19. Click <b>OK</b> button to proceed.</p>	




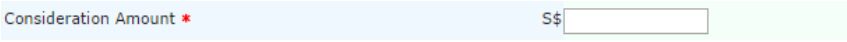
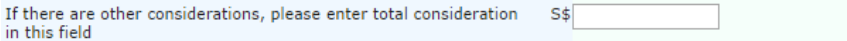
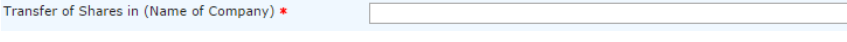
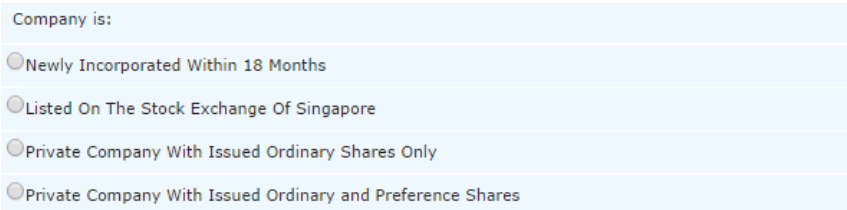
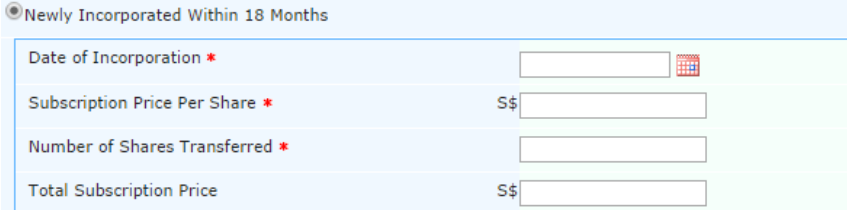
Description	Screenshots
<p>The <b>Consolidated Summary</b> will display all the document details, the stamp duty and penalty (if any) payable and the payment due date.</p> <p>Please ensure that the details are correct. If there is any error, click <b>Edit</b> button to edit the details.</p> <p>You can click <b>Print</b> button to print a copy of the <b>Consolidated Summary</b> for your reference.</p> <p>Click <b>Proceed for Payment</b> button to submit the details and make payment.</p>	
<p>20. Click <b>OK</b> to make payment.</p>	
<p>21. Take note of the <b>Document Reference Number</b>.</p>	

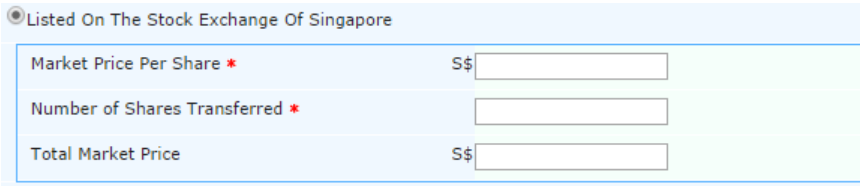
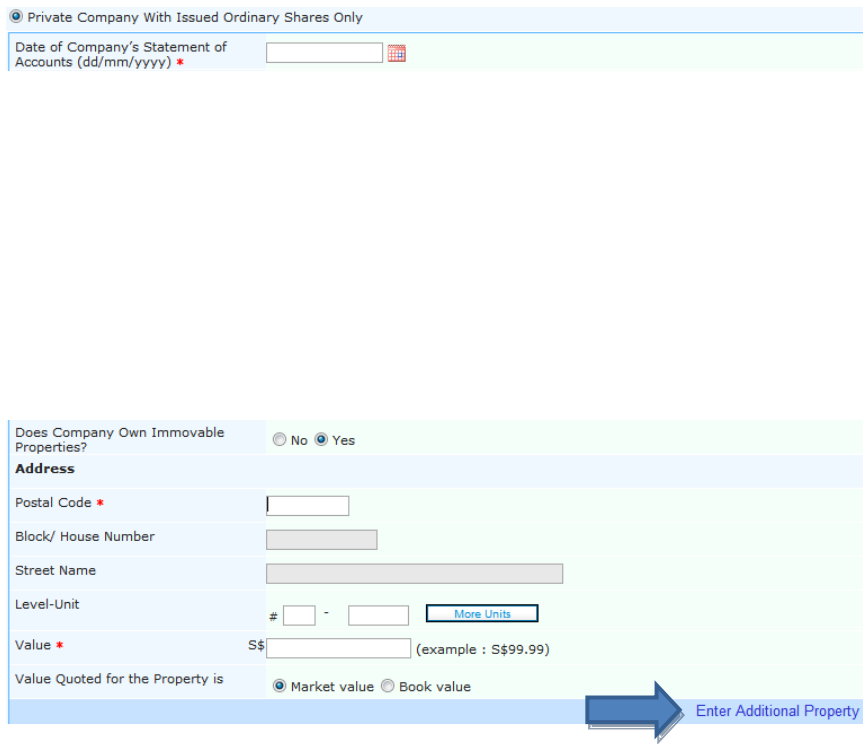
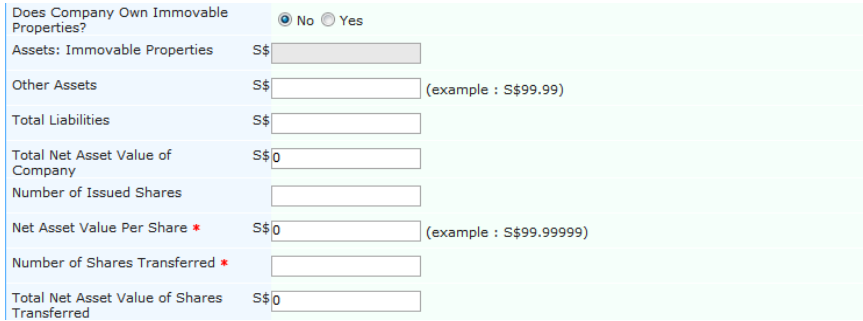
Next Step: [Make Payment](#)

[Back to Main Menu](#)

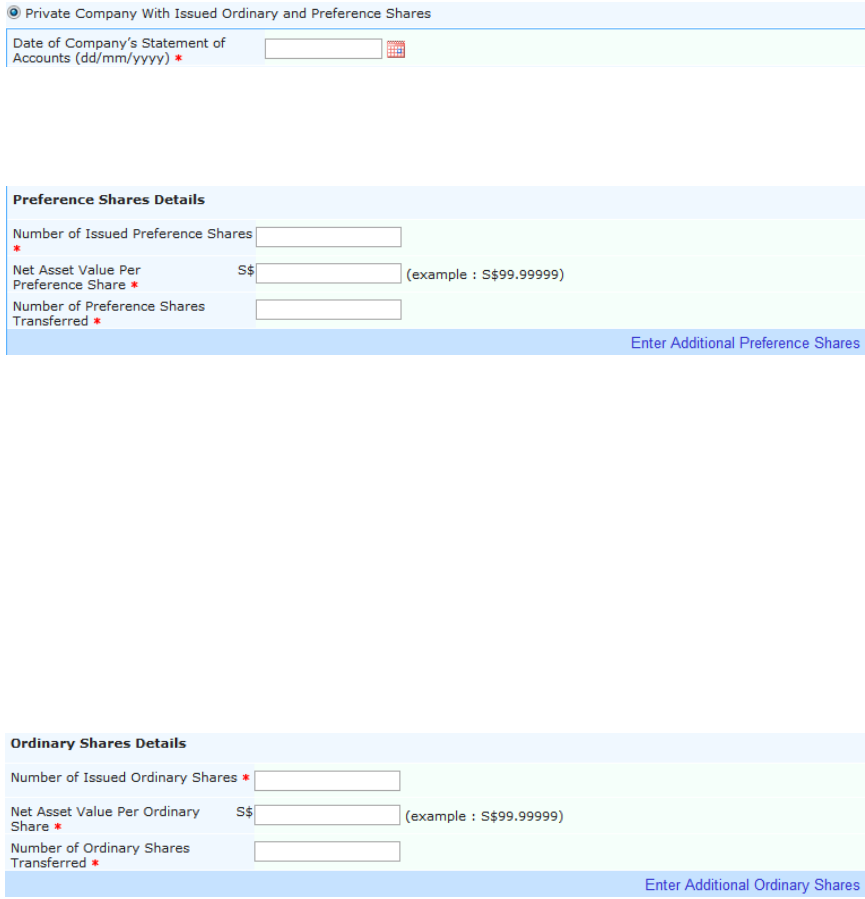
## e. Share Transfer

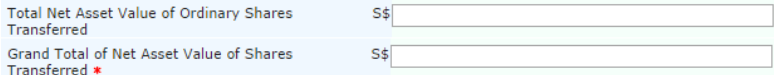
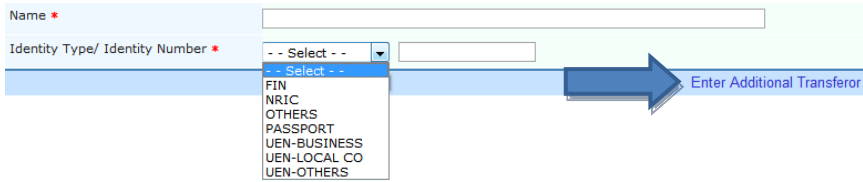
Note: Fields with (\*) are mandatory and needs to be filled.

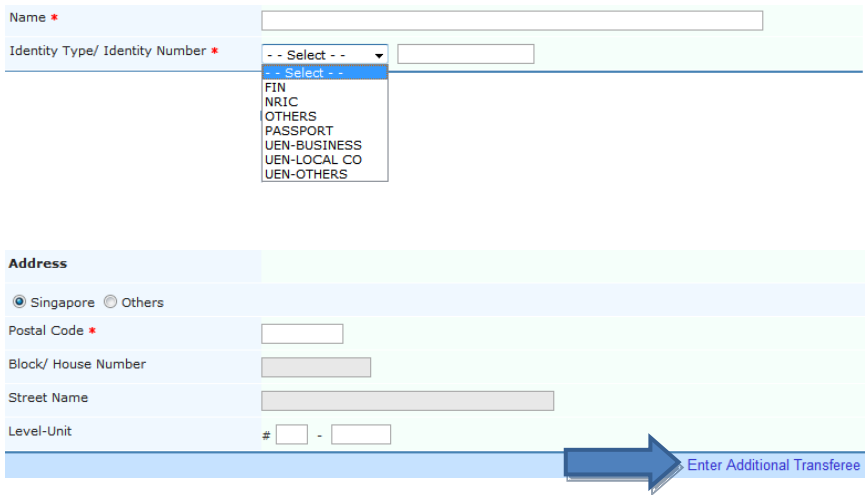
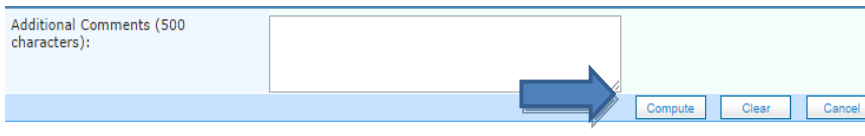
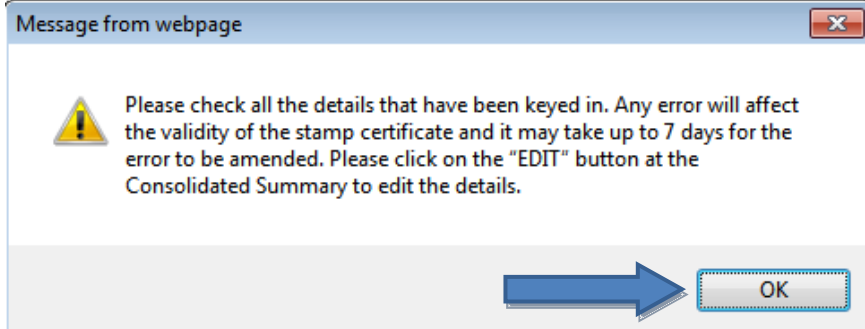
Description	Screenshots
1. Enter your <b>reference</b> if available. <b>Note:</b> <i>Applicable only to registered users.</i>	
2. Enter the <b>date</b> of the contract.	
3. Enter the <b>date on which the document was received in Singapore if the document was signed overseas.</b>	
4. Enter the <b>consideration</b> stated in the contract.	
5. Enter the <b>total amount of consideration</b> if applicable.	
6. Enter the <b>name of the company</b> for which the shares is transferred.	
7. Select the <b>company type.</b>	
<p>a. <b><u>Newly incorporated within 18 months</u></b></p> <ul style="list-style-type: none"> <li>- Enter the: <ul style="list-style-type: none"> <li>• <b>Date of incorporation</b> of the company, and</li> <li>• <b>Subscription price per share</b>, and</li> <li>• <b>Number of shares transferred.</b></li> </ul> </li> <li>- The <b>total subscription price</b> will be computed automatically.</li> </ul>	

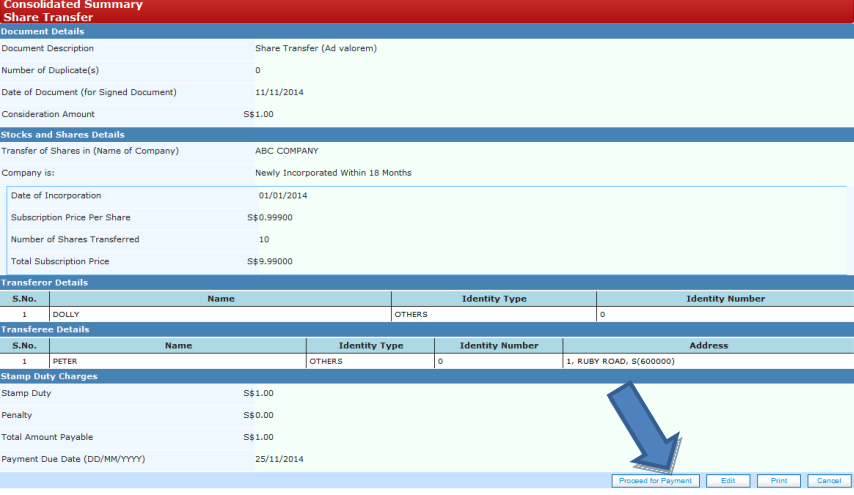
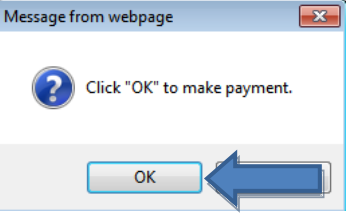
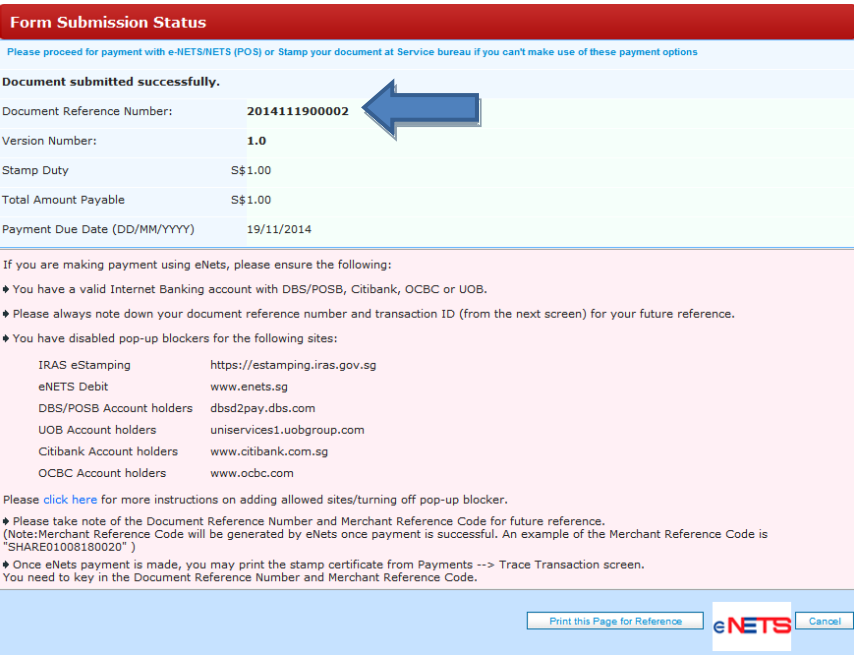
Description	Screenshots
<p><b>b. Listed on the Stock Exchange of Singapore</b></p> <ul style="list-style-type: none"> <li>– Enter the: <ul style="list-style-type: none"> <li>• <b>Market price per share</b>, and</li> <li>• <b>Number of shares transferred</b>.</li> </ul> </li> <li>– The <b>total market price</b> will be computed automatically.</li> </ul>	
<p><b>c. Private company with issued ordinary shares only</b></p> <ul style="list-style-type: none"> <li>– Enter the <b>date of the statement of accounts</b> of the company.</li> </ul> <p><i>Note: The Statement of Accounts used must be within 24 months before the date of document. If this is not available, please prepare the management accounts of the company as at the date of share transfer for stamp duty purposes.</i></p> <ul style="list-style-type: none"> <li>– Where company <b>own</b> immovable property: <ul style="list-style-type: none"> <li>• Enter the <b>postal code</b> of the property.</li> </ul> <p>Press <b>'Tab'</b> key to display the Block/ House Number and Street Name.</p> <p>Enter the Level-Unit, if applicable. If there are more level-units to enter, click <b>More Units</b> button after each entry in the Level-Unit.</p> <p>To enter more properties, click <b>Enter Additional Property</b> link and repeat the steps.</p></li> <li>• Enter the <b>value</b> of the property, and</li> <li>• Select if the value is <b>market</b> or <b>book value</b>.</li> <li>• To enter more properties, click <b>Enter Additional Property</b> link and repeat the steps.</li> </ul>	 



Description	Screenshots
<ul style="list-style-type: none"> <li>- Where company <b>does not</b> own immovable property, proceed to enter the following:               <ul style="list-style-type: none"> <li>• Value of <b>other assets</b>, and</li> <li>• Value of the <b>total liabilities</b>, and</li> <li>• <b>Number of issued shares</b>, and</li> <li>• <b>Number of shares transferred</b>.</li> </ul> </li> </ul>	
<p><b>d. Private company with issued ordinary and preference shares</b></p> <ul style="list-style-type: none"> <li>- Enter the <b>date of the statement of accounts</b> of the company</li> </ul> <p><b><u>Preference Shares Details</u></b></p> <ul style="list-style-type: none"> <li>- Enter the:           <ul style="list-style-type: none"> <li>• <b>Number of issued preference shares</b>, and</li> <li>• <b>Net asset value per preference share</b>, and</li> <li>• <b>Number of preference shares transferred</b>.</li> </ul> </li> <li>- To enter more details, click <b>Enter Additional Preference Shares</b> link and repeat the steps.</li> </ul> <p><b><u>Ordinary Shares Details</u></b></p> <ul style="list-style-type: none"> <li>- Enter the:           <ul style="list-style-type: none"> <li>• <b>Number of issued ordinary shares</b>, and</li> <li>• <b>Net asset value per ordinary share</b>, and</li> <li>• <b>Number of ordinary shares transferred</b>.</li> </ul> </li> <li>- To enter more details, click <b>Enter Additional Ordinary Shares</b> link and repeat the steps.</li> </ul>	 <p>Private Company With Issued Ordinary and Preference Shares</p> <p>Date of Company's Statement of Accounts (dd/mm/yyyy) *</p> <p><b>Preference Shares Details</b></p> <p>Number of Issued Preference Shares *</p> <p>Net Asset Value Per Preference Share * S\$ (example : S\$99.99999)</p> <p>Number of Preference Shares Transferred *</p> <p><a href="#">Enter Additional Preference Shares</a></p> <p><b>Ordinary Shares Details</b></p> <p>Number of Issued Ordinary Shares *</p> <p>Net Asset Value Per Ordinary Share * S\$ (example : S\$99.99999)</p> <p>Number of Ordinary Shares Transferred *</p> <p><a href="#">Enter Additional Ordinary Shares</a></p>

Description	Screenshots
<p>8. These fields will be computed based on the entries in both the preference and ordinary shares details. You need not enter these fields.</p>	 <p>Total Net Asset Value of Ordinary Shares Transferred S\$ <input type="text"/></p> <p>Grand Total of Net Asset Value of Shares Transferred * S\$ <input type="text"/></p>
<p>9. <b>Attach</b> the required documents.</p> <p>Click <b>Browse</b> button.</p> <p><b>Note:</b> Depending on your browser, the button may say Choose File instead of Browse.</p> <p>A pop-up window will appear in your browser.</p> <p>Select the file you'd like to upload. The file types that you can upload are .pdf, .png, .jpg, .tif, .txt, .csv, and .xml.</p> <p>Click <b>Open</b> button.</p> <p><b>Note:</b> Depending on your browser, the button may say Choose instead of Open.</p> <p>Click <b>Attach</b> button.</p>	<p><b>Please Attach :</b></p> <p>Company's Statement of Accounts * <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach"/></p> <p>The following are the acceptable file formats: (.pdf,.png,.jpg,.tif,.txt,.csv,.xml). Maximum file size is 10MB.</p> <p>Company's Memorandum and Articles of Association * <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach"/></p> <p>The following are the acceptable file formats: (.pdf,.png,.jpg,.tif,.txt,.csv,.xml). Maximum file size is 10MB.</p> <p>Valuation Report <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach"/></p> <p>The following are the acceptable file formats: (.pdf,.png,.jpg,.tif,.txt,.csv,.xml). Maximum file size is 10MB.</p>
<p>10. Enter the <b>name</b> of the transferor.</p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p> <p>To enter more details, click <b>Enter Additional Transferor</b> link at the bottom right of the section and repeat the steps.</p>	 <p>Name * <input type="text"/></p> <p>Identity Type/ Identity Number * <input type="text"/> <input type="text"/></p> <p>-- Select --</p> <ul style="list-style-type: none"> <li>FIN</li> <li>NRIC</li> <li>OTHERS</li> <li>PASSPORT</li> <li>UEN-BUSINESS</li> <li>UEN-LOCAL_CO</li> <li>UEN-OTHERS</li> </ul> <p><a href="#">Enter Additional Transferor</a></p>

Description	Screenshots
<p>11. Enter the <b>name</b> of the transferee.</p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p> <p>Enter the <b>address</b> of the transferee:</p> <ol style="list-style-type: none"> <li>Enter the <b>postal code</b> of the property.</li> <li>Press 'Tab' key to display the Block/ House Number and Street Name.</li> <li>Enter the Level-Unit, if applicable. If there are more level-units to enter, click <b>More Units</b> button after each entry in the Level-Unit.</li> </ol> <p>To enter more details, click <b>Enter Additional Transferee</b> link at the bottom right of the section and repeat the steps.</p>	
<p>12. You may enter any additional comments here.</p> <p>Click <b>Compute</b> button to ascertain the amount of Stamp Duty payable.</p>	
<p>13. Click <b>OK</b> button to proceed.</p>	

Description	Screenshots
<p>The <b>Consolidated Summary</b> will display all the document details, the stamp duty and penalty (if any) payable and the payment due date.</p> <p>Please ensure that the details are correct. If there is any error, click <b>Edit</b> button to edit the details.</p> <p>You can click <b>Print</b> button to print a copy of the <b>Consolidated Summary</b> for your reference.</p> <p>Click <b>Proceed for Payment</b> button to submit the details and make payment.</p>	
<p>14. Click <b>OK</b> to make payment.</p>	
<p>15. Take note of the <b>Document Reference Number</b>.</p>	

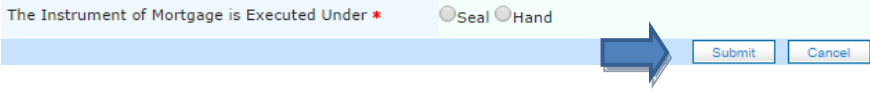


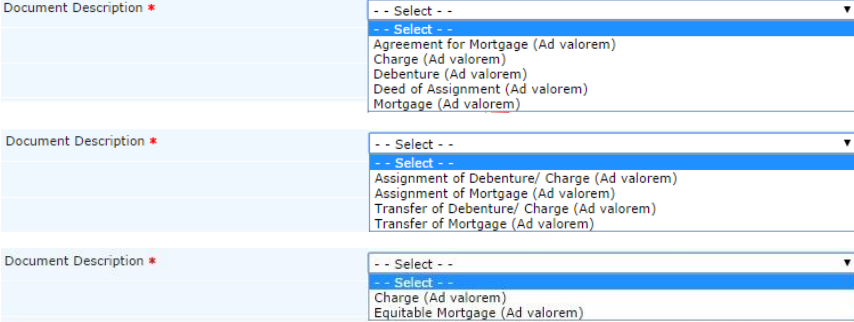



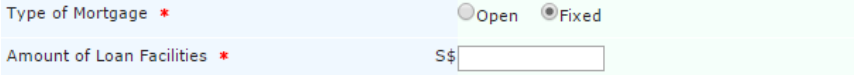
Next Step: [Make Payment](#)

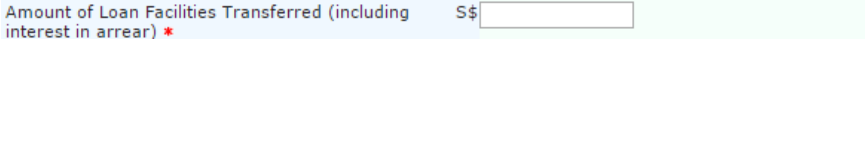
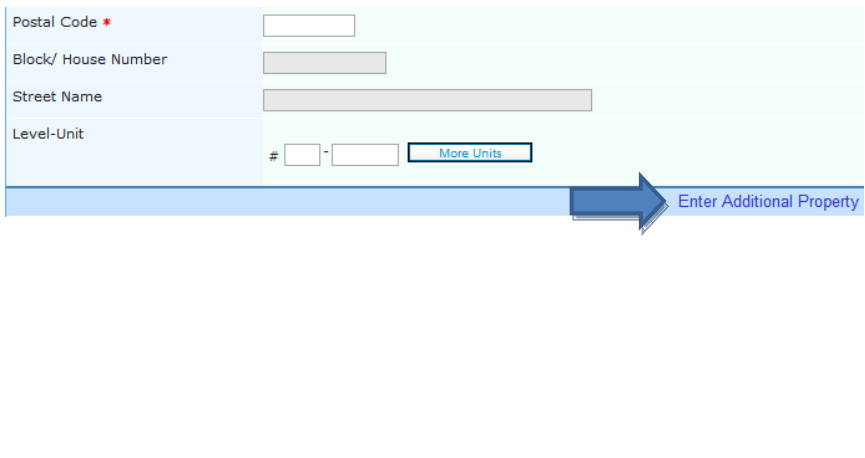
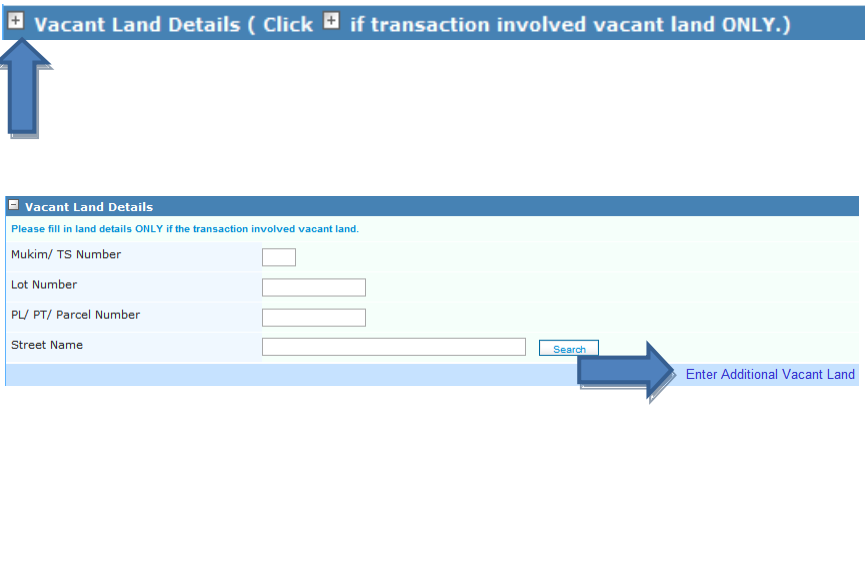
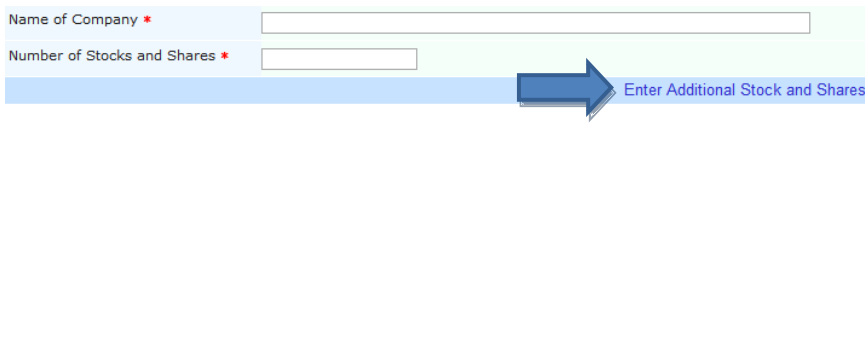
[Back to Main Menu](#)

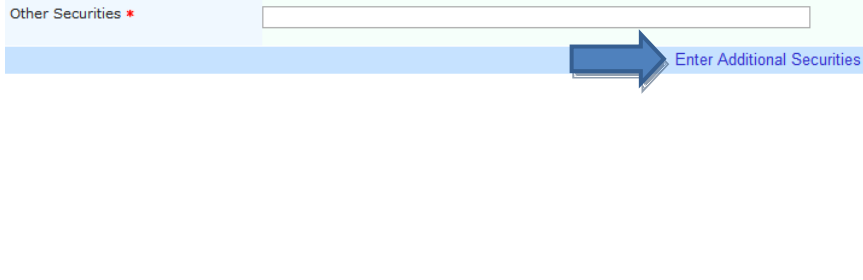
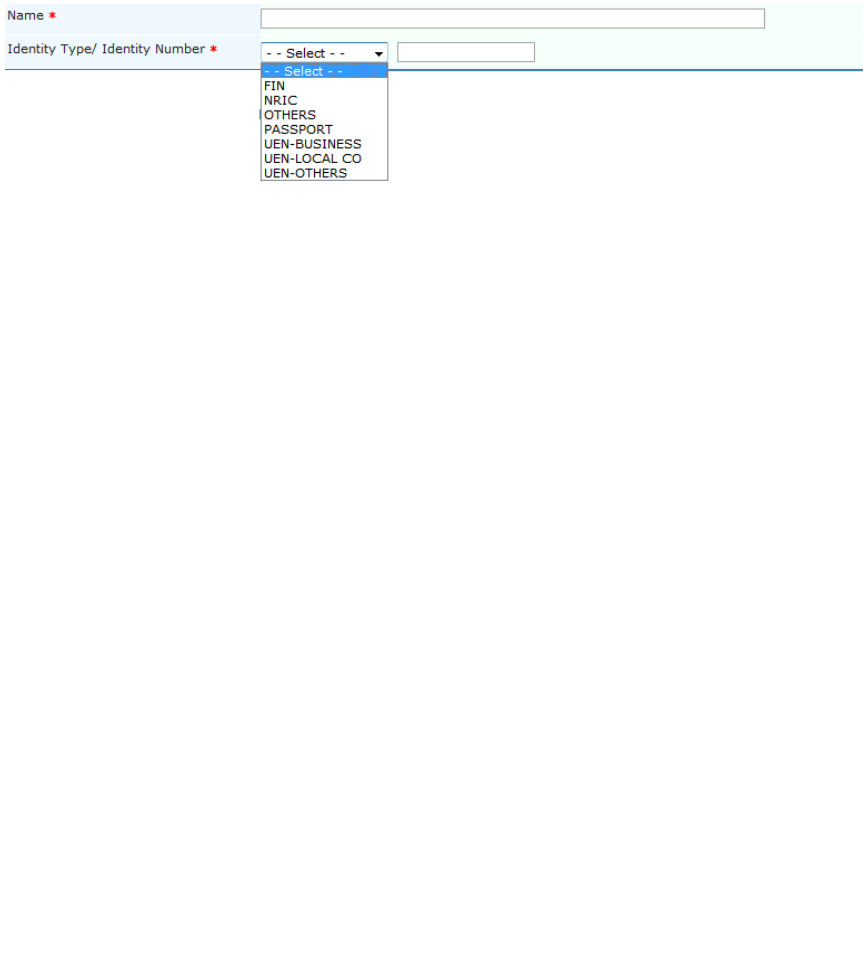
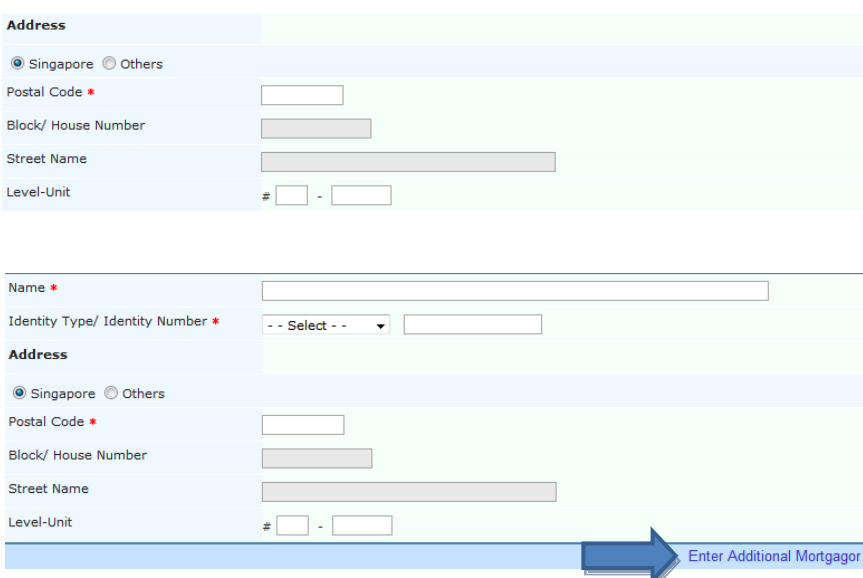
## f. Mortgage

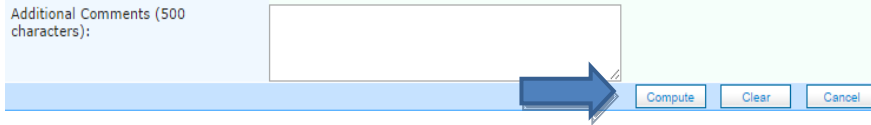
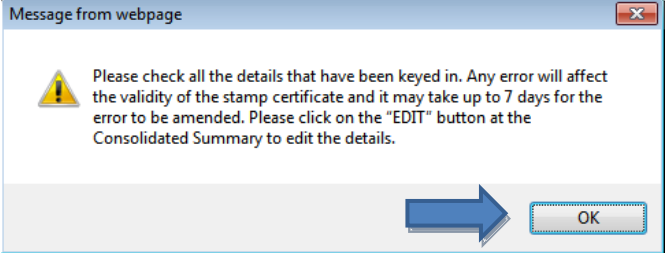
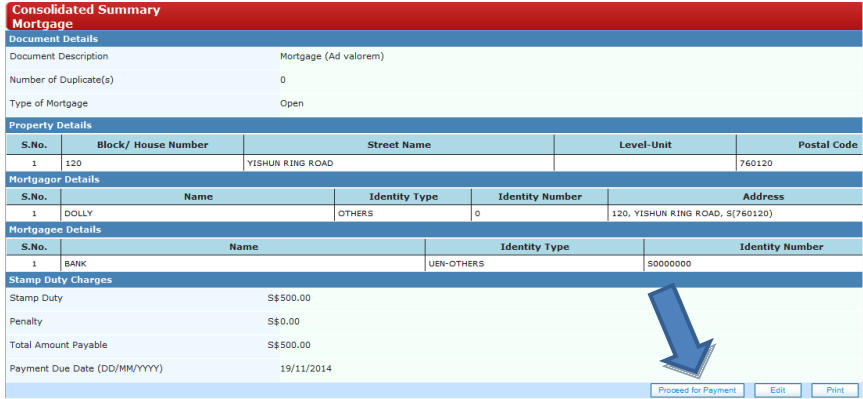
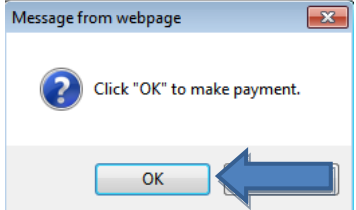
- Mortgage
- Equitable Mortgage
- Transfer of Mortgage

Note: Fields with (\*) are mandatory and needs to be filled.

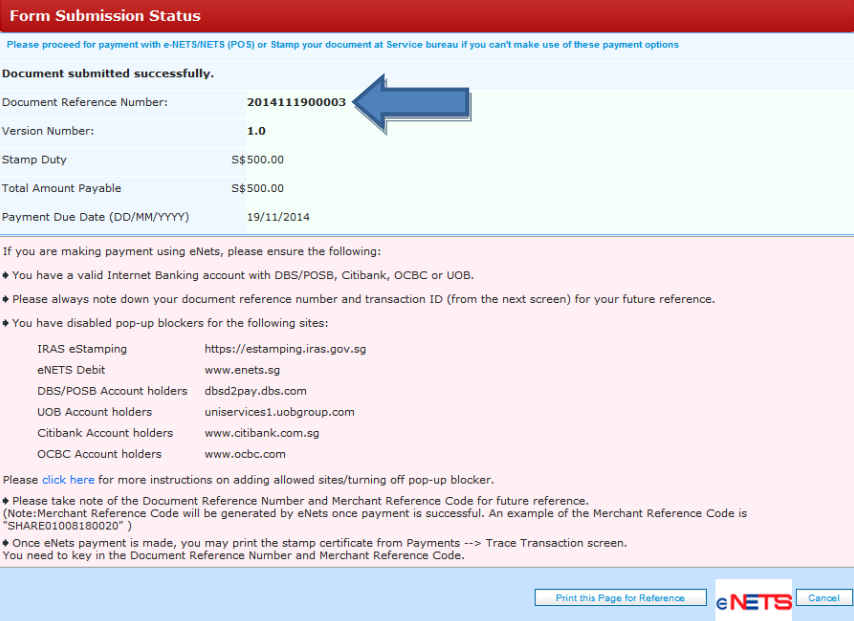

Description	Screenshots
<p>1. Select if the Mortgage is executed under <b>Seal</b> or <b>Hand</b>.</p> <p><i>Note: Applicable only to Equitable Mortgage.</i></p> <p>2. Click <b>Submit</b> button to proceed.</p>	
<p>3. Enter your <b>reference</b> if available.</p> <p><i>Note: Applicable only to registered users.</i></p>	
<p>4. If this document you are stamping is related to a document that has been stamped, enter the <b>document number</b> of the stamped document and click <b>Get Details</b> button.</p> <p><i>Note: Applicable only to registered users.</i></p>	
<p>5. Select the <b>Document Description</b> from the drop-down list.</p> <p>a. <b>Mortgage</b></p> <p>b. <b>Transfer of Mortgage</b></p> <p>c. <b>Equitable Mortgage</b></p>	
<p>6. Enter the <b>date</b> of the contract.</p>	
<p>7. Enter the <b>date on which the document was received in Singapore if the document was signed overseas.</b></p>	
<p>8. Select whether the mortgage is <b>Open</b> or <b>Fixed</b>.</p>	
<p>9. For <b>Fixed mortgage</b>, enter the <b>amount of loan facilities</b> in the field provided.</p>	

Description	Screenshots
<p>10. Enter the <b>amount of loan facilities transferred</b> (including interest in arrear).</p> <p><b>Note:</b> <i>Applicable to only Transfer of Mortgage.</i></p>	
<p>11. Enter the <b>postal code</b> of the property.</p> <p>Press 'Tab' key to display the Block/ House Number and Street Name.</p> <p>Enter the Level-Unit, if applicable. If there are more level-units to enter, click <b>More Units</b> button after each entry in the Level-Unit. To enter more properties, click <b>Enter Additional Property</b> link and repeat the steps.</p>	
<p>12. Enter this section only if the transaction involved vacant land.</p> <p>Click on <b>(+)</b> to expand the section.</p> <p>Enter details in the fields provided.</p> <p>At the <b>Street Name</b> field, enter the partial street name and click <b>Search</b> button. A pop up window will open. Select the radio button of the relevant street name.</p> <p>To enter more details, click <b>Enter Additional Vacant Land</b> link at the bottom right of the section and repeat the steps.</p>	
<p>13. If the mortgage is for <b>stocks and shares</b>, enter the:</p> <ol style="list-style-type: none"> <li><b>Name of the company</b>, and</li> <li><b>Number of stocks and shares.</b></li> </ol> <p>To enter more details, click <b>Enter Additional Stock and Shares</b> link at the bottom right of the section and repeat the steps.</p> <p><b>Note:</b> <i>Applicable only to Mortgage.</i></p>	

Description	Screenshots
<p>14. If the mortgage is for other types of securities, enter the details of the <b>other securities</b>.</p> <p>To enter more details, click <b>Enter Additional Securities</b> link at the bottom right of the section and repeat the steps.</p> <p><i>Note: Applicable only to Mortgage.</i></p>	 <p>Other Securities *</p> <p>Enter Additional Securities</p>
<p>15. Enter the <b>name</b> of the parties in the relevant forms:</p> <ol style="list-style-type: none"> <li><b>Mortgage</b> <ol style="list-style-type: none"> <li>Mortgagor, and</li> <li>Mortgagee:</li> </ol> </li> <li><b>Transfer of Mortgage</b> <ol style="list-style-type: none"> <li>Transferor, and</li> <li>Transferee.</li> </ol> </li> <li><b>Equitable Mortgage</b> <ol style="list-style-type: none"> <li>Mortgagor, and</li> <li>Mortgagee.</li> </ol> </li> </ol> <p><b>Note:</b></p> <p>At the <b>Name</b> field for <b>mortgagee, transferor and transferee</b>, enter the partial name of the transferor and click <b>Search</b> button.</p> <p>A pop up window will open.</p> <p>Select the radio button of the relevant mortgagee, transferor and transferee's name.</p> <p>16. Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p>	 <p>Name *</p> <p>Identity Type/ Identity Number *</p> <ul style="list-style-type: none"> <li>-- Select --</li> <li>-- Select --</li> <li>FIN</li> <li>NRIC</li> <li>OTHERS</li> <li>PASSPORT</li> <li>UEN-BUSINESS</li> <li>UEN-LOCAL CO</li> <li>UEN-OTHERS</li> </ul>
<p>17. Enter the <b>address</b> of the parties in the relevant form:</p> <ol style="list-style-type: none"> <li><b>Mortgage – Mortgagee.</b></li> <li><b>Transfer of Mortgage – Transferee.</b></li> <li><b>Equitable Mortgage – Mortgagor.</b></li> </ol> <p>To enter more details, click the <b>Enter Additional</b> link at the bottom right of the section and repeat the steps.</p> <p>For e.g. 'Enter Additional Mortgagor' link.</p>	 <p><b>Address</b></p> <p><input checked="" type="radio"/> Singapore <input type="radio"/> Others</p> <p>Postal Code *</p> <p>Block/ House Number</p> <p>Street Name</p> <p>Level-Unit # -</p> <p>Name *</p> <p>Identity Type/ Identity Number *</p> <p><b>Address</b></p> <p><input checked="" type="radio"/> Singapore <input type="radio"/> Others</p> <p>Postal Code *</p> <p>Block/ House Number</p> <p>Street Name</p> <p>Level-Unit # -</p> <p>Enter Additional Mortgagor</p>

Description	Screenshots
<p>18. You may enter any additional comments here.</p> <p>Click <b>Compute</b> button to ascertain the amount of Stamp Duty payable.</p>	
<p>19. Click <b>OK</b> button to proceed.</p> <p>The <b>Consolidated Summary</b> will display all the document details, the stamp duty and penalty (if any) payable and the payment due date.</p> <p>Please ensure that the details are correct. If there is any error, click <b>Edit</b> button to edit the details.</p> <p>You can click <b>Print</b> button to print a copy of the <b>Consolidated Summary</b> for your reference.</p> <p>Click <b>Proceed for Payment</b> button to submit the details and make payment.</p>	 
<p>20. Click <b>OK</b> to make payment.</p>	




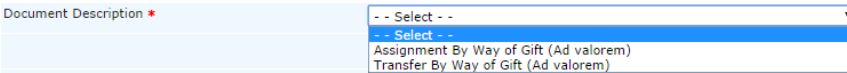

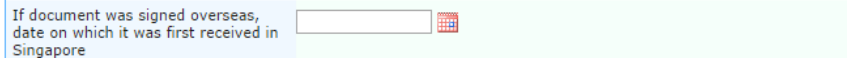

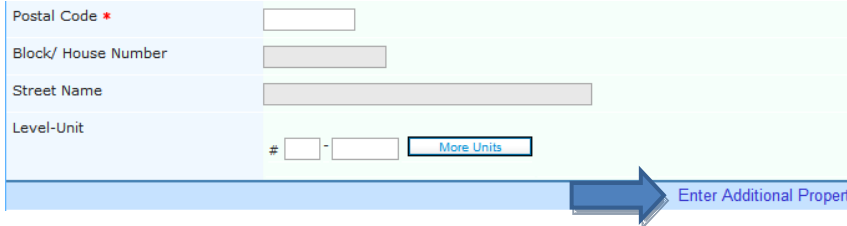
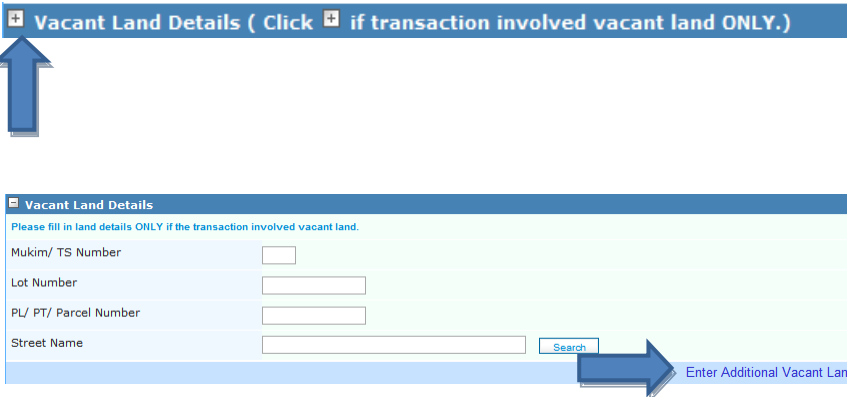

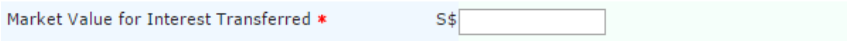
Description	Screenshots
<p>21. Take note of the <b>Document Reference Number</b>.</p>	 <p><b>Form Submission Status</b></p> <p>Please proceed for payment with e-NETS/NETS (POS) or Stamp your document at Service bureau if you can't make use of these payment options</p> <p><b>Document submitted successfully.</b></p> <p>Document Reference Number: <b>2014111900003</b></p> <p>Version Number: <b>1.0</b></p> <p>Stamp Duty: S\$ 500.00</p> <p>Total Amount Payable: S\$ 500.00</p> <p>Payment Due Date (DD/MM/YYYY): 19/11/2014</p> <p>If you are making payment using eNets, please ensure the following:</p> <ul style="list-style-type: none"> <li>You have a valid Internet Banking account with DBS/POSB, Citibank, OCBC or UOB.</li> <li>Please always note down your document reference number and transaction ID (from the next screen) for your future reference.</li> <li>You have disabled pop-up blockers for the following sites: <ul style="list-style-type: none"> <li>IRAS eStamping: <a href="https://estamping.iras.gov.sg">https://estamping.iras.gov.sg</a></li> <li>eNETS Debit: <a href="http://www.enets.sg">www.enets.sg</a></li> <li>DBS/POSB Account holders: <a href="http://dbsd2pay.dbs.com">dbsd2pay.dbs.com</a></li> <li>UOB Account holders: <a href="http://uniservices1.uobgroup.com">uniservices1.uobgroup.com</a></li> <li>Citibank Account holders: <a href="http://www.citibank.com.sg">www.citibank.com.sg</a></li> <li>OCBC Account holders: <a href="http://www.ocbc.com">www.ocbc.com</a></li> </ul> </li> </ul> <p>Please <a href="#">click here</a> for more instructions on adding allowed sites/turning off pop-up blocker.</p> <ul style="list-style-type: none"> <li>Please take note of the Document Reference Number and Merchant Reference Code for future reference. (Note: Merchant Reference Code will be generated by eNets once payment is successful. An example of the Merchant Reference Code is "SHARED1008180020")</li> <li>Once eNets payment is made, you may print the stamp certificate from Payments --&gt; Trace Transaction screen. You need to key in the Document Reference Number and Merchant Reference Code.</li> </ul> <p>Print this Page for Reference  Cancel</p>


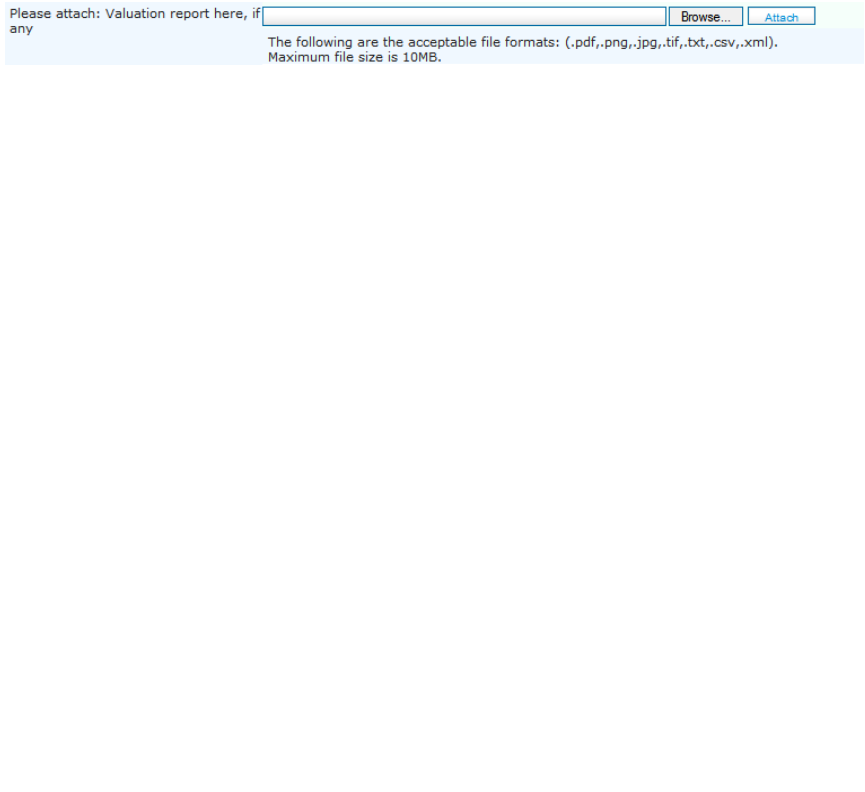
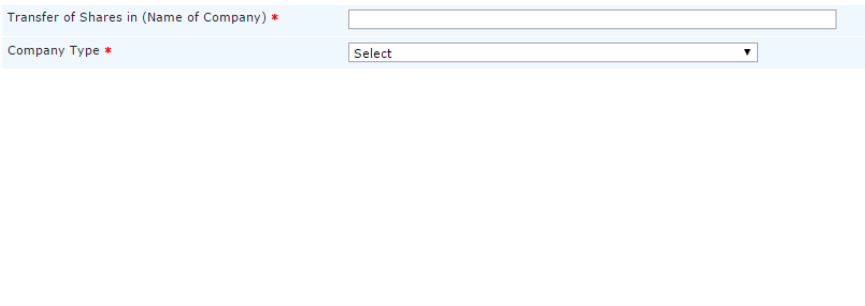
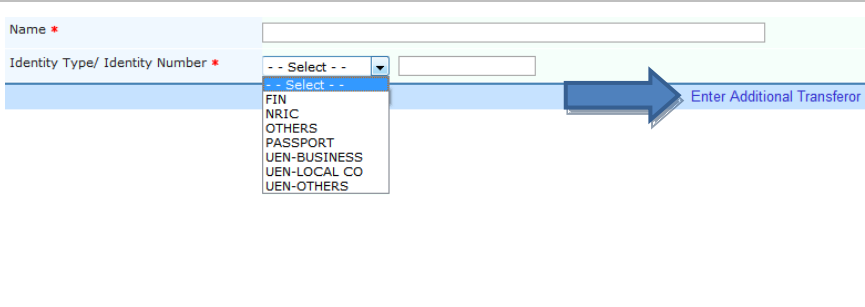
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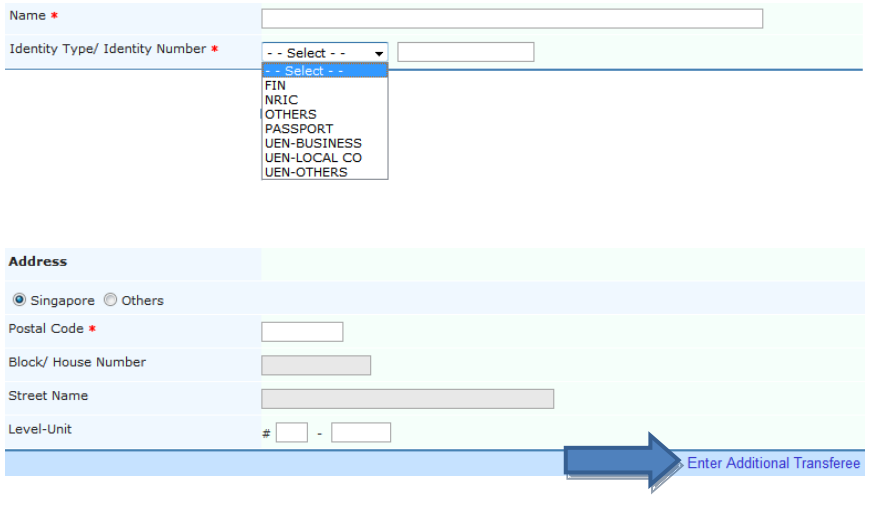
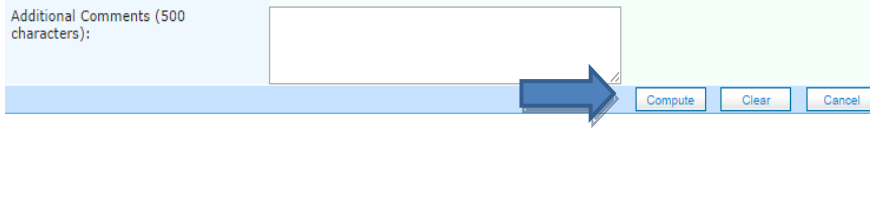
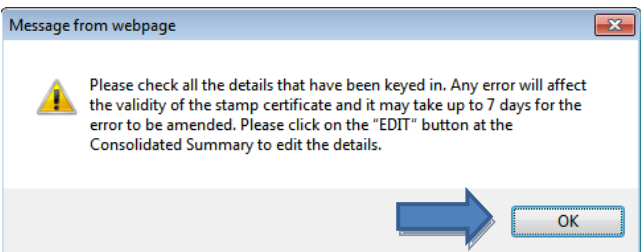
**[Back to Main Menu](#)**

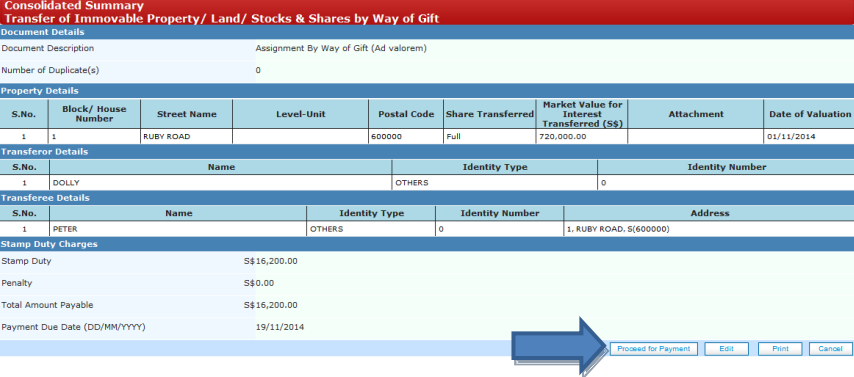
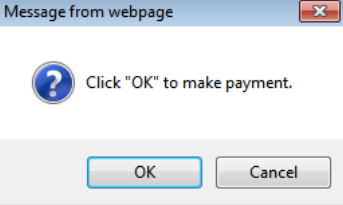
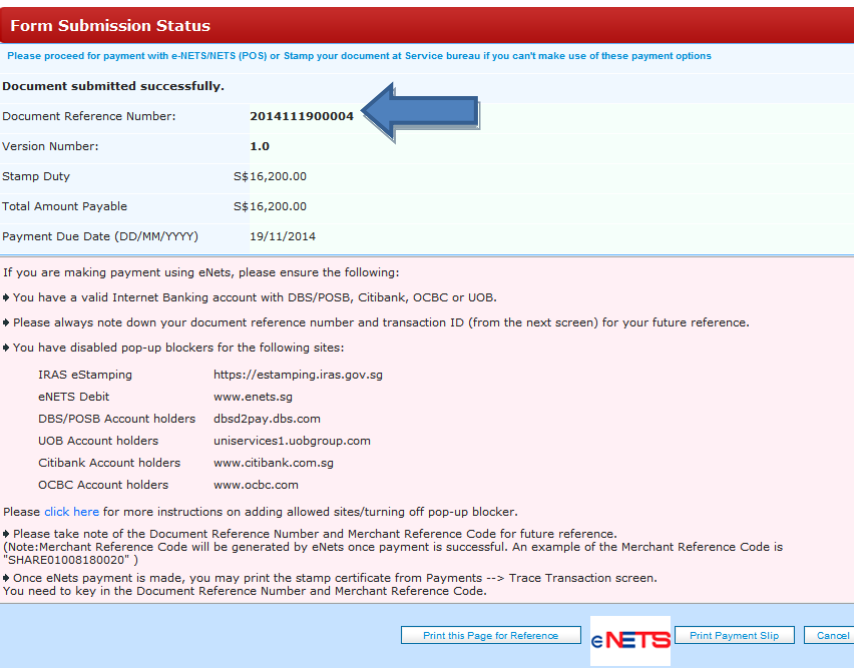
### g. Transfer of Immovable Property/ Land/ Stocks & Shares by way of Gift

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
1. Enter your <b>reference</b> if available. <b>Note:</b> Applicable only to registered users.	
2. Select the <b>Document Description</b> from the drop-down list.	
3. Enter the <b>date</b> of the contract.	
4. Enter the <b>date on which the document was received in Singapore if the document was signed overseas.</b>	
5. Enter the <b>consideration amount</b> (if any).	
6. Enter the <b>postal code</b> of the property.  Press 'Tab' key to display the Block/ House Number and Street Name.  Enter the Level-Unit, if applicable. If there are more level-units to enter, click <b>More Units</b> button after each entry in the Level-Unit.  To enter more properties, click <b>Enter Additional Property</b> link and repeat the steps.	
7. Enter this section <b>only</b> if the transaction involved vacant land.  Click on <b>(+)</b> to expand the section.  Enter details in the fields provided.  At the <b>Street Name</b> field, enter the partial street name and click <b>Search</b> button. A pop up window will open. Select the radio button of the relevant street name.  To enter more details, click <b>Enter Additional Vacant Land</b> link at the bottom right of the section and repeat the steps.	
8. Enter the <b>Date of Valuation</b> of the property or vacant land.	
9. Enter the <b>Market Value for the Interest Transferred.</b>	

Description	Screenshots
<p>10. Select the <b>Share in the property that is transferred</b>.</p> <p><b>Example:</b></p> <p>If the full share in the property is bought or sold, select <b>Full</b>.</p> <p>If ½ share in the property is bought or sold, select <b>partial</b> and enter '1' and '2' in the 'Fraction' fields provided.</p>	
<p>11. You may attach the valuation report if any.</p> <p>Click <b>Browse</b> button.</p> <p><b>Note:</b> Depending on your browser, the button may say Choose File instead of Browse.</p> <p>A pop-up window will appear in your browser.</p> <p>Select the file you'd like to upload. The file types that you can upload are .pdf, .png, .jpg, .tif, .txt, .csv, and .xml.</p> <p>Click <b>Open</b> button.</p> <p><b>Note:</b> Depending on your browser, the button may say Choose instead of Open.</p> <p>Click <b>Attach</b> button.</p>	
<p>12. Enter this section if the transaction involves <b>stocks and shares</b>.</p> <p>13. Enter the <b>name of company</b>, and select the <b>company type</b> from the drop-down list (refer to <a href="#">Share Transfer</a> on how to enter the details for the different company types).</p>	
<p>14. Enter the <b>name</b> of the <b>transferor</b>.</p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p> <p>To enter more details, click <b>Enter Additional Transferor</b> link at the bottom right of the section and repeat the steps.</p>	

Description	Screenshots
<p>15. Enter the <b>name</b> of the <b>transferee</b>.</p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p> <p><b>Address of Transferee</b></p> <p>Enter the <b>address</b> of the Transferee in the fields provided by following step 6 above.</p> <p>To enter more details, click <b>Enter Additional Transferee</b> link at the bottom right of the section and repeat the steps.</p>	
<p>16. You may enter any additional comments here.</p> <p>Click <b>Compute</b> button to ascertain the amount of Stamp Duty payable.</p>	
<p>17. Click <b>OK</b> button to proceed.</p>	

Description	Screenshots
<p>The <b>Consolidated Summary</b> will display all the document details, the stamp duty and penalty (if any) payable and the payment due date.</p> <p>Please ensure that the details are correct. If there is any error, click <b>Edit</b> button to edit the details.</p> <p>You can click <b>Print</b> button to print a copy of the <b>Consolidated Summary</b> for your reference.</p> <p>Click <b>Proceed for Payment</b> button to submit the details and make payment.</p>	
<p>18. Click <b>OK</b> to make payment.</p>	
<p>19. Take note of the <b>Document Reference Number</b>.</p>	

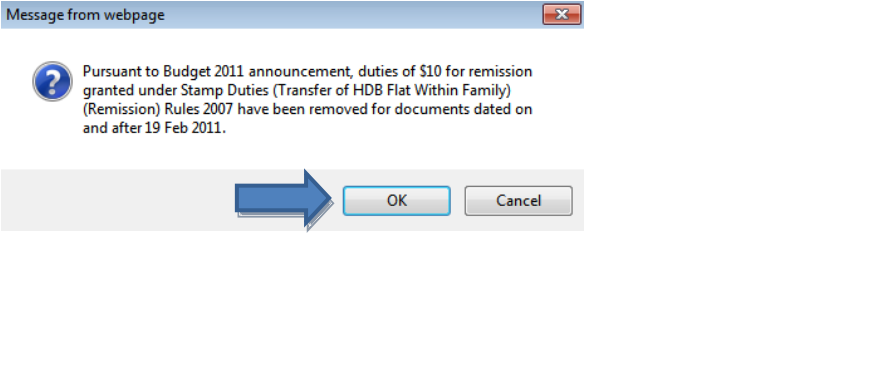
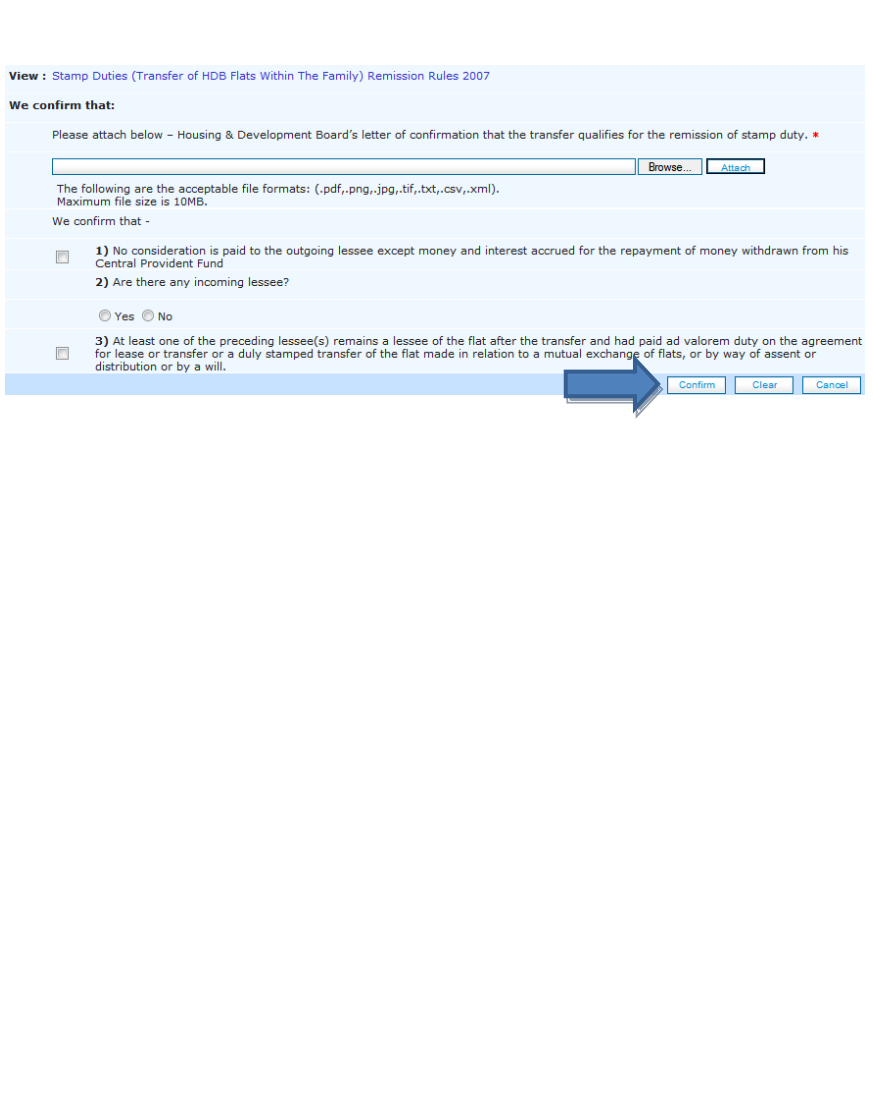
Next Step: [Make Payment](#)

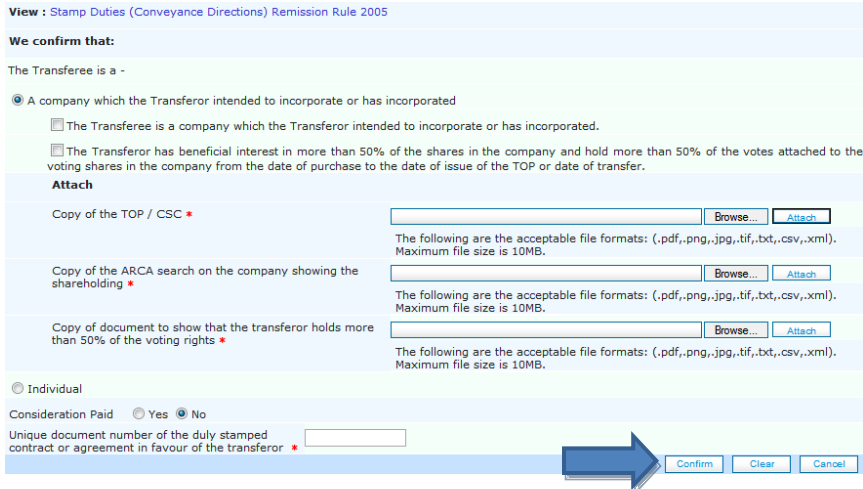
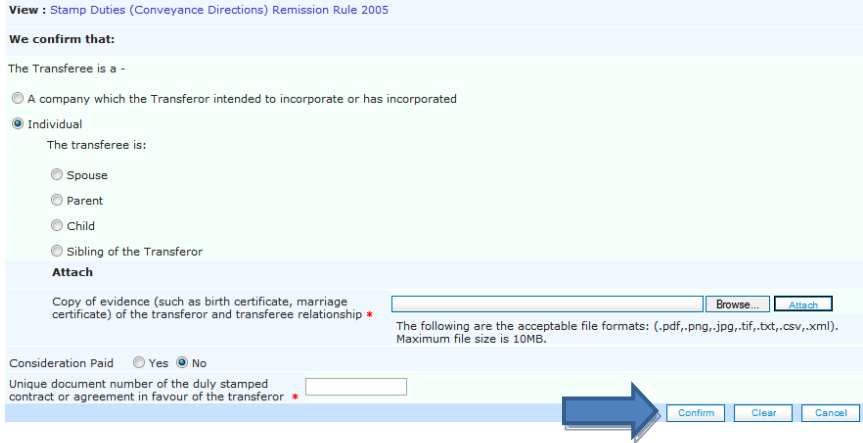
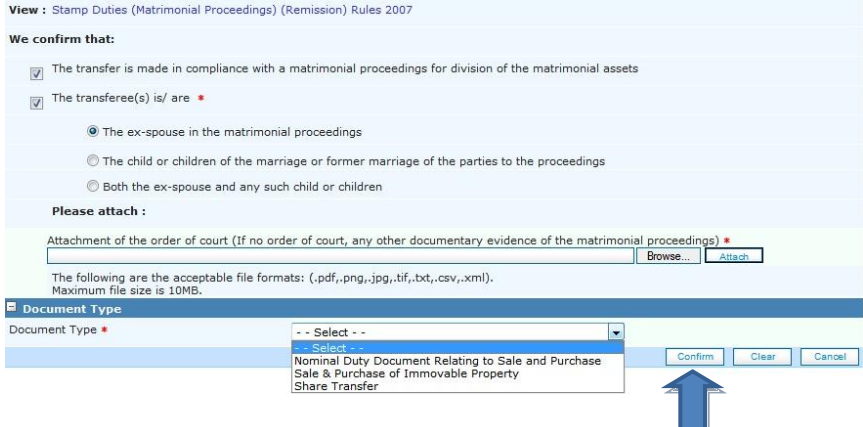
[Back to Main Menu](#)

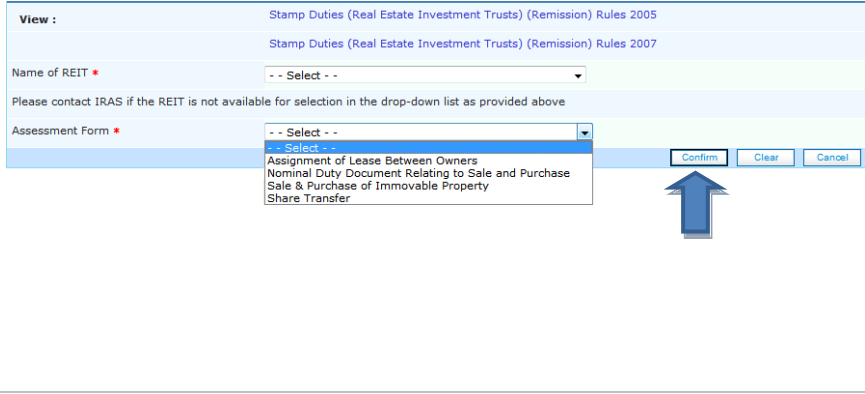
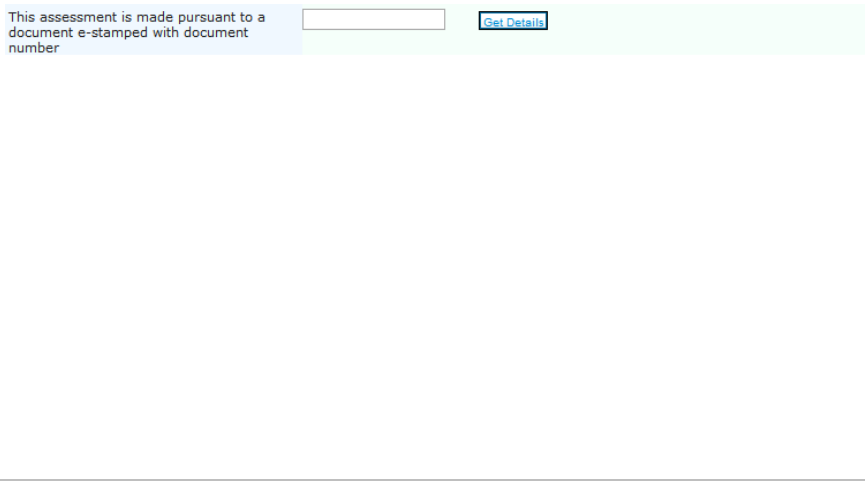
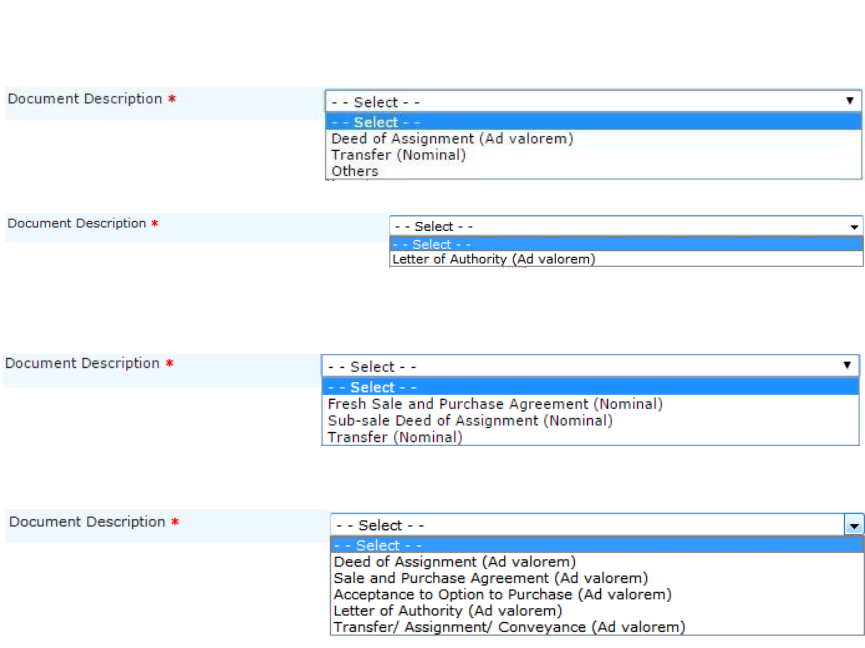
## h. Remission (only for law firms who are Registered Users)

- Transfer of HDB Flats within the Family
- Conveyance Directions
- Matrimonial Proceedings
- Real Estate Investment Trusts

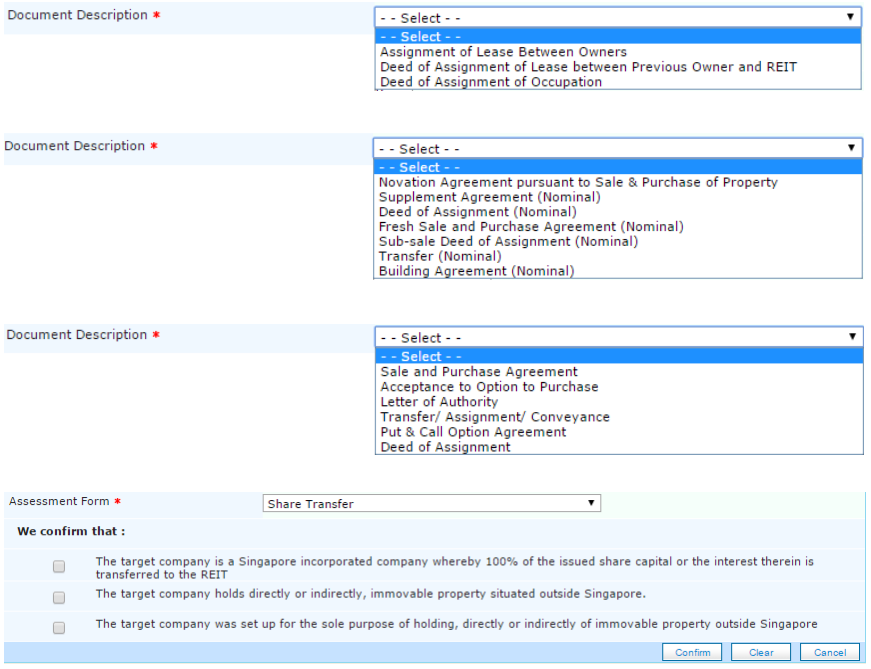
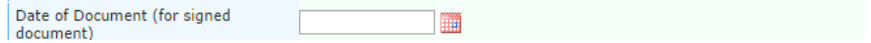
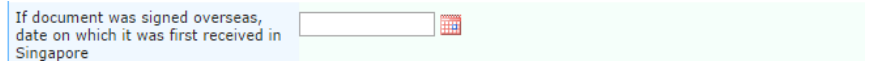
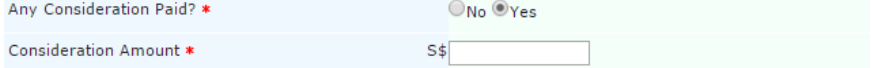
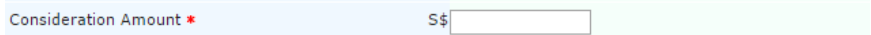
Note: Fields with (\*) are mandatory and needs to be filled.

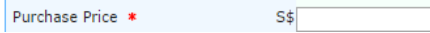
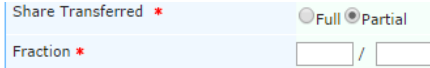
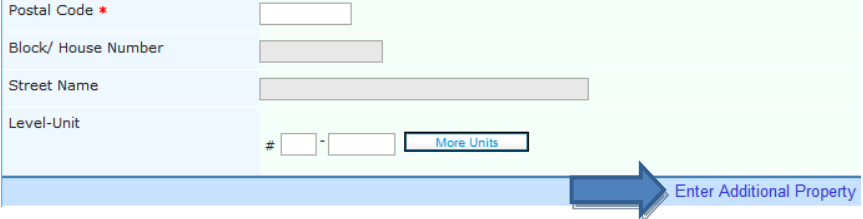
Description	Screenshots
<p>1. Please note the message after you have clicked the following forms:</p> <ol style="list-style-type: none"> <li>a. <b>Transfer of HDB Flats within the Family</b>, or</li> <li>b. <b>Conveyance Directions</b>, or</li> <li>c. <b>Matrimonial Proceedings</b>, or</li> <li>d. <b>Real Estate Investment Trusts</b>.</li> </ol> <p>2. Click <b>OK</b> button to proceed.</p>	
<p>3. Remission for:</p> <ol style="list-style-type: none"> <li>a. <b>Transfer of HDB Flats within the Family</b> <ol style="list-style-type: none"> <li>i. Check and select the relevant checkboxes and radio buttons, and</li> <li>ii. <b>Attach</b> the required document:  Click <b>Browse</b> button. <i>Note: Depending on your browser, the button may say Choose File instead of Browse.</i>  A pop-up window will appear in your browser. Select the file you'd like to upload. The file types that you can upload are .pdf, .png, .jpg, .tif, .txt, .csv, And .xml.  Click <b>Open</b> button. <i>Note: Depending on your browser, the button may say Choose instead of Open.</i>  Click <b>Attach</b> button.</li> <li>iii. Click <b>Confirm</b> button to proceed.</li> </ol> </li> </ol>	

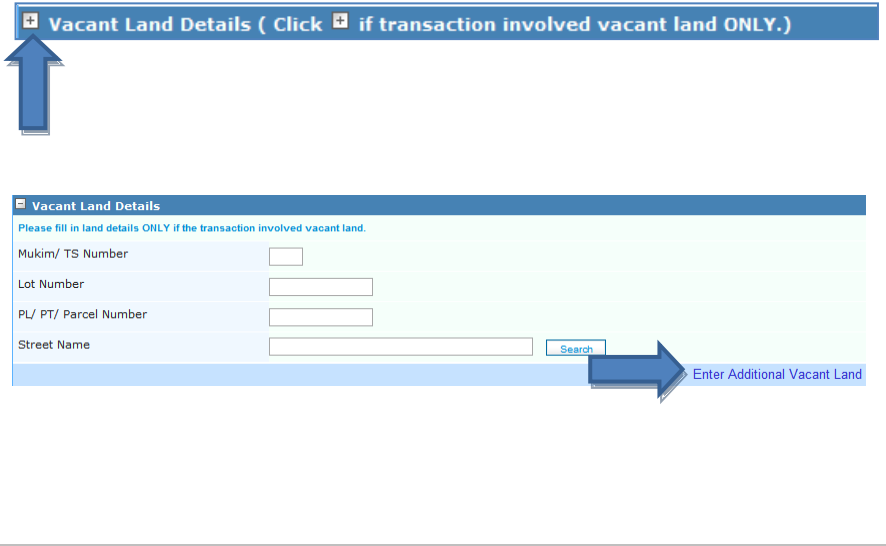
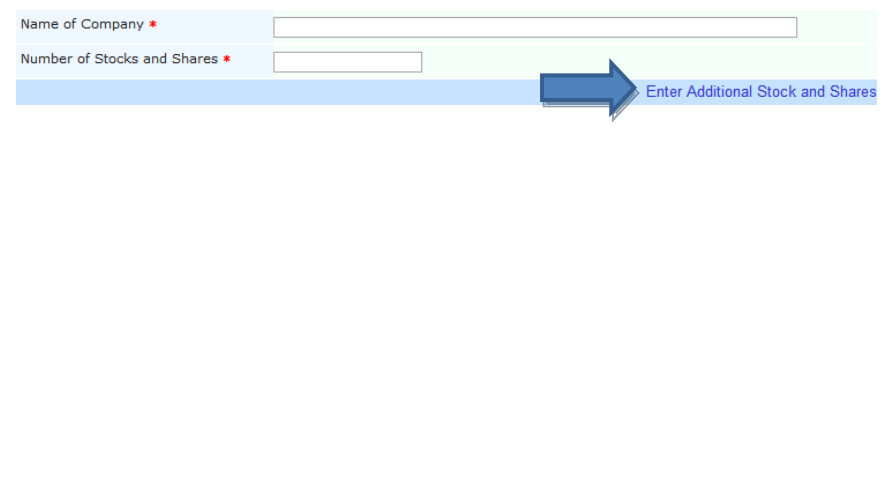
Description	Screenshots
<p><b>b. Conveyance Directions</b></p> <p><u>Where the transferee is a company</u></p> <ol style="list-style-type: none"> <li>Check and select the relevant checkboxes and radio buttons, and</li> <li><a href="#">Attach</a> the required documents.</li> <li>Enter the <b>document number</b> of the duly stamped contact or agreement.</li> <li>Click <b>Confirm</b> button to proceed.</li> </ol>	
<p><u>Where the transferee is an individual</u></p> <ol style="list-style-type: none"> <li>Check and select the relevant checkboxes and radio buttons, and</li> <li><a href="#">Attach</a> the required document.</li> <li>Enter the <b>document number</b> of the duly stamped contact or agreement.</li> <li>Click <b>Confirm</b> button to proceed.</li> <li>The information in the duly stamped contact or agreement will be populated in the form, except for the name of transferee, which you need to enter.</li> </ol>	
<p><b>c. Matrimonial Proceedings</b></p> <ol style="list-style-type: none"> <li>Check and select the relevant checkboxes and radio buttons, and</li> <li><a href="#">Attach</a> the required document.</li> <li>Select the <b>Document Type</b> from the drop-down list.</li> <li>Click <b>Confirm</b> button to proceed.</li> </ol>	

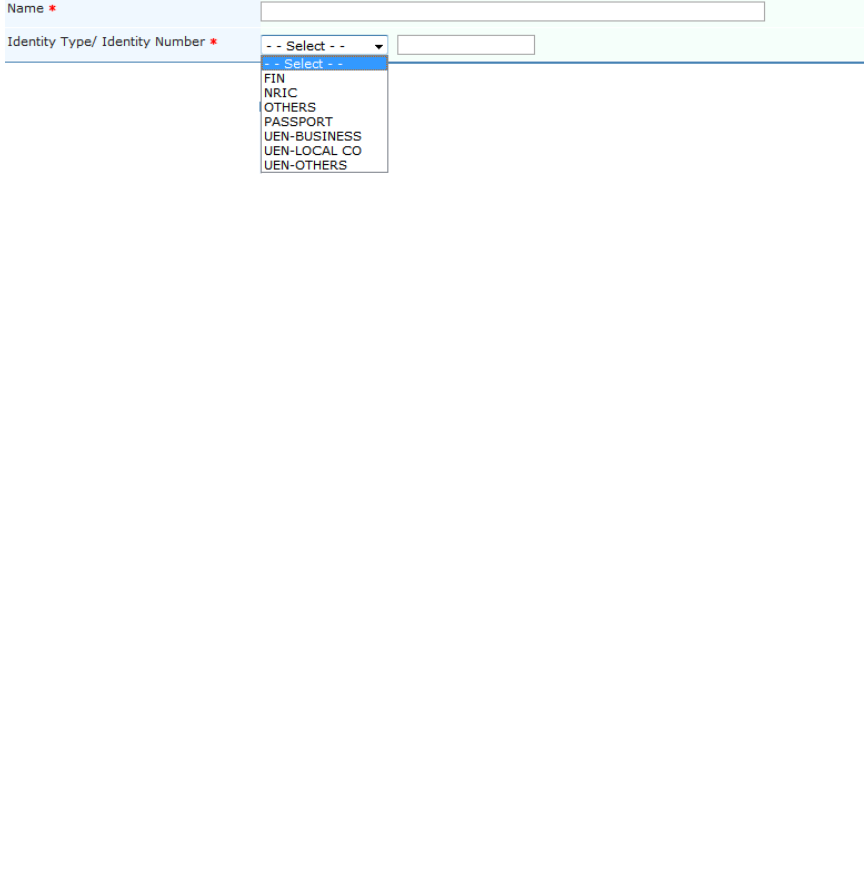
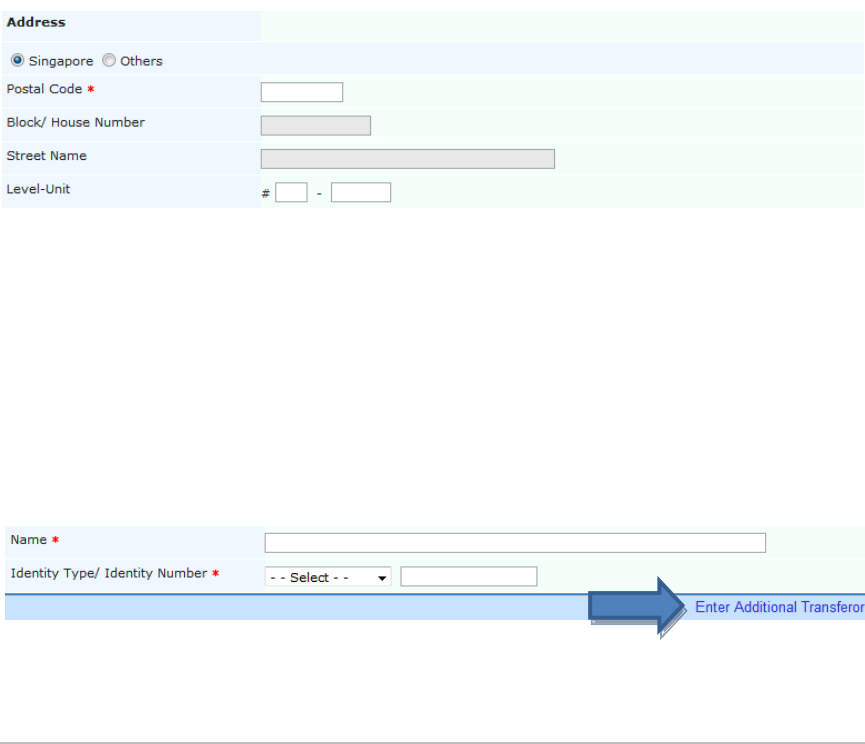
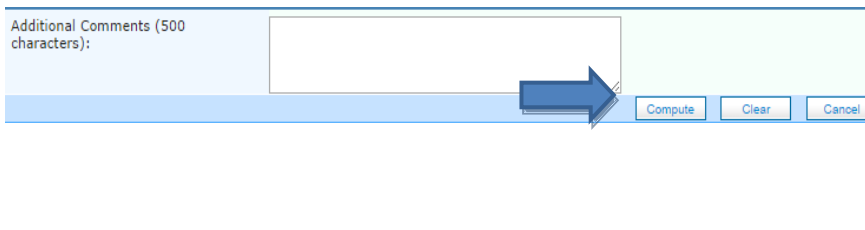
Description	Screenshots
<p>3 d. <b>Real Estate Investment Trusts (REITs)</b></p> <ol style="list-style-type: none"> <li>Select the <b>Name of REIT</b> from the drop-down list, and</li> <li>Select the <b>Assessment Form</b> from the drop-down list.</li> <li>Click <b>Confirm</b> button to proceed.</li> </ol>	
<p>4. To make reference to another document that has been e-stamped, enter the <b>document number</b> of that document and click <b>Get Details</b> button.</p> <p><b>Note:</b> <i>Applicable to the following forms:</i></p> <ol style="list-style-type: none"> <li>Matrimonial Proceedings - where document type is Nominal Duty Document Relating to Sale and Purchase</li> <li>REITs - where Assessment Form is Assignment of lease between owners.</li> </ol>	
<p>5. Select the <b>Document Description</b> from the drop-down list:</p> <ol style="list-style-type: none"> <li><b>Transfer within the family</b></li> <li><b>Conveyance Directions</b></li> <li><b>Matrimonial Proceedings</b> <ol style="list-style-type: none"> <li>Where <b>Document Type</b> is <b>Nominal Duty Document Relating to Sale and Purchase</b>:</li> <li>Where <b>Assessment Form</b> is <b>Sale and Purchase of Immovable Property</b>:</li> </ol> </li> </ol>	

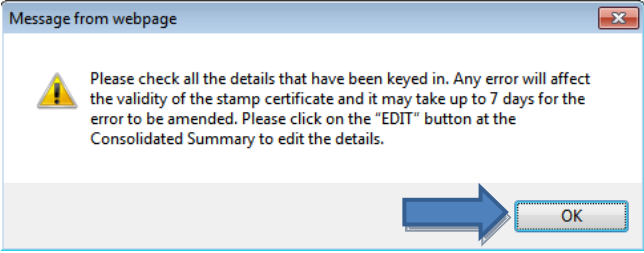
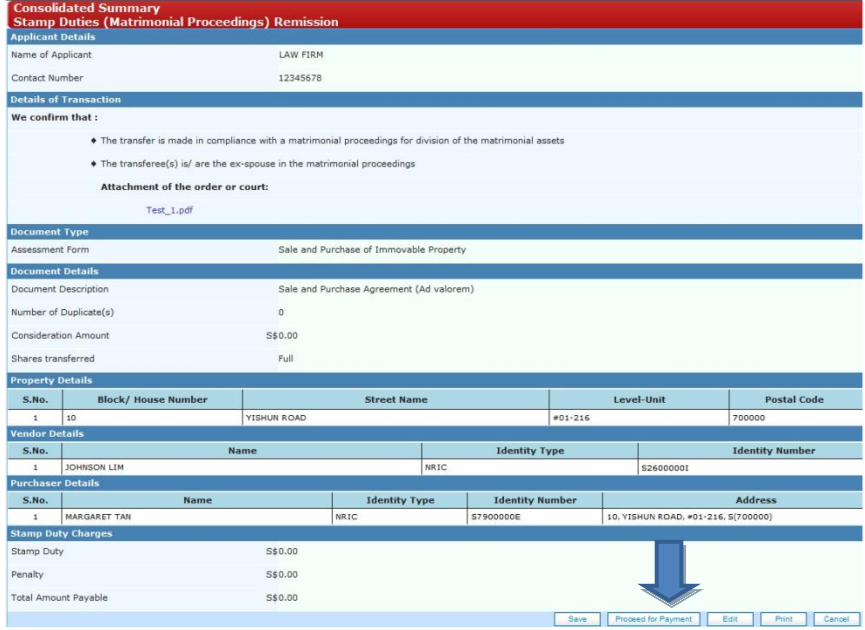
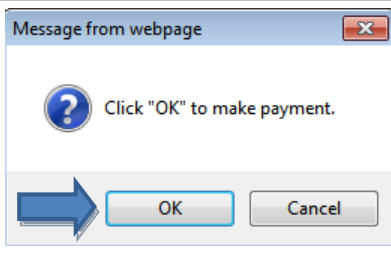
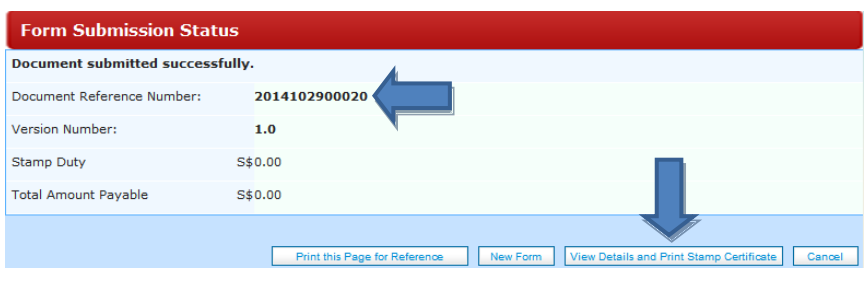
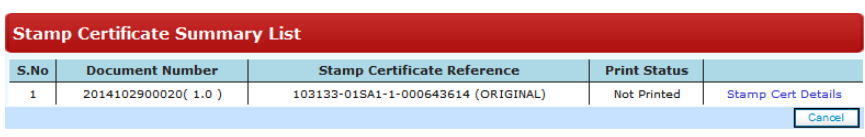


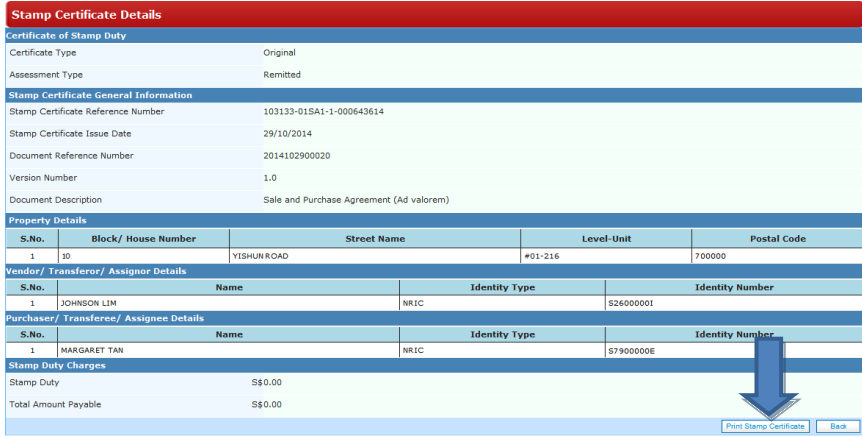
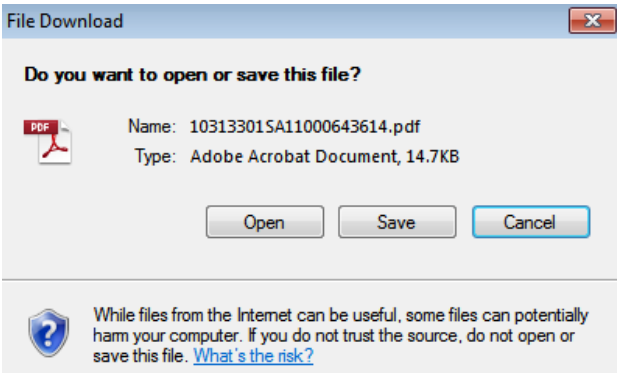

Description	Screenshots
<p>d. <b>Real Estate Investment Trusts (REITs)</b></p> <p>i. Where <b>Assessment Form is Assignment of lease between owners:</b></p> <p>ii. Where <b>Assessment Form is Nominal Duty Document Relating to Sale and Purchase:</b></p> <p>iii. Where <b>Assessment Form is Sale and Purchase of Immovable Property:</b></p> <p>iv. Where <b>Assessment Form is Share Transfer</b>, check and select the relevant checkboxes.</p>	
<p>6. Enter the <b>date</b> of the contract.</p>	
<p>7. Enter the <b>date on which the document was received in Singapore if the document was signed overseas.</b></p>	
<p>8. Select <b>Yes</b> if consideration is paid and enter the amount of <b>consideration.</b></p> <p><i>Note: Applicable to REITs - Where Assessment Form is Assignment of lease between owners</i></p>	
<p>9. Enter the <b>consideration amount</b> stated in the contract.</p> <p><i>Note: Applicable to the following forms: -</i></p> <ol style="list-style-type: none"> <li>Transfer within the family</li> <li>Matrimonial Proceedings</li> <li>REITs - where Assessment Form is Share Transfer.</li> </ol>	

Description	Screenshots
<p>10. Enter the <b>purchase price</b> stated in the contract.</p> <p><b>Note:</b> Applicable to REITs - where Assessment Form is:-</p> <ol style="list-style-type: none"> <li>Nominal Duty Document Relating to Sale and Purchase, and</li> <li>Sale and Purchase of Immovable Property.</li> </ol>	
<p>11. Select the <b>Share in the property that is transferred</b>.</p> <p><b>Example:</b></p> <p>If the full share in the property is bought or sold, select <b>Full</b>.</p> <p>If ½ share in the property is bought or sold, select <b>partial</b> and enter '1' and '2' in the 'Fraction' fields provided.</p> <p><b>Note:</b> Applicable to the following forms: -</p> <ol style="list-style-type: none"> <li>Conveyance Directions</li> <li>Matrimonial Proceedings - where Assessment Form is: <ol style="list-style-type: none"> <li>Nominal Duty Document Relating to Sale and Purchase, and</li> <li>Sale and Purchase of Immovable Property.</li> </ol> </li> <li>REITs - where Assessment Form is: <ol style="list-style-type: none"> <li>Nominal Duty Document Relating to Sale and Purchase, and</li> <li>Sale and Purchase of Immovable Property.</li> </ol> </li> </ol>	
<p>12. Enter the <b>postal code</b> of the property.</p> <p>Press 'Tab' key to display the Block/ House Number and Street Name.</p> <p>Enter the Level-Unit, if applicable. If there are more level-units to enter, click <b>More Units</b> button after each entry in the Level-Unit.</p> <p>To enter more properties, click <b>Enter Additional Property</b> link and repeat the steps.</p>	

Description	Screenshots
<p>13. Enter this section <u>only</u> if the transaction involved vacant land.</p> <p>Click on <b>(+)</b> to expand the section.</p> <p>Enter details in the fields provided.</p> <p>At the <b>Street Name</b> field, enter the partial street name and click <b>Search</b> button. A pop up window will open. Select the radio button of the relevant street name.</p> <p>To enter more details, click <b>Enter Additional Vacant Land</b> link at the bottom right of the section and repeat the steps.</p>	
<p>14. Where <b>stocks and shares</b> is involved, enter the:</p> <ol style="list-style-type: none"> <li>Name of the company, and</li> <li>Number of stocks and shares</li> </ol> <p><b>Note:</b> <i>Applicable to the following forms: -</i></p> <ol style="list-style-type: none"> <li><i>Conveyance Directions</i></li> <li><i>Matrimonial Proceedings - where Assessment Form is Share Transfer</i></li> <li><i>REITs - where Assessment Form is Share Transfer.</i></li> </ol>	

Description	Screenshots
<p>15. Enter the <b>name</b> of the parties in the relevant form:</p> <ol style="list-style-type: none"> <li><b>Transfer within the family</b> <ol style="list-style-type: none"> <li>Transferor, and</li> <li>Transferee.</li> </ol> </li> <li><b>Conveyance Directions</b> <ol style="list-style-type: none"> <li>Transferor, and</li> <li>Transferee.</li> </ol> </li> <li><b>Matrimonial Proceedings</b> <ol style="list-style-type: none"> <li>Vendor/ Transferor, and</li> <li>Purchaser/ Transferee.</li> </ol> </li> <li><b>Real Estate Investment Trusts (REITs)</b> <ol style="list-style-type: none"> <li>Assignor/ Vendor/ Transferor/, and</li> <li>Assignee/ Purchaser/ Transferee.</li> </ol> </li> </ol> <p>16. Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p>	
<p>17. Enter the <b>address</b> of the parties in the fields provided by following step 12 above in the relevant form :</p> <ol style="list-style-type: none"> <li><b>Transfer within the family – Transferee.</b></li> <li><b>Conveyance Directions – Transferee.</b></li> <li><b>Matrimonial Proceedings – Purchaser/ Transferee.</b></li> <li><b>Real Estate Investment Trusts (REITs) – Assignee/ Purchaser/ Transferee.</b></li> </ol> <p>To enter more details, click the <b>Enter Additional</b> link at the bottom right of the section and repeat the steps.</p> <p>For e.g. ‘<b>Enter Additional Transferor</b>’ link.</p>	
<p>18. You may enter any additional comments here.</p> <p>Click <b>Compute</b> button to ascertain the amount of Stamp Duty payable.</p>	

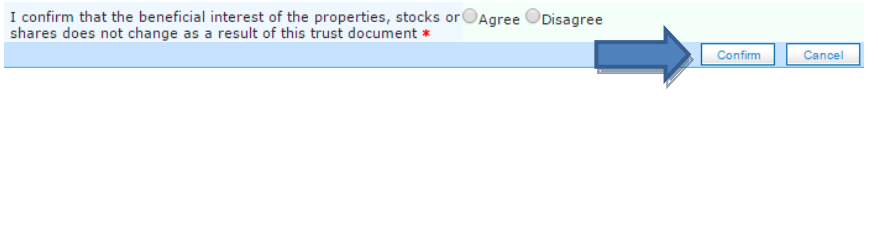




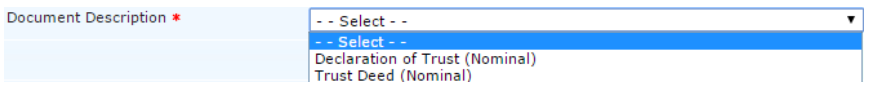
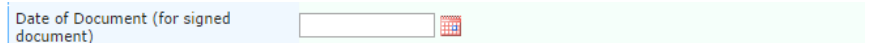
Description	Screenshots
<p>19. Click <b>OK</b> button to proceed.</p> <p>The <b>Consolidated Summary</b> will display all the document details, the stamp duty and penalty (if any) payable and the payment due date.</p> <p>Please ensure that the details are correct. If there is any error, click <b>Edit</b> button to edit the details.</p> <p>You can click <b>Print</b> button to print a copy of the <b>Consolidated Summary</b> for your reference.</p> <p>Click <b>Proceed for Payment</b> button to submit the details and make payment.</p>	 
<p>20. Click <b>OK</b> to make payment.</p>	
<p>21. Take note of the <b>Document Reference Number</b>.</p> <p>22. Click <b>View Details and Print Stamp Certificate</b> button.</p>	
<p>23. Click <b>Stamp Cert Details</b> link.</p>	


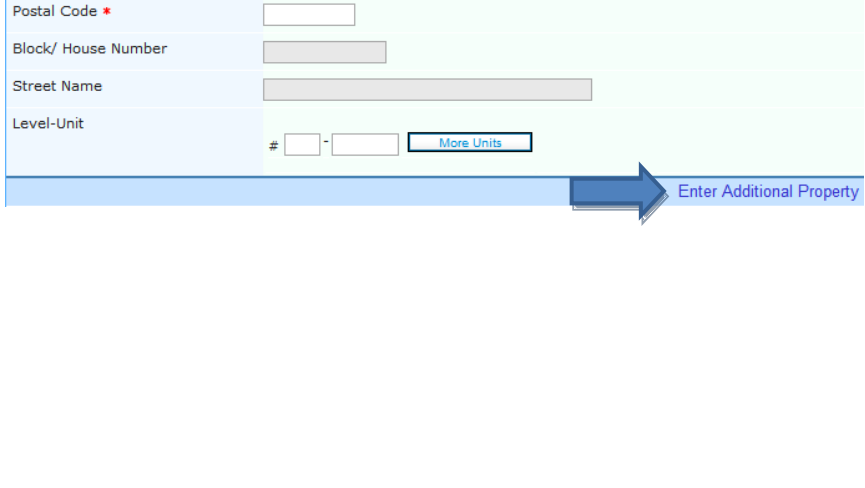
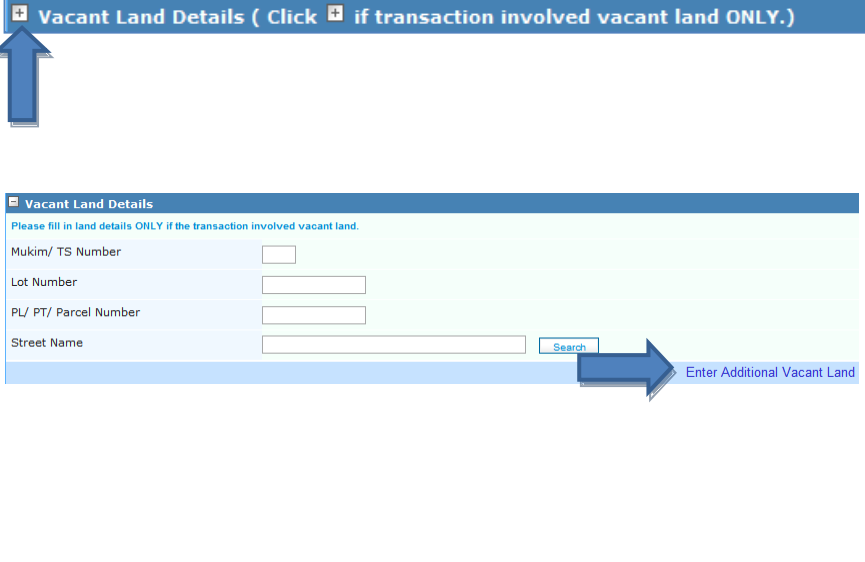
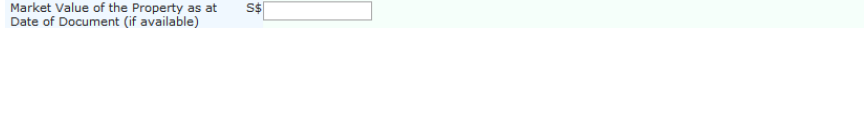
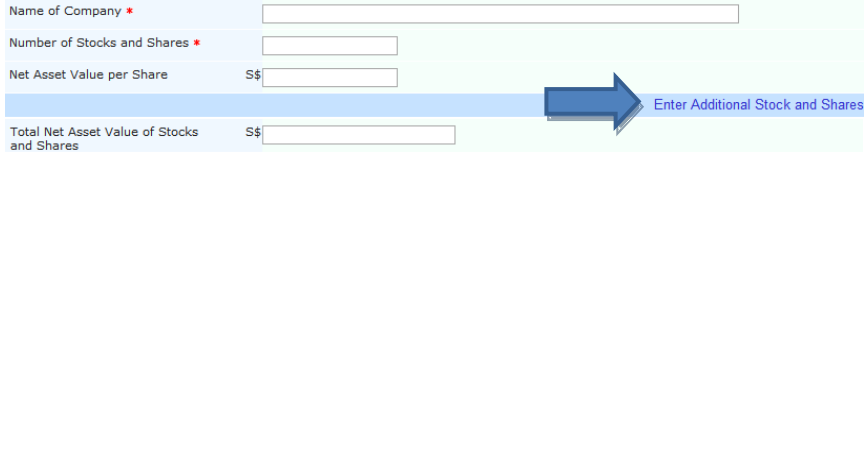
Description	Screenshots
<p>24. Click <b>Print Stamp Certificate</b> button.</p>	 <p>The screenshot shows the 'Stamp Certificate Details' form. It includes sections for 'Certificate of Stamp Duty', 'Stamp Certificate General Information', 'Property Details', 'Vendor/ Transferor/ Assignor Details', 'Purchaser/ Transferee/ Assignee Details', and 'Stamp Duty Charges'. A blue arrow points to the 'Print Stamp Certificate' button at the bottom right of the form.</p>
<p>25. The Stamp Certificate will be generated in PDF format.</p> <ol style="list-style-type: none"> <li>Click <b>Open</b> button to view and print the Stamp Certificate, or</li> <li>Click <b>Save</b> button to save it in your local drive.</li> </ol>	 <p>The screenshot shows a 'File Download' dialog box asking 'Do you want to open or save this file?'. The file name is '10313301SA11000643614.pdf' and the type is 'Adobe Acrobat Document, 14.7KB'. There are 'Open', 'Save', and 'Cancel' buttons. Below the dialog box is a security warning: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <a href="#">What's the risk?</a>'</p>
<p>26. Attach the Stamp Certificate to the document.</p>	 <p>The screenshot shows the 'Original Certificate of Stamp Duty Remitted' from the Inland Revenue Authority of Singapore. It contains the following details:</p> <ul style="list-style-type: none"> <li>Stamp Certificate Reference : 103133-01SA1-1-000643614</li> <li>Stamp Certificate Issued Date : 29/10/2014</li> <li>Document Reference Number : 2014102900020 ver. 1.0</li> <li>Document Description : Sale and Purchase Agreement (Ad valorem)</li> </ul> <hr/> <p>Remission Type : Stamp Duties (Matrimonial Proceedings) Remission</p> <p>Property : 10 YISHUN ROAD, #01-216, SINGAPORE 700000</p> <p>Vendor/ Transferor/ Assignor : JOHNSON LIM (NRIC - S26000001)</p> <p>Purchaser/ Transferee/ Assignee : MARGARET TAN (NRIC - S7900000E)</p> <p>Stamp Duty : S\$ 0.00</p> <p>Total Amount : S\$ 0.00</p> <p><i>To confirm if this Stamp Certificate is genuine, you may do an online check at <a href="https://estamping.iras.gov.sg">https://estamping.iras.gov.sg</a>. Under Stamp Duty Resource, select Verify Stamp Certificate Authenticity.</i></p> <p>TM07375L - 29/10/2014 103133-01SA1-1-000643614 2014102900020 28b484d54743acd3140828fcae84595e</p> <p style="text-align: right;">Page 1 of 1</p>

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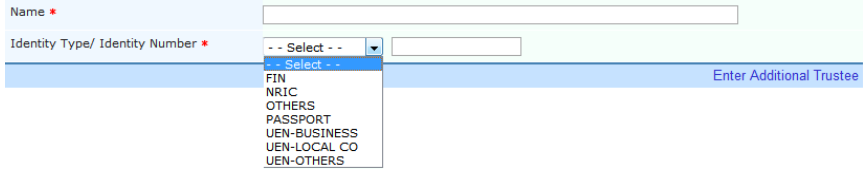
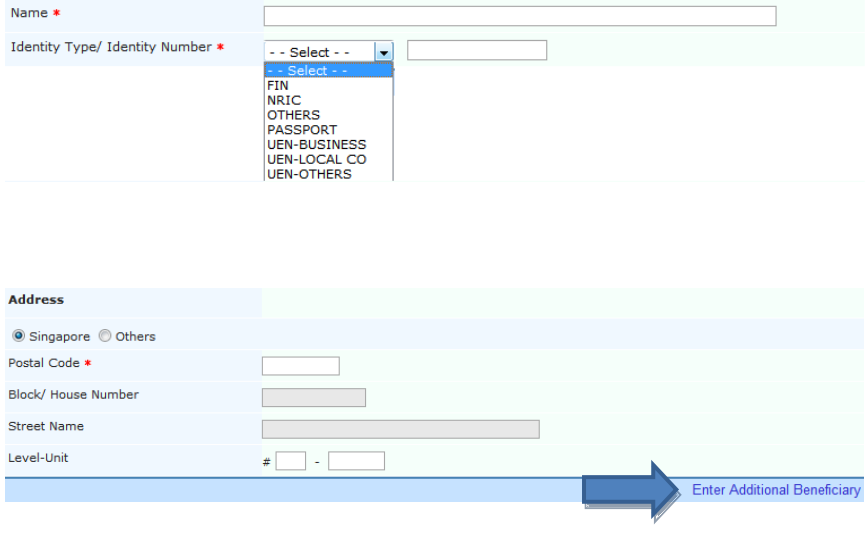
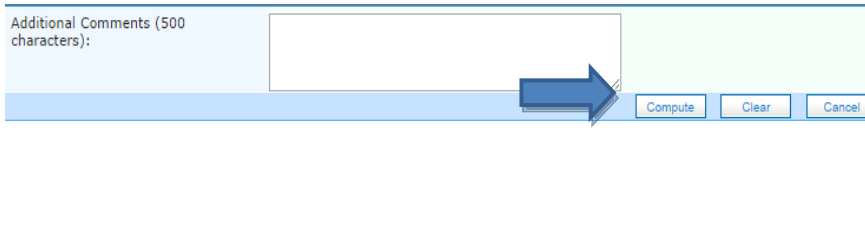
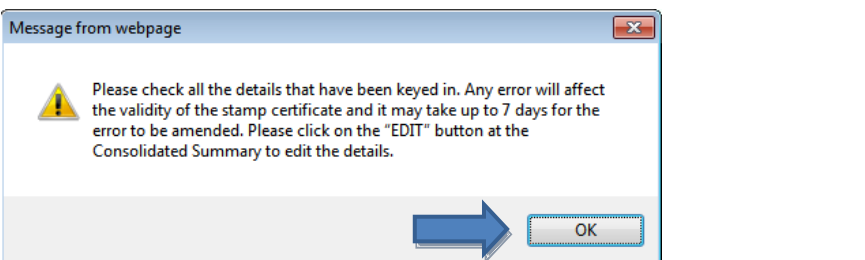
## i. Declaration of Trust (only for Registered Users)

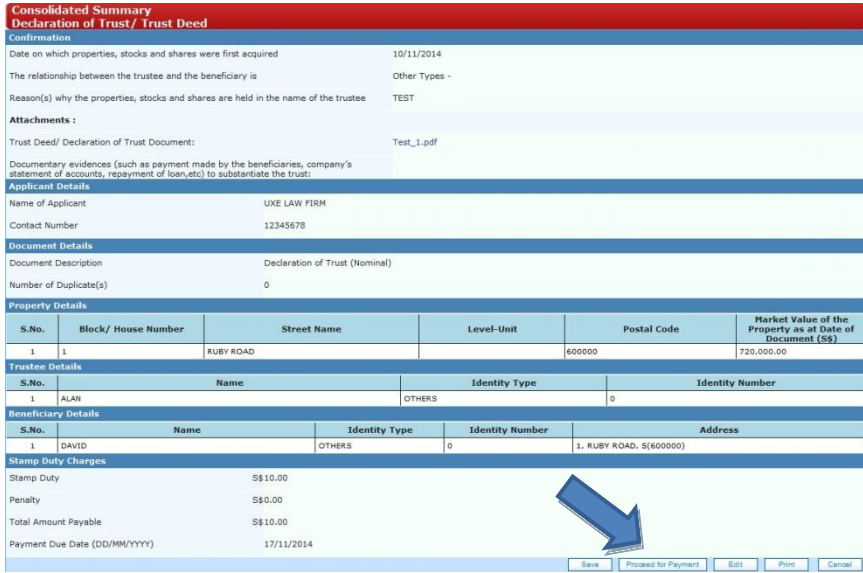
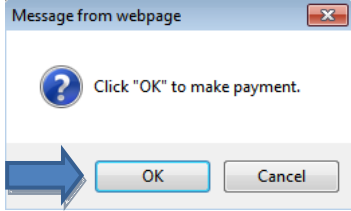

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<p>1. To confirm that the beneficial interest of the properties, stocks or shares does not change as a result of this trust document, select <b>Agree</b>.</p> <p>2. Click <b>Confirm</b> button to proceed.</p>	
<p>3. Select <b>the relationship between the trustee and the beneficiary</b>.</p>	
<p>4. Enter <b>the reason (s) for holding the properties, stocks and shares are held in the name of the trustee</b>.</p>	
<p>5. Attach the required document(s).</p> <p>Click <b>Browse</b> button.</p> <p><b>Note:</b> Depending on your browser, the button may say Choose File instead of Browse.</p> <p>A pop-up window will appear in your browser.</p> <p>Select the file you'd like to upload. The file types that you can upload are .pdf, .png, .jpg, .tif, .txt, .csv, and .xml.</p> <p>Click <b>Open</b> button.</p> <p><b>Note:</b> Depending on your browser, the button may say Choose instead of Open.</p> <p>Click <b>Attach</b> button.</p> <p>6. Click <b>Confirm</b> button to proceed.</p>	
<p>7. Enter your <b>reference</b> if available.</p>	
<p>8. Select the <b>Document Description</b> from the drop-down list.</p>	
<p>9. Enter the <b>date</b> of the contract.</p>	

Description	Screenshots
<p>10. Enter the <b>date on which the document was received in Singapore if the document was signed overseas.</b></p>	
<p>11. Enter the <b>postal code</b> of the property.</p> <p>Press <b>'Tab'</b> key to display the Block/ House Number and Street Name.</p> <p>Enter the Level-Unit, if applicable. If there are more level-units to enter, click <b>More Units</b> button after each entry in the Level-Unit.</p> <p>To enter more properties, click <b>Enter Additional Property</b> link and repeat the steps.</p>	
<p>12. Enter this section <b>only</b> if the transaction involved vacant land.</p> <p>Click on <b>(+)</b> to expand the section.</p> <p>Enter details in the fields provided.</p> <p>At the <b>Street Name</b> field, enter the partial street name and click <b>Search</b> button. A pop up window will open. Select the radio button of the relevant street name.</p> <p>To enter more details, click <b>Enter Additional Vacant Land</b> link at the bottom right of the section and repeat the steps.</p>	
<p>13. Enter the <b>Market Value</b> of the property as at the date of the contact, if available.</p>	
<p>14. Enter the following if the transaction involved <b>stocks and shares</b>:</p> <ol style="list-style-type: none"> <li><b>Name of Company</b>, and</li> <li><b>Number of Stocks and Shares</b>, and</li> <li><b>Net Asset Value per Share</b>.</li> </ol> <p>15. The <b>Total Net Asset Value of Stocks and Shares</b> will be computed automatically.</p> <p>16. To enter more details, click <b>Enter Additional Stocks and Shares</b> link</p>	



Description	Screenshots
<p>at the bottom right of the section and repeat the steps.</p>	
<p>17. Enter the <b>name</b> of the <b>trustee</b>.</p> <p>To enter more details, click <b>Enter Additional Trustee</b> link at the bottom right of the section and repeat the steps.</p>	
<p>18. Enter the <b>name</b> of the <b>beneficiary</b>.</p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p> <p><b>Address of Beneficiary</b> Enter the <b>address</b> of the Transferee in the fields provided by following step 10 above.</p> <p>To enter more details, click <b>Enter Additional Beneficiary</b> link at the bottom right of the section and repeat the steps.</p>	
<p>19. You may enter any additional comments here.</p> <p>Click <b>Compute</b> button to ascertain the amount of Stamp Duty payable.</p>	
<p>20. Click <b>OK</b> button to proceed.</p>	

Description	Screenshots
<p>The <b>Consolidated Summary</b> will display all the document details, the stamp duty and penalty (if any) payable and the payment due date.</p> <p>Please ensure that the details are correct. If there is any error, click <b>Edit</b> button to edit the details.</p> <p>You can click <b>Print</b> button to print a copy of the <b>Consolidated Summary</b> for your reference.</p> <p>Click <b>Proceed for Payment</b> button to submit the details and make payment.</p>	
<p>21. Click <b>OK</b> to make payment.</p>	
<p>22. Take note of the <b>Document Reference Number</b>.</p> <p>23. Click <b>View Details and Print Stamp Certificate</b> button.</p>	

Next Step: [Make Payment](#)

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## D. Make Payment

[eNETS \(only for Non-Registered Users\)](#)

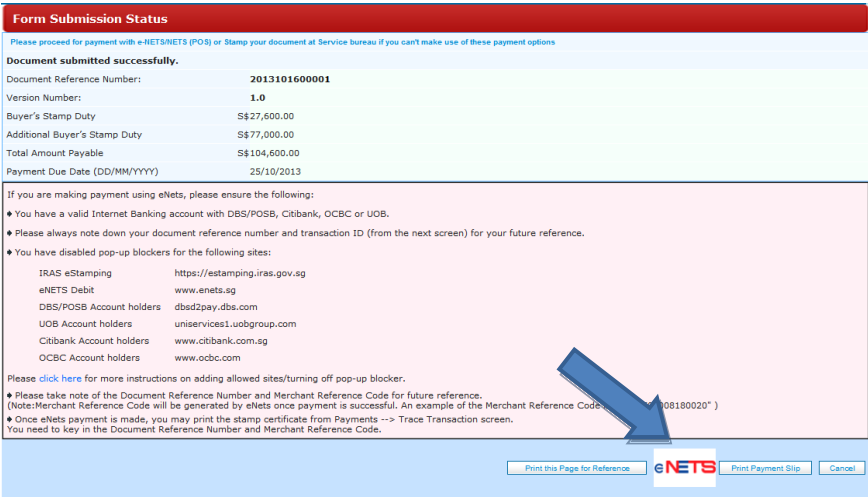
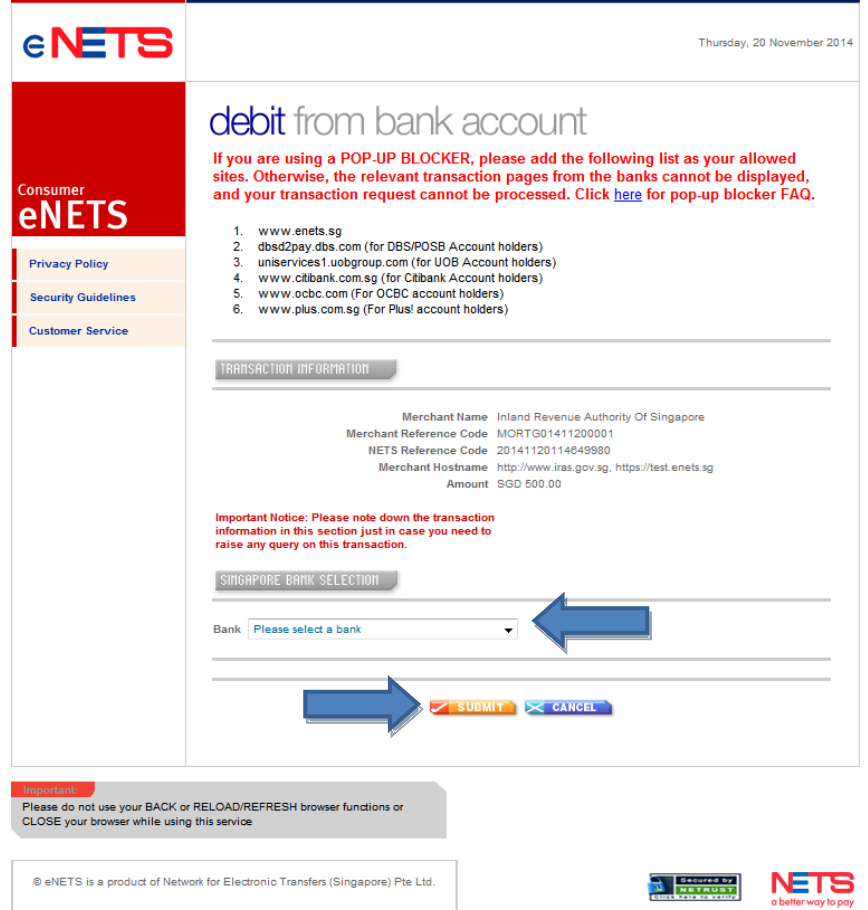
[GIRO \(only for Registered Users\)](#)

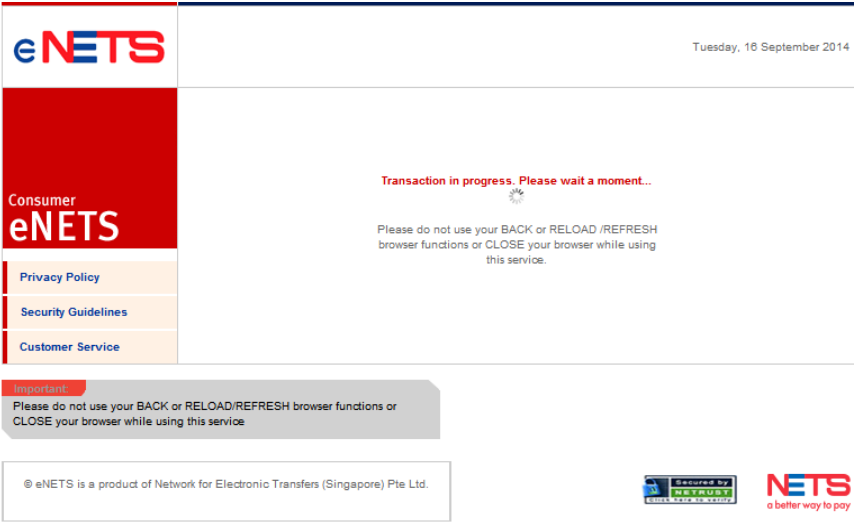
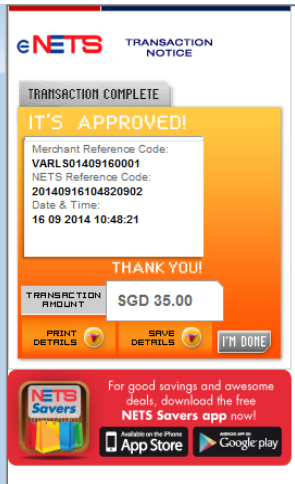

[Cheque or Cashier's Order](#)

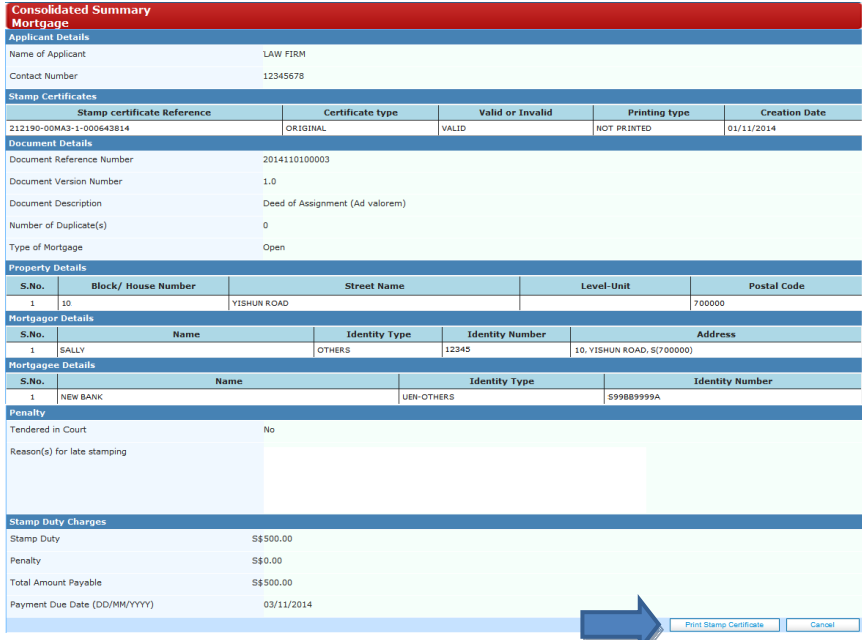
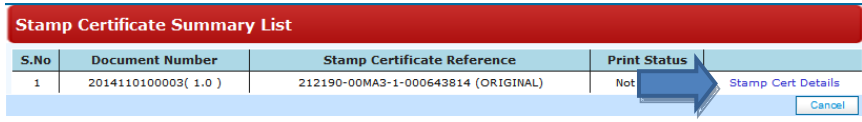
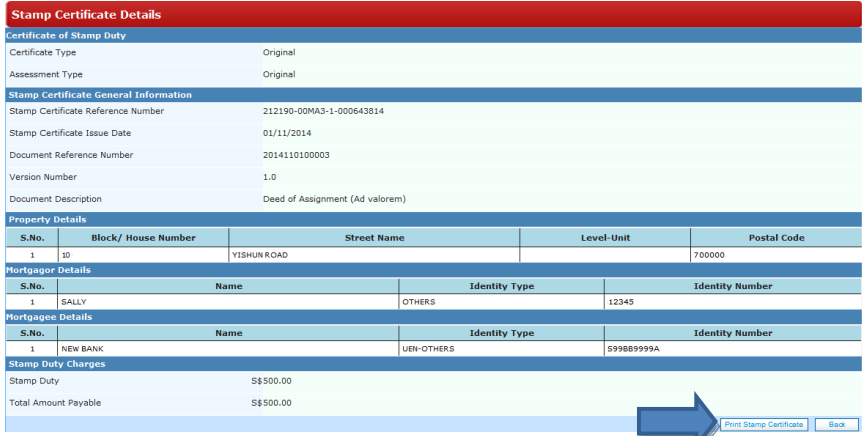
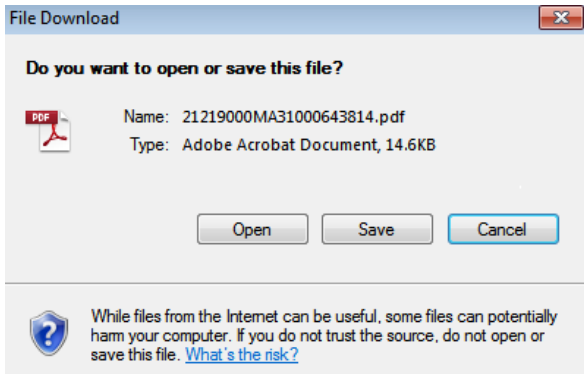
[Back to Main Menu](#)


### e-NETS (only for Non-Registered Users)

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<p>1. Click <b>eNETS</b> at the <b>Form Submission Status</b> Page.</p>	
<p>2. A new window pops up for you to choose your bank to make payment from.</p> <p>Choose your bank and click <b>Submit</b> button.</p> <p>3. You will be required to enter your <b>internet banking user id</b> and <b>password</b> to proceed with the payment.</p>	

Description	Screenshots
<p>4. eNETS will process the payment.</p>	
<p>5. A new window pops up to notify you that payment is successful.</p> <p>Close this window.</p> <p>You will be directly back to the <b>Transaction Status</b> page.</p> <p>Click <b>Print Stamp Certificate</b> button.</p>	 

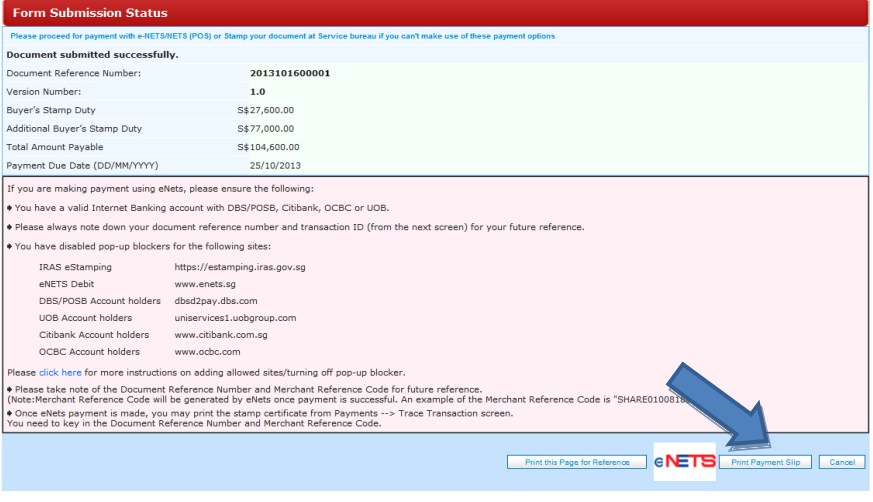
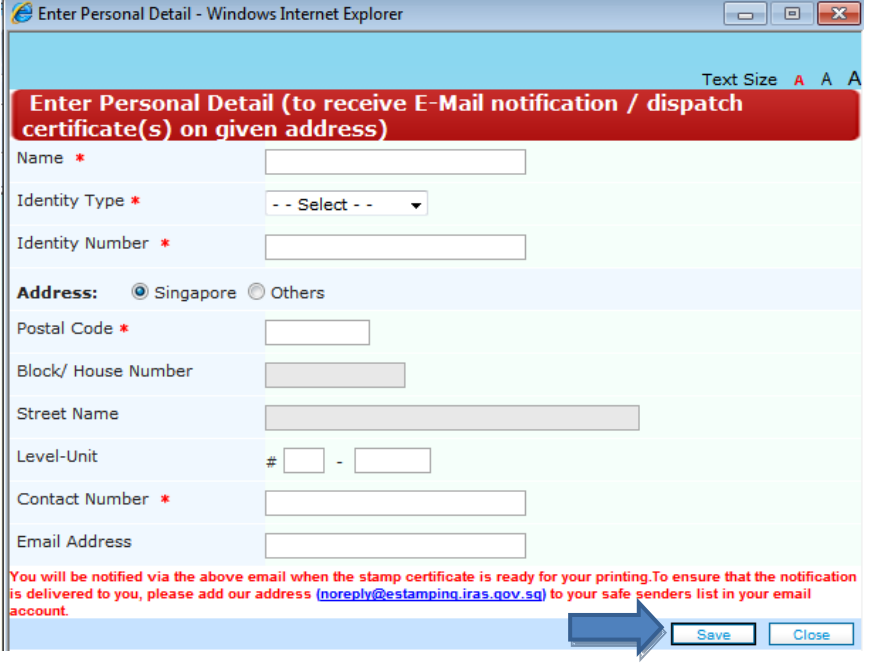
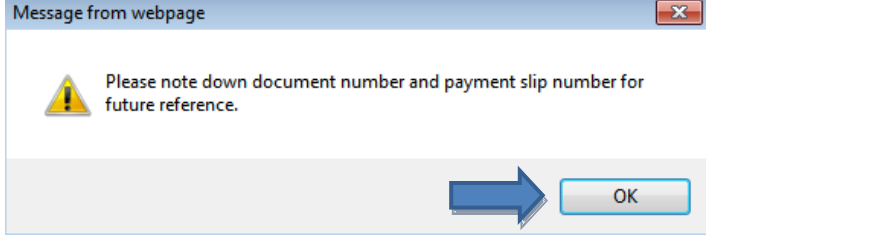
Description	Screenshots
<p>6. Click <b>Print Stamp Certificate</b> button.</p>	
<p>7. Click <b>Stamp Cert Details</b>.</p>	
<p>8. Click <b>Print Stamp Certificate</b> button.</p>	
<p>9. The stamp certificate will be generated in PDF format.</p> <ol style="list-style-type: none"> <li>Click <b>Open</b> button to view and print the Stamp Certificate, or</li> <li>Click <b>Save</b> button to save it in your local drive.</li> </ol>	

Description	Screenshots
<p>10. Attach the stamp certificate to your document.</p>	<div style="text-align: right;">  <p>INLAND REVENUE AUTHORITY OF SINGAPORE</p> </div> <p style="text-align: center;"><b>Original Certificate of Stamp Duty</b></p> <p>Stamp Certificate Reference : 212190-00MA3-1-000643814 Stamp Certificate Issued Date : 01/11/2014</p> <p>Document Reference Number : 2014110100003 ver. 1.0 Document Description : Deed of Assignment (Ad valorem)</p> <hr/> <p>Property : 10, YISHUN ROAD, SINGAPORE 700000</p> <p>Mortgagor : SALLY (OTHERS - 12345)</p> <p>Mortgagee : NEW BANK (UEN-OTHERS - S99BB9999A)</p> <p>Stamp Duty : S\$500.00 Total Amount : S\$500.00</p> <p><i>To confirm if this Stamp Certificate is genuine, you may do an online check at <a href="https://estamping.iras.gov.sg">https://estamping.iras.gov.sg</a>. Under Stamp Duty Resource, select Verify Stamp Certificate Authenticity.</i></p> <hr/> <p>TM07375L - 01/11/2014 <span style="float: right;">212190-00MA3-1-000643814</span> 2014110100003 10095879fa611b4199c346270aa61dc3</p> <p style="text-align: right;">Page 1 of 1</p>

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## Cheque or Cashier's Order

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<p>1. Click <b>Print Payment Slip</b> button at the Form Submission Status Page.</p>	
<p>2. For <b>Non-Registered Users</b>, enter your personal detail to allow us to send a copy of the stamp certificate to the address stated.</p> <p>You may also provide your email address for us to send you an email notification once the stamp certificate is ready for printing.</p> <p>Click <b>Save</b> button after you have provided the details.</p>	
<p>3. Click <b>OK</b> button to proceed.</p>	

Description	Screenshots						
<p>4. The payment slip will be generated in PDF format.</p> <ol style="list-style-type: none"> <li>Click <b>Open</b> button to view and print the Stamp Certificate, or</li> <li>Click <b>Save</b> button to save it in your local drive *.</li> </ol> <p>* The 'Save' function is not available at the e-terminals at IRAS Surf Centre.</p>							
<p>5. Take note of the <b>Payment Slip No.</b></p> <p>Write the <b>Document Ref. No.</b> stated on the payment slip on the back of your cheque / cashier's order and attach with the payment slip.</p> <p>Mail to the address stated on the payment slip.</p>	<p>User's Ref: SD Ref. No: Document Ref. No: 2013101600001 Date: 16/10/2013</p> <p>Document Description: Sale and Purchase Agreement (Ad valorem) Date of Document: 11/10/2013 Details of Payment:</p> <table border="1"> <tr> <td>Stamp Duty</td> <td>\$27,600.00</td> </tr> <tr> <td>Additional Buyer's Stamp Duty</td> <td>\$77,000.00</td> </tr> <tr> <td><b>Total Amount Payable</b></td> <td><b>\$104,600.00</b></td> </tr> </table> <p><b>HOW TO MAKE PAYMENT</b></p> <p><b>CHEQUE</b> Please attach the original payment slip to your cheque. Cheque should be crossed and made payable to "COMMISSIONER OF STAMP DUTIES". Please write the Document Reference numbers and the corresponding amounts on the reverse side of the cheque. Please do not send post-dated cheques. Your bank may impose charges for cheques that cannot be cleared. If you are a non-registered user, you will receive an email notification to print the stamp certificate 5 working days after your cheque is received and payment affirmed by the Bank. If you did not provide your email address during e-stamping, the stamp certificate will be mailed to you. If you are a registered e-stamping user, you will receive a notification to print the stamp certificate in your e-stamping inbox.</p> <p><b>CASH/ NETS</b> You may make payment at the following SingPost Service Bureaus during office hours:</p> <ul style="list-style-type: none"> <li>Novena Singapore Post Branch (located at Revenue House)</li> <li>Change Alley Singapore Post Branch (located at Hitachi Tower)</li> <li>Robinson Road Singapore Post Branch (located at CPF Building)</li> <li>Chinatown Singapore Post Branch (located at People's Park Centre)</li> </ul> <p>Please present the payment slip when making payment.</p> <p>The Stamp Certificate will be issued by SingPost Service Bureaus upon payment by cash/ NETS/ cashier order. For NETS payment, there is a daily payment limit of \$2,000, unless otherwise specified by your bank. For payment by cheque, SingPost will send the stamp certificate to you 5 working days after payment is received and affirmed by the bank.</p> <p>Please note that there is a \$5 service fee charged by SingPost for the service of issuing Stamp Certificate.</p> <p><b>PAYMENT SLIP NO: 0131 0160 0001 87</b></p> <p>INLAND REVENUE AUTHORITY OF SINGAPORE COMMISSIONER OF STAMP DUTIES Singapore Post Centre Post Office P. O. Box 394 Singapore 914014</p> <p>Document Ref No.: 2013101600001 Tax Type/Code: 600 Payment Amount: \$104,600.00 Due Date: 25/10/2013</p> <p>Document Ref No.: 2013101600001 Amount Paid: \$104,600.00</p> <p>600 01310160000187 0000010460000 2</p>	Stamp Duty	\$27,600.00	Additional Buyer's Stamp Duty	\$77,000.00	<b>Total Amount Payable</b>	<b>\$104,600.00</b>
Stamp Duty	\$27,600.00						
Additional Buyer's Stamp Duty	\$77,000.00						
<b>Total Amount Payable</b>	<b>\$104,600.00</b>						


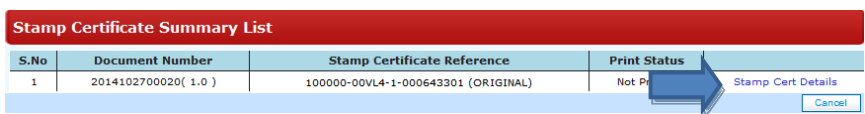
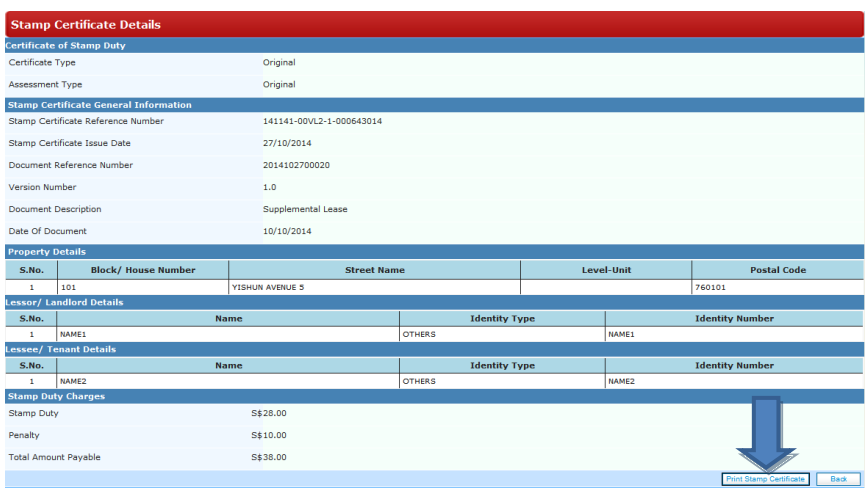
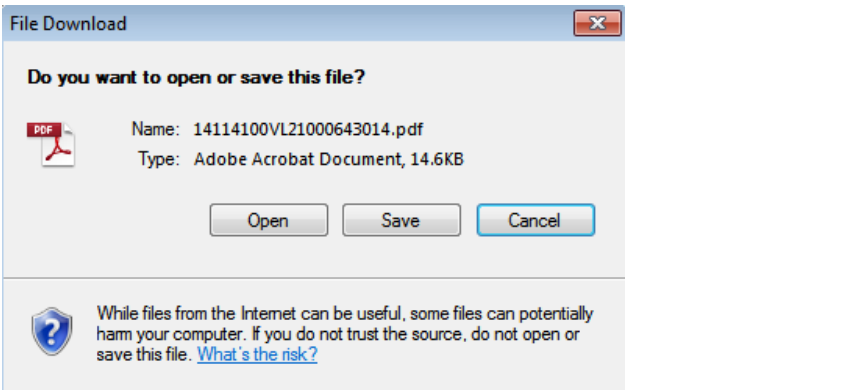
Next Step: [Print Stamp Certificate](#)

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## GIRO (only for Registered Users)

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<p>1. After GIRO payment is made, click <b>View Details and Print Stamp Cert</b> button.</p>	
<p>2. Click <b>Stamp Cert Details</b>.</p>	
<p>3. Click <b>Print Stamp Certificate</b> button.</p>	
<p>4. The Stamp Certificate will be generated in PDF format.</p> <ol style="list-style-type: none"> <li>Click <b>Open</b> button to view and print the Stamp Certificate, or</li> <li>Click <b>Save</b> button to save it in your local drive.</li> </ol>	

Description	Screenshots
<p>5. Attach the stamp certificate to your document.</p>	<div style="text-align: right;">  <p>INLAND REVENUE AUTHORITY OF SINGAPORE</p> </div> <p style="text-align: center;"><b>Original</b> <b>Certificate of Stamp Duty</b></p> <p>Stamp Certificate Reference : 141141-00VL2-1-000643014 Stamp Certificate Issued Date : 27/10/2014</p> <p>Document Reference Number : 2014102700020 ver. 1.0 Document Description : Supplemental Lease Date of Document : 10/10/2014</p> <hr/> <p>Property : 10 YISHUN ROAD, SINGAPORE 700000</p> <p>Lessor/ Landlord : ANDY (OTHERS - 12345)</p> <p>Lessee/ Tenant : DAVID (OTHERS - 23456)</p> <p>Stamp Duty : S\$ 28.00 Penalty : S\$ 10.00 Total Amount : S\$ 38.00</p> <p><i>To confirm if this Stamp Certificate is genuine, you may do an online check at <a href="https://estamping.iras.gov.sg">https://estamping.iras.gov.sg</a>. Under Stamp Duty Resource, select Verify Stamp Certificate Authenticity.</i></p> <hr/> <p>TM07375L - 27/10/2014 <span style="float: right;">141141-00VL2-1-000643014</span> 2014102700020 b0bf30b36e7ad76fc90746be798507fb</p> <p style="text-align: right;">Page 1 of 1</p>

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## E. Retrieve Stamp Certificate

[Trace Transaction](#)

[Payment Transaction Id](#)

[Assessment List](#)  
(only for Registered Users)

[Reprint Stamp Certificate](#)

[Amend Stamp Certificate](#)  
(only for Registered User)

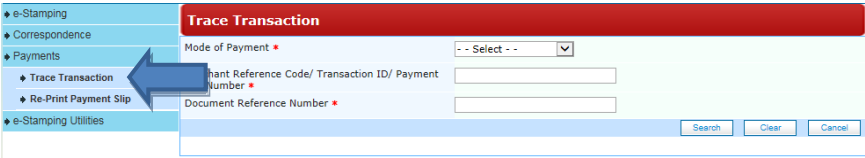
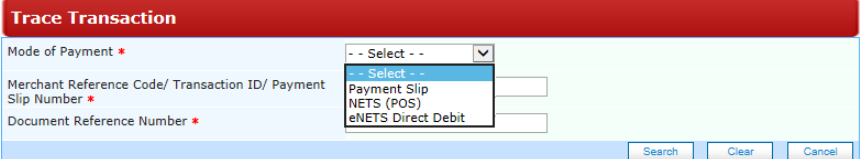
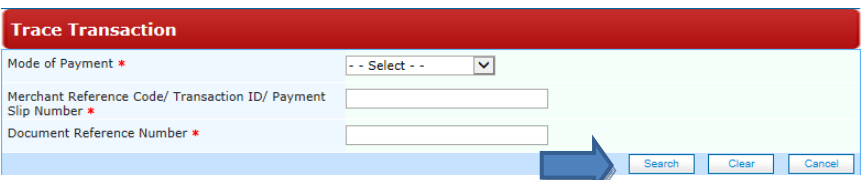
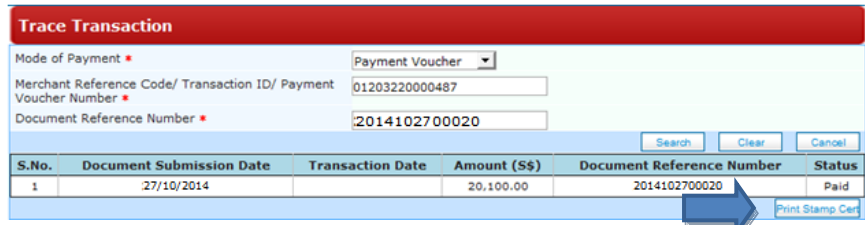
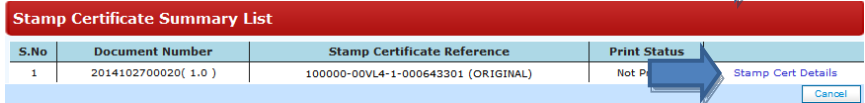
[Correspondence Inbox](#)  
(only for Registered Users)

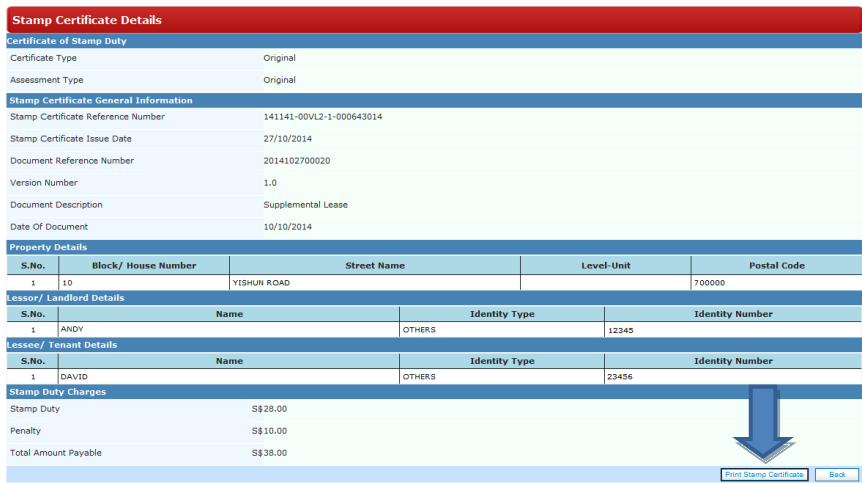
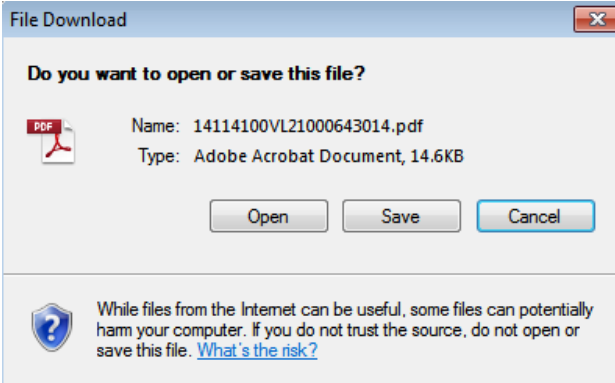

[Verify the authenticity of your stamp certificate](#)

[Back to Main Menu](#)

### Trace Transaction

Note: Fields with (\*) are mandatory and needs to be filled.

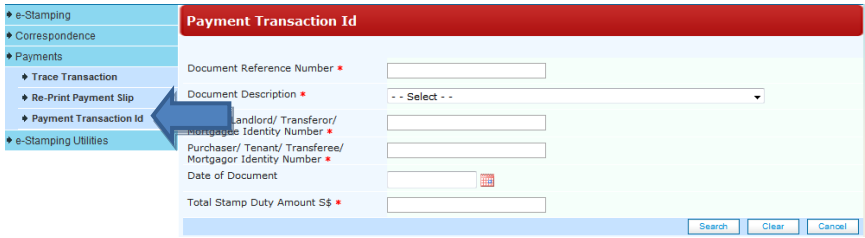
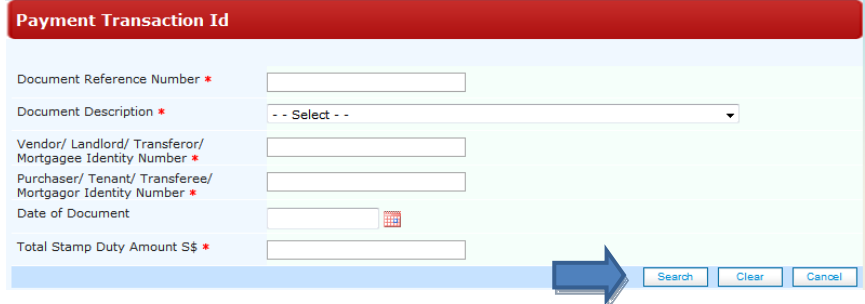
Description	Screenshots
1. Click <b>Payments</b> , followed by <b>Trace Transaction</b> on the left panel menu.	
2. Select the <b>Mode of Payment</b> from the drop-down list. <i>Note: For Registered Users, only Payment Slip is available.</i>	
3. Enter the: a. <b>Merchant Reference Code</b> - For payment by eNETS, or b. <b>Transaction Id</b> - For payment by NETS, or c. <b>Payment Slip Number</b> - For payment by cheque or cashier's order.	
4. Enter the <b>Document Reference Number</b> .	
5. Click <b>Search</b> button.	
6. Click <b>Print Stamp Cert</b> button.	
7. Click <b>Stamp Cert Details</b> .	

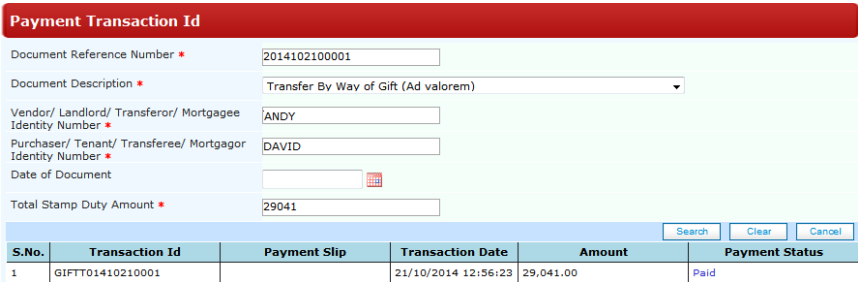
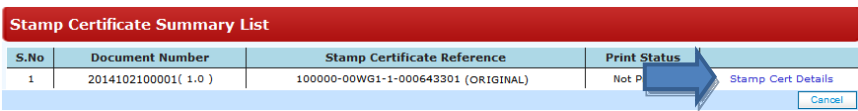
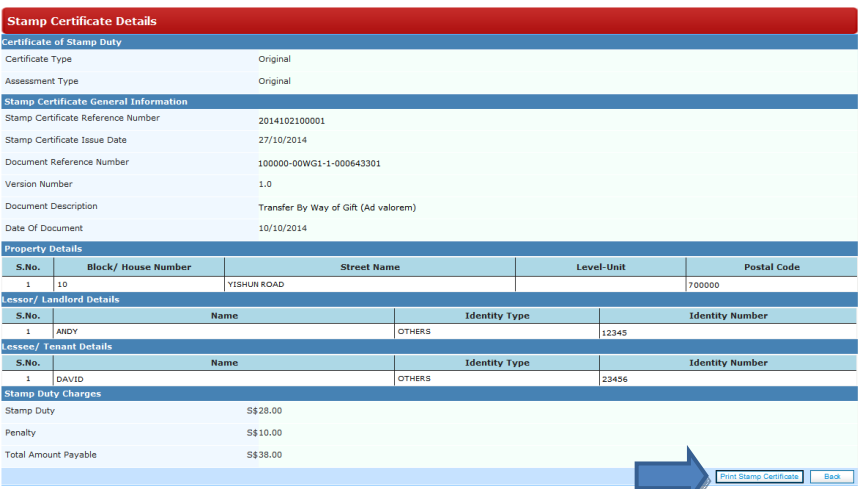
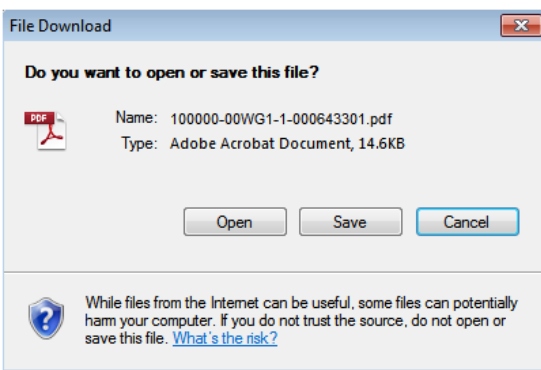
Description	Screenshots
<p>8. Click <b>Print Stamp Certificate</b> button.</p>	 <p>The screenshot shows the 'Stamp Certificate Details' page. It includes sections for Certificate of Stamp Duty, General Information, Property Details, Lessor/Landlord Details, Lessee/Tenant Details, and Stamp Duty Charges. A blue arrow points to the 'Print Stamp Certificate' button at the bottom right.</p>
<p>9. The Stamp Certificate will be generated in PDF format.</p> <ol style="list-style-type: none"> <li>Click <b>Open</b> button to view and print the Stamp Certificate, or</li> <li>Click <b>Save</b> button to save it in your local drive.</li> </ol>	 <p>The screenshot shows a 'File Download' dialog box asking 'Do you want to open or save this file?'. The file name is '14114100VL21000643014.pdf' and the type is 'Adobe Acrobat Document, 14.6KB'. There are 'Open', 'Save', and 'Cancel' buttons. A warning message at the bottom states: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <a href="#">What's the risk?</a>'</p>
<p>10. Attach the stamp certificate to your document.</p>	 <p>The screenshot shows the 'Original Certificate of Stamp Duty' document. It includes the Inland Revenue Authority of Singapore logo and the following details:</p> <p><b>Original Certificate of Stamp Duty</b></p> <p>Stamp Certificate Reference : 141141-00VL2-1-000643014  Stamp Certificate Issued Date : 27/10/2014</p> <p>Document Reference Number : 2014102700020 ver. 1.0  Document Description : Supplemental Lease  Date of Document : 10/10/2014</p> <hr/> <p>Property : 10 YISHUN ROAD, SINGAPORE 700000  Lessor/ Landlord : ANDY (OTHERS - 12345)  Lessee/ Tenant : DAVID (OTHERS - 23456)</p> <p>Stamp Duty : S\$ 28.00  Penalty : S\$ 10.00  <b>Total Amount : S\$ 38.00</b></p> <p><i>To confirm if this Stamp Certificate is genuine, you may do an online check at <a href="https://estamping.iras.gov.sg">https://estamping.iras.gov.sg</a>. Under Stamp Duty Resource, select Verify Stamp Certificate Authenticity.</i></p> <p>TM07375L - 27/10/2014 141141-00VL2-1-000643014  2014102700020  b0bf30b36e7ad76fc90746be798507b</p> <p style="text-align: right;">Page 1 of 1</p>

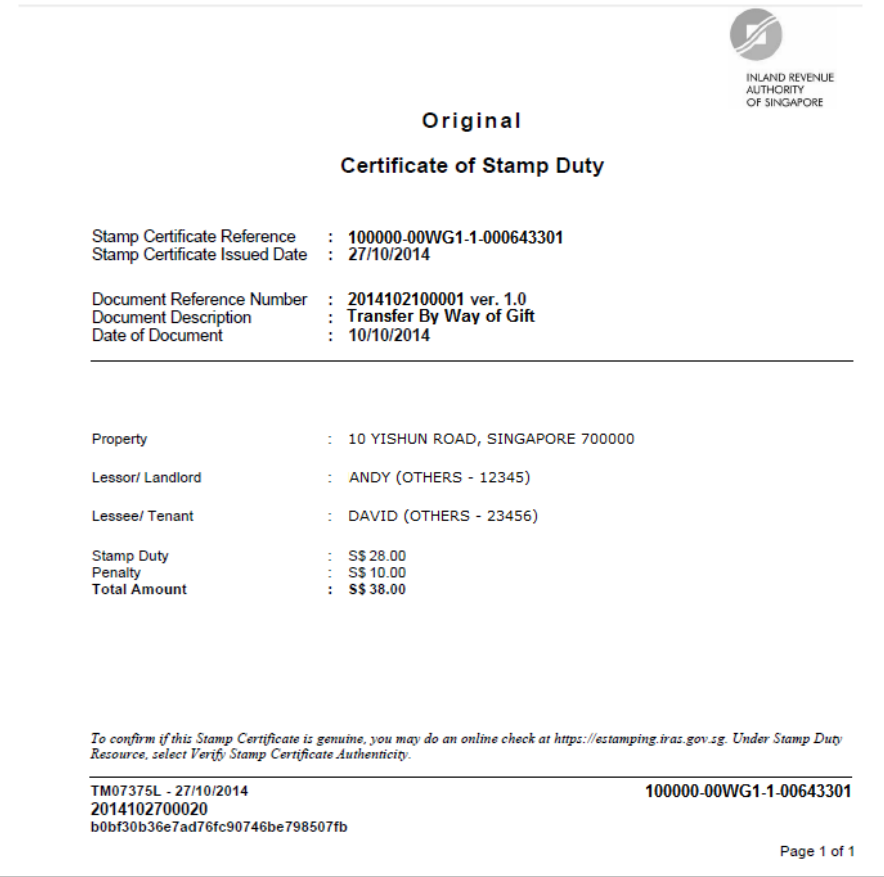

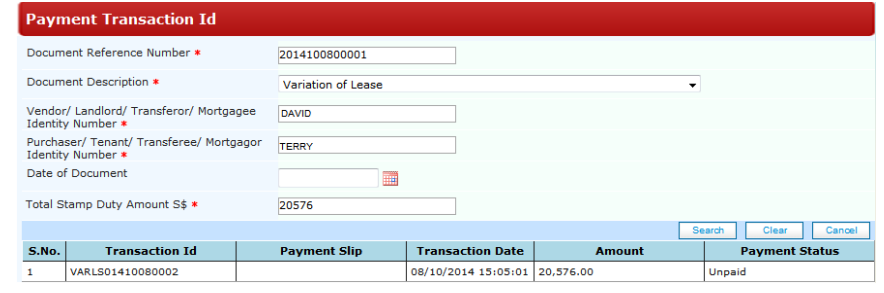
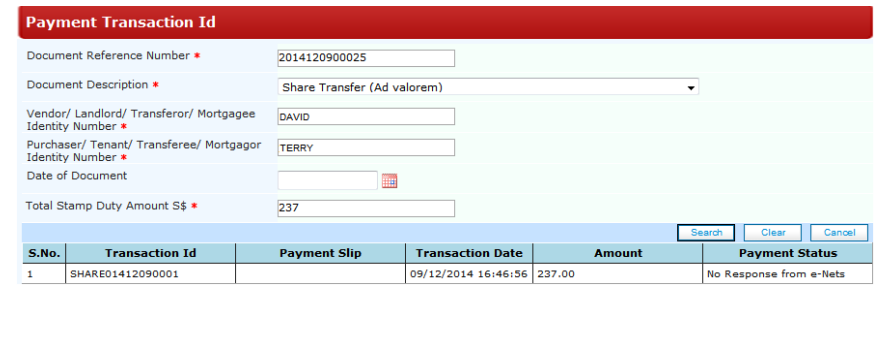
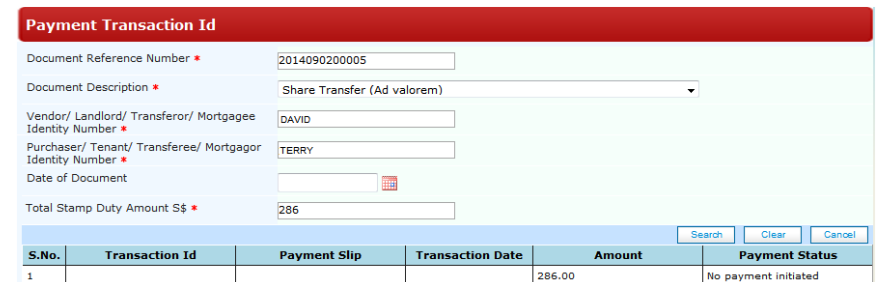
[Back to Main Menu](#)

## Payment Transaction Id

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<ol style="list-style-type: none"> <li>Click <b>Payments</b>, followed by <b>Payment Transaction Id</b> on the left panel menu.</li> </ol>	 <p>The screenshot shows the left-hand navigation menu of the system. The 'Payments' section is expanded, and 'Payment Transaction Id' is highlighted with a blue arrow pointing to it. The main content area shows the 'Payment Transaction Id' form with various input fields.</p>
<ol style="list-style-type: none"> <li>Enter the <b>Document Reference Number</b>.</li> <li>Select the <b>Document Description</b> from the drop-down list.</li> <li>Enter the:             <ol style="list-style-type: none"> <li><b>Vendor/ Landlord/ Transferor/ Mortgagee Identity Number</b>, and</li> <li><b>Document Reference Number</b>, and</li> <li><b>Purchaser/ Tenant/ Transferee/ Mortgagor Identity Number</b>, and</li> <li><b>Date of Document</b>, and</li> <li><b>Total Stamp Duty Amount S\$</b>.</li> </ol> </li> <li>Click <b>Search</b> button.</li> </ol>	 <p>The screenshot shows the 'Payment Transaction Id' form. The fields are: Document Reference Number (*), Document Description (*), Vendor/ Landlord/ Transferor/ Mortgagee Identity Number (*), Purchaser/ Tenant/ Transferee/ Mortgagor Identity Number (*), Date of Document, and Total Stamp Duty Amount S\$ (*). A blue arrow points to the 'Search' button at the bottom right of the form.</p>

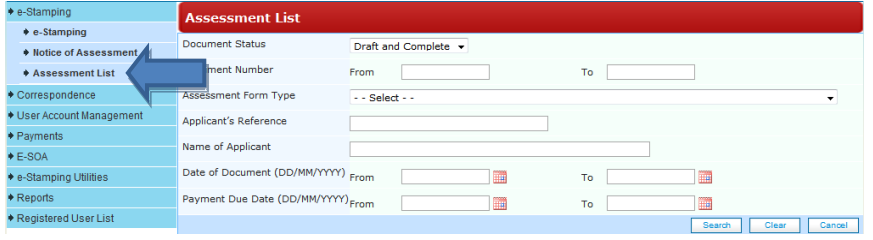
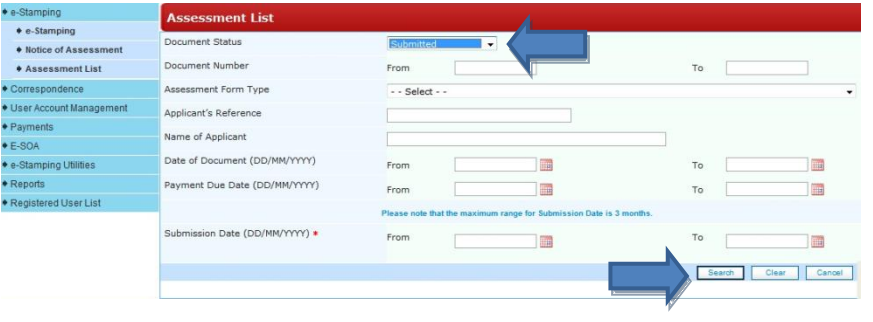
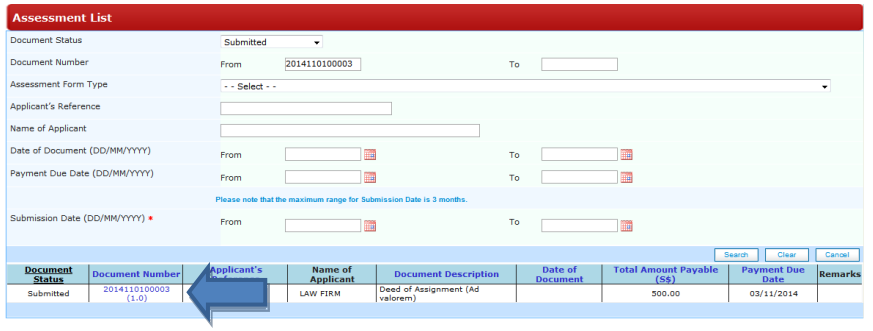
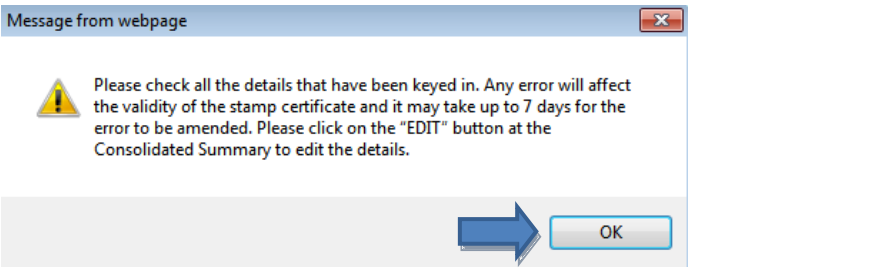
Description	Screenshots																										
<p>6. Payment Status</p> <p>a. <b>Paid</b></p> <p>i. Click <b>Paid</b> button.</p>	 <p><b>Payment Transaction Id</b></p> <p>Document Reference Number * 2014102100001</p> <p>Document Description * Transfer By Way of Gift (Ad valorem)</p> <p>Vendor/ Landlord/ Transferor/ Mortgagee Identity Number * ANDY</p> <p>Purchaser/ Tenant/ Transferee/ Mortgageor Identity Number * DAVID</p> <p>Date of Document</p> <p>Total Stamp Duty Amount * 29041</p> <p>Search Clear Cancel</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Transaction Id</th> <th>Payment Slip</th> <th>Transaction Date</th> <th>Amount</th> <th>Payment Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>GIFTT01410210001</td> <td></td> <td>21/10/2014 12:56:23</td> <td>29,041.00</td> <td>Paid</td> </tr> </tbody> </table>	S.No.	Transaction Id	Payment Slip	Transaction Date	Amount	Payment Status	1	GIFTT01410210001		21/10/2014 12:56:23	29,041.00	Paid														
S.No.	Transaction Id	Payment Slip	Transaction Date	Amount	Payment Status																						
1	GIFTT01410210001		21/10/2014 12:56:23	29,041.00	Paid																						
<p>ii. Click <b>Stamp Cert Details</b>.</p>	 <p><b>Stamp Certificate Summary List</b></p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Document Number</th> <th>Stamp Certificate Reference</th> <th>Print Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2014102100001( 1.0 )</td> <td>100000-00WG1-1-000643301 (ORIGINAL)</td> <td>Not P</td> </tr> </tbody> </table> <p>Stamp Cert Details Cancel</p>	S.No	Document Number	Stamp Certificate Reference	Print Status	1	2014102100001( 1.0 )	100000-00WG1-1-000643301 (ORIGINAL)	Not P																		
S.No	Document Number	Stamp Certificate Reference	Print Status																								
1	2014102100001( 1.0 )	100000-00WG1-1-000643301 (ORIGINAL)	Not P																								
<p>iii. Click <b>Print Stamp Certificate</b> button.</p>	 <p><b>Stamp Certificate Details</b></p> <p>Certificate of Stamp Duty</p> <p>Certificate Type Original</p> <p>Assessment Type Original</p> <p><b>Stamp Certificate General Information</b></p> <p>Stamp Certificate Reference Number 2014102100001</p> <p>Stamp Certificate Issue Date 27/10/2014</p> <p>Document Reference Number 100000-00WG1-1-000643301</p> <p>Version Number 1.0</p> <p>Document Description Transfer By Way of Gift (Ad valorem)</p> <p>Date Of Document 10/10/2014</p> <p><b>Property Details</b></p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Block/ House Number</th> <th>Street Name</th> <th>Level-Unit</th> <th>Postal Code</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10</td> <td>YISHUN ROAD</td> <td></td> <td>700000</td> </tr> </tbody> </table> <p><b>Lessor/ Landlord Details</b></p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Name</th> <th>Identity Type</th> <th>Identity Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ANDY</td> <td>OTHERS</td> <td>12345</td> </tr> </tbody> </table> <p><b>Lessee/ Tenant Details</b></p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Name</th> <th>Identity Type</th> <th>Identity Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DAVID</td> <td>OTHERS</td> <td>23456</td> </tr> </tbody> </table> <p><b>Stamp Duty Charges</b></p> <p>Stamp Duty S\$28.00</p> <p>Penalty S\$10.00</p> <p>Total Amount Payable S\$38.00</p> <p>Print Stamp Certificate Back</p>	S.No.	Block/ House Number	Street Name	Level-Unit	Postal Code	1	10	YISHUN ROAD		700000	S.No.	Name	Identity Type	Identity Number	1	ANDY	OTHERS	12345	S.No.	Name	Identity Type	Identity Number	1	DAVID	OTHERS	23456
S.No.	Block/ House Number	Street Name	Level-Unit	Postal Code																							
1	10	YISHUN ROAD		700000																							
S.No.	Name	Identity Type	Identity Number																								
1	ANDY	OTHERS	12345																								
S.No.	Name	Identity Type	Identity Number																								
1	DAVID	OTHERS	23456																								
<p>iv. The Stamp Certificate will be generated in PDF format.</p> <ol style="list-style-type: none"> <li>1. Click <b>Open</b> button to view and print the Stamp Certificate, or</li> <li>2. Click <b>Save</b> button to save it in your local drive.</li> </ol>	 <p><b>File Download</b></p> <p>Do you want to open or save this file?</p> <p>Name: 100000-00WG1-1-000643301.pdf</p> <p>Type: Adobe Acrobat Document, 14.6KB</p> <p>Open Save Cancel</p> <p>While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <a href="#">What's the risk?</a></p>																										

Description	Screenshots												
<p>v. Attach the stamp certificate to your document.</p>	 <p style="text-align: right;"> INLAND REVENUE AUTHORITY OF SINGAPORE</p> <p style="text-align: center;"><b>Original</b> <b>Certificate of Stamp Duty</b></p> <p>Stamp Certificate Reference : 100000-00WG1-1-000643301 Stamp Certificate Issued Date : 27/10/2014</p> <p>Document Reference Number : 2014102100001 ver. 1.0 Document Description : Transfer By Way of Gift Date of Document : 10/10/2014</p> <hr/> <p>Property : 10 YISHUN ROAD, SINGAPORE 700000</p> <p>Lessor/ Landlord : ANDY (OTHERS - 12345)</p> <p>Lessee/ Tenant : DAVID (OTHERS - 23456)</p> <p>Stamp Duty : S\$ 28.00 Penalty : S\$ 10.00 Total Amount : S\$ 38.00</p> <p><i>To confirm if this Stamp Certificate is genuine, you may do an online check at <a href="https://estamping.iras.gov.sg">https://estamping.iras.gov.sg</a>. Under Stamp Duty Resource, select Verify Stamp Certificate Authenticity.</i></p> <p>TM07375L - 27/10/2014 <span style="float: right;">100000-00WG1-1-00643301</span> 2014102700020 b0bf30b36e7ad76fc90746be798507fb</p> <p style="text-align: right;">Page 1 of 1</p>												
<p>b. <b>Unpaid</b></p> <p>i. Payment made was not successful.</p> <p>ii. Please access <a href="#">e-Stamping</a> system to stamp your document again.</p>	 <p><b>Payment Transaction Id</b></p> <p>Document Reference Number * : 2014100800001 Document Description * : Variation of Lease Vendor/ Landlord/ Transferor/ Mortgagee Identity Number * : DAVID Purchaser/ Tenant/ Transferee/ Mortgageor Identity Number * : TERRY Date of Document : <input type="text"/> Total Stamp Duty Amount S\$ * : 20576</p> <p style="text-align: right;"><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/></p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Transaction Id</th> <th>Payment Slip</th> <th>Transaction Date</th> <th>Amount</th> <th>Payment Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>VARLS01410080002</td> <td></td> <td>08/10/2014 15:05:01</td> <td>20,576.00</td> <td>Unpaid</td> </tr> </tbody> </table>	S.No.	Transaction Id	Payment Slip	Transaction Date	Amount	Payment Status	1	VARLS01410080002		08/10/2014 15:05:01	20,576.00	Unpaid
S.No.	Transaction Id	Payment Slip	Transaction Date	Amount	Payment Status								
1	VARLS01410080002		08/10/2014 15:05:01	20,576.00	Unpaid								
<p>c. <b>No response from eNETS</b></p> <p>i. There was no response from NETS/eNETS during the payment process.</p> <p>ii. Please access <a href="#">e-Stamping</a> system to stamp your document again.</p>	 <p><b>Payment Transaction Id</b></p> <p>Document Reference Number * : 2014120900025 Document Description * : Share Transfer (Ad valorem) Vendor/ Landlord/ Transferor/ Mortgagee Identity Number * : DAVID Purchaser/ Tenant/ Transferee/ Mortgageor Identity Number * : TERRY Date of Document : <input type="text"/> Total Stamp Duty Amount S\$ * : 237</p> <p style="text-align: right;"><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/></p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Transaction Id</th> <th>Payment Slip</th> <th>Transaction Date</th> <th>Amount</th> <th>Payment Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SHARE01412090001</td> <td></td> <td>09/12/2014 16:46:56</td> <td>237.00</td> <td>No Response from e-Nets</td> </tr> </tbody> </table>	S.No.	Transaction Id	Payment Slip	Transaction Date	Amount	Payment Status	1	SHARE01412090001		09/12/2014 16:46:56	237.00	No Response from e-Nets
S.No.	Transaction Id	Payment Slip	Transaction Date	Amount	Payment Status								
1	SHARE01412090001		09/12/2014 16:46:56	237.00	No Response from e-Nets								
<p>d. <b>Payment not initiated</b></p> <p>i. No payment was made.</p> <p>ii. Please access <a href="#">e-Stamping</a> system to stamp your document again.</p>	 <p><b>Payment Transaction Id</b></p> <p>Document Reference Number * : 2014090200005 Document Description * : Share Transfer (Ad valorem) Vendor/ Landlord/ Transferor/ Mortgagee Identity Number * : DAVID Purchaser/ Tenant/ Transferee/ Mortgageor Identity Number * : TERRY Date of Document : <input type="text"/> Total Stamp Duty Amount S\$ * : 286</p> <p style="text-align: right;"><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/></p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Transaction Id</th> <th>Payment Slip</th> <th>Transaction Date</th> <th>Amount</th> <th>Payment Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td>286.00</td> <td>No payment initiated</td> </tr> </tbody> </table>	S.No.	Transaction Id	Payment Slip	Transaction Date	Amount	Payment Status	1				286.00	No payment initiated
S.No.	Transaction Id	Payment Slip	Transaction Date	Amount	Payment Status								
1				286.00	No payment initiated								

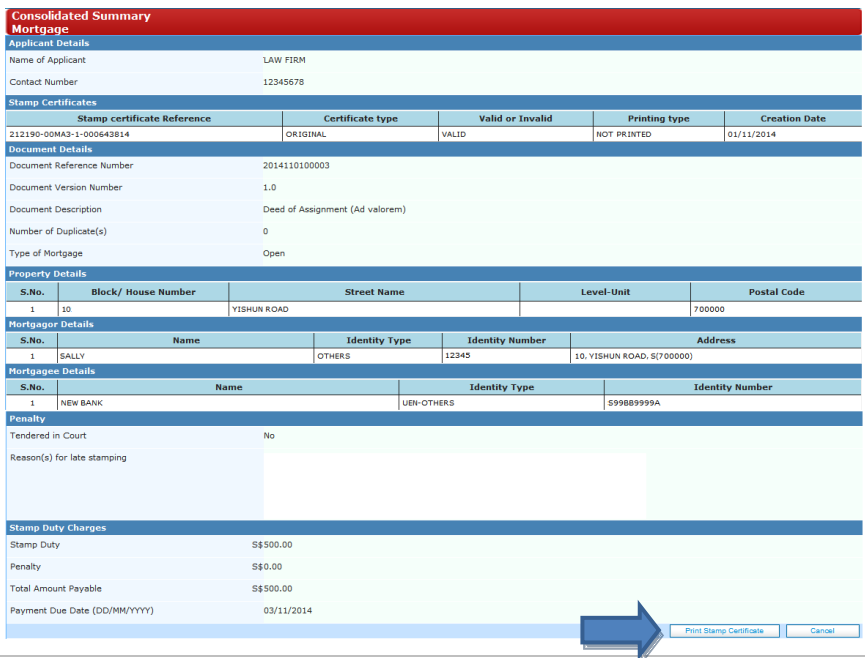
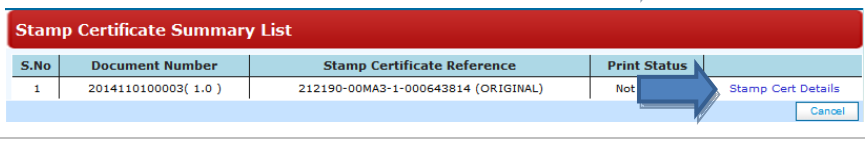
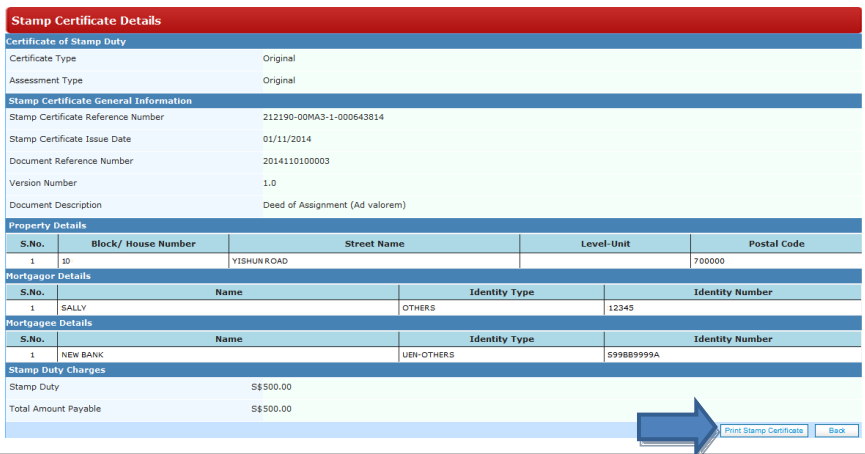
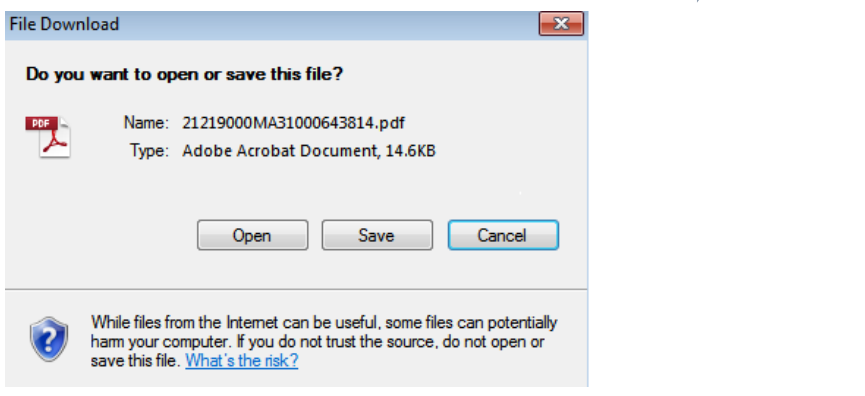
[Back to Main Menu](#)


## Assessment List (only for Registered Users)

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots																		
<ol style="list-style-type: none"> <li>Click <b>e-Stamping</b>, followed by <b>Assessment List</b> on the left panel menu.</li> <li>The <b>Document Status</b> field is defaulted to <b>Draft and Complete</b>. Select <b>Submitted</b> from the <b>Document Status</b> drop-down list</li> <li>Enter your search in the <b>Submission Date From/ To</b> fields and other field(s) or <b>Document Number From/ To</b> fields to retrieve the documents you have saved.</li> <li>Click <b>Search</b> button to display the results.</li> </ol>	 																		
<ol style="list-style-type: none"> <li>Click <b>Document Reference Number</b> link to view the details of the document.</li> </ol>	 <table border="1" data-bbox="603 1294 1479 1361"> <thead> <tr> <th>Document Status</th> <th>Document Number</th> <th>Applicant's Name</th> <th>Name of Applicant</th> <th>Document Description</th> <th>Date of Document</th> <th>Total Amount Payable (SGD)</th> <th>Payment Due Date</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Submitted</td> <td>2014110100003 (1.0)</td> <td>LAW FIRM</td> <td>LAW FIRM</td> <td>Deed of Assignment (Ad valorem)</td> <td></td> <td>500.00</td> <td>02/11/2014</td> <td></td> </tr> </tbody> </table>	Document Status	Document Number	Applicant's Name	Name of Applicant	Document Description	Date of Document	Total Amount Payable (SGD)	Payment Due Date	Remarks	Submitted	2014110100003 (1.0)	LAW FIRM	LAW FIRM	Deed of Assignment (Ad valorem)		500.00	02/11/2014	
Document Status	Document Number	Applicant's Name	Name of Applicant	Document Description	Date of Document	Total Amount Payable (SGD)	Payment Due Date	Remarks											
Submitted	2014110100003 (1.0)	LAW FIRM	LAW FIRM	Deed of Assignment (Ad valorem)		500.00	02/11/2014												
<ol style="list-style-type: none"> <li>Click <b>OK</b> to proceed.</li> </ol>																			



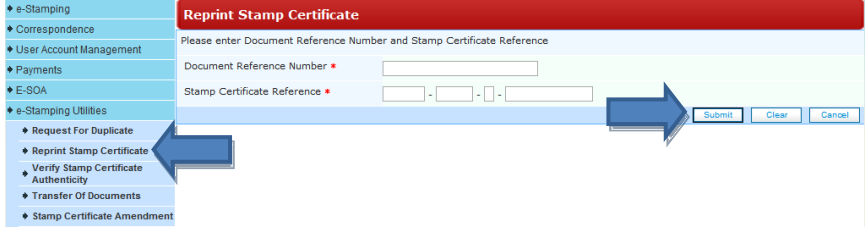
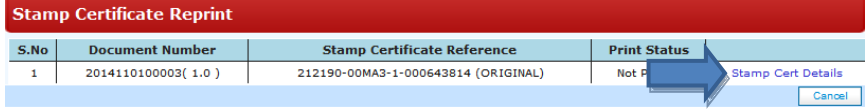
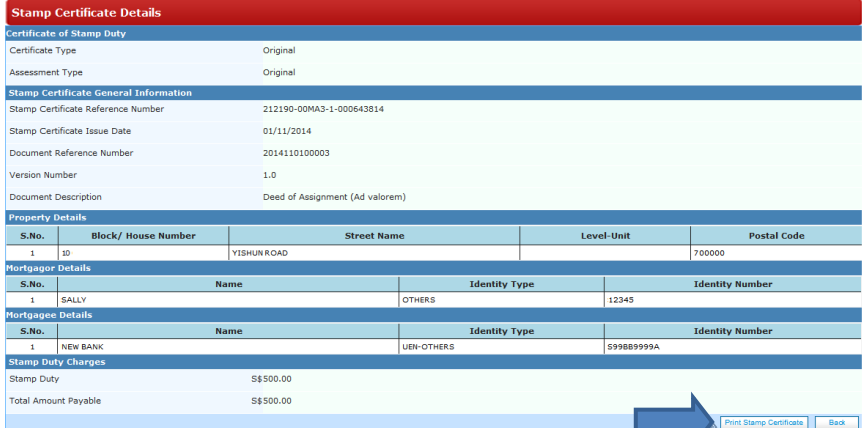
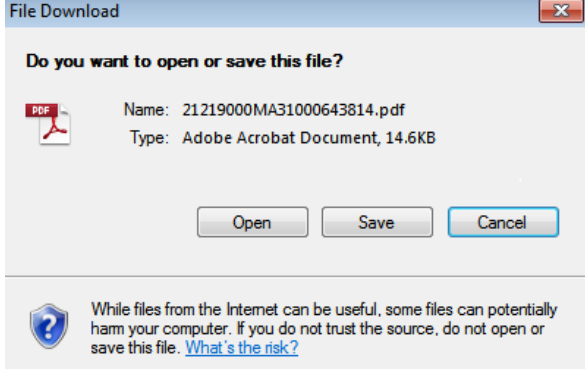
Description	Screenshots
<p>7. Click <b>Print Stamp Certificate</b> button.</p>	
<p>8. Click <b>Stamp Cert Details</b>.</p>	
<p>9. Click <b>Print Stamp Certificate</b> button.</p>	
<p>10. The stamp certificate will be generated in PDF format.</p> <ol style="list-style-type: none"> <li>Click <b>Open</b> button to view and print the Stamp Certificate, or</li> <li>Click <b>Save</b> button to save it in your local drive.</li> </ol>	

Description	Screenshots
<p>11. Attach the stamp certificate to your document.</p>	<div style="text-align: right;">  <p>INLAND REVENUE AUTHORITY OF SINGAPORE</p> </div> <p style="text-align: center;"><b>Original Certificate of Stamp Duty</b></p> <p>Stamp Certificate Reference : 212190-00MA3-1-000643814 Stamp Certificate Issued Date : 01/11/2014</p> <p>Document Reference Number : 2014110100003 ver. 1.0 Document Description : Deed of Assignment (Ad valorem)</p> <hr/> <p>Property : 10, YISHUN ROAD, SINGAPORE 700000</p> <p>Mortgagor : SALLY (OTHERS - 12345)</p> <p>Mortgagee : NEW BANK (UEN-OTHERS - S99BB9999A)</p> <p>Stamp Duty : S\$ 500.00 Total Amount : S\$ 500.00</p> <p><i>To confirm if this Stamp Certificate is genuine, you may do an online check at <a href="https://estamping.iras.gov.sg">https://estamping.iras.gov.sg</a>. Under Stamp Duty Resource, select Verify Stamp Certificate Authenticity.</i></p> <hr/> <p>TM07375L - 01/11/2014 <span style="float: right;">212190-00MA3-1-000643814</span> 2014110100003 10095879fa611b4199c346270aa61dc3</p> <p style="text-align: right;">Page 1 of 1</p>

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## Reprint Stamp Certificate

Note: Fields with (\*) are mandatory and needs to be filled.

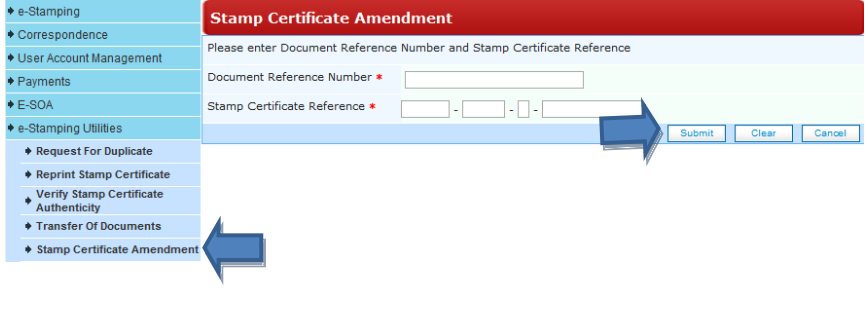
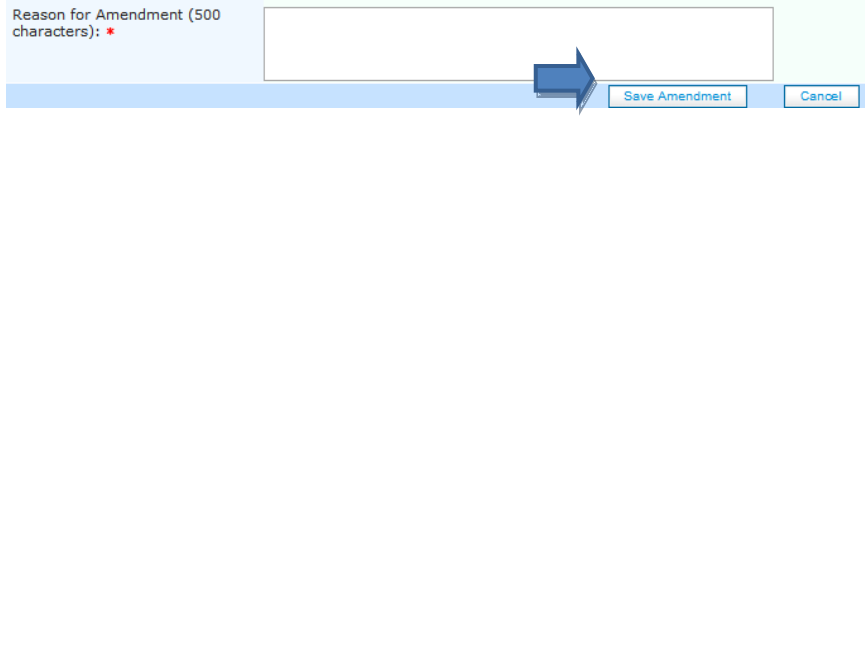
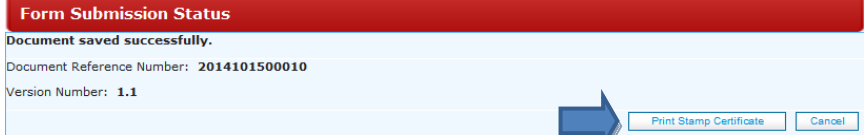
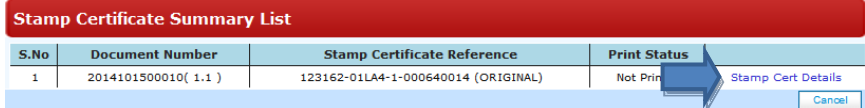
Description	Screenshots
<p>1. Click <b>e-Stamping Utilities</b>, followed by <b>Reprint Stamp Certificate</b> on the left panel menu.</p> <p>2. Enter the <b>Document Reference Number</b> and <b>Stamp Certificate Reference</b>.</p> <p>3. Click <b>Submit</b> button.</p>	
<p>4. Click <b>Stamp Cert Details</b>.</p>	
<p>5. Click <b>Print Stamp Certificate</b> button.</p>	
<p>6. The stamp certificate will be generated in PDF format.</p> <ol style="list-style-type: none"> <li>Click <b>Open</b> button to view and print the Stamp Certificate</li> <li>Click <b>Save</b> button to save it in your local drive*.</li> </ol> <p>* The 'Save' function is not available at the e-terminals at IRAS Surf Centre.</p>	

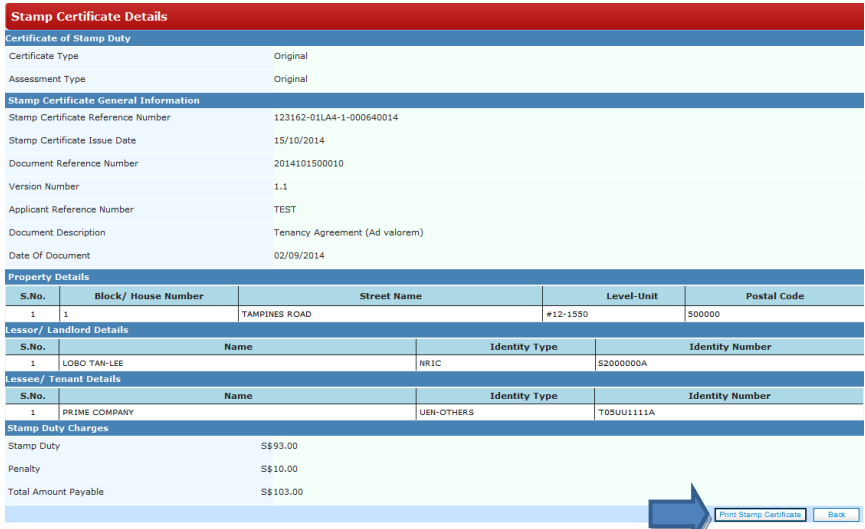
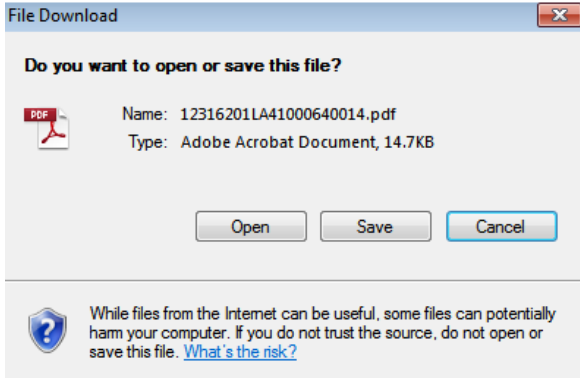
Description	Screenshots
<p>7. Attach the stamp certificate to your document.</p>	<div style="text-align: right;">  <p>INLAND REVENUE AUTHORITY OF SINGAPORE</p> </div> <p style="text-align: center;"><b>Original</b></p> <p style="text-align: center;"><b>Certificate of Stamp Duty</b></p> <p>Stamp Certificate Reference : 212190-00MA3-1-000643814 Stamp Certificate Issued Date : 01/11/2014</p> <p>Document Reference Number : 2014110100003 ver. 1.0 Document Description : Deed of Assignment (Ad valorem)</p> <hr/> <p>Property : 10, YISHUN ROAD, SINGAPORE 700000</p> <p>Mortgagor : SALLY (OTHERS - 12345)</p> <p>Mortgagee : NEW BANK (UEN-OTHERS - S99BB9999A)</p> <p>Stamp Duty : S\$500.00 Total Amount : S\$500.00</p> <p><i>To confirm if this Stamp Certificate is genuine, you may do an online check at <a href="https://estamping.iras.gov.sg">https://estamping.iras.gov.sg</a>. Under Stamp Duty Resource, select Verify Stamp Certificate Authenticity.</i></p> <hr/> <p>TM07375L - 01/11/2014 <span style="float: right;">212190-00MA3-1-000643814</span> 2014110100003 10095879fa611b4199c346270aa61dc3</p> <p style="text-align: right;">Page 1 of 1</p>

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## Amend Stamp Certificate (only for Registered Users)

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots								
<p>1. Click <b>e-Stamping Utilities</b>, followed by <b>Stamp Certificate Amendment</b> on the left panel menu.</p> <p>2. Enter the <b>Document Reference Number</b> and <b>Stamp Certificate Reference</b>.</p> <p>3. Click <b>Submit</b> button. The form will be displayed.</p>									
<p>4. Amendment is only allowed once and limited to one field. Any amendment that may affect the amount of stamp duty cannot be made.</p> <p>The fields that can be amended are:</p> <ol style="list-style-type: none"> <li>Applicant's Reference , OR</li> <li>Document Description, OR</li> <li>Block/ House Number, OR</li> <li>Level-Unit, OR</li> <li>Name of Parties, OR</li> <li>Identity Number.</li> </ol> <p>5. Enter the <b>Reason for Amendment</b> at the end of the form and click <b>Save Amendment</b> button.</p>									
<p>6. Click <b>Print Stamp Certificate</b> button at the Form Submission Status Page.</p>									
<p>7. Click <b>Stamp Cert Details</b>.</p>	 <table border="1" data-bbox="611 1653 1463 1711"> <thead> <tr> <th>S.No</th> <th>Document Number</th> <th>Stamp Certificate Reference</th> <th>Print Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2014101500010( 1.1 )</td> <td>123162-01LA4-1-000640014 (ORIGINAL)</td> <td>Not Printed</td> </tr> </tbody> </table>	S.No	Document Number	Stamp Certificate Reference	Print Status	1	2014101500010( 1.1 )	123162-01LA4-1-000640014 (ORIGINAL)	Not Printed
S.No	Document Number	Stamp Certificate Reference	Print Status						
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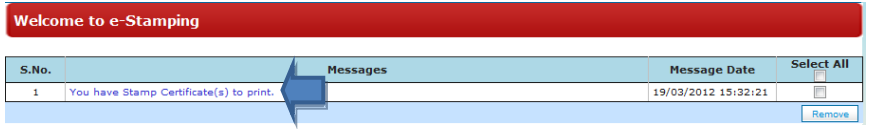
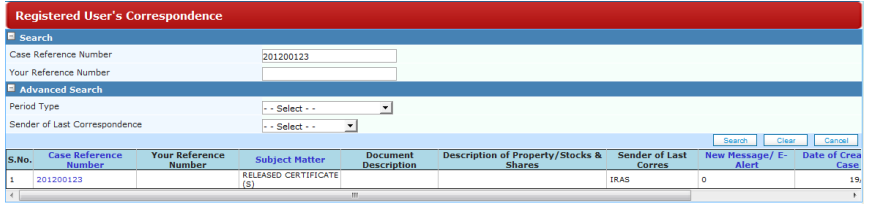
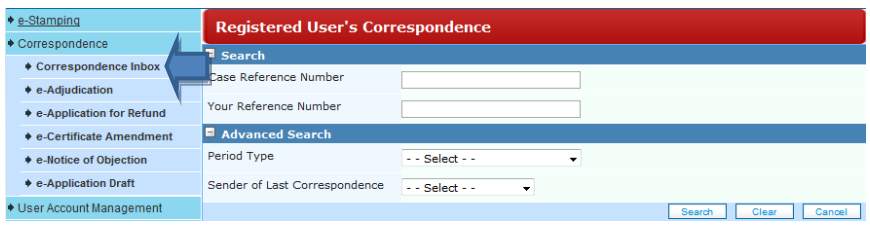
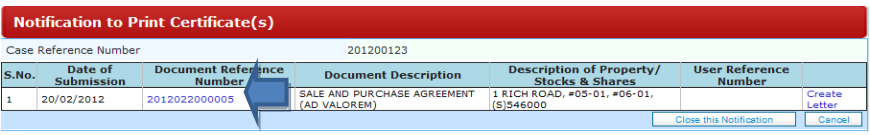
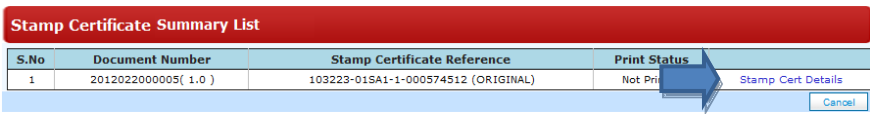
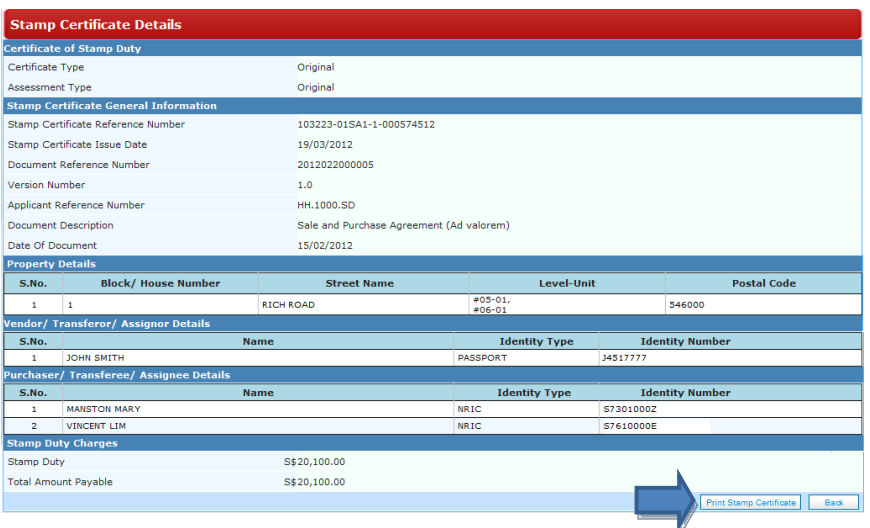
Description	Screenshots
<p>8. Click <b>Print Stamp Certificate</b> button.</p>	
<p>9. The Stamp Certificate will be generated in PDF format.</p> <ol style="list-style-type: none"> <li>Click <b>Open</b> button to view and print the Stamp Certificate, or</li> <li>Click <b>Save</b> button to save it in your local drive.</li> </ol>	

Description	Screenshots
<p>10. Attach the Stamp Certificate to the document.</p>	<div style="text-align: right;">  <p>INLAND REVENUE AUTHORITY OF SINGAPORE</p> </div> <p style="text-align: center;"><b>Original</b></p> <p style="text-align: center;"><b>Certificate of Stamp Duty</b></p> <p>Stamp Certificate Reference : 123162-01LA4-1-000640014 Stamp Certificate Issued Date : 15/10/2014</p> <p>Applicant's Reference : TEST Document Reference Number : 2014101500010 ver. 1.1 Document Description : Tenancy Agreement (Ad valorem) Date of Document : 02/09/2014</p> <hr/> <p>Property : 1 TAMPINES ROAD, #12-1550, SINGAPORE 500000 Lessor/ Landlord : LOBO TAN-LEE (NRIC - S2000000A) Lessee/ Tenant : PRIME COMPANY (UEN-OTHERS - T05UU1111A)</p> <p>Stamp Duty : S\$ 93.00 Penalty : S\$ 10.00 Total Amount : S\$ 103.00</p> <p><i>To confirm if this Stamp Certificate is genuine, you may do an online check at <a href="https://estamping.iras.gov.sg">https://estamping.iras.gov.sg</a>. Under Stamp Duty Resource, select Verify Stamp Certificate Authenticity.</i></p> <hr/> <p>TM07375L - 15/10/2014 2014101500010 00733ef14619e3491555bcb8e8645d44d</p> <p style="text-align: right;"><b>123162-01LA4-1-000640014</b></p> <p style="text-align: right;">Page 1 of 1</p>

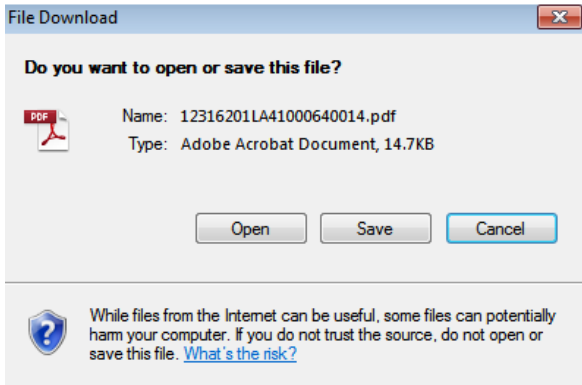

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## Correspondence Inbox (only for Registered Users)

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<p>1. You can retrieve the stamp certificate in the following ways:</p> <ol style="list-style-type: none"> <li>Click the message link at the <b>Welcome Page</b> to display the <b>Correspondence Inbox</b> screen, or</li> <li>Click <b>Correspondence</b>, followed by <b>Correspondence Inbox</b> on the left panel menu.</li> </ol> <p>2. For 1(b), enter the search criteria in the field(s) provided and click <b>Search</b> button to display the results.</p>	  
<p>3. Click <b>Document Reference Number</b> link.</p>	
<p>4. Click <b>Stamp Cert Details</b> link.</p>	
<p>5. Click <b>Print Stamp Certificate</b> button.</p>	


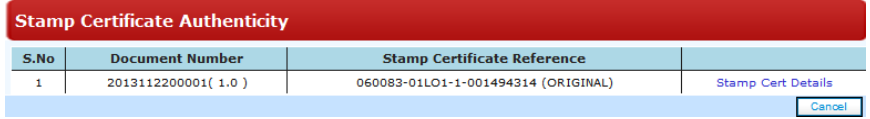
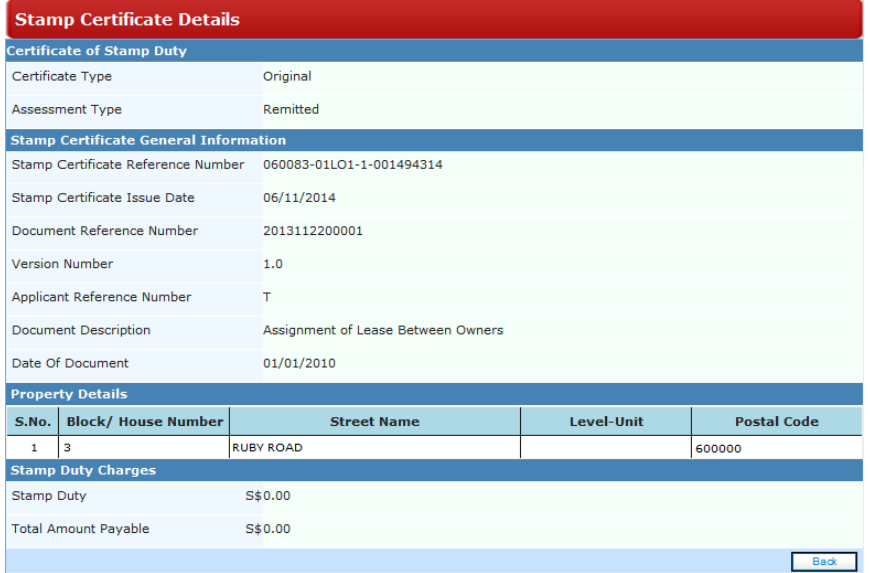


Description	Screenshots																														
<p>6. The Stamp Certificate will be generated in PDF format.</p> <ol style="list-style-type: none"> <li>Click <b>Open</b> button to view and print the Stamp Certificate, or</li> <li>Click <b>Save</b> button to save it in your local drive.</li> </ol>																															
<p>7. Attach the Stamp Certificate to the document.</p>	<div style="text-align: right;">  <p>INLAND REVENUE AUTHORITY OF SINGAPORE</p> </div> <p style="text-align: center;"><b>Original</b> <b>Certificate of Stamp Duty</b></p> <table border="0"> <tr> <td>Stamp Certificate Reference</td> <td>: 103223-01SA1-1-000574512</td> </tr> <tr> <td>Stamp Certificate Issued Date</td> <td>: 19/03/2012</td> </tr> <tr> <td>Applicant's Reference</td> <td>: HH.1000.SD</td> </tr> <tr> <td>Document Reference Number</td> <td>: 2012022000005 ver. 1.0</td> </tr> <tr> <td>Document Description</td> <td>: Sale and Purchase Agreement (Ad valorem)</td> </tr> <tr> <td>Date of Document</td> <td>: 15/02/2012</td> </tr> </table> <hr/> <table border="0"> <tr> <td>Purchase Price</td> <td>: S\$ 850,000.00</td> </tr> <tr> <td>Property</td> <td>: 1 RICH ROAD, #05-01, SINGAPORE 546000 : 1 RICH ROAD, #06-01, SINGAPORE 546000</td> </tr> <tr> <td>Vendor/ Transferor/ Assignor</td> <td>: JOHN SMITH (PASSPORT - J4517777)</td> </tr> <tr> <td>Purchaser/ Transferee/ Assignee</td> <td>: MANSTON MARY (NRIC - S7301000Z) : VINCENT LIM (NRIC - S7610000E)</td> </tr> <tr> <td>Stamp Duty</td> <td>: S\$ 20,100.00</td> </tr> <tr> <td><b>Total Amount</b></td> <td>: <b>S\$ 20,100.00</b></td> </tr> </table> <p><i>To confirm if this Stamp Certificate is genuine, you may do an online check at <a href="https://estamping.iras.gov.sg">https://estamping.iras.gov.sg</a>. Under Stamp Duty Resource, select Verify Stamp Certificate Authenticity.</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">AY12463L - 19/03/2012</td> <td style="width: 50%; text-align: right;">103223-01SA1-1-000574512</td> </tr> <tr> <td>2012022000005</td> <td></td> </tr> <tr> <td>a5604729660898db109c3dfd9edbd4bc</td> <td></td> </tr> </table> <p style="text-align: right;">Page 1 of 1</p>	Stamp Certificate Reference	: 103223-01SA1-1-000574512	Stamp Certificate Issued Date	: 19/03/2012	Applicant's Reference	: HH.1000.SD	Document Reference Number	: 2012022000005 ver. 1.0	Document Description	: Sale and Purchase Agreement (Ad valorem)	Date of Document	: 15/02/2012	Purchase Price	: S\$ 850,000.00	Property	: 1 RICH ROAD, #05-01, SINGAPORE 546000 : 1 RICH ROAD, #06-01, SINGAPORE 546000	Vendor/ Transferor/ Assignor	: JOHN SMITH (PASSPORT - J4517777)	Purchaser/ Transferee/ Assignee	: MANSTON MARY (NRIC - S7301000Z) : VINCENT LIM (NRIC - S7610000E)	Stamp Duty	: S\$ 20,100.00	<b>Total Amount</b>	: <b>S\$ 20,100.00</b>	AY12463L - 19/03/2012	103223-01SA1-1-000574512	2012022000005		a5604729660898db109c3dfd9edbd4bc	
Stamp Certificate Reference	: 103223-01SA1-1-000574512																														
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2012022000005																															
a5604729660898db109c3dfd9edbd4bc																															

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## Verify the authenticity of your stamp certificate

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<p>1. You can access <b>Verify Stamp Certificate Authenticity</b> page in the following ways:</p> <ol style="list-style-type: none"> <li>Click <b>Verify Stamp Certificate Authenticity</b> under <b>Stamp Duty Resource</b> at the <a href="#">e-Stamping homepage</a>, or</li> <li>Click <b>e-Stamping Utilities</b>, followed by <b>Verify Stamp Certificate Authenticity</b> on the left panel menu.</li> </ol> <p>2. Enter the <b>Document Reference Number</b> and <b>Stamp Certificate Reference</b>.</p> <p>3. Click <b>Submit</b> button.</p>	
<p>4. Click <b>Stamp Cert Details</b> link.</p>	
<p>5. The following <b>Stamp Certificate Details</b> will be displayed on screen:</p> <ol style="list-style-type: none"> <li>Certificate of Stamp Duty</li> <li>Stamp Certificate General Information</li> <li>Property / Stock and Shares Details</li> <li>Stamp Duty Charges</li> </ol>	

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## F. Make Applications

[e-Application for Refund](#)

[e-Notice of Objection](#)

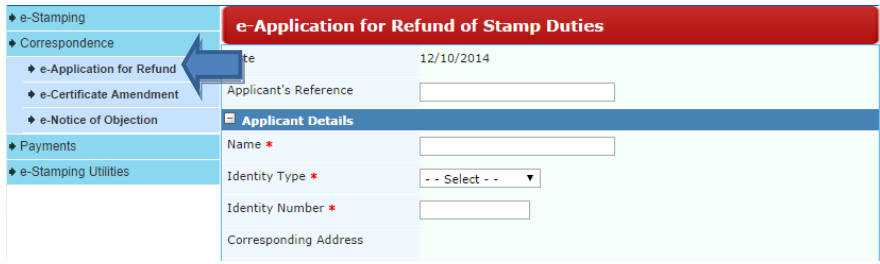
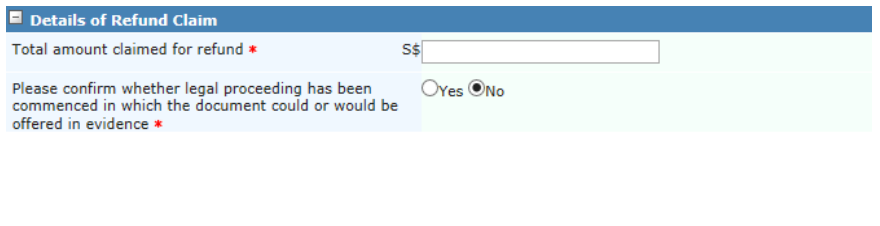
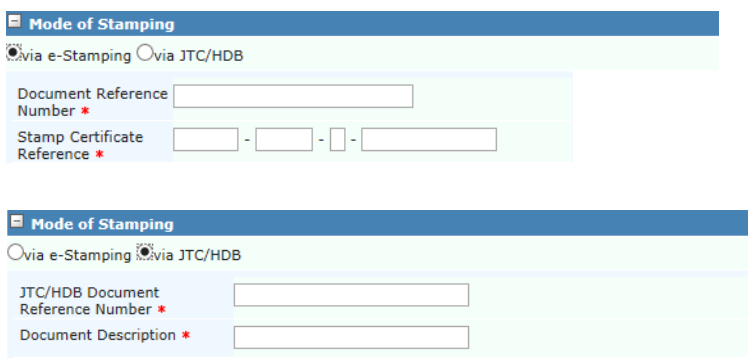
[e-Certificate Amendment](#)

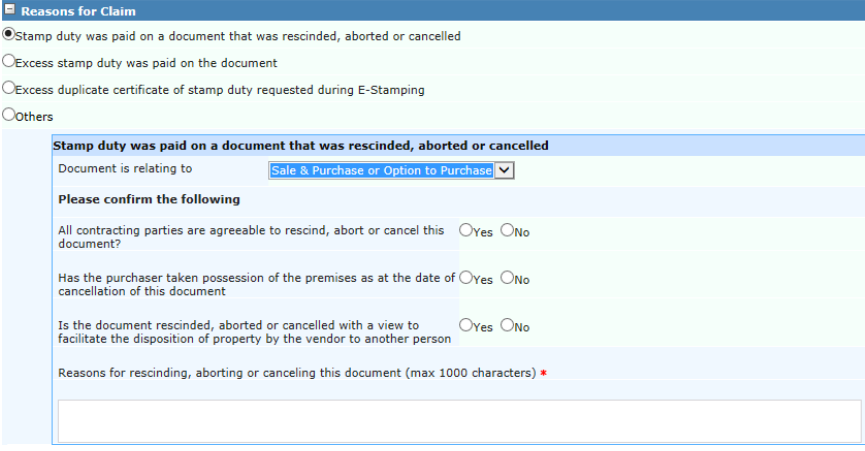
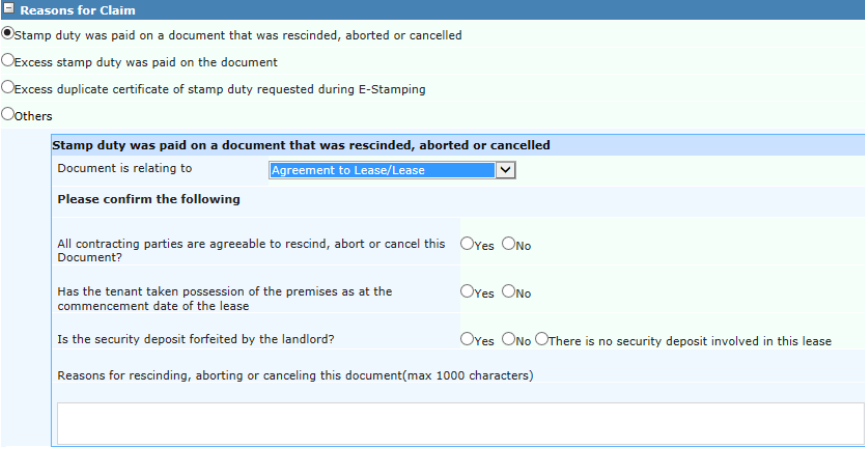
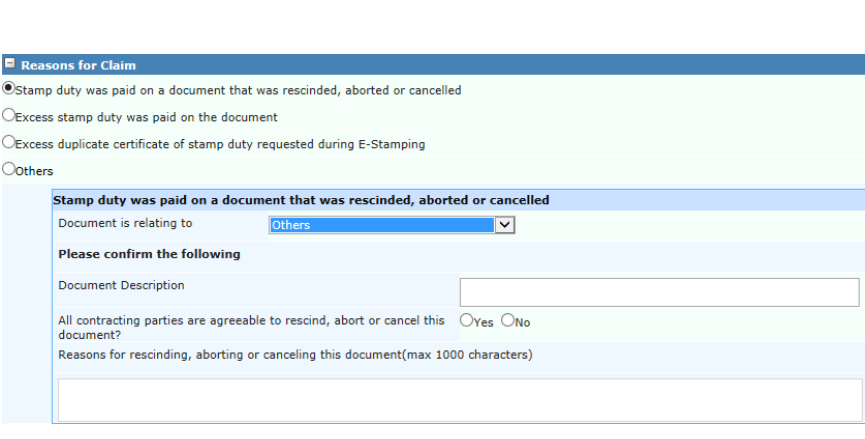

[e-Adjudication](#) (only for Registered User)

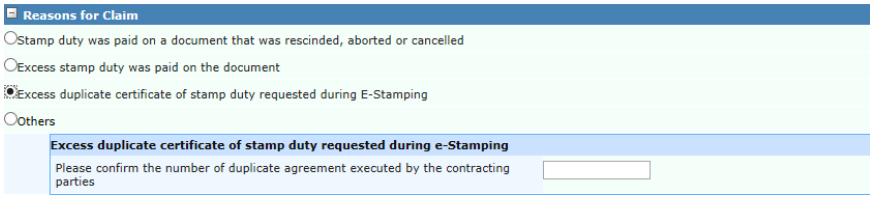

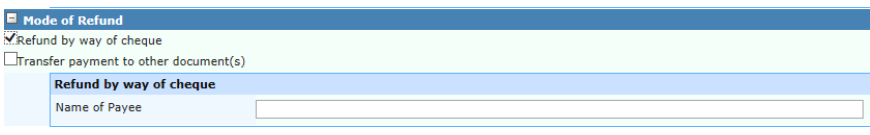
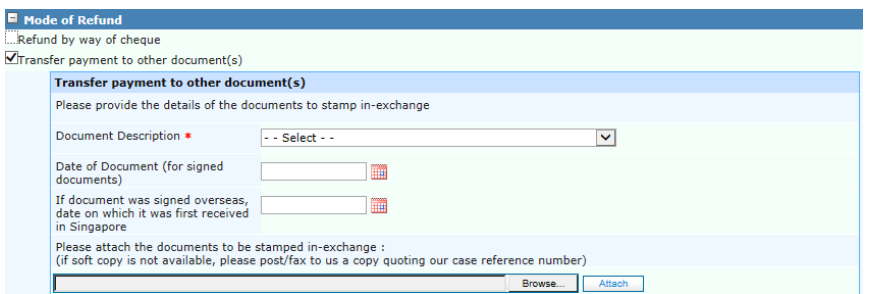
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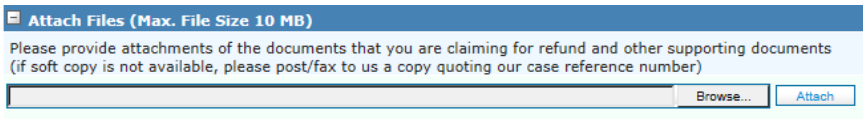
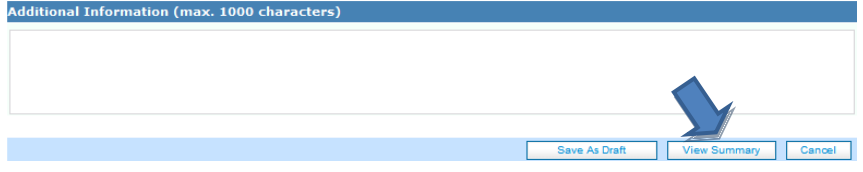
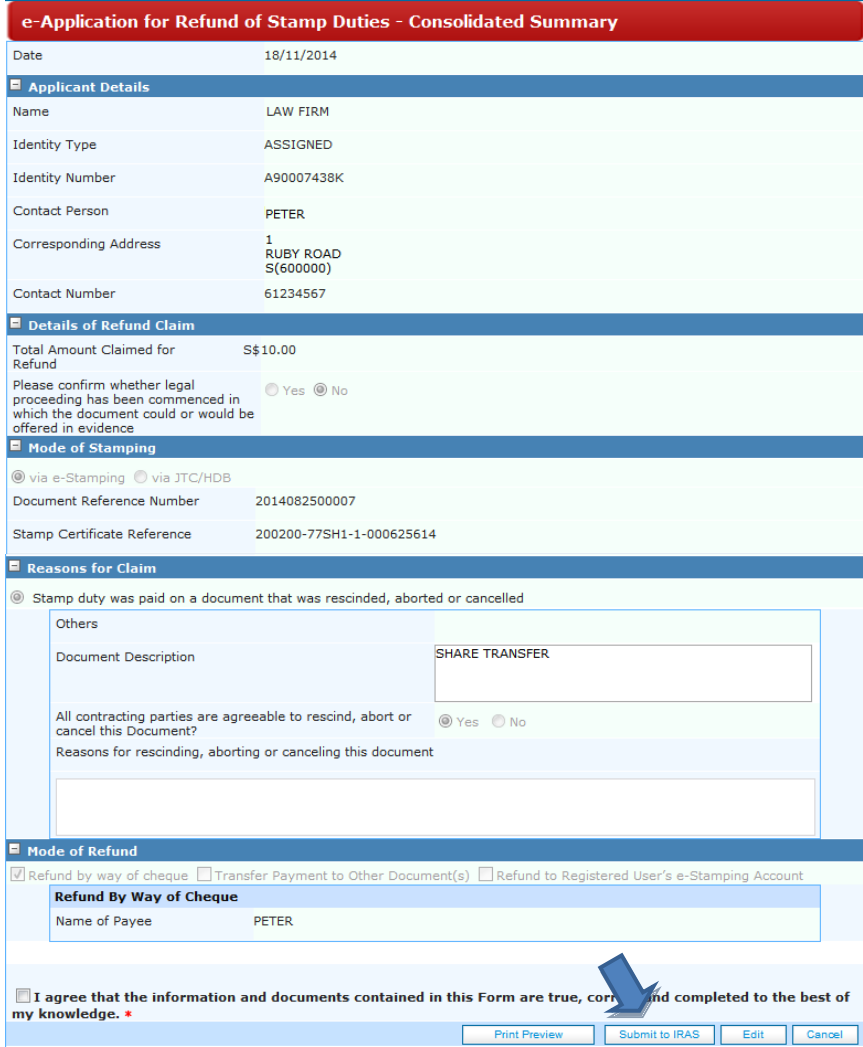
### e-Application for Refund


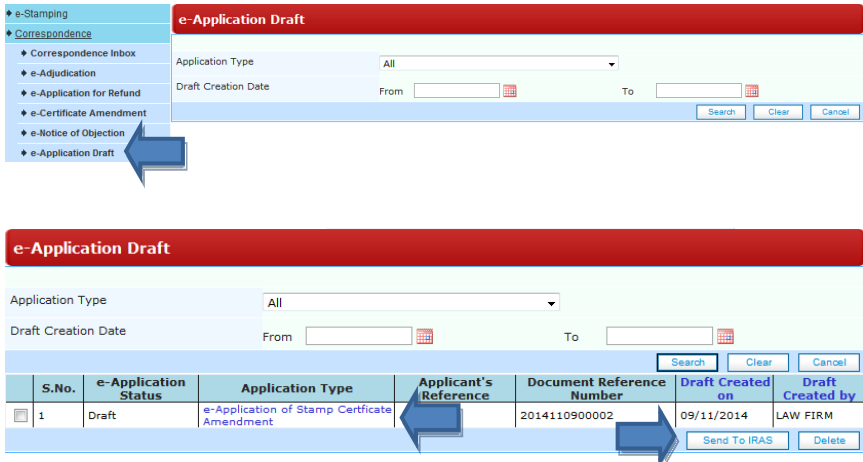
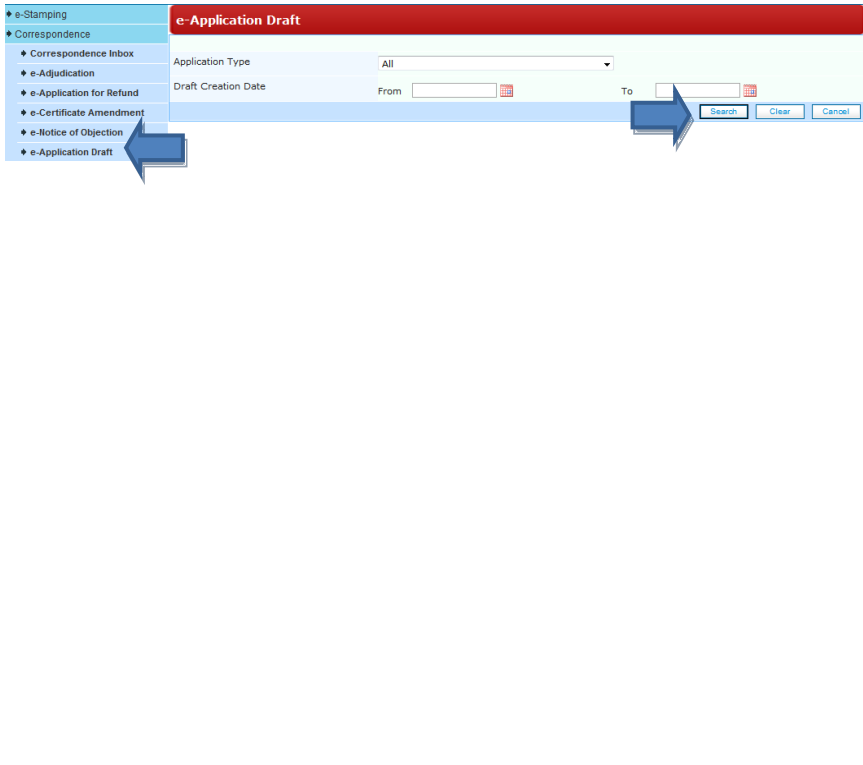
Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<p>1. Click <b>Correspondence</b>, followed by <b>e-Application for Refund</b> on the left panel menu.</p> <p>2. Enter details in the fields.</p>	
<p>3. Enter the <b>total amount</b> that you are claiming <b>for refund</b>.</p> <p>4. Select whether <b>legal proceeding</b> has been commenced in which the document could or would be offered in evidence.</p>	
<p>5. Where the <b>mode of stamping</b> is via:</p> <p>a. <b>e-stamping</b>, enter the:</p> <p>i. <b>Document Reference Number</b>, and</p> <p>ii. <b>Stamp Certificate Reference</b>.</p> <p>b. <b>JTC/HDB</b></p> <p>i. <b>JTC/HDB Document Reference Number</b>, and</p> <p>ii. <b>Document Description</b>.</p>	

Description	Screenshots
<p>6. <b>Reasons for claim of refund:</b></p> <p>a. Stamp duty was paid on a document that was rescinded, aborted or cancelled. For document relating to:</p> <p>i. <b>Sale &amp; Purchase of Option to Purchase and Agreement to Lease/ Lease :</b></p> <ul style="list-style-type: none"> <li>• Select the relevant radio buttons for each of the questions.</li> <li>• Enter the <b>reasons</b> for rescinding, aborting or cancelling the document.</li> </ul> <p>ii. <b>Other document:</b></p> <ul style="list-style-type: none"> <li>• Enter the <b>document description</b>, and</li> <li>• Select the relevant radio buttons for each of the questions.</li> <li>• Enter the <b>reasons</b> for rescinding, aborting or cancelling the document.</li> </ul>	  
<p>b. Where <b>excess stamp duty was paid</b> on the document, enter the <b>description</b> of the document.</p>	

Description	Screenshots
<p>c. Excess duplicate certificate of stamp duty requested during e-Stamping, enter the <b>number of duplicate agreement</b> executed by the contracting parties.</p>	
<p>d. For <b>other reasons</b>, enter the:</p> <ol style="list-style-type: none"> <li><b>Document Description</b>, and</li> <li><b>Reason(s)</b> for claiming refund.</li> </ol>	
<p>7. Where the <b>mode of refund is by cheque</b>, enter the <b>name of the payee</b> for the cheque to be made payable to.</p>	
<p>8. Where the <b>mode of refund is to transfer the payment to other document(s)</b>:</p> <ol style="list-style-type: none"> <li>Select the <b>document description</b> from the drop-down list, and</li> <li>Enter the <b>date</b> of the contract.</li> <li>Enter the <b>date on which the document was received in Singapore if the document was signed overseas</b>.</li> </ol> <p>9. <b>Attach</b> the document to be stamped in-exchange.</p> <ol style="list-style-type: none"> <li>Click <b>Browse</b> button. <i>Note: Depending on your browser, the button may say Choose File instead of Browse.</i></li> <li>A pop-up window will appear in your browser. Select the file you'd like to upload. The file types that you can upload are .pdf, .png, .jpg, .tif, .txt, .csv, and .xml.</li> <li>Click <b>Open</b> button. <i>Note: Depending on your browser, the button may say Open instead of Choose.</i></li> <li>Click <b>Attach</b> button.</li> </ol> <p>10. If soft copy is not available, please post/fax to us a copy quoting our</p>	

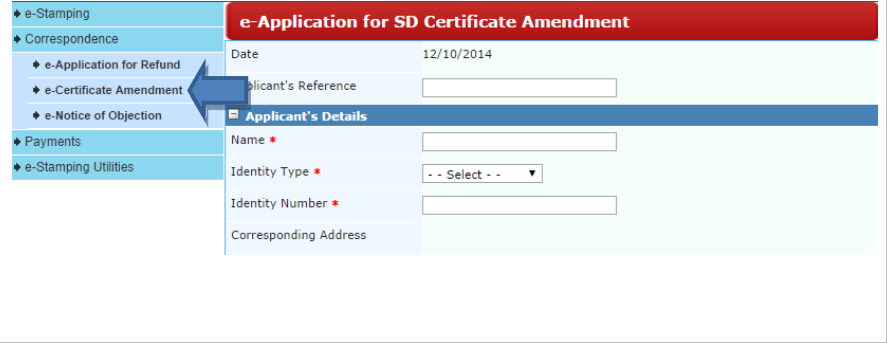
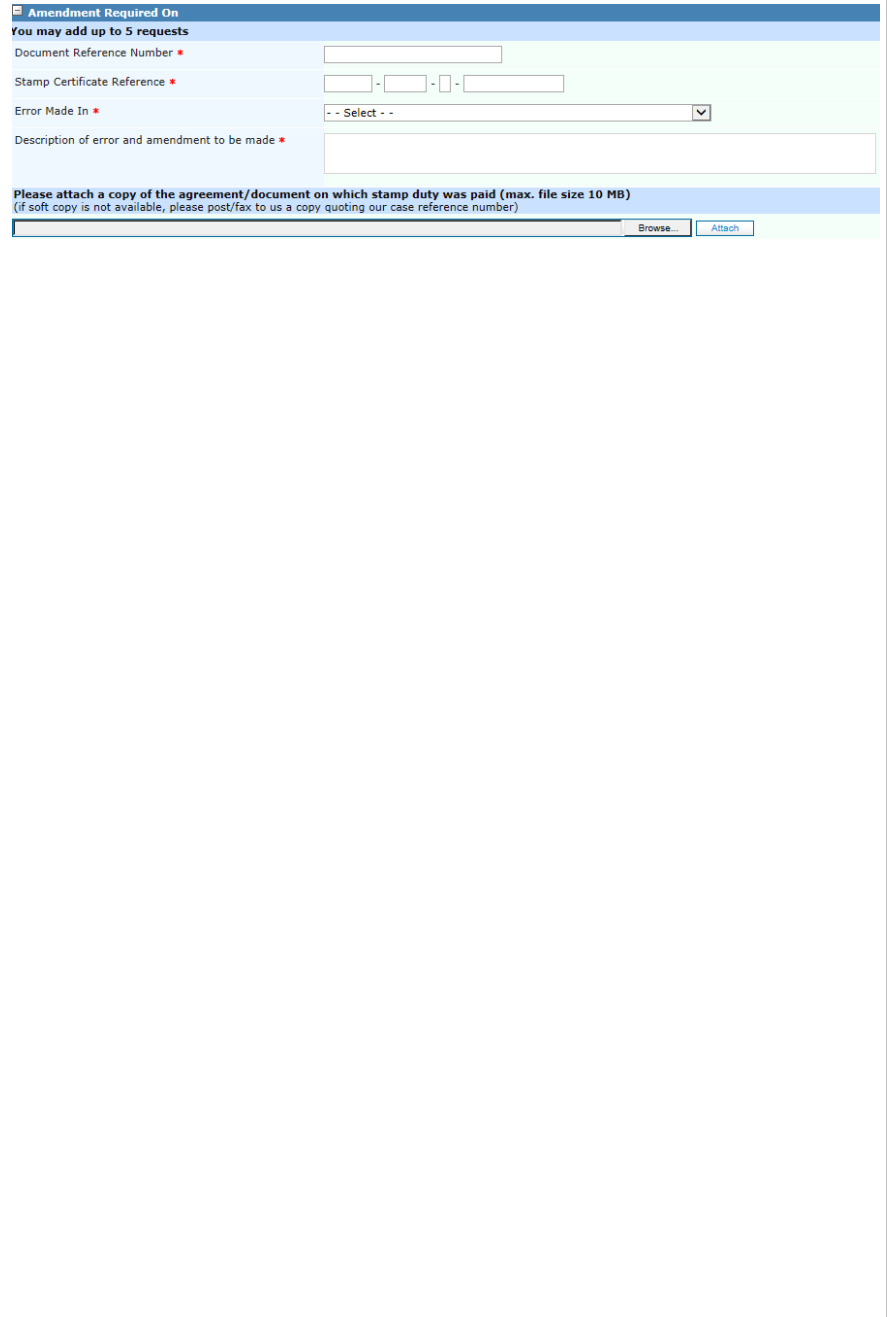
Description	Screenshots
case reference number.	
11. <b>Attach</b> the documents that you are claiming for refund and other supporting documents.	
<p>12. You may enter any additional information here.</p> <p>13. Click <b>View Summary</b> button to proceed to the next screen.</p> <p>14. For <b>Registered Users</b>, you may also click <b>Save As Draft</b> button for retrieval later.</p>	
<p>The <b>Consolidated Summary</b> will display the details that you have entered.</p> <p>Please ensure that the details are correct. If there is any error, click <b>Edit</b> button to edit the details.</p> <p>You can click <b>Print Preview</b> button to print a copy of the <b>Consolidated Summary</b> for your reference.</p> <p>15. Click on the check box if you confirm that the information provided is complete and correct, and click <b>Submit to IRAS</b> button to submit the details.</p>	

Description	Screenshots														
<p>16. Take note of the <b>Case Reference Number</b>.</p>	 <p><b>e-Application for Refund of Stamp Duties</b></p> <p><b>Acknowledgement</b></p> <p>e-Application for Refund of Stamp Duties has been submitted to IRAS successfully.</p> <p>Date of Submission: <b>18/11/2014 17:01:45</b></p> <p>Case Reference Number: <b>201408618</b></p> <p>Name of IRAS Officer-in-Charge : <b>OFFICER</b></p> <p>For enquiry purposes, please quote the Case Reference Number</p> <p>In order to avoid duplication of cases, please refrain from forwarding the same set of documents that you have attached in the e-Correspondence.</p> <p>Buttons: Print Preview, Create New e-Application for Refund of Stamp Duties, Exit</p>														
<p>17. You can retrieve the application that was <b>saved as draft</b> in the following ways:</p> <ol style="list-style-type: none"> <li>Click the message link at the <b>Welcome Page</b> to display the <b>e-Application Draft</b> screen, or</li> <li>Click <b>e-Stamping</b>, followed by <b>e-Application Draft</b> on the left panel menu.</li> </ol>	 <p><b>e-Application Draft</b></p> <p>Application Type: All</p> <p>Draft Creation Date: From [ ] To [ ]</p> <p>Buttons: Search, Clear, Cancel</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>e-Application Status</th> <th>Application Type</th> <th>Applicant's Reference</th> <th>Document Reference Number</th> <th>Draft Created on</th> <th>Draft Created by</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1</td> <td>Draft</td> <td>e-Application of Stamp Certificate Amendment</td> <td></td> <td>2014110900002</td> <td>09/11/2014</td> <td>LAW FIRM</td> </tr> </tbody> </table> <p>Buttons: Send To IRAS, Delete</p>	S.No.	e-Application Status	Application Type	Applicant's Reference	Document Reference Number	Draft Created on	Draft Created by	<input type="checkbox"/> 1	Draft	e-Application of Stamp Certificate Amendment		2014110900002	09/11/2014	LAW FIRM
S.No.	e-Application Status	Application Type	Applicant's Reference	Document Reference Number	Draft Created on	Draft Created by									
<input type="checkbox"/> 1	Draft	e-Application of Stamp Certificate Amendment		2014110900002	09/11/2014	LAW FIRM									
<p>18. For 18(b):</p> <ol style="list-style-type: none"> <li>Select the <b>Application Type</b> from the drop-down list, or</li> <li>Enter the <b>Draft Creation From/To Dates</b>.</li> <li>Click <b>Search</b> button to display the results.</li> </ol> <p>19. You can:</p> <ol style="list-style-type: none"> <li>Click the <b>Application Type</b> link to view or edit the details, or</li> <li>Check the box against the draft application and click <b>Submit to IRAS</b> button.</li> </ol> <p><i>Note: The <b>Submit to IRAS</b> button can be used only where all the fields in the e-application form are completed.</i></p> <p>20. Verify the details in the <b>Consolidated Summary</b>.</p>	 <p><b>e-Application Draft</b></p> <p>Application Type: All</p> <p>Draft Creation Date: From [ ] To [ ]</p> <p>Buttons: Search, Clear, Cancel</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>e-Application Status</th> <th>Application Type</th> <th>Applicant's Reference</th> <th>Document Reference Number</th> <th>Draft Created on</th> <th>Draft Created by</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1</td> <td>Draft</td> <td>e-Application of Stamp Certificate Amendment</td> <td></td> <td>2014110900002</td> <td>09/11/2014</td> <td>LAW FIRM</td> </tr> </tbody> </table> <p>Buttons: Send To IRAS, Delete</p>	S.No.	e-Application Status	Application Type	Applicant's Reference	Document Reference Number	Draft Created on	Draft Created by	<input type="checkbox"/> 1	Draft	e-Application of Stamp Certificate Amendment		2014110900002	09/11/2014	LAW FIRM
S.No.	e-Application Status	Application Type	Applicant's Reference	Document Reference Number	Draft Created on	Draft Created by									
<input type="checkbox"/> 1	Draft	e-Application of Stamp Certificate Amendment		2014110900002	09/11/2014	LAW FIRM									


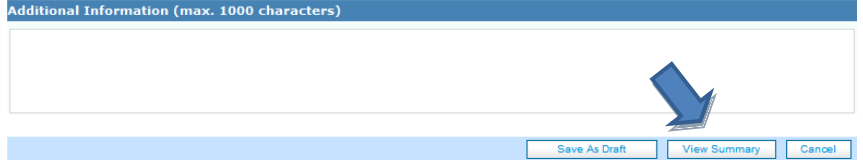

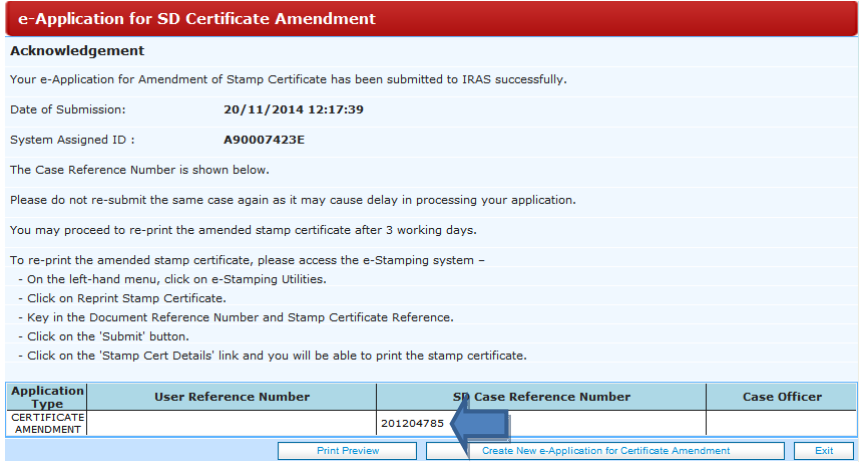
[Back to Main Menu](#)

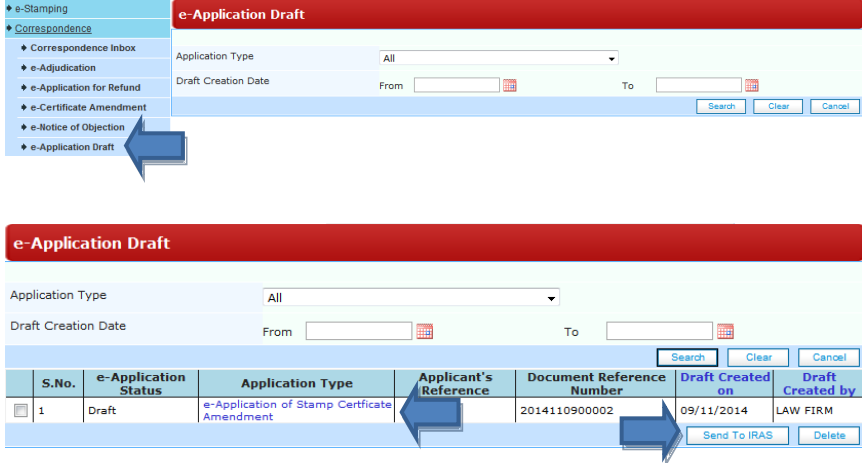
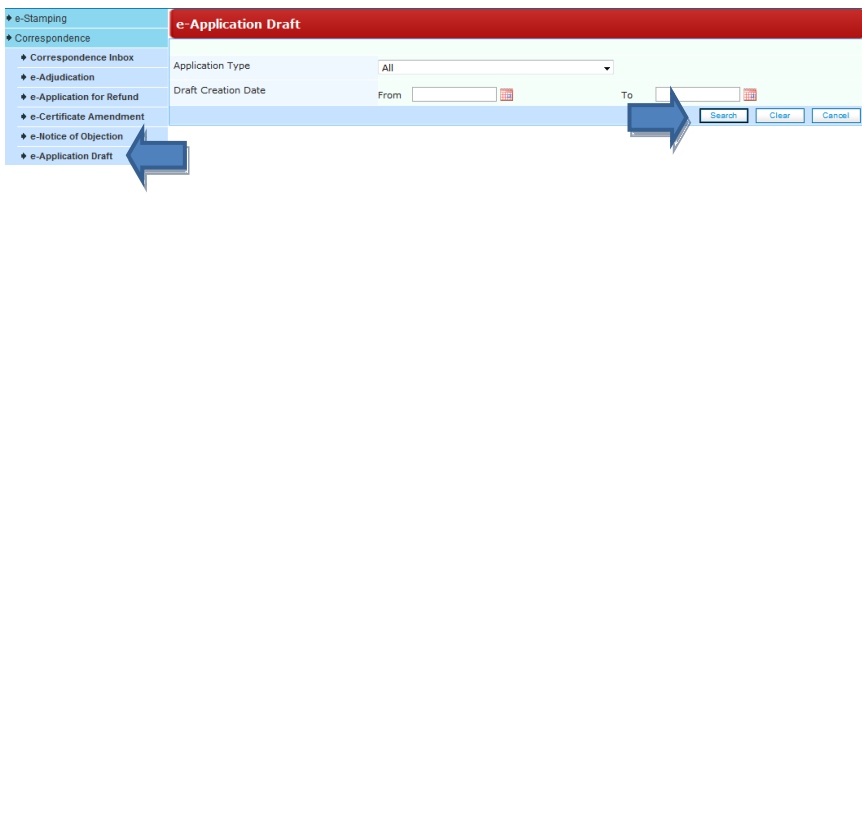
## e-Certificate Amendment

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<ol style="list-style-type: none"> <li>Click <b>Correspondence</b>, followed by <b>e-Certificate Amendment</b> on the left panel menu.</li> <li>The form will be displayed. Enter details in the fields.</li> <li>Click <b>Save As Draft</b> button for retrieval later, or click <b>View Summary</b> button to submit to IRAS.</li> </ol>	
<ol style="list-style-type: none"> <li>At the <b>Amendment Required on</b> section, you may enter up to 5 requests.</li> <li>Enter: <ol style="list-style-type: none"> <li><b>Document Reference</b> Number, and</li> <li><b>Stamp Certificate Reference</b>, and</li> <li><b>Error Made In</b>, and</li> <li><b>Description of the error and amendment to be made</b>.</li> </ol> </li> <li><b>Attach</b> a copy of the agreement/document on which stamp duty was paid. <ol style="list-style-type: none"> <li><b>Attach</b> the required document.</li> <li>Click <b>Browse</b> button. <p><i>Note: Depending on your browser, the button may say Choose File instead of Browse.</i></p> </li> <li>A pop-up window will appear in your browser. Select the file you'd like to upload. The file types that you can upload are .pdf, .png, .jpg, .tif, .txt, .csv, and .xml.</li> <li>Click <b>Open</b> button. <p><i>Note: Depending on your browser, the button may say Choose instead of Open.</i></p> </li> <li>Click <b>Attach</b> button.</li> </ol> </li> <li>If soft copy is not available, please post/fax a copy to us quoting our case reference number.</li> </ol>	



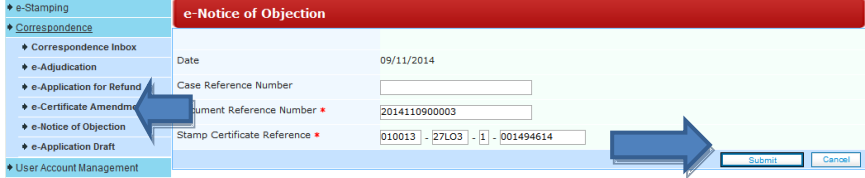


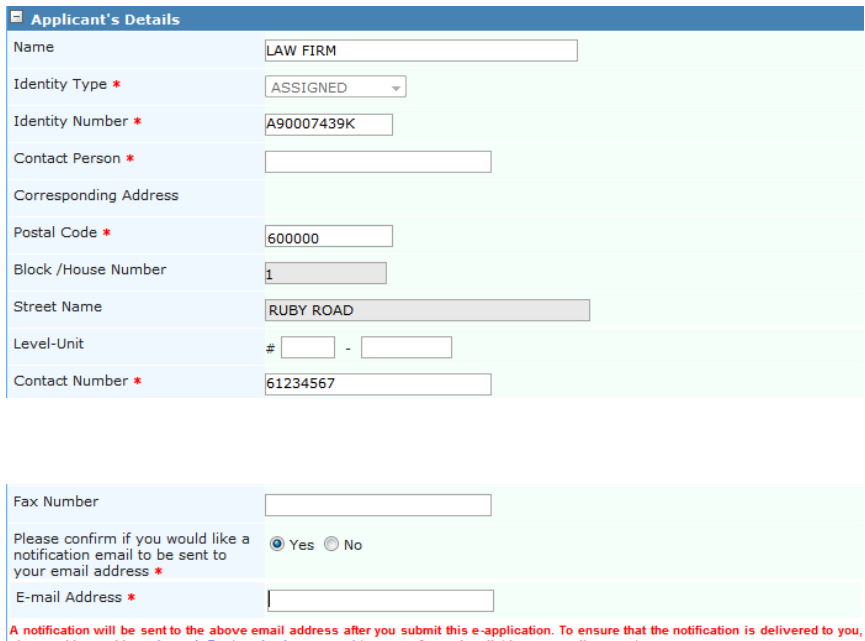
Description	Screenshots																		
<p>8. Where <b>Others</b> is selected at the <b>Error Made In</b> field, specify the error, followed by <b>Description of the error and amendment to be made</b>.</p>																			
<p>9. You may enter any additional information here.</p> <p>10. Click <b>View Summary</b> button to proceed to the next screen.</p> <p>11. For <b>Registered Users</b>, you may also click <b>Save As Draft</b> button for retrieval later.</p>																			
<p>The <b>Consolidated Summary</b> will display the details that you have entered.</p> <p>Please ensure that the details are correct. If there is any error, click <b>Edit</b> button to edit the details.</p> <p>You can click <b>Print Preview</b> button to print a copy of the <b>Consolidated Summary</b> for your reference.</p> <p>12. Click on the check box if you confirm that the information provided is complete and correct, and click <b>Submit to IRAS</b> button to submit the details.</p>	 <table border="1" data-bbox="603 1037 1469 1137"> <thead> <tr> <th>S No.</th> <th>Document Reference Number</th> <th>Stamp Certificate Reference</th> <th>Error Made in</th> <th>Description of error and amendment to be made</th> <th>Supporting Documents</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2014110900002</td> <td>060190-00SN3-1-001494514</td> <td>DOCUMENT DESCRIPTION</td> <td>TRANSFER</td> <td></td> </tr> <tr> <td>2</td> <td>2014110900003</td> <td>010013-27LO3-1-001494614</td> <td>DOCUMENT DESCRIPTION</td> <td>LEASE</td> <td></td> </tr> </tbody> </table>	S No.	Document Reference Number	Stamp Certificate Reference	Error Made in	Description of error and amendment to be made	Supporting Documents	1	2014110900002	060190-00SN3-1-001494514	DOCUMENT DESCRIPTION	TRANSFER		2	2014110900003	010013-27LO3-1-001494614	DOCUMENT DESCRIPTION	LEASE	
S No.	Document Reference Number	Stamp Certificate Reference	Error Made in	Description of error and amendment to be made	Supporting Documents														
1	2014110900002	060190-00SN3-1-001494514	DOCUMENT DESCRIPTION	TRANSFER															
2	2014110900003	010013-27LO3-1-001494614	DOCUMENT DESCRIPTION	LEASE															
<p>13. Take note of the <b>Case Reference Number</b>.</p>	 <table border="1" data-bbox="603 1749 1469 1809"> <thead> <tr> <th>Application Type</th> <th>User Reference Number</th> <th>SD Case Reference Number</th> <th>Case Officer</th> </tr> </thead> <tbody> <tr> <td>CERTIFICATE AMENDMENT</td> <td></td> <td>201204785</td> <td></td> </tr> </tbody> </table>	Application Type	User Reference Number	SD Case Reference Number	Case Officer	CERTIFICATE AMENDMENT		201204785											
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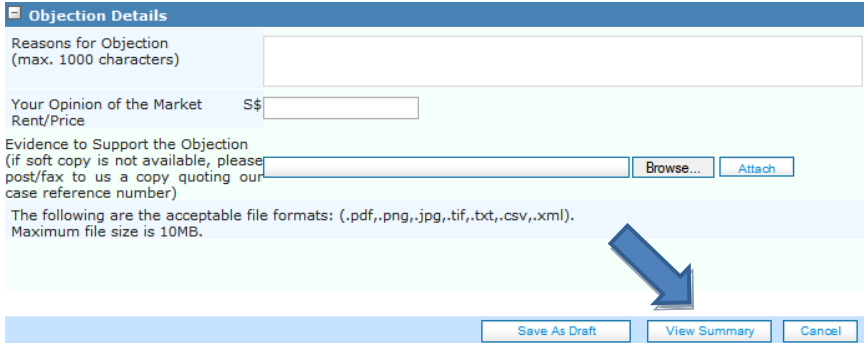
Description	Screenshots														
<p>14. You can retrieve the application that was <b>saved as draft</b> in the following ways:</p> <ol style="list-style-type: none"> <li>Click the message link at the <b>Welcome Page</b> to display the <b>e-Application Draft</b> screen, or</li> <li>Click <b>e-Stamping</b>, followed by <b>e-Application Draft</b> on the left panel menu.</li> </ol>	 <p>The screenshot shows the 'e-Application Draft' interface. On the left, a navigation menu is expanded to 'e-Application Draft'. The main area has search filters for 'Application Type' (set to 'All') and 'Draft Creation Date' (From and To fields). Below the filters is a table with the following data:</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>e-Application Status</th> <th>Application Type</th> <th>Applicant's Reference</th> <th>Document Reference Number</th> <th>Draft Created on</th> <th>Draft Created by</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1</td> <td>Draft</td> <td>e-Application of Stamp Certificate Amendment</td> <td></td> <td>2014110900002</td> <td>09/11/2014</td> <td>LAW FIRM</td> </tr> </tbody> </table> <p>Buttons for 'Send To IRAS' and 'Delete' are visible below the table.</p>	S.No.	e-Application Status	Application Type	Applicant's Reference	Document Reference Number	Draft Created on	Draft Created by	<input type="checkbox"/> 1	Draft	e-Application of Stamp Certificate Amendment		2014110900002	09/11/2014	LAW FIRM
S.No.	e-Application Status	Application Type	Applicant's Reference	Document Reference Number	Draft Created on	Draft Created by									
<input type="checkbox"/> 1	Draft	e-Application of Stamp Certificate Amendment		2014110900002	09/11/2014	LAW FIRM									
<p>15. For 14(b):</p> <ol style="list-style-type: none"> <li>Select the <b>Application Type</b> from the drop-down list, or</li> <li>Enter the <b>Draft Creation From/To Dates</b>.</li> <li>Click <b>Search</b> button to display the results.</li> </ol> <p>16. You can:</p> <ol style="list-style-type: none"> <li>Click the <b>Application Type</b> link to view or edit the details, or</li> <li>Click on the check box if you confirm that the information provided is complete and correct and click <b>Submit to IRAS</b> button.</li> </ol> <p><i>Note: The <b>Submit to IRAS</b> button can be used only where all the fields in the e-application form are completed.</i></p> <p>17. Verify the details in the <b>Consolidated Summary</b>.</p>	 <p>This screenshot is similar to the previous one but highlights the search filters and the 'Search' button with blue arrows, indicating the next steps in the process.</p>														

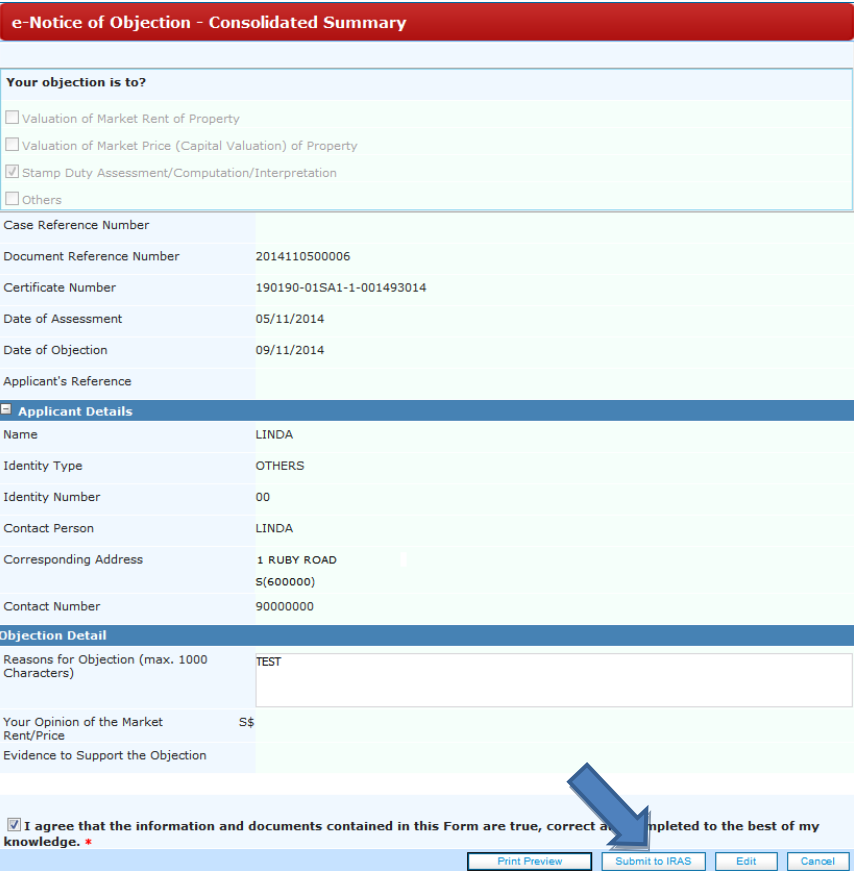
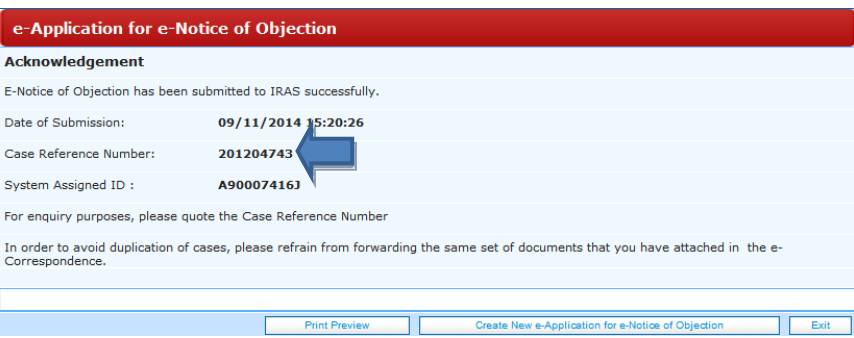
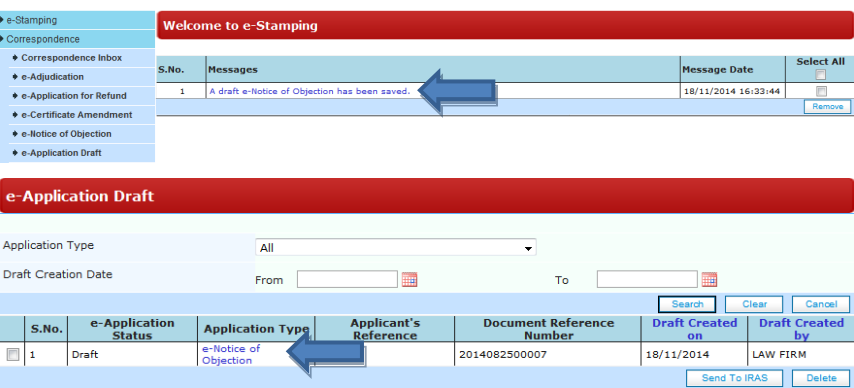
[Back to Main Menu](#)

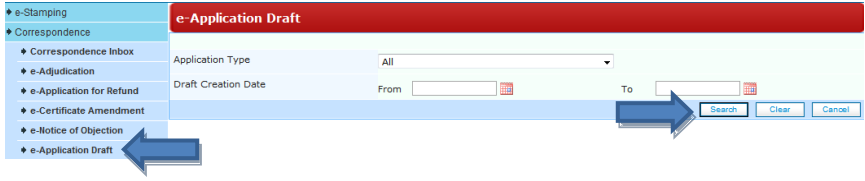
## e-Notice of Objection

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<ol style="list-style-type: none"> <li>Click <b>Correspondence</b>, followed by <b>e-Notice of Objection</b> on the left panel menu.</li> <li>Enter:               <ol style="list-style-type: none"> <li><b>Case Reference Number</b>, if applicable, and</li> <li><b>Document Reference Number</b>, and</li> <li><b>Stamp Certificate Reference</b>.</li> </ol> </li> <li>Click <b>Submit</b> button to proceed.</li> <li>The main form will be expanded.</li> </ol>	
<ol style="list-style-type: none"> <li>Check the relevant box(es) for the reason of objection.</li> <li>Where <b>Others</b> is selected, enter the <b>reason</b> in the box provided.</li> </ol>	
<ol style="list-style-type: none"> <li>Enter your <b>reference</b> if available.</li> </ol>	
<ol style="list-style-type: none"> <li>Name, Identity Type, Identity Number and contact number are auto populated.</li> <li>Enter the name of the <b>contact person</b>.</li> <li>Enter the <b>postal code</b> of the corresponding address. Press 'Tab' key to display the Block/ House Number and Street Name. Enter the Level-Unit, if applicable.</li> <li>Enter the <b>fax number</b> if available.</li> <li>Select <b>Yes</b> if you would like a notification email and enter your <b>email address</b>.</li> </ol>	 <p>Please confirm if you would like a notification email to be sent to your email address *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>E-mail Address *</p> <p><small>A notification will be sent to the above email address after you submit this e-application. To ensure that the notification is delivered to you, please add our address (<a href="mailto:noreply@estamping.iras.gov.sg">noreply@estamping.iras.gov.sg</a>) to your safe senders list in your email account.</small></p>

Description	Screenshots
<p>13. You may enter any reasons for objection here.</p> <p>14. Where the objection is on the <b>Valuation of Market Rent of Property and Valuation of Market Price (Capital Valuation) of Property</b>, enter your <b>opinion of the market rent/ price</b>.</p> <p>15. Attach evidence to support the document.</p> <p>Click <b>Browse</b> button.</p> <p><i>Note: Depending on your browser, the button may say Choose File instead of Browse.</i></p> <p>A pop-up window will appear in your browser.</p> <p>Select the file you'd like to upload. The file types that you can upload are .pdf, .png, .jpg, .tif, .txt, .csv, and .xml.</p> <p>Click <b>Open</b> button.</p> <p><i>Note: Depending on your browser, the button may say Choose instead of Open.</i></p> <p>Click <b>Attach</b> button.</p> <p>If soft copy is not available, please post/fax a copy to us quoting our case reference number.</p> <p>16. Click on the check box if you confirm that the information provided is complete and correct. and click <b>Submit to IRAS</b> button to submit the details.</p> <p>17. Click <b>View Summary</b> button.</p> <p>18. For <b>Registered Users</b>, you may also click <b>Save As Draft</b> button for retrieval later.</p>	 <p><b>Objection Details</b></p> <p>Reasons for Objection (max. 1000 characters)</p> <p>Your Opinion of the Market Rent/Price S\$</p> <p>Evidence to Support the Objection (if soft copy is not available, please post/fax to us a copy quoting our case reference number)</p> <p>The following are the acceptable file formats: (.pdf,.png,.jpg,.tif,.txt,.csv,.xml). Maximum file size is 10MB.</p> <p>Save As Draft View Summary Cancel</p>



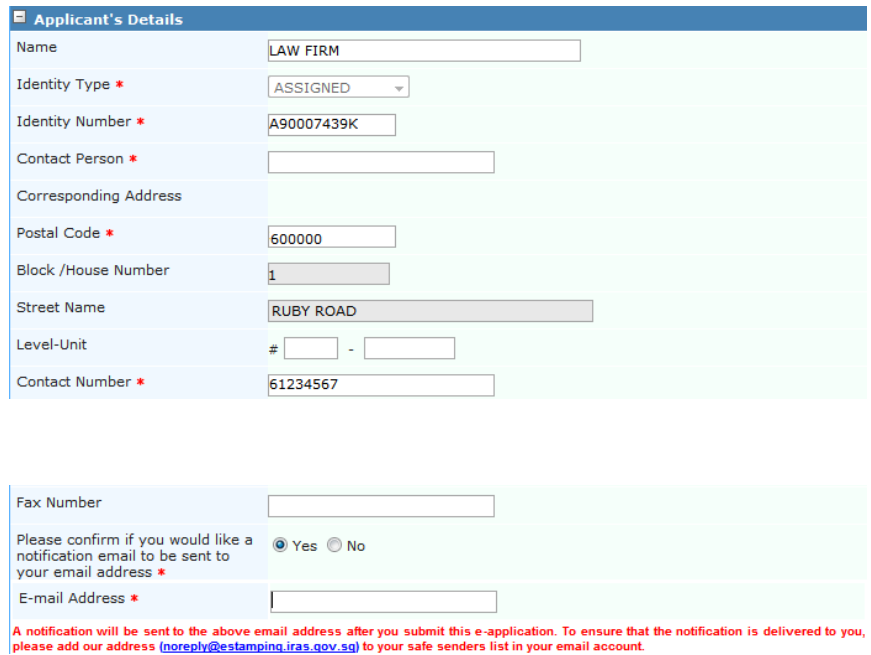
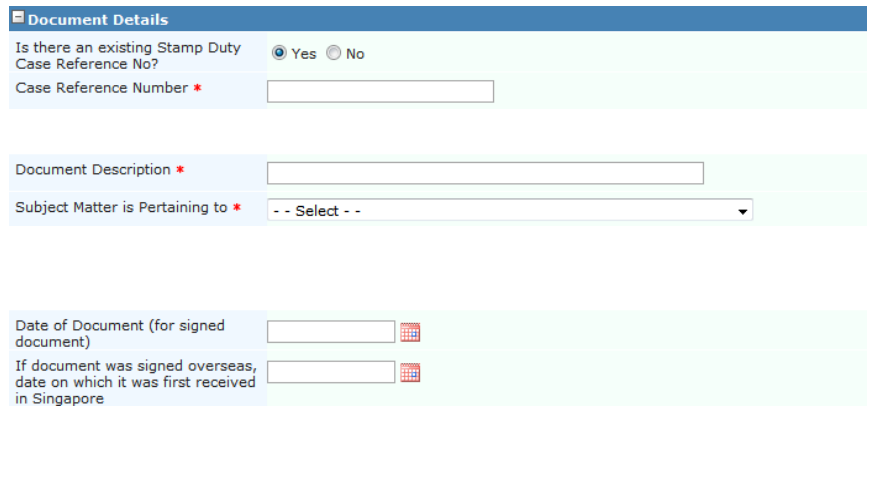

Description	Screenshots
<p>The <b>Consolidated Summary</b> will display the details that you have entered.</p> <p>Please ensure that the details are correct. If there is any error, click <b>Edit</b> button to edit the details.</p> <p>You can click <b>Print Preview</b> button to print a copy of the <b>Consolidated Summary</b> for your reference.</p> <p>19. Check the box and click <b>Submit to IRAS</b> button to submit the details.</p>	
<p>20. Take note of the <b>Case Reference Number</b>.</p>	
<p>21. You can retrieve the application that was <b>saved as draft</b> in the following ways:</p> <ol style="list-style-type: none"> <li>Click the message link at the <b>Welcome Page</b> to display the <b>e-Application Draft</b> screen, or</li> <li>Click <b>e-Stamping</b>, followed by <b>e-Application Draft</b> on the left panel menu.</li> </ol>	

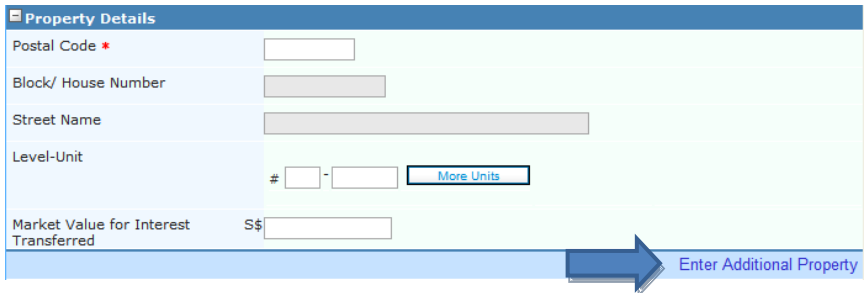

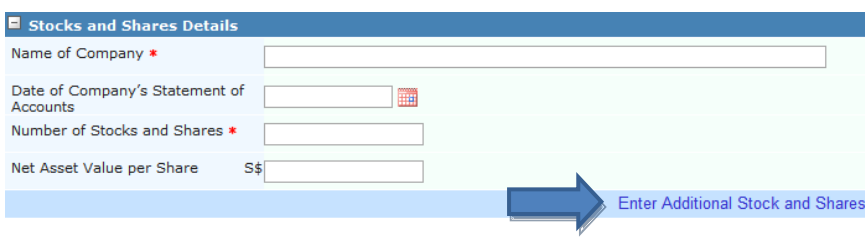
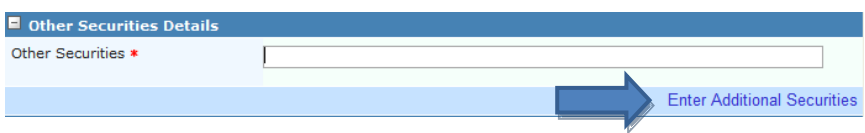
Description	Screenshots
<p>22. For 22(b):</p> <ol style="list-style-type: none"> <li>Select the <b>Application Type</b> from the drop-down list, or</li> <li>Enter the <b>Draft Creation From/To Dates</b>.</li> <li>Click <b>Search</b> button to display the results.</li> </ol> <p>23. You can:</p> <ol style="list-style-type: none"> <li>Click the <b>Application Type</b> link to view or edit the details, or</li> <li>Click on the check box if you confirm that the information provided is complete and correct and click <b>Submit to IRAS</b> button.</li> </ol> <p><i>Note: The <b>Submit to IRAS</b> button can be used only where all the fields in the e-application form are completed.</i></p> <p>24. Verify the details in the <b>Consolidated Summary</b>.</p>	

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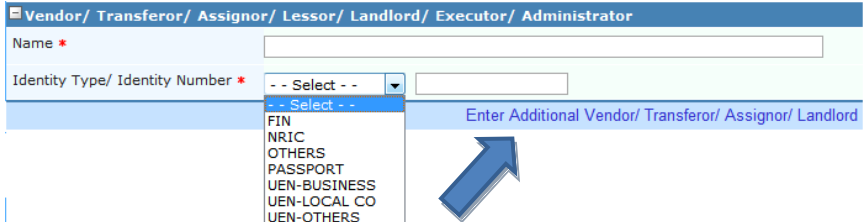
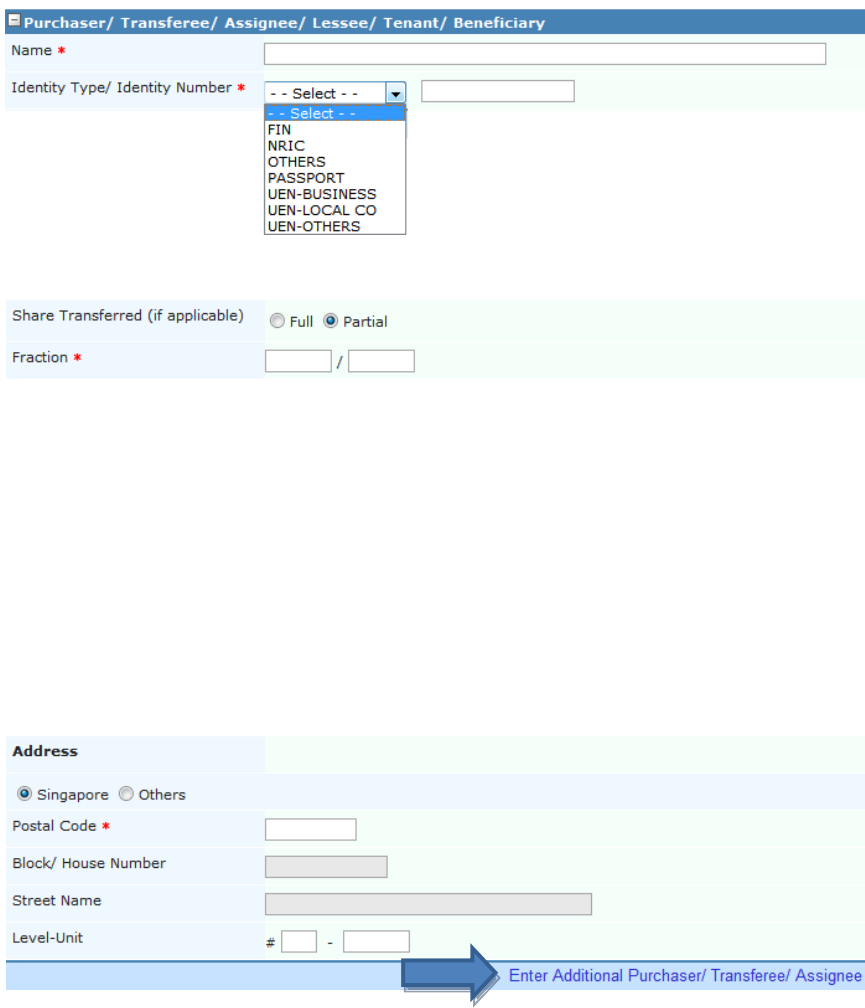
## e-Adjudication (only for Registered Users)

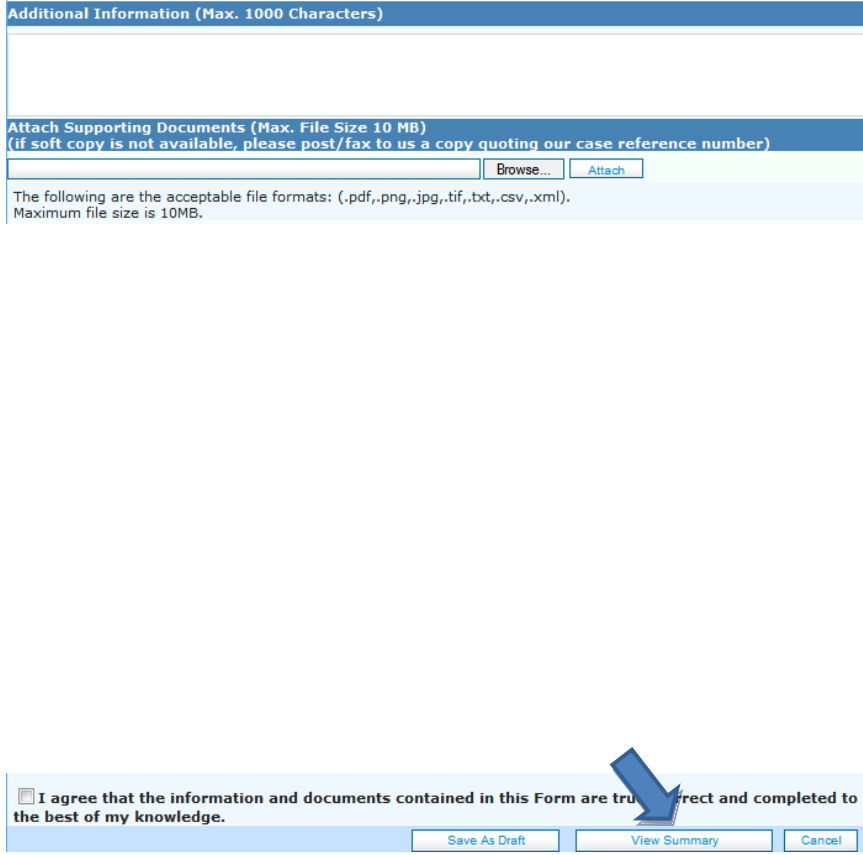
Note: Fields with (\*) are mandatory and needs to be filled.

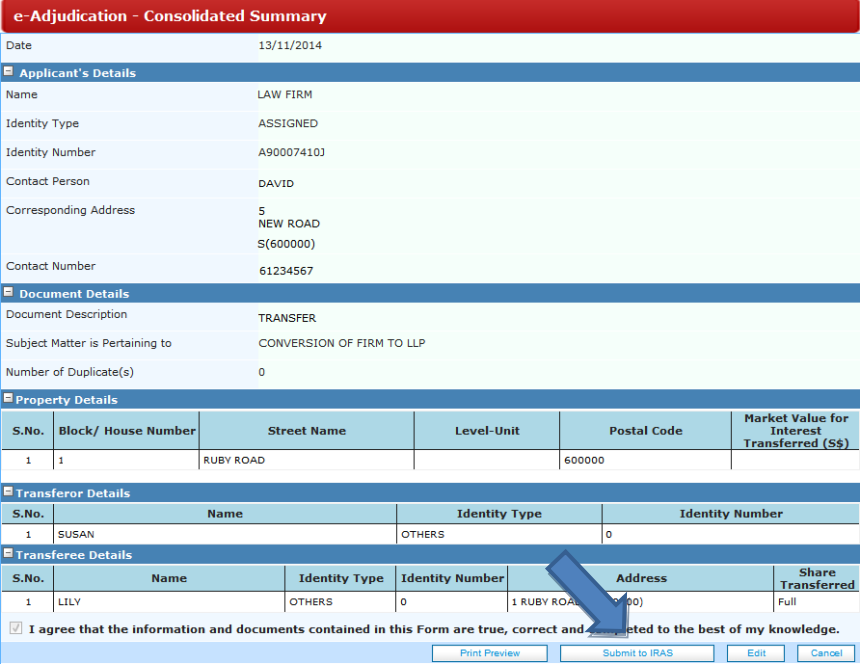
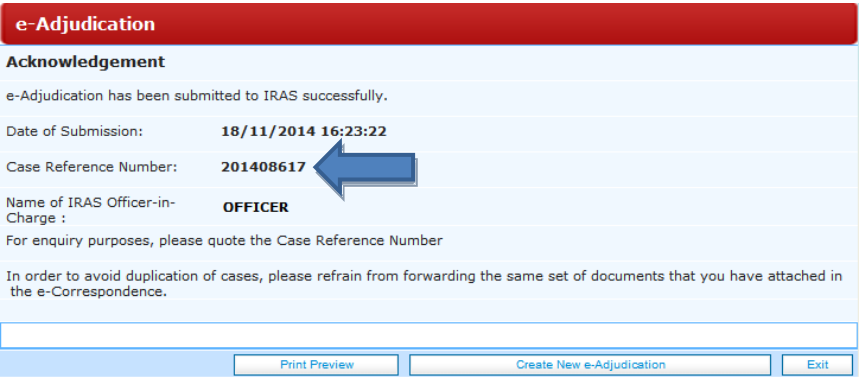
Description	Screenshots
<ol style="list-style-type: none"> <li>Click <b>Correspondence</b>, followed by <b>e-Adjudication</b> on the left panel menu.</li> <li>Click <b>Confirm to Proceed</b> button.</li> </ol>	
<ol style="list-style-type: none"> <li>The main form will be displayed.</li> <li>Enter your <b>reference</b> if available.</li> </ol>	
<ol style="list-style-type: none"> <li>Name, Identity Type, Identity Number and contact number are auto populated.</li> <li>Enter the name of the <b>contact person</b>.</li> <li>Enter the <b>postal code</b> of the corresponding address.  Press 'Tab' key to display the Block/ House Number and Street Name. Enter the Level-Unit, if applicable.</li> <li>Enter the <b>fax number</b> if available.</li> <li>Select <b>Yes</b> if you would like a notification email and enter your <b>email address</b>.</li> </ol>	 <p>A notification will be sent to the above email address after you submit this e-application. To ensure that the notification is delivered to you, please add our address (<a href="mailto:noreply@estamping.iras.gov.sg">noreply@estamping.iras.gov.sg</a>) to your safe senders list in your email account.</p>
<ol style="list-style-type: none"> <li>Select <b>Yes</b> if there is an existing Stamp Duty Case Reference No and enter the number in the <b>Case Reference Number</b> field.</li> <li>Enter the <b>document description</b>.</li> <li>Select the <b>subject matter</b> from the drop-down list.</li> <li>Enter the <b>date</b> of the contract.</li> <li>Enter the <b>date on which the document was received in Singapore if the document was signed overseas</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>Enter the <b>consideration amount</b> if applicable.</li> </ol>	

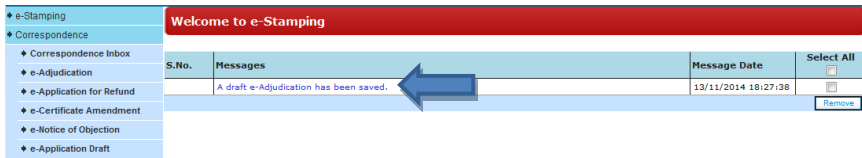
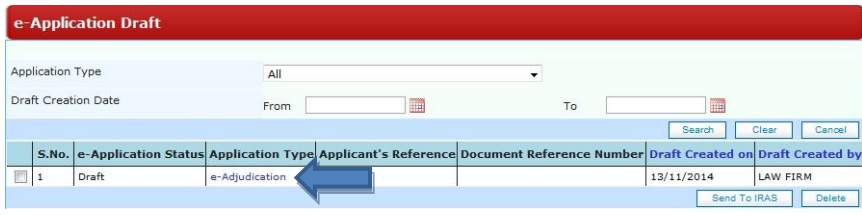
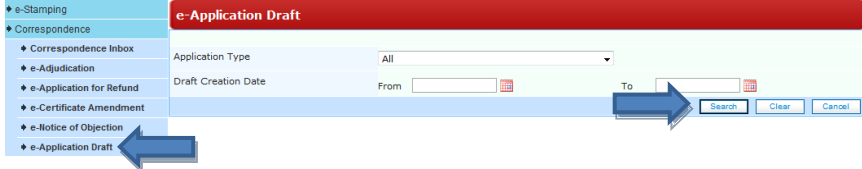
Description	Screenshots
<p>16. Enter the <b>postal code</b> of the property.</p> <p>Press 'Tab' key to display the Block/ House Number and Street Name.</p> <p>Enter the Level-Unit, if applicable. If there are more level-units to enter, click <b>More Units</b> button after each entry in the Level-Unit.</p> <p>To enter more properties, click <b>Enter Additional Property</b> link and repeat the steps.</p> <p>17. Enter the <b>Market Value for Interest Transferred</b> if available.</p>	 <p>The screenshot shows the 'Property Details' section of a form. It includes input fields for 'Postal Code *', 'Block/ House Number', 'Street Name', and 'Level-Unit'. The 'Level-Unit' field has a sub-field for '# [ ] - [ ]' and a 'More Units' button. Below these is a field for 'Market Value for Interest Transferred' with a dollar sign prefix. A blue arrow points from the bottom right of the form to a link labeled 'Enter Additional Property'.</p>
<p>18. Enter this section <u>only</u> if the transaction involved vacant land.</p> <p>Enter details in the fields provided.</p> <p>At the <b>Street Name</b> field, enter the partial street name and click <b>Search</b> button. A pop up window will open. Select the radio button of the relevant street name.</p> <p>To enter more details, click <b>Enter Additional Vacant Land</b> link at the bottom right of the section and repeat the steps.</p> <p>19. Enter the <b>Market Value for Interest Transferred</b> if available.</p>	 <p>The screenshot shows the 'Vacant Land Details' section. It includes a note: 'Please fill in land details ONLY if the transaction involved vacant land.' Below are input fields for 'Mukim/ TS Number', 'Lot Number', 'PL/ PT/ Parcel Number', and 'Street Name'. A 'Search' button is next to the 'Street Name' field. At the bottom, there is a field for 'Market Value for Interest Transferred' with a dollar sign prefix. A blue arrow points from the bottom right of the form to a link labeled 'Enter Additional Vacant Land'.</p>
<p>20. Enter this section if the transaction involves <b>stocks and shares</b>.</p> <p>21. Enter the:</p> <ol style="list-style-type: none"> <li><b>Name of company</b>, and</li> <li><b>Date of Company's Statement of Accounts</b>, and</li> <li><b>Number of Stocks and Shares</b>, and</li> <li><b>Net Asset Value per Share</b>.</li> </ol> <p>22. To enter more details, click <b>Enter Additional Stocks and Shares</b> link and repeat the steps.</p>	 <p>The screenshot shows the 'Stocks and Shares Details' section. It includes input fields for 'Name of Company *', 'Date of Company's Statement of Accounts' (with a calendar icon), 'Number of Stocks and Shares *', and 'Net Asset Value per Share' with a dollar sign prefix. A blue arrow points from the bottom right of the form to a link labeled 'Enter Additional Stock and Shares'.</p>
<p>23. If the e-adjudication application is for other types of securities, enter the details of the <b>other securities</b>.</p>	 <p>The screenshot shows the 'Other Securities Details' section. It includes an input field for 'Other Securities *'. A blue arrow points from the bottom right of the form to a link labeled 'Enter Additional Securities'.</p>



Description	Screenshots
<p>24. Enter the name of the <b>Vendor/ Transferor/ Assignor/ Lessor/ Landlord/ Executor/ Administrator</b>.</p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p> <p>To enter more details, click <b>Enter Additional Vendor/ Transferor/ Assignor/ Landlord</b> link at the bottom right of the section and repeat the steps.</p>	
<p>25. Enter the name of the <b>Purchaser/ Transferee/ Assignee/ Lessee/ Tenant/ Beneficiary</b>.</p> <p>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</p> <p>26. Select the <b>Share in the property that is transferred</b>.</p> <p><b>Example:</b> If the full share in the property is bought or sold, select <b>Full</b>.</p> <p>If ½ share in the property is bought or sold, select <b>partial</b> and enter '1' and '2' in the 'Fraction' fields provided.</p> <p><b>Address of Transferee</b> Enter the mailing address of the Transferee in the fields provided by following step 7 above.</p> <p>To enter more details, click <b>Enter Additional Purchaser/ Transferee/ Assignee</b> link at the bottom right of the section and repeat the steps.</p>	

Description	Screenshots
<p>27. You may enter any additional information here.</p> <p>28. You may attach supporting documents if any.</p> <p>Click <b>Browse</b> button.</p> <p><i>Note: Depending on your browser, the button may say Choose File instead of Browse.</i></p> <p>A pop-up window will appear in your browser.</p> <p>Select the file you'd like to upload. The file types that you can upload are .pdf, .png, .jpg, .tif, .txt, .csv, and .xml.</p> <p>Click <b>Open</b> button.</p> <p><i>Note: Depending on your browser, the button may say Choose instead of Open.</i></p> <p>Click <b>Attach</b> button.</p> <p>If soft copy is not available, please post/fax to us a copy quoting our case reference number.</p> <p>29. Click on the check box if you confirm that the information provided is complete and correct. and click <b>Submit to IRAS</b> button to submit the details.</p> <p>30. You can click:</p> <ol style="list-style-type: none"> <li><b>Save As Draft</b> button for retrieval later, or</li> <li><b>View Summary</b> button to proceed to the <b>consolidated summary</b> page.</li> </ol> <p>31. Click <b>Save As Draft</b> button for retrieval later, or click <b>View Summary</b> button to submit to IRAS.</p>	 <p><b>Additional Information (Max. 1000 Characters)</b></p> <p><b>Attach Supporting Documents (Max. File Size 10 MB)</b> (if soft copy is not available, please post/fax to us a copy quoting our case reference number)</p> <p>The following are the acceptable file formats: (.pdf,.png,.jpg,.tif,.txt,.csv,.xml). Maximum file size is 10MB.</p> <p><input type="checkbox"/> I agree that the information and documents contained in this Form are true, correct and completed to the best of my knowledge.</p> <p>Save As Draft    View Summary    Cancel</p>

Description	Screenshots																																
<p>32. The <b>Consolidated Summary</b> will display the details that you have entered.</p> <p>Please ensure that the details are correct. If there is any error, click <b>Edit</b> button to edit the details.</p> <p>You can click <b>Print Preview</b> button to print a copy of the <b>Consolidated Summary</b> for your reference.</p> <p>33. Check the box and click <b>Submit to IRAS</b> button to submit the details.</p>	 <p><b>e-Adjudication - Consolidated Summary</b></p> <p>Date: 13/11/2014</p> <p><b>Applicant's Details</b></p> <p>Name: LAW FIRM Identity Type: ASSIGNED Identity Number: A90007410J Contact Person: DAVID Corresponding Address: 5 NEW ROAD S(600000) Contact Number: 61234567</p> <p><b>Document Details</b></p> <p>Document Description: TRANSFER Subject Matter is Pertaining to: CONVERSION OF FIRM TO LLP Number of Duplicate(s): 0</p> <p><b>Property Details</b></p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Block/ House Number</th> <th>Street Name</th> <th>Level-Unit</th> <th>Postal Code</th> <th>Market Value for Interest Transferred (\$)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>RUBY ROAD</td> <td></td> <td>600000</td> <td></td> </tr> </tbody> </table> <p><b>Transferor Details</b></p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Name</th> <th>Identity Type</th> <th>Identity Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SUSAN</td> <td>OTHERS</td> <td>0</td> </tr> </tbody> </table> <p><b>Transferee Details</b></p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Name</th> <th>Identity Type</th> <th>Identity Number</th> <th>Address</th> <th>Share Transferred</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>LILY</td> <td>OTHERS</td> <td>0</td> <td>1 RUBY ROAD (600000)</td> <td>Full</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> I agree that the information and documents contained in this Form are true, correct and completed to the best of my knowledge.</p> <p>Print Preview Submit to IRAS Edit Cancel</p>	S.No.	Block/ House Number	Street Name	Level-Unit	Postal Code	Market Value for Interest Transferred (\$)	1	1	RUBY ROAD		600000		S.No.	Name	Identity Type	Identity Number	1	SUSAN	OTHERS	0	S.No.	Name	Identity Type	Identity Number	Address	Share Transferred	1	LILY	OTHERS	0	1 RUBY ROAD (600000)	Full
S.No.	Block/ House Number	Street Name	Level-Unit	Postal Code	Market Value for Interest Transferred (\$)																												
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S.No.	Name	Identity Type	Identity Number																														
1	SUSAN	OTHERS	0																														
S.No.	Name	Identity Type	Identity Number	Address	Share Transferred																												
1	LILY	OTHERS	0	1 RUBY ROAD (600000)	Full																												
<p>34. Take note of the <b>case reference number</b>.</p>	 <p><b>e-Adjudication</b></p> <p><b>Acknowledgement</b></p> <p>e-Adjudication has been submitted to IRAS successfully.</p> <p>Date of Submission: 18/11/2014 16:23:22</p> <p>Case Reference Number: 201408617</p> <p>Name of IRAS Officer-in-Charge: OFFICER</p> <p>For enquiry purposes, please quote the Case Reference Number</p> <p>In order to avoid duplication of cases, please refrain from forwarding the same set of documents that you have attached in the e-Correspondence.</p> <p>Print Preview Create New e-Adjudication Exit</p>																																

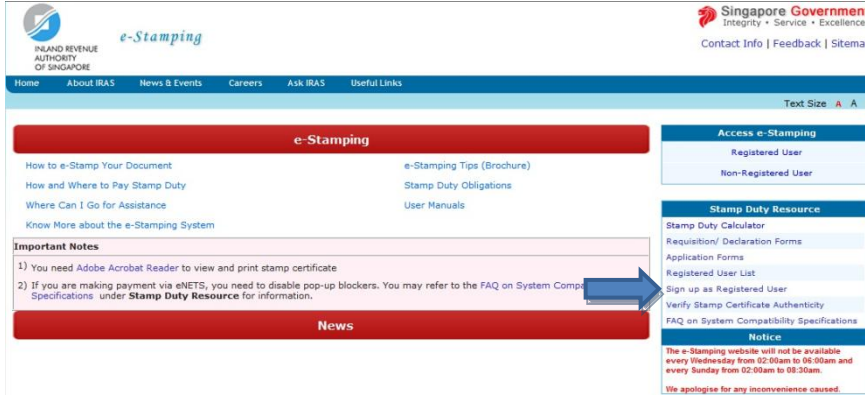
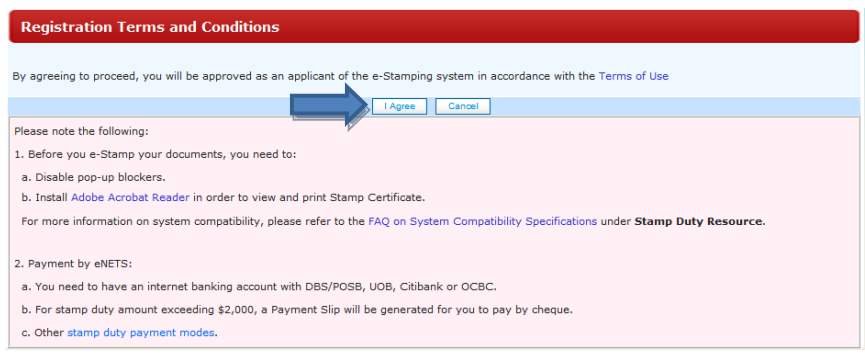
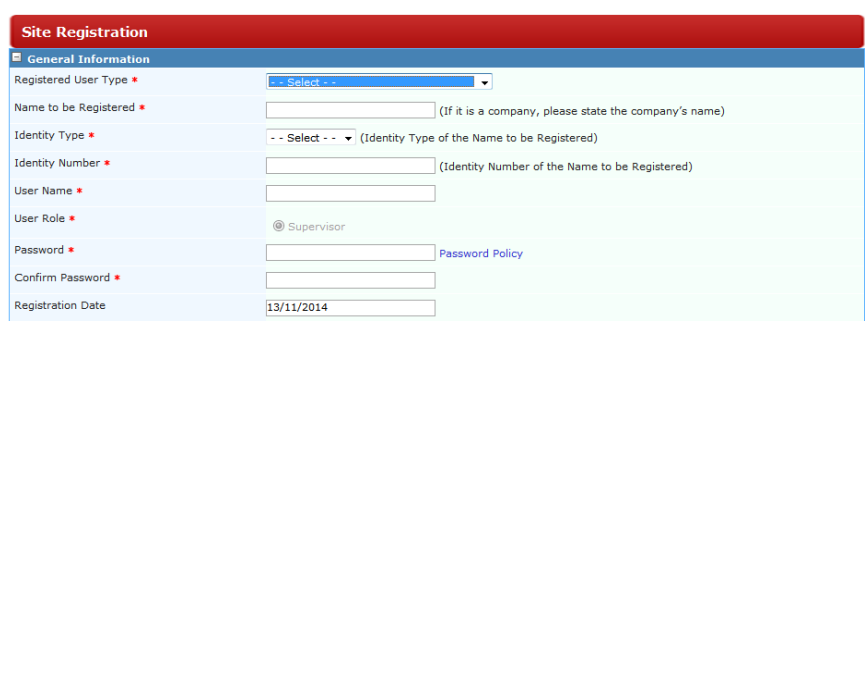
Description	Screenshots
<p>35. You can retrieve the application that was <b>saved as draft</b> in the following ways:</p> <ol style="list-style-type: none"> <li>Click the message link at the <b>Welcome Page</b> to display the <b>e-Application Draft</b> screen, or</li> <li>Click <b>e-Stamping</b>, followed by <b>e-Application Draft</b> on the left panel menu.</li> </ol> <p>36. For 35(b):</p> <ol style="list-style-type: none"> <li>Select the <b>Application Type</b> from the drop-down list, or</li> <li>Enter the <b>Draft Creation From/To Dates</b>.</li> <li>Click <b>Search</b> button to display the results.</li> </ol> <p>37. You can:</p> <ol style="list-style-type: none"> <li>Click the <b>Application Type</b> link to view or edit the details, or</li> <li>Click on the check box if you confirm that the information provided is complete and correct and click <b>Submit to IRAS</b> button.</li> </ol> <p><i>Note: The <b>Submit to IRAS</b> button can be used only where all the fields in the e-application form are completed.</i></p> <p>38. Verify the details in the <b>Consolidated Summary</b>.</p>	  



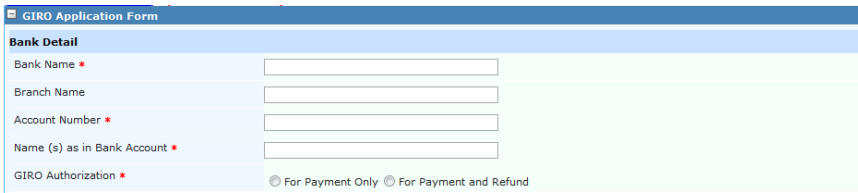
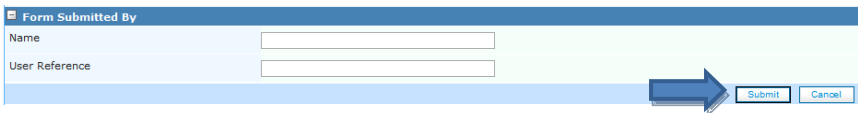
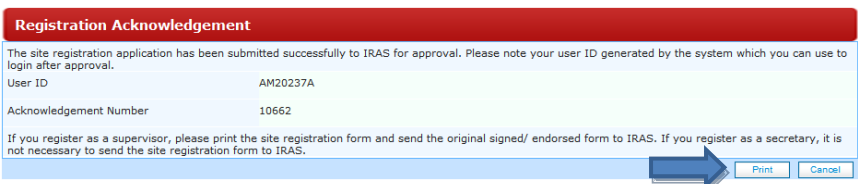
[Back to Main Menu](#)


## G. Sign up as Registered User




### Sign up as Registered User

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<p>1. Click <b>Sign up as Registered User</b> under <b>Stamp Duty Resource</b> at <a href="#">e-Stamping homepage</a>.</p>	
<p>2. Click <b>I Agree</b> button to proceed.</p>	
<p>3. <b>General Information:</b></p> <ol style="list-style-type: none"> <li>Select the <b>Registration User Type</b> from the drop-down list.</li> <li>Enter the <b>Name to be Registered</b>.</li> <li>Select the <b>Identity Type</b> from the drop-down list and enter the <b>Identity Number</b>.</li> <li>Enter the <b>User Name</b>.</li> <li>Enter your <b>password</b>. Repeat the password in <b>Confirm Password</b> field.</li> </ol> <p><b>Note:</b> Your new password should be at least 8 characters with a combination of upper case characters, lower case characters, numbers and symbols (ex. Welcome@1, Hello@123).</p>	

Description	Screenshots
<p>4. <b>Address:</b></p> <p>Enter the <b>postal code</b> of the property.</p> <p>Press '<b>Tab</b>' key to display the Block/ House Number and Street Name.</p> <p>Enter the Level-Unit, if applicable.</p>	
<p>5. <b>Contact information:</b></p> <p>Enter the following information:</p> <ol style="list-style-type: none"> <li><b>Phone number</b>, and</li> <li><b>Mobile number</b>, if applicable, and</li> <li><b>Fax number</b>, if applicable, and</li> <li><b>Email address</b> for a notification to be sent to after this e-application has been submitted.</li> </ol>	
<p>6. <b>GIRO Application Form - Bank detail:</b></p> <ol style="list-style-type: none"> <li>Enter the following information: <ol style="list-style-type: none"> <li><b>Bank name</b>, and</li> <li><b>Branch name</b>, if applicable, and</li> <li><b>Account number</b>, and</li> <li><b>Name(s) as in bank account</b>, and</li> </ol> </li> <li>Select whether the <b>GIRO authorization</b> is only for payment, or for both payment and refund.</li> </ol>	
<p>7. <b>Form Submitted By:</b></p> <p>Enter the following information:</p> <ol style="list-style-type: none"> <li><b>Name</b>, and</li> <li><b>User Reference</b>, if applicable.</li> </ol> <p>8. Click <b>Submit</b> button.</p>	
<p>9. Click <b>Print</b> button.</p>	

Description	Screenshots																														
<p>10. Click <b>Print</b> button to print the <b>e-Stamping Registration form</b>.</p> <p>11. Click <b>Print GIRO</b> button to generate the <b>GIRO form</b>.</p>	 <p style="text-align: right;">INLAND REVENUE AUTHORITY OF SINGAPORE</p> <h3 style="text-align: center;">IRAS - e-Stamping Site Registration Form</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="2">General Information</th> </tr> </thead> <tbody> <tr><td>Registered Name</td><td>ACCOUNTING FIRM</td></tr> <tr><td>Identity</td><td>UEN-BUSINESS 07204600K</td></tr> <tr><td>User Name</td><td>PETER</td></tr> <tr><td>Registered User Type</td><td>Accounting and Secretarial Firms</td></tr> <tr><td>Registration Date</td><td>13/11/2014</td></tr> <tr><td>User Role</td><td>Supervisor</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="2">Address Information</th> </tr> </thead> <tbody> <tr><td>Block/House Number</td><td>120</td></tr> <tr><td>Street Name</td><td>YISHUN RING ROAD</td></tr> <tr><td>Level-Unit</td><td>20 06</td></tr> <tr><td>Postal Code</td><td>760120</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="2">Contact Information</th> </tr> </thead> <tbody> <tr><td>Phone Number</td><td>61234567</td></tr> <tr><td>Email address</td><td>ACCOUNTING@EMAIL.COM</td></tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <p>Signature(s) Thumbprint(s) Company Stamp</p> <p><b>Print</b> <b>Print GIRO</b> <b>Cancel</b></p> </div>	General Information		Registered Name	ACCOUNTING FIRM	Identity	UEN-BUSINESS 07204600K	User Name	PETER	Registered User Type	Accounting and Secretarial Firms	Registration Date	13/11/2014	User Role	Supervisor	Address Information		Block/House Number	120	Street Name	YISHUN RING ROAD	Level-Unit	20 06	Postal Code	760120	Contact Information		Phone Number	61234567	Email address	ACCOUNTING@EMAIL.COM
General Information																															
Registered Name	ACCOUNTING FIRM																														
Identity	UEN-BUSINESS 07204600K																														
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Registered User Type	Accounting and Secretarial Firms																														
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Block/House Number	120																														
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Postal Code	760120																														
Contact Information																															
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Email address	ACCOUNTING@EMAIL.COM																														

Description	Screenshots																																						
<p>12. Click <b>Print</b> button.</p> <p>13. Submit both the <b>e-Stamping Site Registration</b> and <b>GIRO forms</b> to IRAS.</p>	<div style="text-align: right;">  <p>INLAND REVENUE AUTHORITY OF SINGAPORE</p> </div> <p><b>APPLICATION FORM FOR INTERBANK GIRO</b> (FOR PAYMENT AND REFUND OF STAMP DUTY)</p> <p><b>PART 1 : FOR APPLICANT'S COMPLETION (please write within the shaded areas)</b> (This form may take you about 3-5 minutes to complete if you have your bank passbook / statement on hand. Please do not fax the GIRO form to us as the bank requires the original signature for verification.)</p> <p>Date 13/11/2014</p> <p>Name and Address of Taxpayer ACCOUNTING FIRM 1, RUBY ROAD #20-06 SINGAPORE 600000</p> <p>Bank's Name TEST BANK</p> <p>Branch Name</p> <p>Bank Account Holder's Name ACCOUNTING FIRM</p> <p>Bank Account No. 001234567</p> <p>Contact (Tel/Fax) Number(s) of Taxpayer 61234567</p> <p>Applicant's ID (ASGD No.) A90007421E</p> <p><b>Please tick ✓ whether applicant is a/an:</b>  <input type="checkbox"/> Licensed Real Estate Agency    <input checked="" type="checkbox"/> Accounting/Secretarial Firm  <input type="checkbox"/> Law Firm    <input type="checkbox"/> Others</p> <p><b>Please select one option ✓</b>  <input type="checkbox"/> For Payment Only    <input checked="" type="checkbox"/> For Payment and Refund</p> <p>Bank Account Holder's Name Signature (s)/Thumb print(s)* (As in Bank's records)</p> <p><small>(a) I/We hereby instruct you to process the Commissioner of Stamp Duties' instructions to debit and credit my/our account.  (b) You are entitled to reject the Commissioner of Stamp Duties' debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.  (c) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our revocation through the Commissioner of Stamp Duties.</small></p> <p>* For thumbprint (s), please go to the Bank's /Financial company's respective branch with your identification document(s).</p> <p><b>PART 2 : FOR IRAS'S COMPLETION</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Bank</th> <th>Branch</th> <th>IRAS Stamp Duty Bank A/c No</th> <th>Taxpayer's Tax Reference Number</th> </tr> </thead> <tbody> <tr> <td>7</td><td>1</td><td>7</td><td>1</td> </tr> <tr> <td>0</td><td>0</td><td>1</td><td>0</td> </tr> <tr> <td>0</td><td>1</td><td>0</td><td>0</td> </tr> <tr> <td>1</td><td>0</td><td>0</td><td>1</td> </tr> <tr> <td>0</td><td>4</td><td>6</td><td>8</td> </tr> <tr> <td>6</td><td>8</td><td>6</td><td>0</td> </tr> <tr> <td>0</td><td>0</td><td>0</td><td>0</td> </tr> </tbody> </table> <table border="1" style="width: 100%;"> <thead> <tr> <th>Bank</th> <th>Branch</th> <th>Account No. to be Debited / Credited</th> </tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td> </tr> </tbody> </table> <p><b>PART 3: FOR BANK'S COMPLETION&gt;</b> To: IRAS This Application is hereby REJECTED (please tick) for the following reason(s) :  <input type="checkbox"/> Signature/Thumbprint # differs from Bank's records    <input type="checkbox"/> Wrong account number  <input type="checkbox"/> Signature/Thumbprint # incomplete/unclear #    <input type="checkbox"/> Amendments not countersigned by customer  <input type="checkbox"/> Account operated by signature/thumbprint #    <input type="checkbox"/> Others : _____</p> <p>Name of Approving Officer    Authorised Signature    Date    Verified by IRAS # Please delete where inapplicable</p> <p style="text-align: right;">   </p>	Bank	Branch	IRAS Stamp Duty Bank A/c No	Taxpayer's Tax Reference Number	7	1	7	1	0	0	1	0	0	1	0	0	1	0	0	1	0	4	6	8	6	8	6	0	0	0	0	0	Bank	Branch	Account No. to be Debited / Credited			
Bank	Branch	IRAS Stamp Duty Bank A/c No	Taxpayer's Tax Reference Number																																				
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6	8	6	0																																				
0	0	0	0																																				
Bank	Branch	Account No. to be Debited / Credited																																					

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## H. User Account Management (only for Registered Users)

[Changing password](#)

[Update contact information](#)

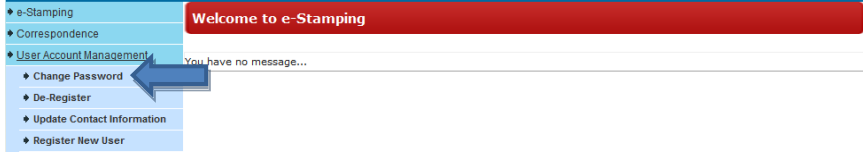
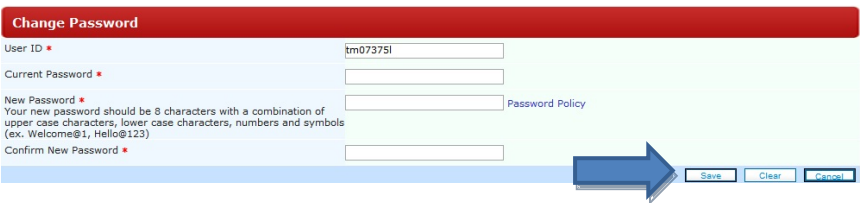
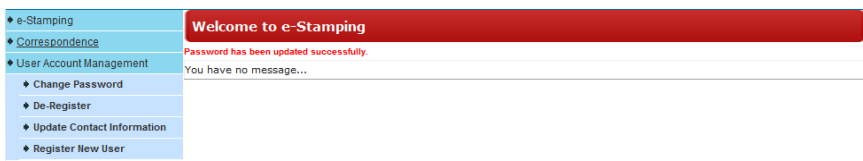
[De-register your e-stamping account](#)

[Adding new user\(s\)](#)

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### Changing password

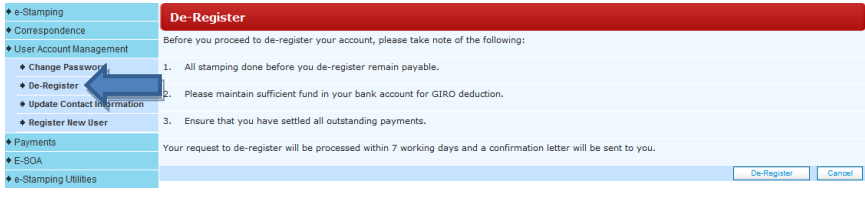
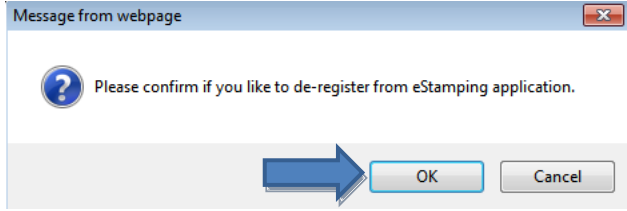
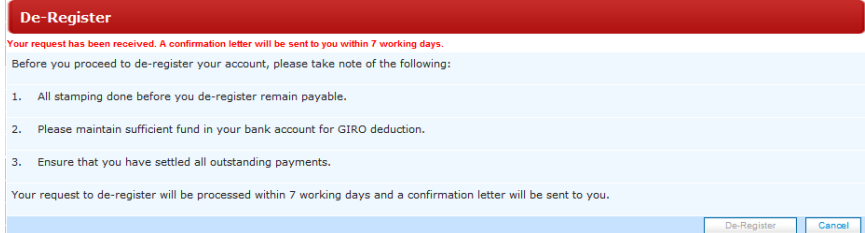
Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<p>1. Click <b>User Account Management</b> followed by <b>Change Password</b> on the left panel menu.</p>	
<p>2. Your <b>User ID</b> will be populated.</p> <p>3. Enter your <b>current password</b>, followed by the <b>new password</b>.</p> <p><i>Note: Your new password should be at least 8 characters with a combination of upper case characters, lower case characters, numbers and symbols (ex. Welcome@1, Hello@123)</i></p> <p>4. Repeat the new password in <b>Confirm New Password</b> field.</p> <p>5. Click <b>Save</b> button.</p>	
<p>6. The message "<b>Password has been updated successfully</b>" will be displayed at the Welcome Page.</p>	

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## De-Register your e-Stamping Account

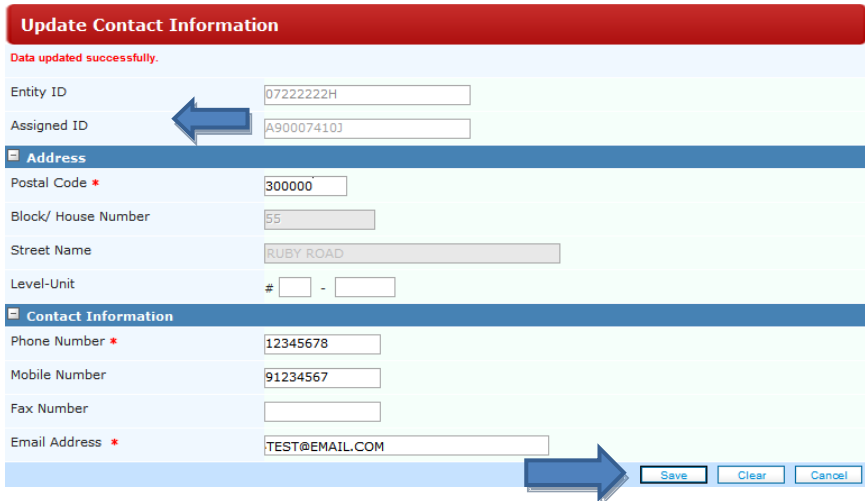
Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<p>1. Click <b>User Account Management</b> followed by <b>Register New User</b> on the left panel menu.</p> <p>2. Please take note of the messages on screen.</p> <p>3. Click <b>De-Register</b> button.</p>	
<p>4. Click <b>OK</b> button to proceed.</p>	
<p>5. The message "Your request has been received. A confirmation letter will be sent to you within 7 working days." Will be displayed.</p>	

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## Update Contact Information

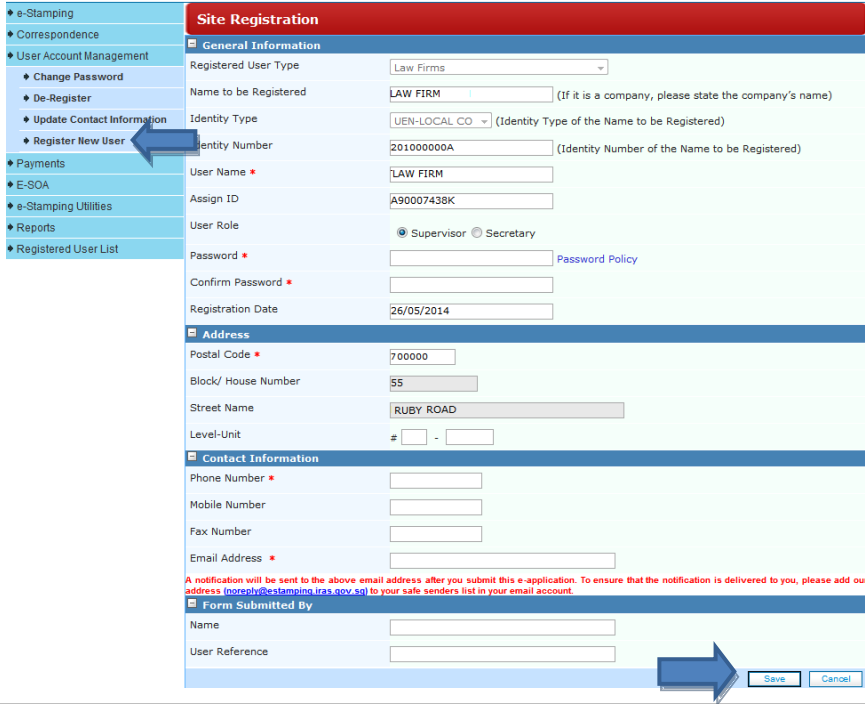
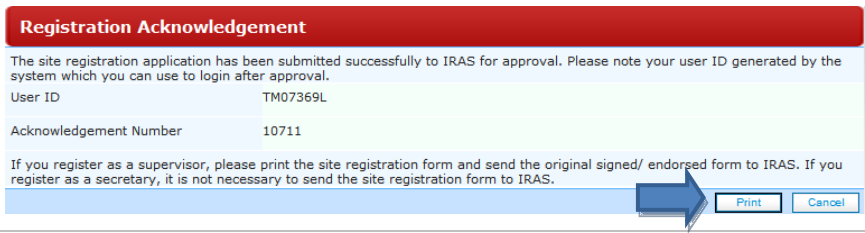
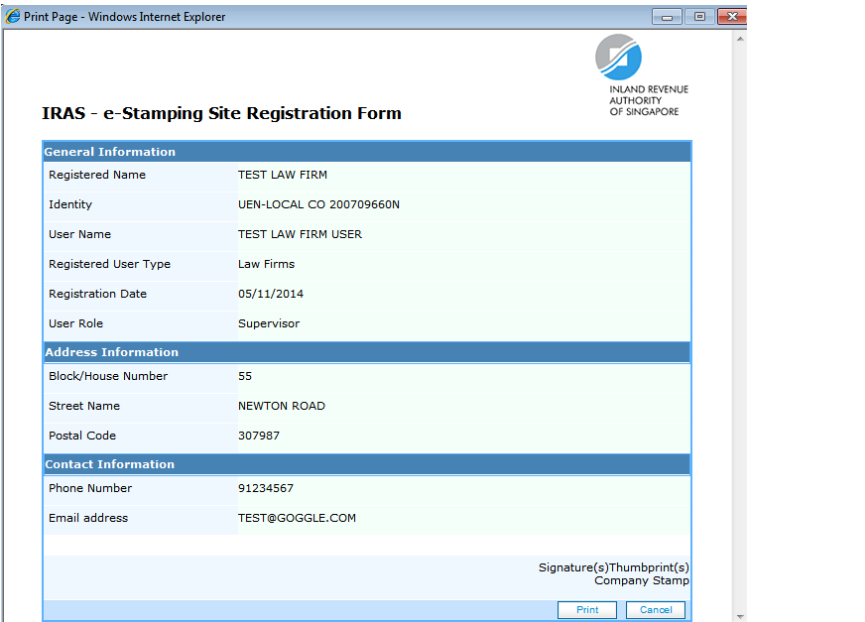
Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<ol style="list-style-type: none"> <li>1. Click <b>User Account Management</b> followed by <b>Update Contact Information</b> on the left panel menu.</li> <li>2. Update your details in the relevant fields.</li> <li>3. Click <b>Save</b> button.</li> <li>4. The message "<b>Data updated successfully</b>" will be displayed.</li> </ol>	

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## Adding New User(s)

Note: Fields with (\*) are mandatory and needs to be filled.

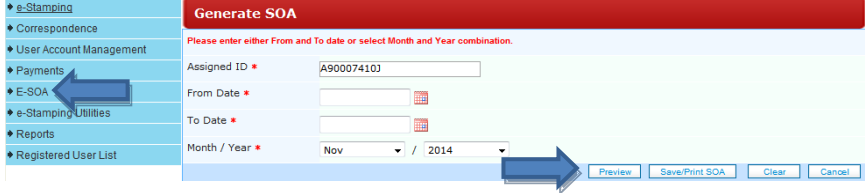
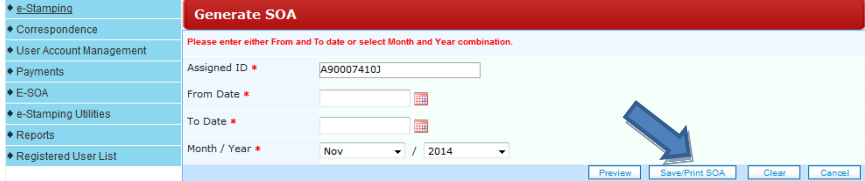
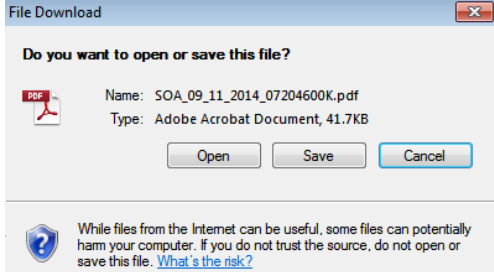
Description	Screenshots
<ol style="list-style-type: none"> <li>Click <b>User Account Management</b> followed by <b>Register New User</b> on the left panel menu.</li> <li>Enter the details in the fields.</li> <li>Click <b>Save</b> button.</li> </ol>	
<ol style="list-style-type: none"> <li>Click <b>Print</b> button to proceed.</li> </ol>	
<ol style="list-style-type: none"> <li>Click <b>Print</b> button.</li> <li>Submit the print copy of the <b>Site Registration Form</b> to IRAS for processing and approval.</li> </ol> <p><b>Note: The Site Registration Form need not be submitted to IRAS if the user role created is Secretary.</b></p>	

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## I. View e-SOA (only for Registered Users)

### View and print e-SOA

Note: Fields with (\*) are mandatory and needs to be filled.

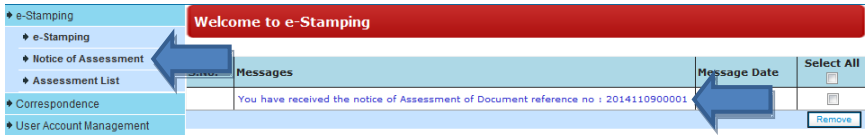
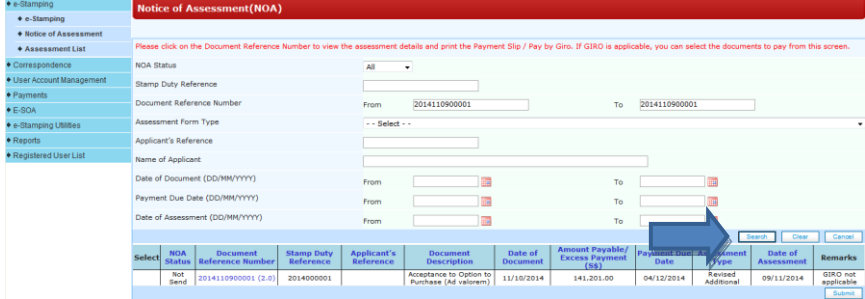
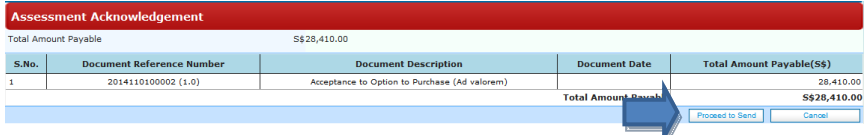
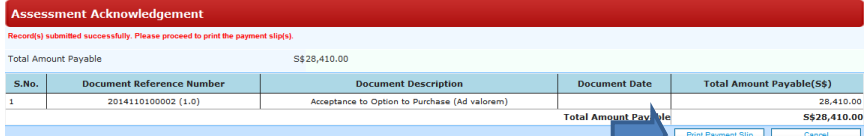
Description	Screenshots
<ol style="list-style-type: none"> <li>1. Click <b>E-SOA</b> on the left panel menu.</li> <li>2. Your <b>Assigned ID</b> will be auto-populated.</li> <li>3. You may retrieve your e-SOA by:               <ol style="list-style-type: none"> <li>a. Entering the <b>From Date</b> and <b>To Date</b>, OR</li> <li>b. Selecting the <b>Month / Year</b>.</li> </ol> </li> <li>4. Click <b>Preview</b> button to display your SOA.</li> </ol>	
<ol style="list-style-type: none"> <li>5. Click <b>Save/Print SOA</b> button to save or print your SOA.</li> </ol>	
<ol style="list-style-type: none"> <li>6. The SOA will be generated in PDF format.               <ol style="list-style-type: none"> <li>a. Click <b>Open</b> button to view and print the Stamp Certificate, or</li> <li>b. Click <b>Save</b> button to save it in your local drive.</li> </ol> </li> </ol>	

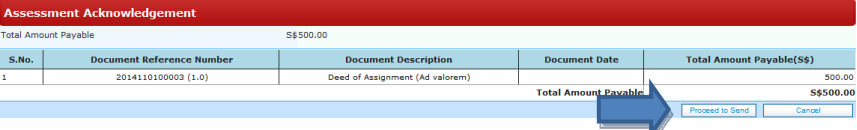
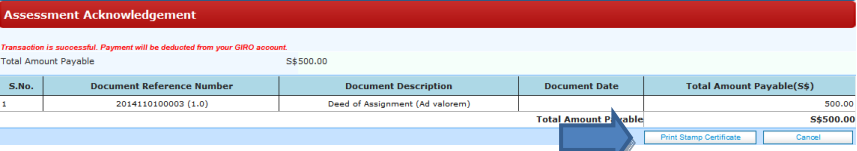
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## J. Retrieve Notice of Assessment (only for Registered Users)

### Retrieve Notice of Assessment (NOA)

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots																																										
<p>1. You can retrieve your <b>Notice of Assessment (NOA)</b> in the following ways:</p> <ol style="list-style-type: none"> <li>Click the message link at the <b>Welcome Page</b> to display the NOA screen, or</li> <li>Click <b>e-Stamping</b>, followed by <b>Notice of Assessment</b> on the left panel menu.</li> </ol>																																											
<p>2. For 1(b):</p> <ol style="list-style-type: none"> <li>Enter your search in the field(s) provided.</li> <li>Click <b>Search</b> button to display the results.</li> </ol> <p>3. Click the <b>Document Reference Number</b> link at the NOA screen to view the assessment details and print the Payment Slip or Pay by Giro.</p> <p>If GIRO is applicable, you can select the documents to pay.</p> <p><b>Note:</b> Only documents with "Not paid" status can be submitted.</p> <p>4. Verify the details in the notice of assessment.</p>	 <p><b>Notice of Assessment (NOA)</b></p> <p>- As the Total Amount Payable exceeds the limit to pay by GIRO, please make payment by cheque with the Payment Slip sent to you by IRAS or you can click on the "Print Payment Slip" button to print the Payment Slip.      - Please attach the cheque to the Payment Slip and send them to the address stated in the Payment Slip.      - When payment is cleared, you will receive a notification via the system to print the Stamp Certificate.</p> <p><b>NOA Details</b></p> <p>Applicant's Reference: [Blank]      Stamp Duty Reference: 2014000001      Assessment Type: Revised Additional      Document Reference Number: 2014110900001 Ver 2.0      Document Description: Acceptance to Option to Purchase (Ad valorem)      Date of Document: 11/10/2014</p> <table border="1"> <thead> <tr> <th colspan="6">Property Details</th> </tr> <tr> <th>S.No.</th> <th>Block/ House Number</th> <th>Street Name</th> <th>Level-Unit</th> <th colspan="2">Postal Code</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>RUBY ROAD</td> <td></td> <td colspan="2">600000</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="6">Vacant Land Details</th> </tr> <tr> <th>S.No.</th> <th>Hukim/ TS Number</th> <th>Lot Number</th> <th>PT/ PL/ Parcel Number</th> <th colspan="2">Street Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>2</td> <td>2</td> <td></td> <td></td> <td colspan="2"></td> </tr> </tbody> </table> <p><b>Stamp Duty Charges</b></p> <p>Buyer's Stamp Duty: S\$84,600.00      Additional Buyer's Stamp Duty: S\$56,350.00      Penalty: S\$251.00      Total Revised Amount: S\$141,201.00      Amount Paid: S\$0.00      Additional Amount Payable/ Excess Payment: S\$141,201.00      Payment Due Date (DD/MM/YYYY): 04/12/2014</p> <p><a href="#">Print Payment Slip</a> <a href="#">Cancel</a></p>	Property Details						S.No.	Block/ House Number	Street Name	Level-Unit	Postal Code		1	1	RUBY ROAD		600000		Vacant Land Details						S.No.	Hukim/ TS Number	Lot Number	PT/ PL/ Parcel Number	Street Name		1	1					2	2				
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1	1																																										
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<p><b>Payment by cheque or cashier's order</b></p> <ol style="list-style-type: none"> <li>Click <b>Proceed to Send</b> button.</li> <li>Click <b>Print Payment Slip</b> button (refer to <a href="#">payment by cheque or cashier's order</a>).</li> </ol>	 <p><b>Assessment Acknowledgement</b></p> <p>Records submitted successfully. Please proceed to print the payment slip(s).</p> <p>Total Amount Payable: S\$28,410.00</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Document Reference Number</th> <th>Document Description</th> <th>Document Date</th> <th>Total Amount Payable(\$\$)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2014110100002 (1.0)</td> <td>Acceptance to Option to Purchase (Ad valorem)</td> <td></td> <td>28,410.00</td> </tr> <tr> <td colspan="4"><b>Total Amount Payable</b></td> <td><b>S\$28,410.00</b></td> </tr> </tbody> </table> <p><a href="#">Proceed to Send</a> <a href="#">Cancel</a></p>  <p><b>Assessment Acknowledgement</b></p> <p>Records submitted successfully. Please proceed to print the payment slip(s).</p> <p>Total Amount Payable: S\$28,410.00</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Document Reference Number</th> <th>Document Description</th> <th>Document Date</th> <th>Total Amount Payable(\$\$)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2014110100002 (1.0)</td> <td>Acceptance to Option to Purchase (Ad valorem)</td> <td></td> <td>28,410.00</td> </tr> <tr> <td colspan="4"><b>Total Amount Payable</b></td> <td><b>S\$28,410.00</b></td> </tr> </tbody> </table> <p><a href="#">Print Payment Slip</a> <a href="#">Cancel</a></p>	S.No.	Document Reference Number	Document Description	Document Date	Total Amount Payable(\$\$)	1	2014110100002 (1.0)	Acceptance to Option to Purchase (Ad valorem)		28,410.00	<b>Total Amount Payable</b>				<b>S\$28,410.00</b>	S.No.	Document Reference Number	Document Description	Document Date	Total Amount Payable(\$\$)	1	2014110100002 (1.0)	Acceptance to Option to Purchase (Ad valorem)		28,410.00	<b>Total Amount Payable</b>				<b>S\$28,410.00</b>												
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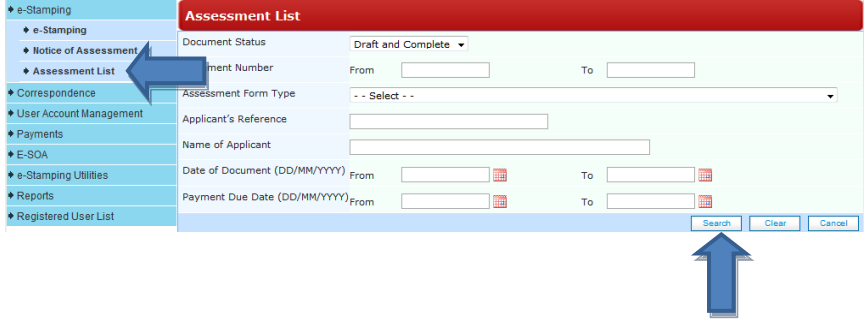
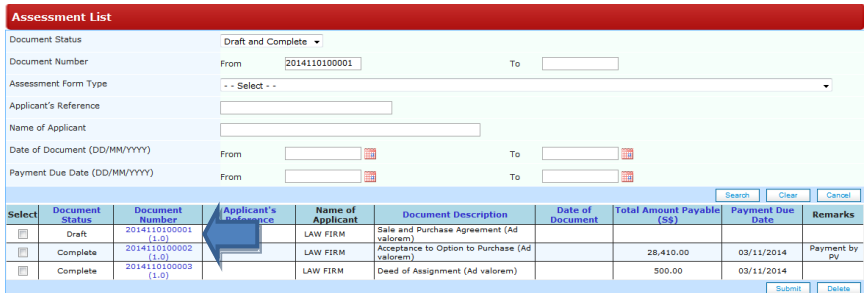
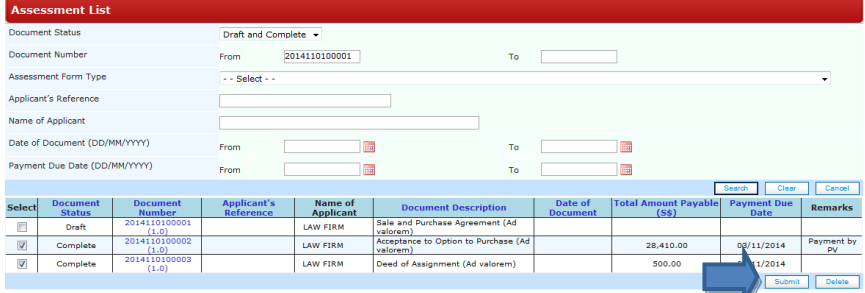
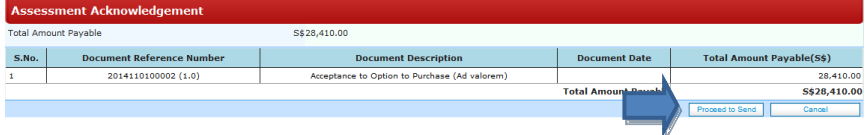
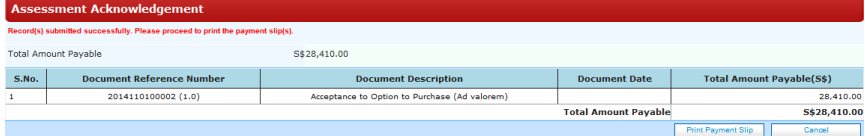
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<p><b><u>Payment by GIRO</u></b></p> <p>i. Click <b>Proceed to Send</b> button.</p> <p>ii. Click <b>Print Stamp Certificate</b> button (refer to <a href="#">payment by GIRO</a>).</p>	 <p><b>Assessment Acknowledgement</b></p> <p>Total Amount Payable \$5500.00</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Document Reference Number</th> <th>Document Description</th> <th>Document Date</th> <th>Total Amount Payable(S\$)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2014110100003 (1.0)</td> <td>Deed of Assignment (Ad valorem)</td> <td></td> <td>500.00</td> </tr> <tr> <td colspan="4"><b>Total Amount Payable</b></td> <td><b>\$5500.00</b></td> </tr> </tbody> </table> <p><b>Proceed to Send</b> <input type="button" value="Cancel"/></p>  <p><b>Assessment Acknowledgement</b></p> <p><i>Transaction is successful. Payment will be deducted from your GIRO account.</i></p> <p>Total Amount Payable \$5500.00</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Document Reference Number</th> <th>Document Description</th> <th>Document Date</th> <th>Total Amount Payable(S\$)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2014110100003 (1.0)</td> <td>Deed of Assignment (Ad valorem)</td> <td></td> <td>500.00</td> </tr> <tr> <td colspan="4"><b>Total Amount Payable</b></td> <td><b>\$5500.00</b></td> </tr> </tbody> </table> <p><b>Print Stamp Certificate</b> <input type="button" value="Cancel"/></p>	S.No.	Document Reference Number	Document Description	Document Date	Total Amount Payable(S\$)	1	2014110100003 (1.0)	Deed of Assignment (Ad valorem)		500.00	<b>Total Amount Payable</b>				<b>\$5500.00</b>	S.No.	Document Reference Number	Document Description	Document Date	Total Amount Payable(S\$)	1	2014110100003 (1.0)	Deed of Assignment (Ad valorem)		500.00	<b>Total Amount Payable</b>				<b>\$5500.00</b>
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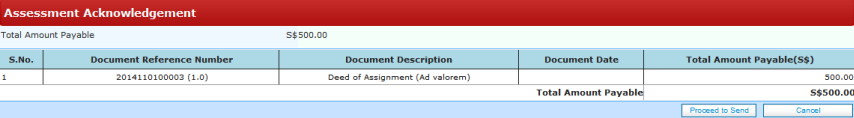
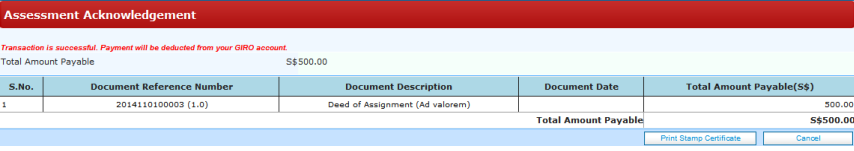
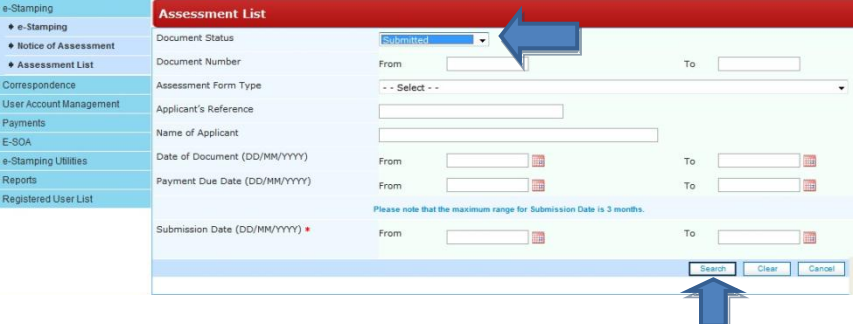
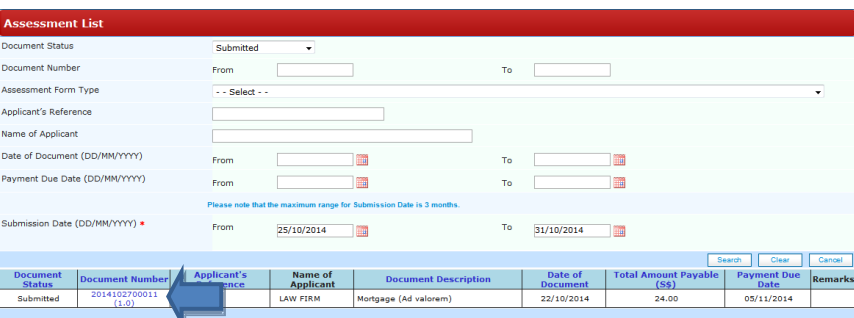
## K. Retrieve Stamping Records (only for Registered Users)

### Retrieve stamping records from Assessment List

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<ol style="list-style-type: none"> <li>Click <b>e-Stamping</b>, followed by <b>Assessment List</b> on the left panel menu.</li> <li>The <b>Document Status</b> field is defaulted to <b>Draft and Complete</b>. You may select the relevant status from the drop-down list.</li> <li>Enter your search in the field(s) provided.</li> <li>Click <b>Search</b> button to display the results.</li> </ol>	
<ol style="list-style-type: none"> <li>For <b>draft</b> and <b>completed</b> documents, you may:             <ol style="list-style-type: none"> <li>Click <b>Document Reference Number</b> link to edit or view the details of the draft or completed document.</li> <li>Check the box(es) of the Document Reference Number(s), click <b>Delete</b> button to delete the document(s).</li> <li>Check the box(es) of the Document Reference Number(s), click <b>Submit</b> button to submit the document(s) to IRAS for document(s) where the status is <b>Complete</b>.</li> </ol> </li> </ol>	 
<p><b><u>Payment by cheque or cashier's order</u></b></p> <ol style="list-style-type: none"> <li>Click <b>Proceed to Send</b> button.</li> <li>Click <b>Print Payment Slip</b> button (refer to <a href="#">payment by cheque or cashier's order</a>).</li> </ol>	 




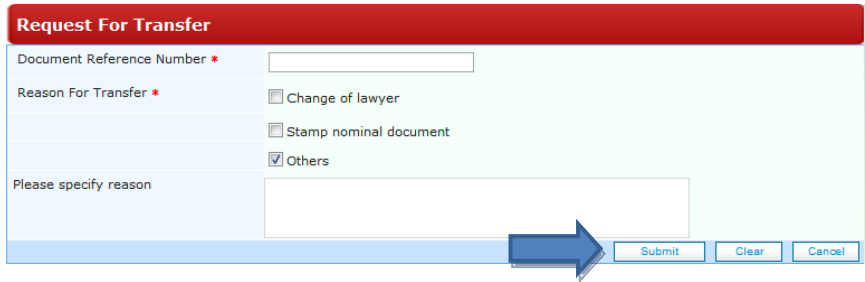
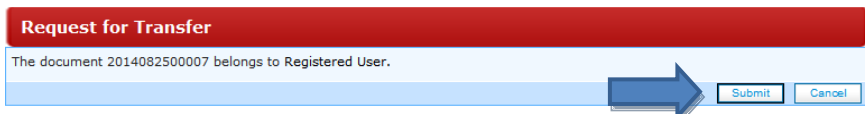
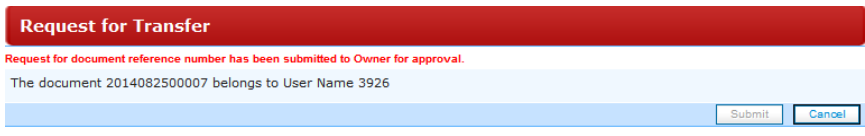
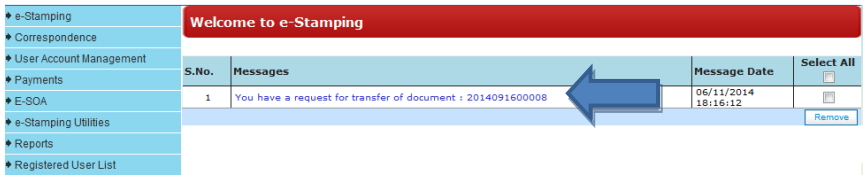

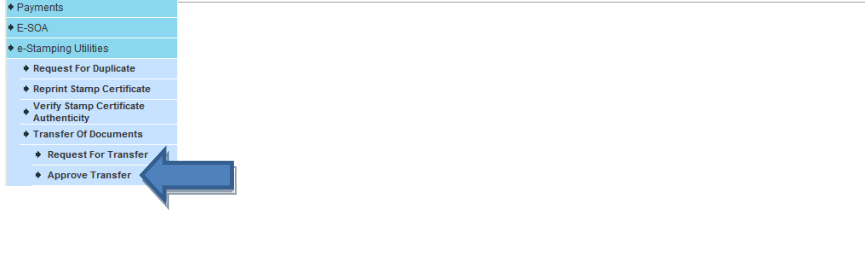
Description	Screenshots
<p><b>Payment by GIRO</b></p> <p>iii. Click <b>Proceed to Send</b> button.</p> <p>iv. Click <b>Print Stamp Certificate</b> button (refer to <a href="#">payment by GIRO</a>).</p>	 
<p>6. For documents already submitted to IRAS, select <b>Submitted</b> from the <b>Document Status</b> drop-down list.</p> <p>7. Enter your search in the <b>Submission Date From/ To</b> fields and other field(s) provided.</p> <p>8. Click <b>Search</b> button to display the results.</p>	
<p>9. Click <b>Document Number</b> link to view the details of the document.</p>	

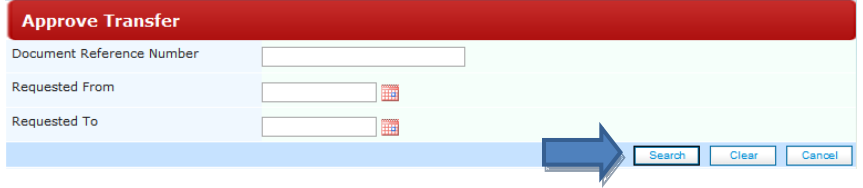
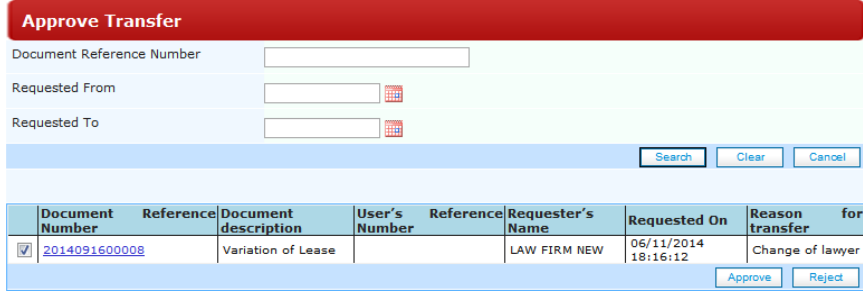

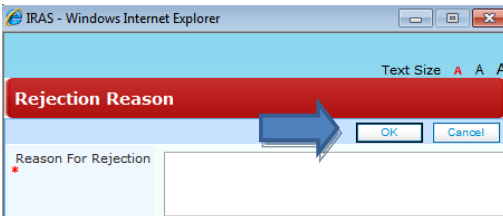

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## L. Transfer of Document (only for Registered Users)

### Request and approve transfer of document

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<ol style="list-style-type: none"> <li>Click <b>e-Stamping Utilities</b>, followed by <b>Transfer of Documents</b> on the left panel menu.</li> <li>Click <b>Request for Transfer</b> for the document that you would like to be transferred to you.</li> </ol>	
<ol style="list-style-type: none"> <li>Enter your search in the following mandatory fields:             <ol style="list-style-type: none"> <li><b>Document Reference Number</b>, AND</li> <li><b>Reason for Transfer</b>.</li> </ol> <p>Where <b>Others</b> is selected, enter the reason for the transfer.</p> </li> <li>Click <b>Submit</b> button.</li> <li>A message will be shown that the document belongs to which user.</li> <li>Click <b>Submit</b> button to send the request to the user.</li> </ol>	  
<ol style="list-style-type: none"> <li>For requests of transfer of documents from your account, you will receive a notification of a request for transfer at the welcome page once you login.</li> <li>You may click on the link to go to the request directly.</li> <li>You may also click <b>e-Stamping Utilities</b>, followed by <b>Transfer of Documents</b> on the left panel menu.</li> <li>Click <b>Approve Transfer</b> to approve the request.</li> </ol>	  

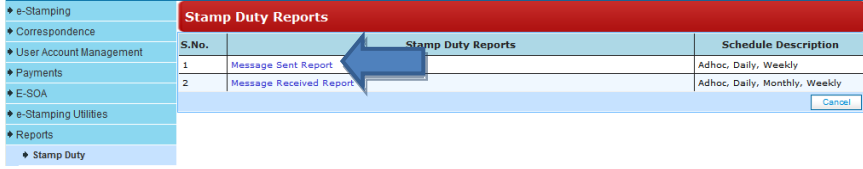


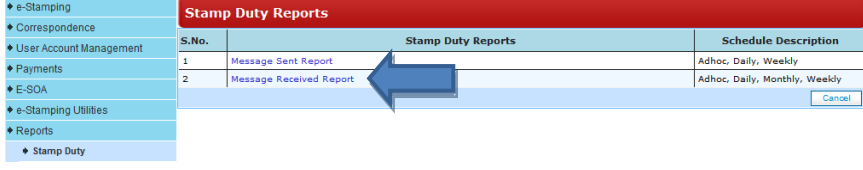


Description	Screenshots																
<p>11. Enter your search in the following fields:</p> <ol style="list-style-type: none"> <li><b>Document Reference Number</b>, OR</li> <li><b>Requested From</b> and <b>To</b> dates.</li> </ol> <p>12. Click <b>Search</b> button.</p>																	
<p>13. The Approve Transfer screen will be displayed showing the record along with the <b>Approve</b> and <b>Reject</b> button.</p> <p>14. To approve the request, check the box of the Document Reference Number and click <b>Approve</b> button.</p>	 <table border="1" data-bbox="603 748 1469 815"> <thead> <tr> <th>Document Number</th> <th>Reference</th> <th>Document description</th> <th>User's Number</th> <th>Reference</th> <th>Requester's Name</th> <th>Requested On</th> <th>Reason for transfer</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>2014091600008</td> <td>Variation of Lease</td> <td></td> <td></td> <td>LAW FIRM NEW</td> <td>06/11/2014 18:16:12</td> <td>Change of lawyer</td> </tr> </tbody> </table>	Document Number	Reference	Document description	User's Number	Reference	Requester's Name	Requested On	Reason for transfer	<input checked="" type="checkbox"/>	2014091600008	Variation of Lease			LAW FIRM NEW	06/11/2014 18:16:12	Change of lawyer
Document Number	Reference	Document description	User's Number	Reference	Requester's Name	Requested On	Reason for transfer										
<input checked="" type="checkbox"/>	2014091600008	Variation of Lease			LAW FIRM NEW	06/11/2014 18:16:12	Change of lawyer										
<p>15. The message "<b>Document transferred successfully</b>" will be displayed.</p>																	
<p>16. To reject the request, click <b>Reject</b> button.</p> <p>17. Enter the reason for rejection at the Rejection Reason screen.</p> <p>18. Click <b>OK</b> button.</p> <p>19. The message "<b>Document transfer rejected successfully</b>" will be displayed.</p>	 																

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## M. Generate Reports (only for Registered Users)

### Generate reports

Note: Fields with (\*) are mandatory and needs to be filled.

Description	Screenshots
<p>1. Click <b>Reports</b>, followed by <b>e-Stamp Duty</b> on the left panel menu.</p>	
<p>2. Click <b>Message Sent Report</b> for to retrieve documents that have been sent to IRAS.</p> <p>3. Enter the date range that you wish to view.</p> <p>Click  to view in excel format, or <b>Generate</b> button to view in pdf format.</p>	
<p>4. Click <b>Message Received Report</b> to retrieve documents that IRAS sent to you.</p>	
<p>5. Enter the date range that you wish to view.</p> <p>Click  to view in excel format, or <b>Generate</b> button to view in pdf format.</p>	

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