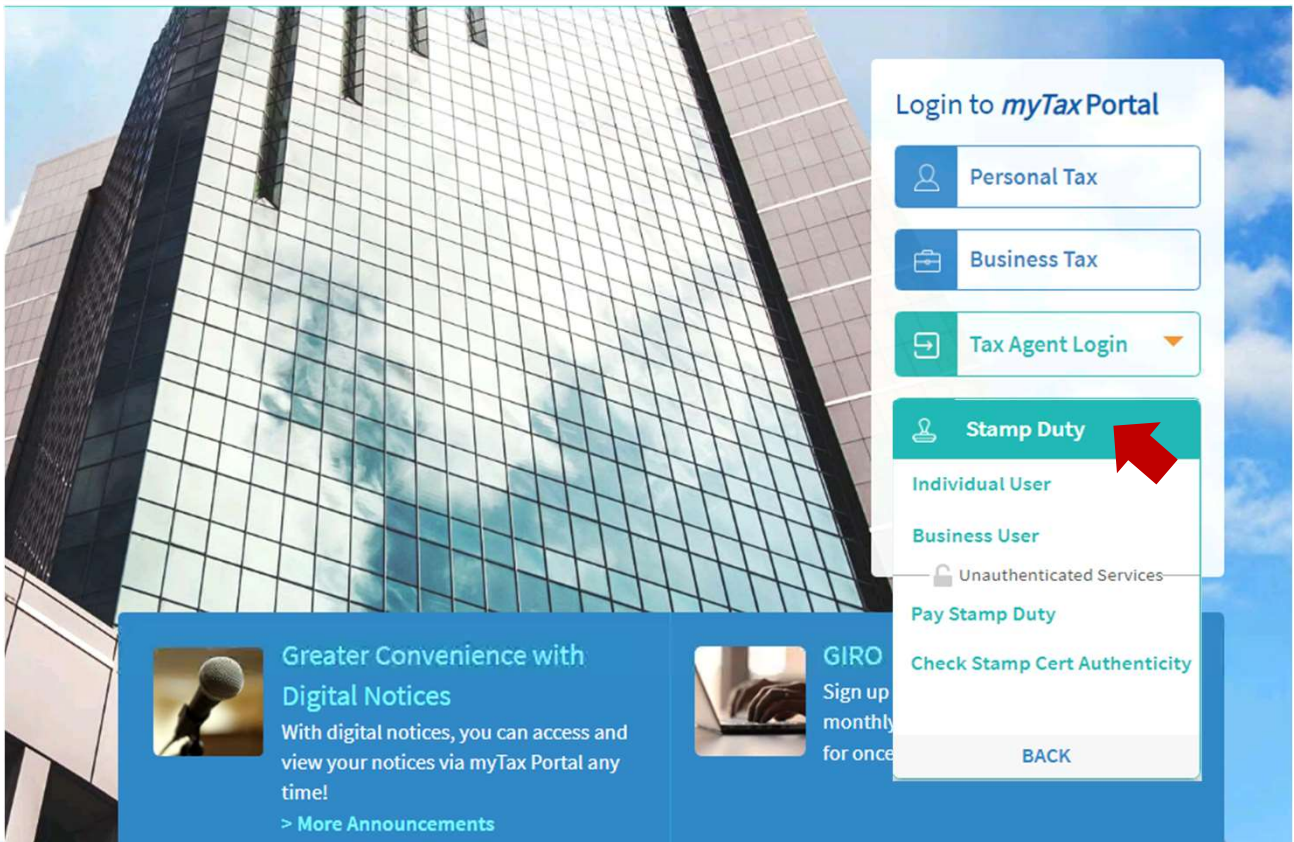


Stamp Lease and Tenancy



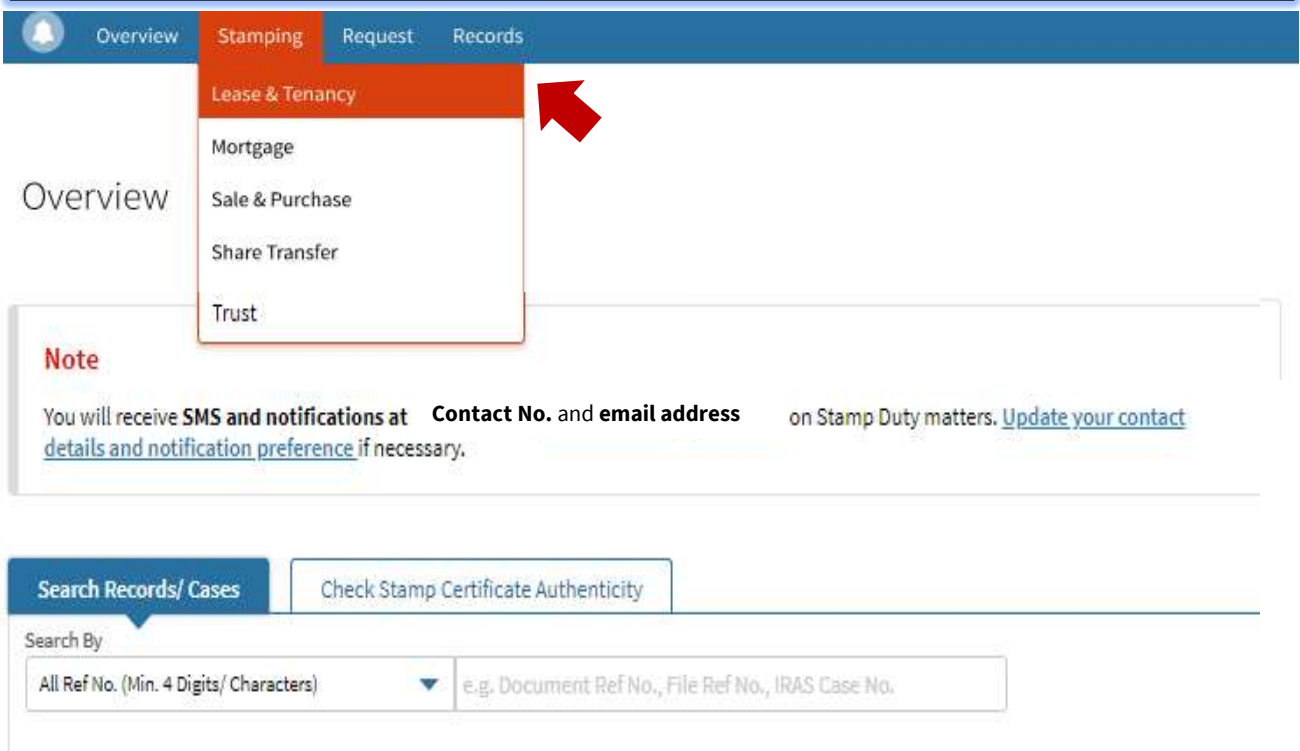
Table of Contents	
Login	Page 2
Form Filling	Page 3
Summary	Page 8
Payment	Page 10

- Go to <https://mytax.iras.gov.sg/>
- Select '**Stamp Duty**' and Login as "**Individual User**" or "**Business User**".



Upon successful login, you will reach the Overview page.

Select '**Stamping**' then '**Lease & Tenancy**'.



Lease & Tenancy

Step 1 of 7

Getting Started

1 **File Ref No. (optional)** ⓘ
 e.g. A123/C456-78

To ease future search, you may include the File Reference Number which your organisation has assigned for this case.

2 **Nature of Transaction***

Select

- Lease/ Tenancy Agreement
- Assignment of Lease
- Novation of Lease
- Surrender of Lease
- Variation of Lease

3 **Document Description/ Title***

Select

- Acceptance to Offer of Lease
- Lease/ Agreement for Lease
- Tenancy Agreement

1 Getting Started

- 2 Property/ Land Details
- 3 Rental Details
- 4 Remission/ Relief/ Exemption (if applicable)
- 5 Summary
- 6 Payment (if applicable)
- 7 Acknowledgement

CLOSE

Enjoy less form-filling

You may retrieve a past related stamping record (if applicable) to speed up the form-filling.

4 **Document Ref No.***

e.g. 2101311234567

Enter Document Ref No. to retrieve related stamping record. <SKIP> if not applicable.

SKIP RETRIEVE

Document Details

Format of Document*

5 **Physical** Electronic

*if format is "Electronic", refer to Section 5.1

A printed or handwritten agreement executed/ signed in the paper-based format.

📌 Tips: Select 'Physical' if your document is in printed form.

5.1 **Format of Document***

Physical **Electronic**

An electronic document or communication record that together effect and conclude the transaction. Electronic records include anything sent by e-mail, SMS or any Internet-based messaging service e.g. WhatsApp, Telegram etc.

5.1

Mode of Offer* ⓘ

Select

- Email
- Messaging Service (e.g. SMS, WhatsApp)
- Website/ Portal
- Physical
- Verbal
- Others

For scenarios involving multiple sellers and/ or multiple buyers, as long any party provides an electronic offer/acceptance, the instrument would be considered electronic. ✕

Mode of Acceptance* ⓘ

Select

- Email
- Messaging Service (e.g. SMS, WhatsApp)
- Website/ Portal
- Physical
- Others

For scenarios involving multiple sellers and/ or multiple buyers, as long any party provides an electronic offer/acceptance, the instrument would be considered electronic. ✕

6

Document signed in*

Singapore

Overseas

*if "Overseas", you will also need to indicate the following

Date of Document* ⓘ

dd/mm/yyyy

The date the document is signed. Please fill this in unless the date is unavailable. ✕

Date of Document is unavailable

Received Date of Document in Singapore*

dd/mm/yyyy

7

Landlord/ Lessor Details

8

Profile* ⓘ

Select

- Singapore Citizen
- Singapore PR
- Foreigner
- Entity

Identity No.*

NRIC Identity No.

Name*

Name of Landlord/Lessor

Mobile No.*

+65 Mobile No.

If "Entity" profile is selected

Select

- UEN-LOCAL CO
- UEN-BUSINESS
- UEN-OTHERS
- OTHERS

+ Add Select "Add" if there are more than landlord/lessor

Tenant/ Lessee Details

9

Profile* Country of Nationality*

Foreigner Country

Identity No.*

Select

FIN

PASSPORT

OTHERS

Name*

Name of Tenant/Lessee

+ Add

CONTINUE 



Step 2 of 7

2 Property/ Land Details

Property/ Land Details

Select Property if the transaction involved immovable premise such as HDB flats, condominium, etc

10

+ Property | Land

Select **“Property”** or **“Land”**, whichever is applicable
If **“Property”**, refer to Section 10.1.

Property/ Land Details

Select Property if the transaction involved immovable premise such as HDB flats, condominium, etc

MK/ TS*

MK

MK

TS

Street Name

Enter Street Name

Lot No.*

e.g. U999999X

Plot/ Parcel No.

e.g. 99999M

Master Plan Zoning*

Select

Residential

Residential with Commercial at 1st Storey

Commercial and Residential

White

Residential/ Institution

Non-Residential

+ Property | Land

If **<Land>** is selected

Property/ Land Details

10.1

Select Property if the transaction involved immovable premise such as HDB flats, condominium, etc

Enter Postal Code*

123456 RETRIEVE

+ Property | Land Select <Property>

After the Postal Code is retrieved, the property details will be populated.

Street Name, Postal Code

Level-Unit # 01 - 1234A

+ MORE UNITS

Add More Units

S/N	#Level	Units
1	01	1234A
2	01	1234A
3	01	1234A
4	01	1234A
5	01	1234A
6	01	1234A
7	01	1234A
8	01	1234A

CANCEL DONE

Select

- Private Residential (Landed or Condo)
- Executive Condominium
- HDB Residential
- Mixed (with Residential Use)
- Commercial
- Industrial
- Others

Letting Type*

Whole

Partial

Total Lettable Area*

0.00 sqft

- sqft
- sqm

Lettable Area is unavailable

+ Property | Land

BACK CONTINUE

3 Rental Details

Rental Details

Lump sum payment (excluding security deposit) made for this lease. Please provide the breakdown of the lump sum payment (if applicable) made for residential and non-residential components.

Any premium/ consideration made for the lease* (excluding the rental security deposit)

11

- Yes
- No

Specify the amount of premium/ consideration*

Non-residential (S\$)

12

Is monthly rent payable for the lease?*

13

- Yes
- No

Details Of Rental Charges

14

Specify the Period of Lease

Start Date* **End Term*** by Date End date is indefinite

Breakdown of Rental Charges (in S\$ excluding GST)

A. Contracted Rent **Market Rent (if different from Contracted Rent)** The fair market rent of the property during the lease period.

B. Furniture & Fittings

[-] ADDITIONAL CHARGES

C. Service Charges

D. Management Fund - for Strata Units (exclude Sinking Fund)

E. Advertising & Promotion Fees Variable rent component or Gross Turnover (GTO) Rent is calculated as x% of the business turnover generated at the premises (retail leases based on preceding year amount).

F. Estimated Variable Rent/ GTO Rent

Total Gross Rent per Month: S\$ 0.00
 Period of Lease: - 0 Month

Add

Select "Add", if there is varied rent during the lease term

BACK CONTINUE



4 Remission/ Relief/ Exemption (if applicable)

Remission/ Relief/ Exemption

Status of Eligibility

None is applicable on this document.
You may continue to the next step.

BACK

CONTINUE



15



5 Summary

16

Review and declare if information entered are correct before submitting.

Summary

Transaction Details [EDIT](#)

Select to edit Section

Nature of Transaction

Lease/ Tenancy Agreement

Document Description/ Title

Tenancy Agreement

Format of Document

Physical

Document signed in

Singapore

Date of Document

17 Jun 2022

Summary of Charges

For Document Ref No.

2206172969559

Stamp Duty

S\$ 126.00

Total Amount Payable

S\$ 126.00

Payment Due Date

01 Jul 2022

Amount payable will be shown here

Landlord/ Lessor Details [EDIT](#)

Name of Landlord/Lessor

Profile

Identity No.

Mobile No.

Tenant/ Lessee Details [EDIT](#)

Name of Tenant/Lessee

Profile

Identity No.

Property/ Land Details [EDIT](#)

Street Name, Postal Code	Property Type Commercial
Level-Unit Unit No.	Letting Type Whole
	Total Lettable Area 98.00 sqm

Rental Details [EDIT](#)

Any premium/ consideration made for the lease?
Yes

Non-residential
S\$ 10,000.00

Is monthly rent payable for the lease?
Yes

Period of Lease	Monthly Rent Breakdown	Amount (S\$)
30 Dec 2021 - 29 Jan 2022 1 Months	Contracted Rent	6,500.00
	Total Gross Rent Per Month:	6,500.00

A. Total Gross Rent
S\$ 6,500.00

B. Total Period of Lease
1 Months

Average Rent(A/B)
S\$ 6,500.00

Remission/ Relief/ Exemption [EDIT](#)

None is applied on this document.

Declaration

Please review the entered information before submitting. Errors in your submission will affect the stamp duty assessment and subsequent amendment may take up to 30 days for review.

I declare that*

Select this box once you have reviewed the information.

- The information given in this transaction, is true, correct and complete to the best of my knowledge.
- I am aware that under Section 62 of the Stamp Duties Act, I shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 3 years or to both, if false information is furnished.

[SAVE AS PDF/ PRINT](#)

BACK

SUBMIT TO IRAS



LOGIN

FORM FILLING

SUMMARY

PAYMENT

Proceed to Pay

Once the record(s) is submitted to IRAS, you will be liable for payment. Enforcement action will be taken for non-payment after the due date.

[CANCEL](#)

[PAY](#)

18

LOGIN

FORM FILLING

SUMMARY

PAYMENT

6 Payment (if applicable)

Step 6 of 7

Payment

Payment for Stamp Duty

Amount Payable
S\$624.00

You are making payment for Stamp Duty with the following Document Ref No.:

Document Ref No.
2206172972471 [COPY](#)

IMPT! Please note down the **Document Ref No.**

NOTE: After making full payment, you will be able to download the Stamp Certificate immediately at the Acknowledgement page.

Proceed to make payment via the preferred payment mode.

Select your payment mode*

Your payment amount is subject to the daily transaction limit set for your bank account.

PayNow QR
Pay with your bank's app that supports payment by QR code. Find out about [PayNow QR](#).
Successful payment would be posted to your tax account immediately.

AXS
AXS offers various payment options such as eNETS Debit and Visa/ Mastercard credit and debit cards. [AXS Payment Options](#)
Successful payment would be posted to your tax account immediately.

Funds Transfer via FAST
Authentication at your banking portal is required.
Successful payment would be posted to your tax account immediately.

Internet Banking
You will be directed to your bank's Internet Banking Portal to complete the payment.
Successful payment would be posted to your tax account within 3 working days.

Select Bank

Proceed to Acknowledgement
Select this option if you

- wish to pay using offline payment modes/ by a third party; or
- have made payment previously

AXS Payment Options

- Website (AXS e-Station)
eNETS Debit, DBS PayLah!, Visa/ Mastercard credit and debit cards (DBS/ POSB, Citibank, OCBC and UOB) and Diners Club credit card.
- Mobile App (AXS m-Station)
eNETS Debit, NETSPay, DBS PayLah!, OCBC Pay Anyone, Pay+Earn, Visa/ Mastercard credit and debit cards (DBS/ POSB, Citibank, OCBC and UOB) and Diners Club credit card.

For offline payment modes such as cheque, select **<Proceed to Acknowledgement>**

19

7 Acknowledgement

*if on GIRO deduction

Acknowledgement

Successful Submission (Pending Payment)

Your account will only be updated after IRAS receives your payment.

The Stamp Certificate(s) will be generated after payment is received by IRAS.


Acknowledgement No.	5000000026002	Date/ Time	17 Jun 2022 5:14 PM
----------------------------	---------------	-------------------	---------------------

A copy of this acknowledgement can be found under [Notices/ Letters](#).

20

Amount Payable
S\$624.00

You may use the following Document Ref no. when using [other payment modes](#).

Document Ref No.
2206172972471 

IMPT! Please note down the **Document Ref No.**

20.1

If you are on **GIRO deduction**, you will see the following Acknowledgement page and Stamp Certificate will be ready for your download once payment is successful.

Acknowledgement

Successful Submission. Pending GIRO Deduction.

Please ensure sufficient funds for the GIRO deduction.

Stamp Certificate(s) will be invalidated if deduction fails, as there will not be another GIRO deduction.

A copy of the Stamp Certificate(s) will be made available under [Notices/ Letters](#) for each party liable and the applicant.

Acknowledgement No.	5000000026047	Date/ Time	20 Jun 2022 11:18 AM
Total Amount Payable	S\$ 624.00	Payment Mode	GIRO
Date of Deduction	21 Jun 2022	Bank Account	OCBC 132456798

A copy of this acknowledgement can be found under [Notices/ Letters](#).



Stamp Certificate

Download and attach stamp certificate to your document.

[StampCert_2206202978348_ver1.pdf](#) (PDF, 0.09MB)

Download stamp certificate