

Application for Lease Extension / Lease Renewal

Note to applicant: Please read the following before you complete this form.
This form may take you 10 minutes to fill in.

1. Government Policy for Lease Extension

In general, the Government's policy is to allow leases to expire without extension. In land scarce Singapore, we need to recover land upon lease expiry to re-allocate it to meet fast changing socio-economic needs. Nevertheless, the Government will consider extension of State leases on a case-by-case basis where they are in line with planning intention and help to further specific economic and social objectives.

2. To help us process your case promptly, please attach the following documents

(i) All URA planning approvals including Provisional Permission, Written Permission and any extensions to Provisional Permission for the proposed development on the site.

(ii) 2 copies of cadastral plan and location plan each. You may purchase the plan through INLIS at <http://www.inlis.gov.sg> by selecting "Survey Cadastral Map" from the "Land Survey Information" menu.

The cadastral plan should contain the following particulars:

- (a) all existing roads, cadastral boundaries, lot numbers and Mukim / Town Subdivision boundaries.
- (b) the development site outlined in red.

(iii) Please attach a photograph showing the existing development on the site.

(iv) Photocopy of the Certificate of Title / Last Deed of Conveyance of the land.

(v) Processing fee of \$1,000.00 for each lot applied for. Payment can either be made:

- (a) via CashCard or NETS at our service counter; or
- (b) by way of a cheque made payable to "**Commissioner of Lands, SLA**".

3. Please note the following:

(i) The fee payable for processing the application is not refundable.

(ii) You are required to complete every part of this application form. Indicate "NA" or "Nil" where applicable.

(iii) For prospective purchasers, you may only submit a formal application for the lease extension after you have become the registered proprietor of the site.

4. Please send your completed application form, together with the enclosures and processing fee to:

**55 Newton Road #12-01 Revenue House
Singapore 307987**

For Official Use

Processing Fees Received: Y/N

Amount Received: _____

If received by cheque, cheque no. _____

Acknowledged by: _____

Signature/Designation/Date _____

Application for Lease Extension / Lease Renewal

1 Applicant Details

(i) For non-strata developments, if the lots within the development site are owned by more than 1 owner, the application must be jointly submitted by all owners.

(ii) For strata developments, if the Management Corporation wishes to apply for lease extension on the behalf of its subsidiary proprietors, please furnish documentation on the special resolution authorising the Management Corporation to submit the application, accept the offer and to execute the fresh State Lease on behalf of all the subsidiary proprietors.

Please fill out only one of the following:

- Section A if you are an individual applicant (s)
- Section B if you represent a company
- Section C if you represent a Management Corporation

(A) For individual applicants only (if more than 2 applicants, please attach a separate sheet)

	Applicant 1	Applicant 2
Name		
NRIC No.		
Address		
Tel No. / Handphone No.		
Fax No.		
Email Address		
Citizenship		

I/We certify that the information given in this form is correct and accurate to the best of my/our knowledge.

Signature of Applicant 1

Signature of Applicant 2

Date

(B) For Companies only

Name of Company	
Registered Number	
Registration Address of the Company	
Name of authorised person signing for the company	
NRIC Number of signatory	
Designation of signatory in company	
Telephone Number	
Fax Number	

I/We certify that the information given in this form is correct and accurate to the best of my/our knowledge.

Signature of authorised person
signing for the company

Date

(C) For Management Corporation (MC) only

Management Corporation Strata Title Plan Number	
Name of authorised person signing for and on behalf of the MC	
Designation of signatory	
NRIC Number of signatory	
Address	
Telephone Number	
Fax Number	

(Please attach the documentation on the special resolution authorising the Management Corporation to submit the application, accept the offer and to execute the fresh State Lease on behalf of all the subsidiary proprietors.)

I/We certify that the information given in this form is correct and accurate to the best of my/our knowledge.

Signature of authorised person

Date

signing for the MC

2 **Details of the development site**

(A) **Lot Number / Address**

Lot Number	MK/TS	Existing Tenure (eg. 30 years with effect from 2001)	Proposed Tenure (eg. a fresh 30-year lease)	Lease Extension* OR Lease Renewal^

*Lease extension: For extension of existing leases before lease expiry.

^Lease Renewal: For renewal of existing leases upon lease expiry.

(B) **Details of the existing development**

Type of existing development (Please tick whichever is applicable)	Residential ()	Commercial ()
	Industrial ()	Educational/Institutional ()
	Place of Worship ()	Others ()
	Conserved Property: Yes / No If Others, please specify _____	
	Last Approved GFA/ GPR	

(C) Details of the proposed development

Planning Approval from URA ¹	Date		
	Provisional Permission (PP)	_____	
	PP Extension (if any)	_____	
	Written Permission	_____	
Type of proposed development (Please tick whichever is applicable)	Residential ()	Commercial ()	
	Industrial ()	Educational/Institutional ()	
	Place of Worship ()	Others ()	
	Conserved Property: Yes / No	If Others, please specify _____	
Brief description of proposed Development			
Total area of the proposed development (sqm)			
Approved Gross Floor Area (GFA) or Gross Plot Ratio (GPR) of proposed development		GFA (sqm)	GPR
	Residential		
	Commercial		
	Industrial		
	Other Uses Please Specify: _____ _____ _____		

¹ Please attach all the planning approvals from URA.

3 Particulars of your architect or solicitor (if any)

	Architect / Solicitor
Name	
Address	
Telephone Number	
Fax Number	

Please fill up this portion if you require a tax receipt for your payment to be mailed to your address

Particulars of Applicant:	
i. Applicant's Name:	
ii Mailing Address:	
Particulars of private land applied for:	
iii Lot No. & Mukim/TS:	
iv: Address:	
Payment Detail:	
v Bank / Cheque No. / Amount:	