

# Form 1 - Notification For Relief (SingPass)

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The information in this form (including the NRIC, FIN or CorpPass User ID) will be disclosed to the Ministry of Law and any other parties listed in Part B of the form, and may be received by the Registry and the Panel of Assessors. This is for the purposes of managing and assessing your application under the COVID-19 (Temporary Measures) Act 2020 and for administrative purposes relating to the application.

If you do not wish for the NRIC, FIN or CorpPass User ID to be shared, please serve the Notification for Relief using this form (<https://www.mlaw.gov.sg/files/covid19-forms/Form-1-Individual.docx>) on the relevant party or parties using other modes of service.

## FORM 1 - NOTIFICATION FOR RELIEF

Important note to SME tenants seeking rental waivers under the rental relief framework

Under the rental relief framework (click on <https://www.go.gov.sg/rentalrelief> for more information), eligible Small and Medium Enterprises (SMEs) and specified non-profit organisations (NPOs) can get up to 4 months waiver of rent for retailing commercial properties and up to 2 months waiver of rent for industrial / office properties.

If you are a SME tenant seeking rental waivers, you DO NOT need to serve a Notification for Relief on your landlord.\*

- If you are a SME and believe that you are eligible for rental waivers, but have not heard from the landlord or received the Notice of Cash Grant, you may make an application to IRAS at <https://go.gov.sg/governmentcashgrant> from 21 August 2020 to 21 October 2020.
- If your landlord has served you the Notice of Cash Grant issued by IRAS, you DO NOT need to serve a Notification for Relief on your landlord or do anything further. The rental waivers apply automatically upon receipt of the Notice of Cash Grant by your landlord. You simply do not need to pay rent for the applicable period to the landlord.
- If you received the Notice of Cash Grant, but have already paid rent for those months for which rent should have been waived (e.g. April and May), you may simply apply the waiver to future rent (e.g. waive the rent for October and November). You DO NOT need to request that your landlord return the April and May rent to you. If there is insufficient time left in the lease, you can obtain a refund from your landlord. If the landlord refuses to make the refund, please seek independent legal advice on how to commence legal proceedings to claim the refund. You do not need to serve a Notification for Relief.

Apart from rental waivers, the rental relief framework also provides for an automatic moratorium on enforcement actions against tenant occupiers for non-payment of rent under the lease or licence agreement, as well as a statutory repayment plan for arrears.

\* You only have to serve a Notification for Relief if you still have rental arrears after taking into account the rental waivers and the statutory repayment scheme under the rental relief framework, and require temporary protection from legal and enforcement action from your landlord.

Screenshot of the online Form 1 - Notification for Relief (seeking relief for yourself)

1. Are you seeking relief for yourself or on behalf of a business, company, or some other entity that is party to the contract?

- For myself  
 On behalf of an entity

## Part A- Your particulars

The particulars below will be used for the purposes of correspondence with you by the Registry (if applicable) and the service of any notice(s) or documents on you by other party or parties to the contract.

2. Do you wish to use MyInfo's information?

NO  YES

3. Name

4. Email address

Enter email address for service of documents

5. Contact no.

Enter phone number where you can be contacted. Please include the country code if it's a foreign number.

6. Address

Enter your address

## Part B – Particulars of:

- (a) the other party or other parties to the contract
- (b) any guarantor or surety of the obligation
- (c) the issuer of a related performance bond (if applicable)

If any of the above parties is an entity (such as a business or company), you must identify the correct entity for the Notification for Relief to be valid.

7. Type of party

  

! Please fill in required field

8. Name

If the other party is an entity, please state the name of the entity, e.g. XYZ Landlord Pte Ltd

9. Address (optional)

If the other party is an entity, please provide the entity's registered address (see [www.uen.gov.sg](http://www.uen.gov.sg)).

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10. Email address

This Notification for Relief will be sent to the email address stated below.

11. Contact no. (optional)

Enter phone number. Please include the country code if it's a foreign number.

12. Unique Entity Number (UEN) (optional)

Enter UEN if applicable

13. Do you wish to add another party to the contract or if applicable, a guarantor/surety or an issuer of a related performance bond?

<input type="radio"/> NO	<input checked="" type="radio"/> YES
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Part C - Particulars of contract

14. Category of contract

Please select the relevant option

- Grant of secured loan facility to an SME where such facility is secured, wholly or partially, against: (i) any commercial or industrial immovable property in Singapore (ii) against any plant, machinery or fixed asset located in Singapore and which is used for manufacturing, production or other business purposes
- Performance bond or equivalent that is granted pursuant to a construction contract or supply contract
- Hire-purchase or conditional sales agreement where the good hired or conditionally sold is: (i) any plant, machinery or fixed asset located in Singapore, where such plant, machinery or fixed asset, is used for manufacturing, production or other business purposes (ii) a commercial vehicle
- Lease or rental agreement for: (i) any plant, machinery or fixed asset located in Singapore, where such plant, machinery or fixed asset, is used for manufacturing, production or other business purposes (ii) a commercial vehicle (except a private-hire car or taxi)
- Event contract
- Tourism-related contract
- Construction contract or supply contract
- Lease or licence of non-residential immovable property (Important Note: if you are a SME tenant seeking rental waivers, you DO NOT need to serve a Notification for Relief on your landlord. Please see the important note on page 1 of this Notification).
- Option to purchase given by a housing developer, or sale and purchase agreement between purchaser and housing developer for residential property

15. Date of contract

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16. Description of contract

e.g. Tenancy agreement for #01-01 Sentosa Shopping Centre

17. Date on which obligation is or was to be performed

18. Nature of obligation that the contracting party was unable to perform

e.g. Unable to make full payment of rent from 1 March 2020 onwards

19. How the inability to perform the obligation was materially caused by a COVID-19 event

e.g. We run a shoe shop. Due to COVID-19 and the social distancing measures, business has suffered greatly. We are closed due to the circuit breaker and have no revenue at all.

20. You may enclose supporting documents to substantiate how the COVID-19 event materially caused the inability to perform the obligation (optional)

You can attach a maximum of 7 MB of documents. Please see our tips on how to reduce file size (<https://www.mlaw.gov.sg/covid19-relief/tips>). Please zip the files if you have multiple attachments.

Max File Size: 7 MB

### Part D – Proposal for the other party's or parties' consideration

You may use this section to put forward a reasonable proposal for the other party's or parties' consideration.

21. The following alternative is proposed (optional)

e.g. I cannot pay the full instalments for my hire-purchase agreement, but should have enough savings to pay 50% of the instalments from March 2020 to August 2020. We would also like to request that the financing company grant us a reduction of 20% for instalment payments from March 2020 to December 2020, to reduce the arrears that will accumulate. This will help me temporarily with my cashflow.

### Part E – Confirmation of contents

I declare that the information I have provided in this Notification for Relief and the supporting documents is true and accurate, to the best of my information and belief.

I understand that I cannot amend this Notification for Relief after I submit the form, and I may have to withdraw it and submit a new form if I subsequently wish to make any changes to the form.

22. Date

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## Important Message

If you are a person who has received this Notification for Relief, you are prohibited from taking any action under s 5(3) of the Act. This is referred to as a "prohibited action". This includes the commencement of any legal action against the party seeking relief. Any person, who without reasonable excuse, takes a prohibited action may be guilty of an offence under s 8(1) of the Act.

If you wish to make an application to the Panel of Assessors under the Act, please refer to: [www.mlaw.gov.sg/covid19-relief/](http://www.mlaw.gov.sg/covid19-relief/)

SUBMIT

POWERED BY



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