

EXECUTION OF TENANCY AGREEMENT

This guide will walk you through the key guidelines and procedures needed when awarded a tender or renewing a contract by National Parks Board Singapore.



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Execution of Tenancy Agreement



CONTENT PAGE

❖ Overview	1
❖ Security Deposit	2
❖ Certificate of Stamp Duty (IRAS)	3
❖ GIRO Form and Financial Obligations	7
❖ Insurance Policies	8
❖ Annexes	
▪ ANNEX A - Form of Guarantee	10
▪ ANNEX B - eGuarantee Information	13
▪ ANNEX C - GIRO Form	15

OVERVIEW:

UPON RECEIVING A LETTER OF ACCEPTANCE (LOA)

Documents to be Submitted

01.
SECURITY
DEPOSIT

02.
CERTIFICATE OF
STAMP DUTY
(IRAS)

03.
GIRO FORM

04.
FINANCIAL
OBLIGATIONS

05.
INSURANCE
POLICIES

*The above should be taken into account
in tandem with the Tenancy Agreement



01

SECURITY DEPOSIT

Security Deposit Payment

Paid in either

- A. Cash Deposit; Provide documentary proof that the Security Deposit has been transferred via a bank transfer to NPark's DBS Account No: 001-068797-2 OR
- B. Form of Guarantee / Performance Bond issued by an MAS approved insurance company / bank

Form of Guarantee / Performance Bond

- Refer to [Annex A](#) (FORM OF GUARANTEE / PERFORMANCE BOND) if applying for a Bank Guarantee / Performance Bond (Option B) in lieu of a cash deposit
- Only fill in the details where required, **no alterations to the rest of the text will be accepted**
- Please send us a draft for our review first. Once NParks' has confirmed that all the details are in order, you are required to submit a hardcopy with wet ink signature to us.
- NParks is transitioning to e-Guarantee for security deposits. Refer to [Annex B](#) for more details



02

CERTIFICATE OF STAMP DUTY (IRAS)



INLAND REVENUE
AUTHORITY OF
SINGAPORE

Payment Methods

- Apply to make payment through Stamp Duty Portal OR
- Visit HQ @ Revenue house and bring along the Letter of Acceptance from NParks

How Much to Pay

- Total lease period: 36 months (with 3 months rent free)
- To declare Monthly rent for first 3 months = \$0 and Monthly rent for the remaining 33 months = \$R.
- The stamp duty will automatically be computed as Average Annual Rent* X 36 months X 0.4%; and will be rounded down to the nearest dollar.
 - * Average annual rent for new tenants = $(\$R \times 33) / 36$.
- Download a copy of the Certificate of Stamp Duty for submission to NParks

Please note that the 3 months rent free is not applicable for tenants undergoing renewal.

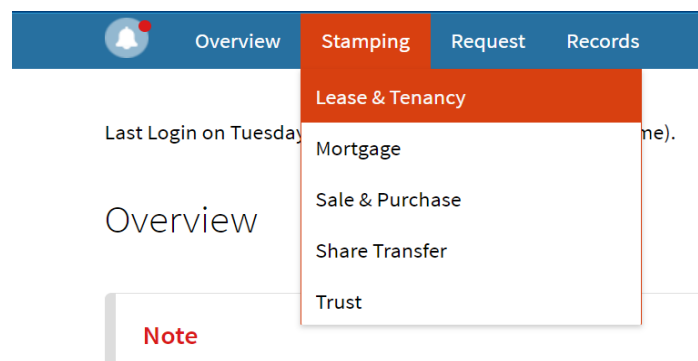
Instructions

- Refer to the [guide](#) (Pages 4 to 6) for how to make a stamp duty payment

GUIDE TO FILING STAMP DUTY (PART 1)



- Go to <http://mytax.iras.gov.sg/>
- Select 'Stamp Duty' and Login as " Individual User" or " Business User"
- Upon successful login, select 'Stamping' then 'Lease & Tenancy'



1. File Ref No. : Leave blank
2. Nature of Transaction : Select <Lease/ Tenancy Agreement>
3. Document Description/ Title : Select <Tenancy Agreement>
4. Document Ref No. : Enter the Document Reference Number to retrieve related stamping record. **<SKIP> if not applicable**
5. Format of Document :
 - a. Select <Physical> if your document is a printed or handwritten agreement executed/ signed in the paper-based format.
 - b. Select <Electronic> if your document is an electronic document or communication record that together effect and conclude the transaction. Electronic records include anything sent by e-mail or GeBIZ.

GUIDE TO FILING STAMP DUTY (PART 2)



6. Document signed in : Select <Singapore> unless signed overseas. If Overseas, you will also need to indicate Received Date of Document in Singapore
7. Date of Document : Indicate the date the document is signed unless the date is unavailable
8. Landlord/ Lessor Details : Fill in NParks Information as such:
 - a. Profile : <Entity>
 - b. Identity No. : <UEN-OTHERS> ; <T08GB0038E>
 - c. Name : NATIONAL PARKS BOARD
 - d. Email Address: Leave blank
 - e. Mobile No. : Leave blank
9. Tenant/ Lessee Details : Fill in your respective information including
 - a. Profile;
 - b. Region/ Country of Nationality (If applicable);
 - c. Identity No.; and
 - d. Name

10. Property/ Land Details : Select <Land>
 - i. MK/ TS : Select <MK> and fill in Mukim Number as per Tenancy Agreement Schedule 1
 - ii. Street Name : Fill in Street Name as per Tenancy Agreement Schedule 1
 - iii. Lot No. : Fill in Lot Number as per Tenancy Agreement Schedule 1
 - iv. Plot/ Parcel No. : Fill in Plot Number as per Tenancy Agreement Schedule 1
 - v. Master Plan Zoning : Select <Non-Residential>
11. Select <Continue>

GUIDE TO FILING STAMP DUTY (PART 3)



RENTAL DETAILS

15. Any lump sum payment/ premium made for the lease? : Select <No>

16. Details of Rental Charges

a. Specify the Period of Lease

i. Start and End date as per Tenancy Agreement Schedule 1

ii. Contracted Rent as per Tenancy Agreement Schedule 1

17. Select <Continue>

18. Remission/ Relief/ Exemption : Select <Continue>

19. Review and declare if information entered are correct before submitting. Be sure to check:

a. Amount payable

b. Payment Due Date

c. Any other details important for your reference

20. Declaration : Select and check the <I declare that> box once you have reviewed the information

21. Select <SUBMIT TO IRAS>

22. Proceed to Pay

IMPORTANT: Note down the Document Ref No.

23. Download stamp certificate to be submitted to NParks



Stamp Certificate

Download and attach stamp certificate to your document.

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

Download stamp certificate

03

INTERBANK GIRO FORM & FINANCIAL OBLIGATIONS

GIRO Form

- Print a copy and complete Part 1 of the GIRO Form attached in [Annex C](#)
 - Only applicable to new tenants only (not applicable for renewals)

Top-up of first month's rent

- Transfers should be made to **NPark's DBS Account No: 001-068797-2** and provide us with the supporting document of the transfer when completed
 - Please quote the tender reference number (NParks/R/X/20XX) for ease of tracking
 - Make a transfer of the difference on the first month's rent and tender deposit (if applicable)*
 - Make a transfer to cover the GST for the first month's rent*
- * Refer to the email sent by NParks for the exact amount.

FIRE INSURANCE

Fire Insurance

- The tenant must insure all parts of the premises against fire, lightning, riot, explosion or any inevitable cause for the full value or reconstruction cost, whichever is higher, plus nine months' loss of income to the Landlord.
- There are two methods to calculate the fire insurance amount, the Sum to be insured should be **the sum which is higher:**

Option A	Option B
The full value of the premises + 9 months' loss of income to the Landlord	The total cost of reconstructing the Premises in the event of destruction of the Premises + 9 months' loss of income to the Landlord
$(\text{Monthly Rent} \times *33 \text{ months}) + (\text{Monthly Rent} \times 9\text{mths})$	(Total cost of reconstructing the Premises can be derived from the Estimated Project Cost submitted in your Tender Brief)

*33 months is only applicable to new tenants only;
For renewal, refer to tenancy term in Tenancy Agreement for number of months to insure

04

PUBLIC LIABILITY INSURANCE

Public Liability Insurance

- The Tenant must have a public liability insurance policy of \$1,000,000 against claims for personal injury, death, or property damage related to construction on the Premises.
- The policy must be obtained before work begins and meet the Landlord's approval.

To note for Insurance Policies*

- Both (Fire and Public Liability) insurance policies shall be taken out in the joint names of the Tenant, the “Government of the Republic of Singapore as represented by its agent, National Parks Board”, with a registered insurer as defined under the Insurance Act (Cap. 142) carrying on the business of general insurance in Singapore





**ANNEX A-
Form of Guarantee /
Performance Bond**

Refer to the next page

FORM OF GUARANTEE / PERFORMANCE BOND*

The Guarantee / Performance Bond* for the security deposit shall be in the following prescribed form (no variation is allowed):

Tender No.: NParks/R/____/_____

To: The Collector of Land Revenue and his successors in office for and on behalf of the Government of the Republic of Singapore, as represented by its agent, the National Parks Board (hereinafter called the "Government")

WHEREAS on the _____ day of _____ it was agreed between _____ (name of Tenant) of _____ (address) (hereinafter called the "Tenant" of the one part and the Government of the other part whereby the Tenant agreed to enter into a tenancy agreement (hereinafter called the "Tenancy Agreement") with the Government in respect of State Land Lot _____ of MK _____ at Plot _____ at _____.

AND WHEREAS the Tenant is required under the Tenancy Agreement to pay a sum of Singapore Dollars _____ (S\$ _____) as a security for the due performance and observance of all stipulations, terms, conditions and obligations on its part to be performed and observed under the Tenancy Agreement.

NOW in consideration of the Government not insisting on the Tenant paying the sum of Singapore Dollars _____ (S\$ _____) as a security deposit for the Tenancy Agreement, **WE (AT THE REQUEST OF THE TENANT) HEREBY AGREE** as follows:

1. In the event of the Tenant failing to fulfil any of the terms and conditions of the Tenancy Agreement, we shall indemnify the Government against all losses, damages, costs, expenses, dues or otherwise including without limitation legal costs and expenses, sustained by the Government thereby up to the sum of **Singapore Dollars** _____ (S\$ _____) (the "Guaranteed Sum") upon receiving the Government's written notice of claim for payment made pursuant to **Clause 4** hereof.
2. We shall not be discharged or released from the Guarantee / Performance Bond* by any arrangement between the Government and the Tenant with or without our consent or by any alteration in the obligations undertaken by the Tenant or by any forbearance or concession whether as to payment, time, performance or otherwise or by the death, bankruptcy or winding up of the Tenant.
3. Our liability under this Guarantee / Performance Bond* shall continue and this Guarantee / Performance Bond* shall remain in full force and effect from [**insert effective date**] until [**insert initial expiry date**] (both dates inclusive).
4. This Guarantee / Performance Bond* is conditional upon a claim as specified herein being made by the Government by way of a notice in writing addressed to us and the same being received by us at [**insert address of Bank's / Insurance Company's notification office**] within **90 days** from the date of expiry of this Guarantee / Performance Bond*. Thereafter, this Guarantee / Performance Bond* shall become null and void notwithstanding that this Guarantee / Performance Bond* is not returned to us for cancellation except for any claim(s) submitted to us in writing not later than **90 days** from the date of expiry of this Guarantee / Performance Bond*.

5. We shall be obliged to effect the payment required under such a claim within **30 days** of our receipt thereof. We shall be under no duty to inquire into the reasons, circumstances or authenticity of the grounds for such claim and shall be entitled to rely upon and shall accept any written notice thereof received by us (within the period specified in **Clause 4** hereof) as final and conclusive.

6. The Government may make more than one claim on this Guarantee / Performance Bond* so long as the claims are made pursuant to **Clause 4** hereof and within the period specified therein and the aggregate amount specified in all such claims does not exceed the Guaranteed Sum.

7. This Guarantee / Performance Bond* is issued subject to the laws of the Republic of Singapore and the jurisdiction of the Singapore courts.

Dated this _____ day of _____ 20 _____.

AS WITNESS our hand

Signed by: _____
(Name and Designation of Officer)

For and on behalf of the

(Name of Bank / Insurance Company) (Signature)

In the presence of

Name of Witness : _____

Designation of Witness : _____

Signature of Witness : _____

*Delete accordingly

Annex B1 – eGuarantee Application

eGuar@ntee Gov

Digitalising the issuance and discharge of
banker's guarantees and insurance bonds



eGuarantee application in 3 easy steps



YOU (APPLICANT)

1

Go to
www.eguarantee.gov.sg to
review instructions from the
Agency on how to fill in your
eGuarantee application



AGENCY

2

Provide the eGuarantee
application to any
Participating Financial
Institution



FINANCIAL
INSTITUTION

3

Financial Institution will
then issue eGuarantee to
the Agency



You no longer need
to collect paper
guarantee from the
Financial Institution
and send it to the
Agency

More than 30 Financial Institutions
and Government Agencies are
already using eGuarantees. Find out
more at www.eguarantee.gov.sg



Brought to you by:



Monetary Authority
of Singapore



The Association of Banks
in Singapore



Supported by:

Annex B2 - eGuarantee Benefits

eGuar@ntee Gov

Digitalising the issuance and discharge of
banker's guarantees and insurance bonds



SWIFT ✓

- Faster issuance process, from 5-7 days to within 1 day

SEAMLESS ✓

- eGuarantee lodged and discharged on a secure IT system via a straight through process

SAVINGS ✓

- No need for courier charges and costs for physical storage of paper guarantees



Kick-start your eGuarantee journey today

Find out more at:
<https://www.eguarantee.gov.sg>



Brought to you by:





ANNEX C- GIRO Form

Refer to the next page

