

To: Singapore Land Authority  
55 Newton Road, #12-01  
Revenue House  
Singapore 307987



**APPLICATION FOR NEW ELS LODGER ACCOUNT OR CHANGES TO ACCOUNT (INCLUDING BANK ACCOUNT NUMBER)**

<b>(A) Particulars of Applicant</b>	
Name of Firm/Organisation:	Tel:
Reg.No/UEN:	
Address:	Fax:
Contact Person:	DID:
Email (for service of notice)	
<b>(B) Reason for application (Please tick)</b>	
<input type="checkbox"/> New application with no existing lodger account.	
<input type="checkbox"/> Application for change in bank account (no change in firm/organisation).	
(Please proceed to sign-off.)	
<b>For firms/organisations with existing lodger account(s), please select options below:</b>	
<input type="checkbox"/> Application for <u>additional</u> account.	
<input type="checkbox"/> Application for <u>replacement</u> of the following lodger account :	
Account Name (Previous Firm/Organisation Code): _____	
Account No.(Previous Firm/Organisation Code): _____	
Replacement of account is due to (Please tick):	
<input type="radio"/> <b>Change in legal entity or constitution (e.g. change in number of partners, change from sole proprietor or partnership to LLP, etc.)</b> <i>[Existing account will be processed for termination after 21 days notice.]</i>	
Please attach a formal letter of notification on the change, stating clearly the names of existing and new law firm/organisation. Please ensure the change is updated on Law Society's website and ACRA.	

**Change of Name of Firm/Organisation (no change in legal entity or constitution) [Existing account will be renamed.]**

Please attach a formal letter of notification on the change, including confirmation of no change in legal entity or constitution of the firm/organisation. Please ensure the change is updated on Law Society's website (for law firms/organisations) and ACRA.

If you wish to retain existing bank account for payment, please include in your letter an authorisation to SLA to deduct fees from existing bank account (under old name) for lodgements under the new name. No new GIRO form is required. For a change in bank account, please submit a new GIRO form.

Others (please state): \_\_\_\_\_

I/We understand that the payment for lodgement services must be made by GIRO deduction. Pending activation of the GIRO account, I/We will be given access to use the STARS e-lodgement services for 1 month and payment can be made electronically\*. (Please refer to page 3 for the GIRO application form\*\*.)

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Name & Signature of authorised person

Date:

SLA/FIN/RC/DDA-P/V.2

\* Electronic Payment Modes (Please quote Receipt No. to facilitate capturing of payment):

- Fund Transfer to SLA's DBS Bank Account Number 0019001498 (Bank Code: 7171, Branch Code: 001, Swift Code: DBSSSGSG)
- PayNow (via QR Code)



- PayNow (via UEN) to SLA's PayNow Proxy "T08GB0053BSLA"

\*\* Please do not fax or email us the GIRO form as the bank requires original signature for verification. It will take about 2 to 3 weeks for the bank to approve your application.

You need not submit a GIRO form **only if** the application is for a change in law firm/organisation name with no change in the firm's constitution, and the firm/organisation has formally authorised SLA to use its existing bank account for fee deduction.

Please contact us at Tel No.: 6323-9829 if you require further clarification.

# APPLICATION FORM FOR INTERBANK GIRO

This form may take you 5 minutes to fill in. You will need the following information to fill in the form:  
• Customer's Name • Name of Bank and Bank Account No. • Authorised Signatures.

## PART 1: FOR APPLICANT'S COMPLETION

Date: \_\_\_\_\_ Name of Billing Organisation: **Singapore Land Authority**

To: Name of Bank: \_\_\_\_\_ SLA's Customer's Name: \_\_\_\_\_

\_\_\_\_\_ UEN/NRIC/FIN: \_\_\_\_\_

\_\_\_\_\_ SLA's Customer's Reference Number: (If applicable) \_\_\_\_\_

- (a) I/We hereby instruct you to process SLA's instructions to debit my/our account.
- (b) You are entitled to reject SLA's 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) I/We authorise SLA to credit any refunds due to me/us to this account.
- (d) 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 written revocation through SLA.

My/Our Company's Name as in Bank Account: \_\_\_\_\_ My/Our Contact Details (Contact No. & Email): \_\_\_\_\_

Tel No.: \_\_\_\_\_

Email: \_\_\_\_\_

My/Our Company Bank Account No.: \_\_\_\_\_

Bank Account No.

Authorised Stamp/Signature(s)/Thumbprints(s)\* as in Bank's records: \_\_\_\_\_

\*For thumbprint(s), please go to the Bank's respective branch with your identification document(s)

**PLEASE COMPLETE PART 1 OF THE FORM AND RETURN IT TO SLA. PLEASE DO NOT FAX THE COMPLETED FORM TO US.**

## PART 2: FOR SINGAPORE LAND AUTHORITY'S COMPLETION

SWIFT BIC	SLA's Bank Account No.
DBSSSGSGXXX	0019001498

SLA's Customer Reference No.

SWIFT BIC	Bank Account to be debited.

## PART 3: FOR BANK'S COMPLETION

**To: Singapore Land Authority**

This Application is hereby REJECTED (please tick) for the following reason(s):

- Signature/Thumbprint differs from Bank's records
- Signature/Thumbprint incomplete/unclear
- Account operated by Signature/Thumbprint
- Wrong account number
- Amendments not countersigned by customer
- Others: \_\_\_\_\_

\_\_\_\_\_  
Name of Authorising Officer                      Authorised Signature                      Date