# Request to Certify Document(s)

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| *General Instructions** *Each request is chargeable at SGD12 per copy of document requested to be certified.*
* *This request form must be accompanied by the fees chargeable.*
* *All relevant fields in this form should be duly filled.*
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I would like to request the following document(s) to be certified:

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| **Trade Mark Number:** |  |
| **Document Type:** |  |
| **Number of Copies:** |  |
| **GIRO No (if applicable):** |  |
| **Payment Amount:** |  |

**Particulars of Requestor**

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| **Name of Requestor:** |  |
| **Company Name (if applicable):** |  |
| **Singapore Telephone No:** |  |
| **Email:** |  |
| **Date of Request:** |  |

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| **GST** | **GST INFORMATION** |
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| **Tax Invoice\*** |
| *Note:**Tax invoice will be issued to the entity/individual as indicated. Goods and Services Tax (GST)-registered businesses may claim input tax with Inland Revenue Authority of Singapore (IRAS), subject to meeting the requirements under the GST Act.* |
| Name (Tax invoice to be issued to) | *In general, the name of the requestor is to be indicated in this field.* |

**Particulars of Person Collecting Certified Document(s)**

*Only applicable if document is collected by hand.*

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| **Name of Person Collecting Certified Document(s):** |  |
| **Company Name (if applicable):** |  |
| **Singapore Telephone No:** |  |
| **Email:** |  |

**Declaration**

I, do hereby declare that the information furnished above is true and correct to the best of my knowledge. I understand that I may be liable for criminal prosecution if I have provided any information, which is false in any material particular, or misleading by reason of the omission of any material particular.

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| **Name of Person Collecting Certified Document(s):** |  |
| **Date:** |  |