

Request to Certify Document(s)

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.*

I would like to request the following document(s) to be certified:

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

Particulars of Requestor

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

GST	GST INFORMATION
Tax Invoice*	
<i>Note:</i>	
<i>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.</i>	
Name (Tax invoice to be issued to)	<p><i>In general, the name of the requestor is to be indicated in this field.</i></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

Particulars of Person Collecting Certified Document(s)

Only applicable if document is collected by hand.

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.

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