# 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** | **:** |  |
| **Mode of Payment** | **:** |  |
| **Payment Amount** | **:** |  |
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| **Particulars of Requestor** |
| **Name of requestor****Company Name (if applicable)****Designation (if applicable)****Singapore Telephone No:****Email****Date** | **:****:****:****:****:****:** |  |
| **Particulars of Person/Representative Collecting Certified Document(s)***Applicable if the person collecting the certified documents is not the requestor, or if the person is a representative of the requestor which is a business entity* |
| **Name of Person/Representative Collecting Certified Document(s)****IC, Passport or Identification Number**  | **:****:** |  |
| **Goods and Services Tax (GST) Information** |
| **Name** *(tax invoice to be issued to)* | **:** |  |
| *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.* |