

# **Safeguarding Conveyancing Money**

## **Guidebook for Lawyers**



**Last Updated: 3 January 2012**

*Please note that as this Guidebook is a 'live' document,  
it is subject to amendment and update at any time*

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# Introduction

This guidebook aims to provide information for conveyancing practitioners on the conveyancing regime after new measures to safeguard conveyancing money come into effect on 1 August 2011.

The guidebook is divided into several sections.

**Part A** provides an overview of the scope and general principles of the measures.

**Part B** explains the general operation of a conveyancing account, in particular how payment info and withdrawal from a conveyancing account are performed.

**Part C** describes step-by-step how the conveyancing account is likely to be used in a typical conveyancing transaction, whether to hold stakeholding money or other types of conveyancing money.

**Part D** elaborates on other workflows that apply to particular cases, such as CPF conveyancing money or money places with SAL's Conveyancing Money Service.

**Part E** provides detailed guidance on the use of the Electronic Payment Instruction service.

**Part F** addresses commonly asked questions about the new conveyancing regime.

# General Measures

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## PART A – Overview of Measures

### *Background*

1. A home is often a person's most substantial asset. The money intended for its purchase or arising from its sale should be properly protected.
2. In formulating measures to protect conveyancing money without unduly compromising the efficiency of conveyancing practice, the Ministry of Law has consulted the public and the industry extensively through two rounds of public consultations in August 2009 and January 2010, as well as numerous dialogue sessions with lawyers and other stakeholders. In addition, we have incorporated feedback received from two pilot trials conducted from April to August 2010 and from November 2010 to February 2011, involving more than 110 law firms and almost 700 conveyancing transactions.
3. With effect from 1 August 2011:
  - a. Lawyers are not allowed to receive and hold conveyancing money in their normal client accounts. A breach of this prohibition will result in a fine of up to \$50,000 and/or an imprisonment term of up to three years.
  - b. Lawyers are only allowed to receive and hold conveyancing money in a special Conveyancing Account opened with Appointed Banks designated by the Minister for Law. Most withdrawal or pay-out of money from Conveyancing Accounts requires two-party authorisation. Typically, the counter-signatory will be the lawyer representing the other party in the conveyancing transaction.
  - c. Buyers and sellers who wish to place conveyancing money in Conveyancing Accounts will have to indicate the payee's name on their cheque/bank draft<sup>1</sup> in the format "*<Name of law firm>-CVY*". Lawyers holding on to CPF money on behalf of clients or on behalf of CPF Board are able to do so in separate Conveyancing (CPF) Accounts.
  - d. Buyers and sellers who do not wish to deposit money with their lawyers can instead instruct their lawyers to engage the Singapore Academy of Law (SAL) to hold conveyancing money, through SAL's Conveyancing Money Service. Payment of such money via cheque/bank draft should be made to "**Singapore Academy of Law**".
  - e. Alternatively, lawyers can receive and hold conveyancing money under escrow agreements between both buyers' and sellers' lawyers. These are more relevant for complex transactions.

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<sup>1</sup> A cashier's order is a type of bank draft.

# General Measures

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4. The key distinctions between the service provided by Appointed Banks and SAL are as follows:
  - a. Unlike Conveyancing Accounts, SAL's services will not cover en-bloc transactions, payments relating to newly developed properties and money in refinancing transactions.
  - b. The forms and processes used to initiate deposit and withdrawal of money into the Conveyancing Accounts and SAL's services differ in some aspects.
5. Conveyancing transactions refer to:
  - a. The sale, purchase or assignment of any land;
  - b. The grant of a lease, licence<sup>2</sup> or tenancy in respect of land; and
  - c. The grant of a mortgage of, or charge on land, or the redemption or discharge thereof.
6. Conveyancing money includes:
  - a. Option deposits;
  - b. Balance sales proceeds payable upon completion;
  - c. Goods and services tax due;
  - d. Stamp duty chargeable on all sales and purchase and gifts in relation to land;
  - e. Stamp duties chargeable on leases, licences<sup>3</sup> and tenancies where the stamp duty payable is more than \$5,000; and
  - f. Central Provident Fund money.
7. Conveyancing money does not include the following, which can be paid into a lawyer's normal client account:
  - a. A float to allow for adjustments of the final amount payable upon completion of a transaction (see paragraph 8);
  - b. Money intended for a lawyer's fees; and
  - c. Money for any disbursements in connection with the transaction.
8. To ensure lawyers have access to a sum of client money to cater to last-minute adjustments in the amounts payable on legal completion of a transaction, lawyers are permitted to request from their clients and to hold in their client account, a sum of up to \$5,000. Any unused amounts have to be refunded to the client. Buyers and sellers have the discretion to decide if they wish to provide this float. For collective sales, the float is capped at a sum of \$2,000 per unit (subject to a total cap of \$200,000 for the collective sale), and is taken out of the option deposit.

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<sup>2</sup> A licence agreement that amounts to a lease is liable to stamp duty.

<sup>3</sup> A licence agreement that amounts to a lease is liable to stamp duty.

# General Measures

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9. Buyers retain the choice of paying stamp duties and the balance of the sales proceeds directly to the relevant payees, by preparing the necessary bank drafts and/or cheques themselves. Sellers also retain the choice of paying seller's stamp duties directly by preparing the necessary bank drafts and/or cheques themselves. Where the services of a lawyer are preferred, however, the use of the Conveyancing Account arrangement in Appointed Banks enhances the security of the conveyancing money.

**Note:** *With effect from 1 January 2012, all payments to the "Commissioner of Stamp Duties" from the Conveyancing Account will be made via electronic transfer. No cashier's orders will be issued.*

10. The Singapore Land Authority's electronic Payment Instruction (ePI) service complements the conveyancing workflow by providing an efficient and secure environment for lawyers to initiate pay-in, pay-out instructions and counter-sign digitally, as well as for Appointed Banks and SAL to securely retrieve and process instructions. [Click here](#) for more information on the ePI system.

## ***Conveyancing Accounts and Conveyancing (CPF) Accounts***

11. Conveyancing Accounts and Conveyancing (CPF) Accounts function analogously to client accounts, except that there are measures in place to safeguard the withdrawal of conveyancing money from these accounts. Conveyancing Accounts do not have any cheque-book facilities and neither can any telegraphic transfer instructions be given for payment out of these accounts.

**Note:** *With effect from 1 January 2012, all payments to the "Commissioner of Stamp Duties" from the Conveyancing Account will be made via electronic transfer. No cashier's orders will be issued.*

12. A seller can require a buyer to place the option deposit in the seller's lawyer's Conveyancing Account, for the seller's lawyer to hold as stakeholder.

13. A buyer may also deposit money with his lawyer, in his lawyer's Conveyancing Account.

## ***SAL Conveyancing Money Service***

14. Clients can instruct lawyers to appoint SAL to serve as a stakeholder for option deposits (this money is commonly held by the seller's lawyer as a stakeholder under current practice), to hold buyer's money (e.g. balance sales proceeds, stamp duty money), or to hold seller's money (e.g. sales proceeds, seller's stamp duty). However, do note that SAL's Conveyancing Money Service may not be used for collective sales of 2 or more immovable



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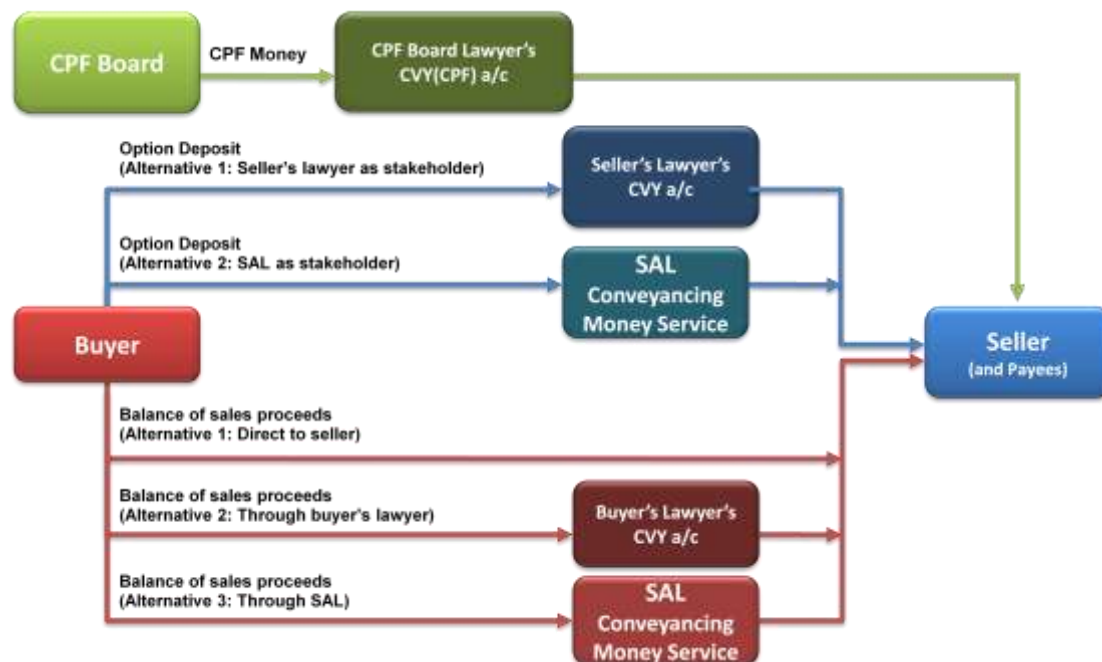
properties (en-bloc), for conveyancing transactions related to refinancing, tenancy agreement or CPF money, as well as for sale and purchase of properties under the following rules:

- a. Housing Developer Rules;
- b. Sale of Commercial Properties Rules;
- c. Housing and Development (Design-Build-And-Sell Scheme – Form of Contract) Rules 2006; and
- d. Executive Condominium Housing Scheme Regulations.

15. Please refer to SAL's Instructions for details on the uses for SAL's Conveyancing Money Service, which can be found at [http://www.sal.org.sg/content/STK\\_convy\\_money.aspx](http://www.sal.org.sg/content/STK_convy_money.aspx).

## Overview of Workflow

16. The overall workflow showing the different routes and means of handling conveyancing money leading up to completion of a transaction are shown below.



17. Option deposits can be held either by SAL as a stakeholder or by a lawyer as stakeholder in his Conveyancing Account.

18. The rest of the purchase money can be paid directly by the buyer to the payees, or through the buyer's lawyer's Conveyancing Account, or through SAL acting on behalf of the buyer.

# General Measures

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19. Sales proceeds can be held by seller's lawyer in his Conveyancing Account or by SAL acting on behalf of the seller, pending payment out.

20. Buyers/sellers can pay stamp duties directly to IRAS, through their lawyer's Conveyancing Account or through SAL.

21. Finally, CPF money will be paid out by CPF Board to the relevant payees, through an appointed lawyer's Conveyancing (CPF) Account.

## ***Two-Party Signing and Authorised Signatories***

22. In order to withdraw money from a Conveyancing Account, Conveyancing (CPF) Account or from SAL, a law firm will need the endorsement of the other party or its lawyer (if the party is legally represented) in the transaction, in addition to having the withdrawal request endorsed by authorised signatory/signatories of the law firm.

23. For example, the seller's lawyer would seek the endorsement of the buyer's lawyer to withdraw the option deposit that is held in his Conveyancing Account. Likewise, the buyer's lawyer would seek the endorsement of the seller's lawyer to withdraw purchase money that the buyer may have deposited into his Conveyancing Account. In order to be an authorised signatory, and sign or counter-sign on pay-out forms, lawyers must have at least 3 years experience as a solicitor or Legal Service Officer, have a current practising certificate, and not be subject to any relevant condition imposed under section 25A or 27A of the Legal Profession Act. Please refer to [Annex A – Authorised Counter-Signatories](#).

## ***Role of Lawyers in Signing and Counter-signing***

24. The role of a lawyer who initiates a pay-out form on the instruction of another party is to verify the payment instructions that are received, and to request for the necessary documents to enable him to verify the payment instructions. This also applies if the lawyer's client is making payment directly without the use of a Conveyancing Account or SAL's Conveyancing Money Service. It does not apply to payments from escrow accounts.

25. The role of a lawyer who counter-signs a pay-out form also has a duty to verify the payment instructions, and can request the necessary documents to perform his verification role. He shall refuse to countersign the pay-out form if the other lawyer refuses or neglects to furnish any information he is entitled to request, if he is not satisfied of the authenticity of any document furnishes, or if there is a material discrepancy in the information provided.

26. A person who counter-signs is also protected from legal actions for the act of counter-signing and his duty to counter-sign pay-out forms continues even after completion of the relevant conveyancing transaction.

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## ***Transitory Provisions***

27. There will be transitional provisions in place during the period from 1 Aug 2011 (live implementation) to 31 Dec 2011.

### **For money received before 1 Aug 2011:**

Law firms may choose to deposit money in their client account or in their CVY account

- a. **If the money is deposited in their client account**, the new conveyancing rules will not apply, and withdrawal of existing conveyancing money in client accounts on or after 1 Aug 2011 will be governed by the existing Legal Profession (Solicitors' Account) Rules
- b. However, all conveyancing money in client accounts must be transferred to a CVY account before 1 Jan 2012.
- c. **If the money is deposited in a CVY account**, then any withdrawal of money before 1 Aug 2011 would be governed by the terms and conditions governing use of pilot CVY accounts, as well as by the Legal Profession (Solicitors' Account) Rules, i.e. at least two signatures from the account holder's law firm. Firms have the option of withdrawing money without the need for a counter-signature.
- d. Any withdrawal of money on or after 1 Aug 2011 will be subject to the new conveyancing rules. There will be no option of bypassing the need for a counter-signature.

### **For money received on or after 1 Aug 2011:**

Law firms must deposit the money into a CVY account, even if a prior payment of an earlier sum was deposited into a client account.

The new conveyancing rules will apply, and banks may charge a transaction fee for payments received on or after 1 Aug 2011.

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# General Measures

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## PART B – General Operation of Conveyancing Accounts

### *Acronyms Used*

1. In this Part, the following acronyms are used to denote tasks that have to be performed by particular lawyers. These will be annotated in the right margin of the workflow descriptions

<i>V</i>	<i>Vendor/seller of property</i>
<i>P</i>	<i>Purchaser/buyer of property</i>
<i>M</i>	<i>Mortgagor of property</i>
<i>B</i>	<i>Mortgagee of property (bank)</i>
<i>CPFB</i>	<i>CPF Board</i>
<i>VS</i>	<i>Vendor's/seller's solicitor/lawyer</i>
<i>PS</i>	<i>Purchaser's/buyer's solicitor/lawyer</i>
<i>MS</i>	<i>Mortgagor's solicitor/lawyer</i>
<i>BS</i>	<i>Mortgagee's (bank's) solicitor/lawyer</i>
<i>CPFBS</i>	<i>CPF Board panel solicitor/lawyer</i>

### ***Making Cheque/Bank Draft<sup>4</sup> Payment to a Conveyancing Account***

2. Cheques/bank drafts/bank drafts should be made payable to Conveyancing Accounts in the format:

*"<Name of law firm>-CVY"*

*Note: If clients do not make out the cheque to the law firm in the manner described in paragraph 2, Appointed Banks will allow cheques/bank drafts made out to "<Name of law firm>" to be deposited into Conveyancing Accounts provided the Conveyancing Account number is correctly indicated on the reverse of the cheques/bank drafts, and on the corresponding Pay-In Form.*

3. Upon receipt of the cheque/bank draft, the receiving lawyer should complete and endorse either a manual Pay-In Form or ePI Pay-In Form (only one authorised signatory is required to endorse).

4. For pay-ins via the manual work flow, lawyers should complete a hardcopy **Pay-In Form** to indicate the details of the property transaction and the counter-signatory. Once completed and endorsed, submit the cheque/bank draft accompanied by the **Pay-In Form** to the Appointed Bank in accordance with the Appointed Bank's specified procedure.

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<sup>4</sup> A cashier's order is a type of bank draft.

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5. For pay-in instructions via the electronic Payment Instruction system, lawyers should fill in an **ePI Pay-In Form** in the ePI system to indicate the details of the property transaction and the counter-signatory. Click [here](#) for instructions on how to fill in a Pay-In Form in the ePI system.
6. Once completed, lawyers should submit and digitally sign the **Pay-In Form** using the ePI system and their own Netrust token. Click [here](#) for instructions on how to digitally sign the Pay-Out Form.
7. Upon endorsement, an e-mail notification containing the 14-character alphanumeric Access Key that the bank will have to use to access the ePI Pay-In Form in the ePI system will be sent to the bank and to the lawyer to notify them that the **ePI Pay-In Form** has been duly signed and is available for the bank's processing. Click [here](#) for a sample of the email that will be sent.
8. Once the ePI Pay-In Form has been submitted to the bank, ensure that the 16-character transaction file reference and/or the ePI 14-character access key is written on the back of the cheque/bank draft before depositing the cheque/bank draft with the bank.
9. If there is a need to amend the Pay-In instructions, lawyers can repeat the procedure above using the appropriate **Variation Pay-In Form**. See "[Amendment of Pay-In Forms](#)". Click [here](#) for an explanation on when to use a new Pay-In Form and when to use a Variation Pay-In Form
  - a. If the manual workflow is used, any amendment should be made using a **Variation Pay-In Form**.
  - b. If the electronic Payment Instruction system is used, any amendment should be made using an **ePI Variation Pay-In Form**. This form automatically supersedes any preceding ePI instructions using the same Access Key. Click [here](#) for instructions on how to fill up a Variation Pay-In Form in the ePI system.
10. Any delay in submission of the Pay-In Form may cause delays in the subsequent withdrawal of money.

## ***Making Electronic Fund Transfer or Telegraphic Transfer Payment to a Conveyancing Account***

11. If a client wishes to make payment via electronic funds transfer ("EFT") or telegraphic transfer ("TT"), the lawyer operating the receiving Conveyancing Account should ensure that the client is provided with:
  - a. The account number of his Conveyancing Account; and
  - b. The lawyer's transaction file reference (not exceeding 16 alphanumeric characters and without any punctuation characters).

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12. Lawyers advising the client should inform the client that he may verify the provided Conveyancing Account number with the Appointed Bank directly, to ensure that remittances are credited to a properly safeguarded Conveyancing Account. Lawyers should first instruct the Appointed Bank on a case-by-case basis to provide the relevant account numbers for verification, if asked by the client.
13. The client should be informed to reference both the account number and the lawyer's transaction file reference in his remittance instruction.
14. The client should retain and provide a copy of the record of the electronic funds transfer/telegraphic transfer remittance to the receiving lawyer, through his own lawyer if applicable.
15. The receiving lawyer can perform an account enquiry (e.g. via Internet or checking with bank) to check if the funds have been credited.
16. Once the receiving lawyer has ascertained that he had received the electronic funds transfer/telegraphic transfer remittance, the receiving lawyer should complete and endorse either a manual Pay-In Form or ePI Pay-In Form (only one authorised signatory is required to endorse).
17. For pay-ins via the manual work flow, lawyers should complete a **Pay-In Form** to indicate the details of the property transaction and the counter-signatory. Once completed and endorsed, submit the **Pay-In Form** to the Appointed Bank in accordance with the Appointed Bank's specified procedure.
18. For pay-ins via the electronic Payment Instruction system, lawyers should fill in an ePI Pay-In Form in the ePI system to indicate the details of the property transaction and the counter-signatory. Click [here](#) for instructions on how to fill in a Pay-In Form in the ePI system.
19. Once completed, lawyers should submit and digitally sign the Pay-In Form using the ePI system and their own Netrust token. Click [here](#) for instructions on how to digitally sign the Pay-Out Form.
20. Upon endorsement, an e-mail notification containing the 14-character alphanumeric Access Key that the bank will have to use to access the ePI Pay-In Form in the ePI system will be sent to the bank and to the lawyer to notify them that the **ePI Pay-In Form** has been duly signed and is available for the bank's processing. Click [here](#) for a sample of the email that will be sent.

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21. If there is a need to amend the Pay-In instructions, lawyers can repeat the procedure above using the appropriate **Variation Pay-In Form**. See "[Amendment of Pay-In Forms](#)". Click [here](#) for an explanation on when to use a new Pay-In Form and when to use a Variation Pay-In Form

- a. If the manual workflow is used, any amendment should be made using a **Variation Pay-In Form**.
- b. If the electronic Payment Instruction system is used, any amendment should be made using a **ePI Variation Pay-In Form**. This form automatically supersedes any preceding ePI instructions using the same Access Key. Click [here](#) for instructions on how to fill up a Variation Pay-In Form in the ePI system.

22. Any delay in submission of the Pay-In Form may cause delays in the subsequent withdrawal of money.

## ***Dealing with Disputes with Counter-Signing Lawyers***

23. The Law Society will be administering an adjudication scheme for disputes arising from a party's failure to counter-sign documents, resulting in a delay in the withdrawal of conveyancing money deposited with an Appointed Entity.

24. The adjudication scheme helps to prevent undue delay to the conveyancing process by providing a quicker alternative to court proceedings. It is not intended to deal with substantive disputes.

## ***Making Payment from a Conveyancing Account***

25. Conveyancing money deposited into Conveyancing Accounts can be paid out to payees who are categorised as either Category A, B or C payee.

26. In order to withdraw money from a conveyancing account, it is necessary to use pay-out forms. In some cases, a court order may be required when there is no counter-signatory available.

27. The categories of payees that are to be paid will determine which manual Pay-Out Form or ePI Pay-Out Form should be used to effect the disbursement of money from Conveyancing Accounts.

## **Payments to Category A Payees**

28. The list of Category A payees includes:
- a. Commissioner of Stamp Duties
  - b. Comptroller of Income Tax
  - c. Jurong Town Corporation

# General Measures

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- d. Commissioner of Lands
- e. Singapore Academy of Law
- f. A conveyancing account or conveyancing (CPF) account of a solicitor who takes over a conveyancing transaction from another solicitor
- g. A conveyancing account or conveyancing (CPF) account of a law practice that has been reconstituted as a different Singapore law practice
- h. A conveyancing account or conveyancing (CPF) account of a solicitor with another appointed bank.

29. Payments to a Category A payee do not require the endorsement of a counter-signatory. They require either the use of a hardcopy **Pay-Out Form A**, or the use of the **ePI Pay-Out Form A** to complete an electronic payment instruction to Category A Payees.

30. For payments via the manual workflow, lawyers should fill in a Pay-Out Form A to request preparation of bank drafts from the conveyancing money in the Conveyancing Account. Once completed and duly endorsed, lawyers should submit a copy of the Pay-Out Form A to the bank either in person or via fax, to facilitate preparation of the bank drafts.

31. For payments via the electronic Payment Instruction system, lawyers should fill in an ePI Pay-Out Form A in the ePI system to request preparation of bank drafts from the conveyancing money in Conveyancing Accounts. Click [here](#) for instructions on how to fill in a Pay-Out Form A in the ePI system.

32. Once completed, lawyers should submit and digitally sign the **ePI Pay-Out Form A** using the ePI system and their own Netrust token. Click [here](#) for instructions on how to digitally sign the Pay-Out Form.

33. Upon endorsement, an e-mail notification containing the 14-character alphanumeric Access Key that the bank will have to use to access the ePI Pay-Out Form A in the ePI system will be sent to the bank and to the lawyer to notify them that the **ePI Pay-Out Form A** has been duly signed and is available for the bank's processing. Click [here](#) for a sample of the email that will be sent.

34. If there is a need to amend any payment request to Category A payees, lawyers can repeat the procedure above using the appropriate **Variation Form A**. See "[Amendment of Pay-Out Form](#)". Click [here](#) for an explanation on when to use a new Pay-Out Form and when to use a Variation Form

- a. If the manual workflow is used, any amendment should be made using a **Variation Form A**.
- b. If the electronic Payment Instruction system is used, any amendment should be made using an **ePI Variation Form A**. This form automatically supersedes any preceding ePI instructions using the same Access Key. Click [here](#) for instructions on how to fill up a Variation Form A in the ePI system.



# General Measures

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## Payments to Category B and Category C payees

35. The list of Category B payees includes:
- a. Comptroller of Property Tax
  - b. Comptroller of Goods and Services Tax
  - c. Commissioner of Estate Duties
  - d. Central Provident Fund Board
  - e. The seller(s) or the seller(s)' receiver
  - f. The buyer(s)
  - g. Landlord(s)
  - h. Tenant(s)
  - i. The mortgagee of the property being transacted
  - j. Housing Development Board
  - k. Any Town Council
  - l. Any Management Corporation Strata Title
  - m. Official Assignee or trustee in bankruptcy
  - n. Official Receiver or private liquidator
36. Category C payees are payees other than those listed in Category A or Category B.
37. Payments to Category B or Category C payees require the endorsement of a counter-signatory. They require either the use of a hardcopy **Pay-Out Form BC**, or the use of the **ePI Pay-Out Form BC**.
38. A payee that falls under Category B can be designated a default payee for balance money payable under the transaction. The hardcopy **Pay-Out Form BC** and **ePI Pay-Out Form BC** allow lawyers to specify that any excess money in the Conveyancing Account will be paid to the designated default payee.
39. For payments via the manual workflow, lawyers should fill in a hardcopy **Pay-Out Form BC** to request preparation of bank drafts from the conveyancing money in the Conveyancing Account. Once completed and duly endorsed, lawyers should submit the Pay-Out Form to the counter-signing lawyer for his endorsement.
40. After the counter-signing lawyer has counter-signed the **Pay-Out Form BC**, lawyers should submit a copy of the **Pay-Out Form BC** to the Appointed Bank either in person or via fax, to facilitate preparation of the bank drafts.
41. For payments via the electronic Payment Instruction system, lawyers should fill in an **ePI Pay-Out Form BC** in the ePI system to request preparation of bank drafts from the conveyancing money in Conveyancing Accounts. Click [here](#) for instructions on how to fill in a Pay-Out Form BC in the ePI system.

# General Measures

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42. Once completed, lawyers should submit and digitally sign the **ePI Pay-Out Form BC** using the ePI system and their own Netrust token. Click [here](#) for instructions on how to digitally sign the Pay-Out Form. An e-mail containing the 14-character alphanumeric Access Key that the counter-signatory will have to use to access the **ePI Pay-Out Form BC** will be sent. Click [here](#) for a sample of the email that will be sent.

43. After the counter-signing lawyer has counter-signed (click [here](#) for instructions on how to counter-sign the Pay-Out Form), an e-mail notification containing the 14-character alphanumeric Access Key that the bank will have to use to access the **ePI Pay-Out Form BC** in the ePI system will be sent to the bank and to the lawyer to notify them that the **ePI Pay-Out Form BC** has been duly signed and is available for the bank's processing. Click [here](#) for a sample of the email that will be sent.

44. If there is a need to amend any payment request to Category B or C Payees, a counter-signatory's endorsement may be required:

- a. If the amendments are only to the amounts payable to Category B payees, or deletion of a Category B payee, there is no need for the counter-signing lawyer to endorse the amendment.
- b. Other changes involving the addition or change in names of payees, or changes to amounts payable to Category C payees will require the submission of a Variation Form BC.

45. See "[Amendment of Pay-Out Form](#)".

## ***Amendment of Pay-In Form***

46. If a change to a manual workflow Pay-In Form is required, the Variation to Pay-In Form must be submitted, and a copy of the previous form attached, so as to allow the banks to trace the preceding instruction.

47. If a change to an electronic Payment Instruction Pay-In Form is required, the ePI Variation to Pay-In Form must be submitted. The ePI system will indicate that the form supersedes a preceding form, and a new version number will be assigned, e.g. PI V2.0. Click [here](#) to understand the ePI Forms and [here](#) for instructions on how to create variation forms in the ePI system.

*Note: A Variation to Pay-In Form cannot be used to change the details of the appointed counter-signatory. If the counter-signatory has changed, a Change of Counter-Signatory Form will have to be submitted.*

48. Lawyers may only change the details of the property and the property address if no pay-out request had been made in respect of any money attributed to the particular property/transaction.

# General Measures

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## ***Amendment of Pay-Out Form***

49. If a change to a manual workflow Pay-Out Form is required, the appropriate Variation Pay-Out Form must be submitted, and a copy of the previous form attached, so as to allow the banks to trace the preceding instruction.

50. If a change to an electronic Payment Instruction Pay-Out Form is required, the appropriate ePI Variation to Pay-Out Form must be submitted. The ePI system will indicate that the form supersedes a preceding form, and a new version number will be assigned, e.g. POBC V2.0. Click [here](#) to understand the electronic Pay-Out Forms and [here](#) for instructions on how to create variation forms in the ePI system.

51. If the affected bank drafts had already been collected, the affected bank drafts must be physically returned to the banks to allow the banks to cancel and replace, if necessary.

52. On the day of collection of the bank drafts, the person collecting the bank draft should bring the original Pay-Out Form and/or Variation to Pay-Out Form(s), or a print-out of the ePI forms, where applicable, to be exchanged with the bank drafts. Click [here](#) for instructions on how to view a signed and submitted form.

53. In all cases, a cancellation fee and/or replacement bank draft fee may apply.

## ***Cut-Off Time for Urgent Submission of Pay-Out Form***

54. If an urgent pay-out instruction or amendment of a previous pay-out instruction is necessary within 2 working days of the intended date of collection, including same day submission and amendment of Pay-Out Forms, law firms must ensure that the Appointed Bank receives the instructions by the specified cut-off time on the day of collection. Bank drafts for such requests will then be available for collection by such time as specified by the bank.

## ***Scenario: Using Conveyancing Accounts to Stakehold Option Deposits***

### **Deposit of Option Deposits**

55. Lawyers acting for sellers may stakehold options deposits (4% to 9% of purchase price) in Conveyancing Accounts.

For payment of option deposits via cheque/bank drafts, law firms acting for the seller are to advise the buyer/buyer's lawyer on how the payment is to be made. See "[Making cheque/bank draft payment to a Conveyancing Account](#)", above.

VS

# General Measures

56. For payment of option deposits via electronic funds transfer/telegraphic transfer, law firms acting for the seller are to provide the buyer/buyer's lawyer with the necessary Conveyancing Account details. See " <a href="#">Making electronic funds transfer or telegraphic transfer payment to a Conveyancing Account</a> ", above.	VS
57. The buyer will sign the Option Form and prepare payment. The Option Form together with the cheques/bank drafts, or a record of electronic funds transfer/telegraphic transfer – if the money has been transferred via electronic funds transfer/telegraphic transfer, will be passed to the buyer's lawyer.	P
58. The buyer's lawyer will submit the Option Form and payment/payment documentation to the seller's lawyer.	PS
59. Upon receipt of the Option Form and payment, the seller's lawyer should complete and endorse a Pay-In Form (either via hardcopy or electronic Pay-In Form) to be submitted to the Appointed Bank. <ul style="list-style-type: none"> <li>a. The transaction file reference used by the seller's lawyer should be indicated in the Pay-In Form. It should not exceed 16 alphanumeric characters and should not include any punctuation.</li> <li>b. The seller's lawyer must also indicate the same transaction file reference and his Conveyancing Account number on the reverse of the cheque/bank draft; failure to do so may result in rejection of deposits.</li> <li>c. The Pay-In Form should be submitted on the same day as the deposit of the cheque/bank draft with the bank, and as soon as possible after the electronic funds transfer/telegraphic transfer has been credited. Failure to do so may result in rejection of deposits or delay in subsequent withdrawal of the money.</li> <li>d. The buyer's lawyer should be notified in writing that money was paid into the conveyancing account. If the ePI Pay-In Form was used, an email notification will be sent to the buyer's lawyer to notify that the law firm has been listed as the counter-signatory to the transaction. Click <a href="#">here</a> for a sample of the email that will be sent.</li> </ul>	VS
60. Once the pay-in has been completed, the seller's lawyer notifies the seller that the buyer has exercised the Option Form.	VS

## Withdrawal of Option Deposits using Manual Workflow

61. Prior to legal completion, the seller's lawyer provides a completion statement and fills in the relevant Pay-Out Form(s) to request preparation of bank drafts from the Conveyancing Account. See " <a href="#">Categories of Payees</a> " for instructions on what types of forms to use.	VS
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# General Measures

62. If counter-signing is required, the seller's lawyer will submit the Pay-Out Form(s) to the counter-signing lawyer – typically the buyer's lawyer.	VS
63. Upon checking the payment schedule, the counter-signing lawyer will endorse the Pay-Out Form and return it to the seller's lawyer.	PS
64. The seller's lawyer will submit a copy of the Pay-Out Form to the Appointed Bank either in person or via fax, to facilitate preparation of the bank drafts.	VS
<i>Note: The submission of the Pay-Out Form should be done early enough to factor in time taken for the bank to process the instructions.</i>	
65. On the day of collection of the bank drafts, the person collecting the bank draft should bring the original Pay-Out Form. This should be exchanged with the bank drafts.	VS
<i>Note: Payment of any applicable fees would have to be made at the point of collection.</i>	
<i>With effect from 1 January 2012, all payments to the "Commissioner of Stamp Duties" from the Conveyancing Account will be made via electronic transfer. No cashier's orders will be issued.</i>	

## Withdrawal of Option Deposits using Electronic Payment Instruction

66. Prior to legal completion, the seller's lawyer provides a completion statement and fills in the relevant ePI Payment Instruction(s) to request preparation of bank drafts from the Conveyancing Account. See " <a href="#">Categories of Payees</a> " for instructions on what types of forms to use. Click <a href="#">here</a> for an overview of the ePI system.	VS
67. If counter-signing is required, the ePI system will send an e-mail notification to the counter-signing lawyer – typically the buyer's lawyer.	
<i>Note: This e-mail will contain the 14-character alphanumeric Access Key that the counter-signing lawyer will have to use to access the Pay-Out Form in the ePI system. Click <a href="#">here</a> for a sample of the email that will be sent.</i>	
68. Upon checking the payment schedule, the counter-signing lawyer will endorse the Payment Instruction(s) using his individual Netrust digital ID token. Click <a href="#">here</a> for instructions to digitally counter-sign a Pay-Out Form. An e-mail notification with the Access Key will be sent to the banks and seller's lawyer to notify them that the Payment Instruction(s) has been endorsed and is ready for the banks to retrieve. Click <a href="#">here</a> for a sample of the email that will be sent.	PS

# General Measures

*Note: The submission of the Pay-Out Form via the ePI should be done early enough to factor in time taken for digital signatures and counter-signatures to be obtained, and for the bank to process the instructions.*

69. On the day of collection of the bank drafts, the person collecting the bank draft should bring the original Payment Instruction printed from the ePI system. This should be exchanged with the bank drafts. Please note that the original Payment Instruction to be printed out must be the copy that has already been digitally signed by all relevant signatories including counter-signatories (if counter-signing) is required. Click [here](#) for instructions on how to retrieve a signed Pay-Out Form.

VS

*Note: Payment of any applicable fees would have to be made at the point of collection.*

*With effect from 1 January 2012, all payments to the "Commissioner of Stamp Duties" from the Conveyancing Account will be made via electronic transfer. No cashier's orders will be issued.*

## ***Scenario: Using Conveyancing Accounts to Hold Balance Purchase Money, Mortgage Redemption Money and/or Stamp Duty Money***

### **Deposit of Conveyancing Money**

70. Lawyers acting for buyers may hold the balance of the sales proceeds (i.e. cash difference that the buyer need to pay to meet the of purchase price. Depending on whether the buyer has taken a bank loan or is using his CPF money, this cash difference may be as high as 90% to 95% of the purchase price) in their Conveyancing Accounts. Buyers may also choose to make disbursements toward completion themselves.

71. The same workflow applies to stamp duty money.

72. Lawyers acting for mortgagors may also hold mortgage redemption money in their Conveyancing Accounts. Mortgagors may also choose to make disbursements toward redemption themselves.

73. For payment of conveyancing money via cheque/bank drafts, law firms acting for the buyer/mortgagor are to advise on how the payment is to be made. See "[Making cheque/bank draft payment to a Conveyancing Account](#)".

PS/MS

74. For payment of conveyancing money via telegraphic transfer, law firms acting for the buyer/mortgagor are to provide the necessary Conveyancing Account details. See "[Making electronic fund transfer or telegraphic transfer payment to a Conveyancing Account](#)".

PS/MS

# General Measures

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75. Upon receipt of the payment, the buyer's/mortgagor's lawyer should complete and endorse a Pay-In Form (either via hardcopy or electronic Pay-In Form) to be submitted to the Appointed Bank. <ul style="list-style-type: none"><li>a. The transaction file reference used by the lawyer should be indicated in the Pay-In Form. It should not exceed 16 alphanumeric characters and should not include any punctuation.</li><li>b. The lawyer must also indicate the same transaction file reference and his Conveyancing Account number on the reverse of the cheque/bank draft; failure to do so may result in rejection of deposits.</li><li>c. The Pay-In Form should be submitted on the same day as the deposit of the cheque/bank draft with the bank, and as soon as possible after the telegraphic transfer has been credited. Failure to do so may result in rejection of deposits or delay in subsequent withdrawal of the money.</li><li>d. The buyer's lawyer should be notified in writing that money was paid into the conveyancing account. If the ePI Pay-In Form was used, an email notification will be sent to the buyer's lawyer to notify that the law firm has been listed as the counter-signatory to the transaction. Click <a href="#">here</a> for a sample of the email that will be sent.</li></ul>	PS/MS
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## Withdrawal of Conveyancing Money using Manual Workflow

76. Prior to completion, the buyer's/mortgagor's lawyer fills in the relevant Pay-Out Form(s) to request preparation of bank drafts from the Conveyancing Account. See " <a href="#">Categories of Payees</a> " for instructions on what types of forms to use.	PS/MS
77. If counter-signing is required, the buyer's/mortgagor's lawyer will submit the Pay-Out Form(s) to the counter-signing lawyer – typically the seller's/mortgagee's lawyer.	PS/MS
78. Upon checking the payment schedule, the counter-signing lawyer will endorse the Pay-Out Form and return it to the buyer's/mortgagor's lawyer.	VS/BS
79. The buyer's/mortgagor's lawyer will submit a copy of the Pay-Out Form to the Appointed Bank either in person or via fax, to facilitate preparation of the bank drafts.	PS/MS
<i>Note: The submission of the Pay-Out Form should be done early enough to factor in time taken for the bank to process the instructions.</i>	
80. On the day of collection of the bank drafts, the person collecting the bank draft should bring the original Pay-Out Form. This should be exchanged with the bank drafts.	PS/MS

# General Measures

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*Note: Payment of any applicable fees has to be made at the point of collection.*

*With effect from 1 January 2012, all payments to the “Commissioner of Stamp Duties” from the Conveyancing Account will be made via electronic transfer. No cashier’s orders will be issued.*

## Withdrawal of Conveyancing Money using Electronic Payment Instruction

81. Prior to completion, the buyer’s/mortgagor’s lawyer fills in the relevant ePI Payment Instruction(s) to request preparation of bank drafts from the Conveyancing Account. See “[Categories of Payees](#)” for instructions on what types of forms to use. Click [here](#) for an overview of the ePI system.

PS/MS

82. If counter-signing is required, the ePI system will send an e-mail notification to the counter-signing lawyer – typically the seller’s/mortgagee’s lawyer.

*Note: This e-mail will contain the 14-character alphanumeric Access Key that the counter-signing lawyer will have to use to access the Pay-Out Form in the ePI system. Click [here](#) for a sample of the email that will be sent.*

83. Upon checking the payment schedule, the counter-signing lawyer will endorse the Payment Instruction(s) using his individual Netrust digital ID token. Click [here](#) for instructions to digitally counter-sign a Pay-Out Form. An e-mail notification with the Access Key will be sent to the banks and buyer’s/mortgagor’s lawyer to notify them that the Payment Instruction(s) has been endorsed and is ready for the banks to retrieve. Click [here](#) for a sample of the email that will be sent.

VS/BS

*Note: The submission of the Pay-Out Form via the ePI should be done early enough to factor in time taken for digital signatures and counter-signatures to be obtained, and for the bank to retrieve and process the instructions.*

84. On the day of collection of the bank drafts, the person collecting the bank draft should bring the original Payment Instruction printed from the ePI system. This should be exchanged with the bank drafts. Please note that the original Payment Instruction to be printed out must be the copy that has already been digitally signed by all relevant signatories including counter-signatories (if counter-signing) is required. Click [here](#) for instructions on how to retrieve a signed Pay-Out Form.

PS/MS

*Note: Payment of any applicable fees has to be made at the point of collection. With effect from 1 January 2012, all payments to the “Commissioner of Stamp*



# General Measures

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*Duties” from the Conveyancing Account will be made via electronic transfer. No cashier’s orders will be issued.*

## ***Scenario: How to Effect a Change of Counter-Signatory***

85. In the event of a change in counter-signatory as a result of a change in lawyers representing one party in the transaction, the Appointed Bank maintaining the Conveyancing Account should be informed so that the necessary transaction records can be updated. This should be done via a change of counter-signatory form.

### **Change of Counter-Signatory using Manual Workflow**

86. Lawyers should fill in and endorse a **Change of Counter-Signatory Form**.

87. Only one authorised signatory is required to endorse the **Change of Counter-Signatory Form**, before the Form is submitted for endorsement by the succeeding counter-signatory.

88. Lawyers should submit the **Change of Counter-Signatory Form** to the succeeding counter-signatory for endorsement.

89. After the succeeding counter-signatory has endorsed the **Change of Counter-Signatory Form**, the lawyer will submit the endorsed **Change of Counter-Signatory Form** to the bank.

### **Change of Counter-Signatory using Electronic Payment Instruction**

90. Lawyers will fill in and endorse a **ePI Change of Counter-Signatory Form**. Click [here](#) for instructions on how to fill in a Change in Counter-Signatory Form.

91. Only one authorised signatory is required to endorse the **Change of Counter-Signatory Form**, before the Form is submitted for endorsement by the succeeding counter-signatory.

92. The ePI system will send an e-mail notification to the succeeding counter-signatory for endorsement. Click [here](#) for a sample of the email that will be sent.

*Note: This e-mail will contain the 14-character alphanumeric Access Key that the succeeding counter-signatory will have to use to access the Pay-Out Form in the ePI system.*

# General Measures

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93. After the succeeding counter-signatory has endorsed the **Change of Counter-Signatory Form** (Click [here](#) for instructions on how to digitally counter-sign the CCSF form), the ePI system will send an e-mail notifications to the lawyer, the succeeding counter-signatory and the bank. Click [here](#) for a sample of the email that will be sent. A separate email will also be sent to the incumbent counter-signatory. Click [here](#) for a sample of the email that will be sent to the incumbent counter-signatory.

## ***Scenario: How to Deal with Changes in Law Firm***

94. There may be certain situations in which a payment of conveyancing money from one Conveyancing Account to another may be necessary. This may be the case when a seller discharges his lawyer and appoints a new lawyer as the stakeholder. The option deposit would then have to be paid from the incumbent lawyer's account to the succeeding lawyers' conveyancing account.

95. This can be performed by treating the new lawyer as a Category A payee and paying the money in favour of the new lawyer's conveyancing account.

96. Other situations where this may arise include when a law firm would like to transfer conveyancing money between two or more conveyancing accounts it may have with one or several banks, or when a law firm has been reconstituted as a different Singapore law practice.

# General Measures

## PART C – Workflows for Conveyancing (CPF) Accounts and SAL's Conveyancing Money Service

### CPF Conveyancing Accounts

*The following section covers some additional workflows that lawyers acting for CPF Board have to follow, in addition to the requirements for operating a conveyancing account that were covered earlier.*

#### Requesting CPF Money for HDB Flats Financed with Bank Loan

- |   |      |
|---|------|
| 1. The buyer's lawyer will have to submit a hardcopy revised application Form HBL/1 at least 15 working days before the target date of completion. The revised Form HBL/1 is available in the CPF website.  | PS   |
| 2. The buyer's lawyer need to complete section 8 of the revised Form HBL/1 :<br><br>a. Name of Appointed Bank<br>b. Name of counter-signing party for the transaction (name of law firm, CPF Board or other permitted counter-signatory)<br>c. Whether the amount requested is the final payment.   | PS   |
| 3. If the buyer's lawyer did not complete item 2(a) & 2(b) above, CPF Board will assign (i) a CPF Board panel law firm to represent it and (ii) the law firm's bank* for the case, and disburse the buyer's CPF money to the law firm's Conveyancing (CPF) Account.   | CPFB |
| <br>*For cases where the law firm has more than one Conveyancing (CPF) Account, the Board will randomly assign the appointed bank.  |      |
| 4. CPF Board will disburse the buyer's CPF money as part of a lump sum including money for other properties, to the CPF Board panel law firm's Conveyancing (CPF) Account.  | CPFB |
| 5. CPF Board will also send a payment listing/details to the CPF Board panel law firm and the Appointed Bank to advise on the amounts credited under each transaction reference. The value date of the CPF payments is one working day after deducting from the buyer's CPF account. There is no need for panel law firms to submit a separate Pay-In Form for Conveyancing (CPF) Accounts. | CPFB |

#### Requesting CPF Money for Private Properties

- |  |    |
|--|----|
| 6. The buyer's lawyer will have to submit the application form for the use of CPF money online at least 6 to 8 weeks before completion, as per current practice. | PS |
|--|----|

# General Measures

7. Once the application is approved, CPF Board will issue a Letter of Approval to the buyer and assign a law firm from CPF Board's panel to represent it in the preparation of legal documentation and disbursement of the buyer's CPF money.	CPFB
8. Based on completion statements received and correspondence with the buyer's lawyer, the CPF Board panel law firm should submit the payment request via the CPF Online Housing Applications. The requested date of deduction from the buyer's CPF account should not be more than 5 working days before target completion date.	CPFBS
9. Deduction of funds from the buyer's CPF account and the value date of the CPF payments will occur on the 3 <sup>rd</sup> and 4 <sup>th</sup> working day respectively from the date of submission of the payment request.	CPFB
10. CPF Board will disburse the buyer's CPF money as part of a lump sum including money for other properties to the CPF Board panel law firm's Conveyancing (CPF) Account.	CPFB
11. CPF Board will also send a payment listing/details to the CPF Board panel law firm and the Appointed Bank to advise on the amounts credited under each transaction reference. The value date of the CPF payments is one working day after deducting from the buyer's CPF account. There is no need for panel law firms to submit a separate Pay-In Form for Conveyancing (CPF) Accounts.	CPFB

## Pay-Out

12. The CPF Board panel lawyer should fill in an electronic <b>Pay-Out Form</b> in the ePI system to request preparation of bank drafts from the conveyancing money in the panel lawyer's pilot Conveyancing (CPF) Account. (This can be prepared based on the completion statement and correspondence with the buyer's lawyer given prior to the value date of the CPF payments.)	CPFBS
13. The <b>Pay-Out Form</b> should be submitted electronically to the buyer's lawyer for his endorsement as counter-signatory. If the buyer's lawyer is also representing CPF Board as a panel lawyer, then the appropriate counter-signatory should be the seller's lawyer. Click <a href="#">here</a> for instructions on how to use the ePI system.	CPFBS
14. The submission of the <b>Pay-Out Form</b> via the ePI should be done early enough to factor in time taken for digital signatures and counter-signatures to be obtained, and for the bank to process the instructions.	
15. To facilitate the expeditious processing of the <b>Pay-Out Form</b> by the	

# General Measures

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Appointed Bank, some law firms may wish to inform the counter-signatory's lawyer to counter-sign. Upon counter-signing (click [here](#) for instructions on how to counter-sign the Pay-Out form), the counter-signatory will then submit the Pay-Out Form electronically. The panel lawyer will then print the original Pay-Out Form from the ePI system after receiving an e-mail notification from the ePI system and present it to the Appointed Bank at the point of collection of bank drafts. Click [here](#) for instructions on how to view a signed and submitted form.

16. On the day of collection of the bank drafts, the person collecting the bank draft should bring the original **Pay-Out Form** printed from the ePI system. This should be exchanged with the bank drafts. Please note that the original **Pay-Out Form** to be printed out must be the copy that has already been digitally signed by all relevant signatories including counter-signatories (if counter-signing) is required. Click [here](#) for instructions on how to retrieve a signed Pay-Out Form.

CPFBS

*Note: With effect from 1 January 2012, all payments to the "Commissioner of Stamp Duties" from the Conveyancing Account will be made via electronic transfer. No cashier's orders will be issued.*

## Amendment and Contingency

17. Should there be any need for amendment of **Pay-Out Forms**, urgent submission of **Pay-Out Forms**, or contingency workflows, the procedures for Conveyancing Accounts in the previous section shall apply.

# General Measures

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## ***SAL Conveyancing Money Service***

*\*Please refer to the Singapore Academy of Law (SAL)'s Instructions for details on the workflows for the Conveyancing Money Service provided by SAL to hold conveyancing money on behalf of buyer or seller and stakeholding money on behalf of both buyer and seller. The Instructions can be found at [http://www.sal.org.sg/content/STK\\_convy\\_money.aspx](http://www.sal.org.sg/content/STK_convy_money.aspx).*

# General Measures

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## **PART D – Guide to Conveyancing Measures for Buyers and Sellers of Property**

*This section is addressed to clients; i.e. buyers and sellers who may not know how the new measures will affect them. It is broken down into different points, depending on whether the client is a buyer, or seller, and whether he/she is represented by a lawyer.*

### ***Buyer Represented by a Lawyer***

#### **Option Deposit**

1. The buyer should pay the option deposit only to the recipient indicated by the seller in the Option Form.
2. If the option deposit is to be paid to the seller's lawyer's Conveyancing Account, the buyer should issue a cheque/bank draft in the name of "<Law Firm Name>-CVY Client"\*, ensuring that the correct Conveyancing Account number is indicated on the back of the cheque; or make a electronic funds transfer ("EFT")/telegraphic transfer ("TT") payment to the account number provided by the seller's lawyer. The buyer should verify the account number with the bank.
3. If the option deposit is to be paid to the Singapore Academy of Law ("SAL") as stakeholder, the buyer should issue a cheque/bank draft in the name of "Singapore Academy of Law", ensuring that the correct reference number is indicated on the back of the cheque. The buyer may also electronic funds transfer/telegraphic transfer funds to the account number indicated on SAL's Pay-In Form. The buyer will be asked to sign a form authorising his lawyer to act on his behalf in the withdrawal of stakeheld money from this account.
4. Option deposits in the case of HDB properties are to be made to HDB, or directly to the seller as per current practice.

#### **Balance of Sales Proceeds**

5. The buyer may issue cheques or bank drafts directly to payees as stipulated in the completion account provided by the seller's lawyer to the buyer's lawyer.
6. If the buyer would like to make payment through his lawyer, the buyer should issue a cheque/bank draft in the name of "<Law Firm Name>-CVY", ensuring that the correct CVY account number is indicated on the back of the cheque, or make a telegraphic transfer payment to the account number provided by the seller's lawyer.

**Last Updated: 3 January 2012**

*Please note that as this Guidebook is a 'live' document,  
it is subject to amendment and update at any time*

# General Measures

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7. The seller's lawyer should inform the buyer that he may verify the account number with the Appointed Bank directly, but should first instruct the Appointed Bank on a case-by-case basis to provide the relevant account numbers for verification, if asked by the buyer.

8. If the buyer would like the purchase money to be held by the Singapore Academy of Law, the buyer should issue a cheque in the name of "**Singapore Academy of Law**", ensuring that the correct reference number is indicated on the back of the cheque. The buyer may also telegraphic transfer funds to the account number indicated on SAL's Pay-In Form. The buyer will be required to sign a form authorising his Lawyer to act on his behalf in the withdrawal of conveyancing money from this account.

9. In the case of HDB properties, the purchase money is to be made to HDB, directly to the Seller, or via the Buyer's Lawyer's CVY account with the bank or with SAL as explained in paragraphs 6 and 7 respectively.

## Stamp Duties

10. The procedure for stamp duties is identical to that for balance sales proceeds, above.

## *Seller Represented by a Lawyer*

### Option Deposit

11. The seller must decide whether the Option Deposit from the Buyer should be paid to his lawyer's CVY account or to the Singapore Academy of Law as stakeholder.

12. If he decides that the Option Deposit should be paid to his lawyer's CVY account, the buyer should arrange for payment and no further action is required on the seller's part.

13. If the Option Deposit is to be paid to the Singapore Academy of Law as stakeholder, the buyer should arrange for payment. The seller will be required to sign a form authorising his Lawyer to act on his behalf in the withdrawal of stakeholding money from this account.

## Stamp Duties

14. If the seller would like to make payment of stamp duty through his lawyer, the seller should issue a cheque/bank draft in the name of "<Law Firm Name>-**CVY**", ensuring that the correct CVY account number is indicated on the back of the cheque, or make a telegraphic transfer payment to the account number provided by the seller's lawyer. The seller should verify the account number with the bank.



# General Measures

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15. If the seller would like the stamp duty money to be held by the Singapore Academy of Law, the seller should issue a cheque in the name of “**Singapore Academy of Law**”, ensuring that the correct reference number is indicated on the back of the cheque. The seller may also telegraphic transfer funds to the account number indicated on SAL’s Pay-In Form. The seller will be required to sign a form authorising his Lawyer to act on his behalf in the withdrawal of conveyancing money from this account.

## **Sales Proceeds**

16. The seller should provide his lawyer with a list of the payees who are entitled to receive the sales proceeds and the various amounts due to them, in order to facilitate payment from the buyer.

## ***Unrepresented Buyers and Sellers***

17. If you are a buyer or seller who is not represented by a lawyer, the procedures for the payment-in of money are as listed above. However, there are additional procedures that you will have to note in the event that the Lawyer representing the other party needs to make a withdrawal from his firm’s CVY account. This is because you will need to countersign most withdrawals from the other party’s lawyer’s CVY account. Click [here](#) for details on how unrepresented buyers and sellers can counter-sign on the Pay-Out Forms.

## ***Float***

18. Lawyers are allowed to request a cumulative total of up to \$5,000 to be held in their client’s account. You may choose whether or not to provide this sum. This sum is intended to cater for adjustments in completion account and may be paid into a lawyer’s client account.

## ***Disbursement and Fees***

19. Money intended for disbursements and professional fees are not conveyancing money, and do not have to be paid into a conveyancing account. They can be held in clients’ accounts pending disbursement.

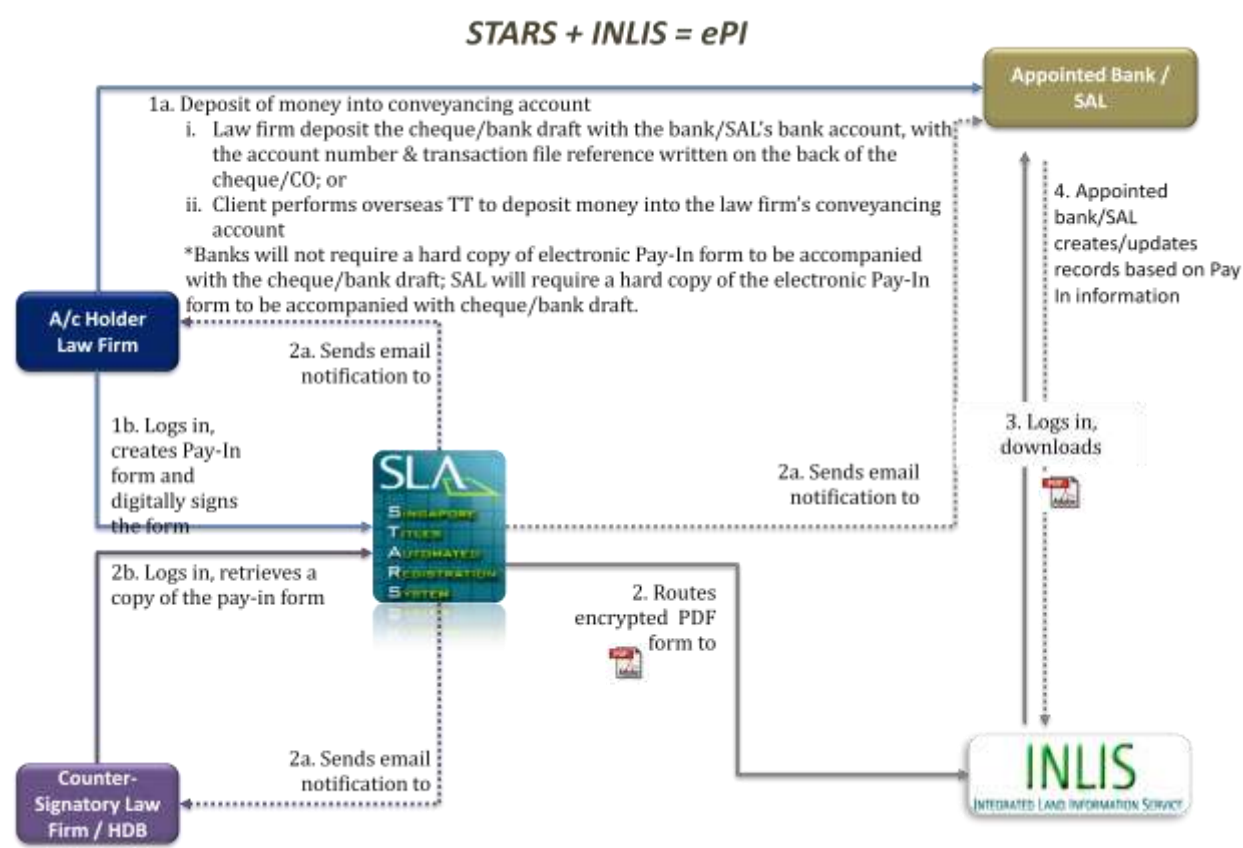
# Electronic Payment Instructions System

## PART E – Introduction to the Electronic Payment Instructions System

### Overview of the ePI System

1. The ePI system consists of 2 components – STARS and INLIS. Law firms will use STARS to lodge the forms, and the banks/SAL will use INLIS to retrieve the lodged forms.

### Electronic Pay-In Work Flow



2. The diagram above shows the electronic Pay-In workflow for deposit of conveyancing money into the solicitor's Conveyancing Account or with SAL's Conveyancing Money Service.

3. The account holding law firm (also known as the initiating law firm) deposits the conveyancing money into the conveyancing account or with SAL's conveyancing money service either by cheque/bank draft or electronic funds transfer/telegraphic transfer. For deposits made via cheque/bank draft, write the transaction file reference number on the back of each cheque/bank draft. For electronic funds transfer/telegraphic transfers, perform an account inquiry to establish if the funds have been received.

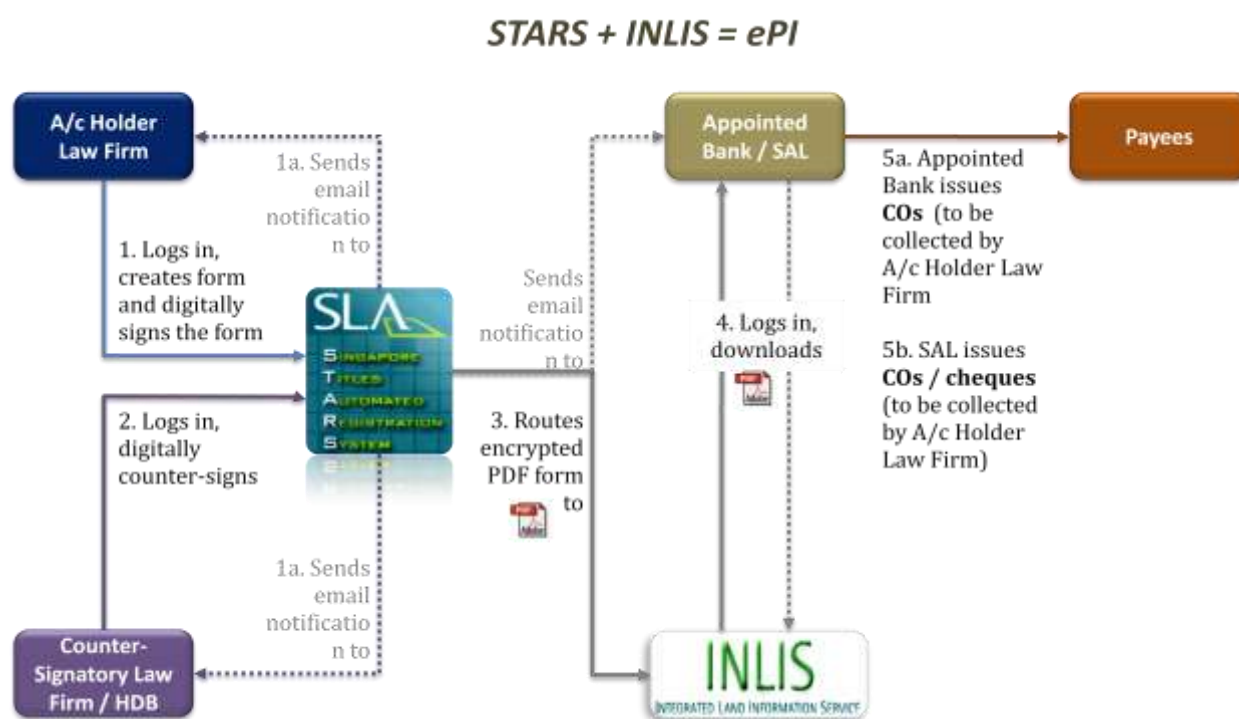
4. The account holding law firm (also known as the initiating law firm) first logs into STARS ([www.stars.gov.sg](http://www.stars.gov.sg)), creates and digitally signs the Pay-In forms. Upon signing of the Pay-In form, the form

# Electronic Payment Instructions System

will be transferred to INLIS (at half-hourly intervals). Banks/SAL can be informed via email that a form has been submitted and can be retrieved via INLIS for processing. The named counter-signatory can also be informed via email and retrieve the form for viewing from STARS.

5. The banks/SAL, upon receipt of the notification email or otherwise informed by the initiating law firm, logs into INLIS, retrieves and processes the submitted Pay-In form.
6. Please note that banks/SAL can only retrieve the lodged forms during INLIS operating hours (Monday - Saturday, 8:00 AM – 9:00 PM and Sunday, 1:00 PM – 6:00 PM). Forms lodged outside of INLIS operating hours will be made available for banks/SAL to retrieve only during INLIS operating hours.

## Electronic Pay-Out Work Flow



7. The diagram above shows the general workflow for the withdrawal of conveyancing money from the Conveyancing Accounts or SAL's Conveyancing Money Service.
8. The account holding law firm (also known as the initiating law firm) first logs into STARS ([www.stars.gov.sg](http://www.stars.gov.sg)), creates and digitally signs the relevant forms.
9. Forms that require counter-signing will be routed to the counter-signing law firm. The counter-signing law firm can be informed, via email, that a form requires their signature. Forms that do not require counter-signing will be transferred to INLIS (at half-hourly intervals) for banks/SAL to search and process. Banks/SAL can be informed, via email, that a form has been submitted and ready to be processed.

# Electronic Payment Instructions System

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10. The counter-signing law firm, upon receipt of the email or otherwise informed by the initiating law firm, logs into STARS, verifies the information on the lodged form and counter-signs on the form.

11. Once the counter-signature has been obtained, the forms will be transferred to INLIS (at half-hourly intervals). Banks/SAL can be informed via email that a form has been submitted and can be retrieved via INLIS for processing.

12. The banks/SAL, upon receipt of the notification email or otherwise informed by the initiating law firm, logs into INLIS, retrieves and processes the submitted form. For pay-out forms, banks/SAL will proceed to issue bank draft(s)/SAL's cheques to the listed payee(s).

*Note: With effect from 1 January 2012, all payments to the "Commissioner of Stamp Duties" from the Conveyancing Account will be made via electronic transfer. No cashier's orders will be issued.*

13. Once the bank drafts have been processed, the initiating law firm will print an original lodged pay-out form and present it to the banks/SAL in exchange for the bank draft(s)/SAL's cheques.

14. Please note that banks/SAL can only retrieve the lodged forms during INLIS operating hours (Monday - Saturday, 8:00 AM – 9:00 PM and Sunday, 1:00 PM – 6:00 PM). Forms lodged outside of INLIS operating hours will be made available for banks/SAL to retrieve only during INLIS operating hours.

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# Electronic Payment Instructions System

## *Electronic Payment Instructions Module in STARS*

1. There are 2 ways to log into STARS.
  - a. If you have a Netrust token (only for lawyers), insert the token and click on '**Netrust Login**'.
  - b. If you do not have a Netrust token, enter your assigned User ID and password and click '**Login**'.

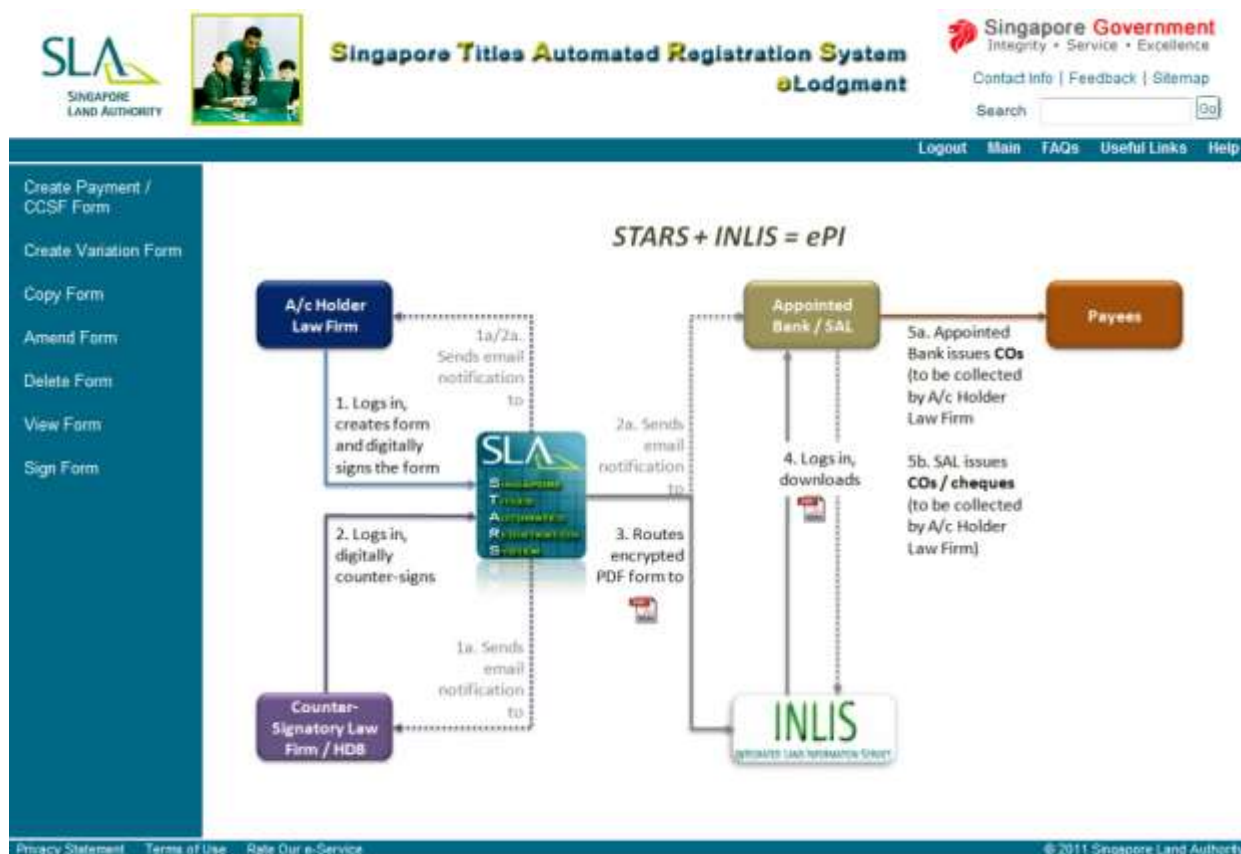


2. After logging in, the Electronic Payment Instructions module can be found on the left panel of the STARS homepage.



# Electronic Payment Instructions System

3. Click on 'Electronic Payment Instructions' and the following screen will load with all the various functions that can be performed in this module. Steps on using each function will be covered in the later sections of the guidebook.



[Create new forms](#)

[Copy from a saved or signed form](#)

[Linking a pay-out form to a previously submitted electronic pay-in form](#)

[Amend a saved form](#)

[Delete a saved/signing form](#)

[Sign a saved form](#)

[Counter-sign a form](#)

[Create a variation of a submitted form](#)

[View a saved or signed form](#)

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# Electronic Payment Instructions System

## *Understanding the ePI Forms*

1. The ePI system currently allows for the lodgment of the electronic versions of the following manual hardcopy forms:

- a. Pay-In Form for Conveyancing Accounts i.e. ePI equivalent is PI
- b. SAL Pay-In Form (Form 8) i.e. ePI equivalent is PIF8
- c. Pay-out Form A i.e. ePI equivalent is POA
- d. Pay-out Form BC i.e. ePI equivalent is POBC
- e. Change in Counter-signatory Form i.e. ePI equivalent is CCSF
- f. Variation Pay-In Form for Conveyancing Accounts i.e. ePI equivalent is PI Variation
- g. SAL Variation Pay-In Form (Form 8 Variation) i.e. ePI equivalent is PIF8 Variation
- h. Variation Form A i.e. ePI equivalent is POA Variation
- i. Variation Form BC i.e. ePI equivalent is POBC Variation

2. Every form created in ePI module will contain four important pieces of information:

- a. 14-character access key

Every created form will be assigned a 14-character access key. A new key will be assigned for new forms (i.e. PI, PIF8, POA and POBC, CCSF); the same key as the original form will be assigned to the variation forms (PI Variation, PIF8 Variation, POA Variation and POBC Variation).

- b. Version of the form

The version of the form will take the format of **X.Y**.

The value of X will determine if the form is a new form (PI, PIF8, POA, POBC, CCSF) or a variation form (PI Variation, PIF8 Variation, POA Variation, POBC Variation).

	Value of X
New Forms (PI, PIF8, POA, POBC, CCSF)	0 or 1
Variation Forms (PI Variation, PIF8 Variation, POA Variation, POBC Variation)	Larger than 1 (e.g. 2, 3, 4)

The value of Y will determine if the form is a draft version, or a signed and submitted version.

	Value of Y
Signed and submitted forms	00
Draft forms	Any value between 01 and 99 (e.g. 01, 02, 13, 24, 99)

See table below for examples of the version numbers and the corresponding interpretations of the form types.

Version Number	Form Type
0.01	1 <sup>st</sup> draft of a new form (PI, PIF8, POA, POBC, CCSF)
0.03	3 <sup>rd</sup> draft of a new form (PI, PIF8, POA, POBC, CCSF)
1.00	1 <sup>st</sup> signed and submitted new form (PI, PIF8, POA, POBC, CCSF)
1.04	4 <sup>th</sup> draft of a variation form (PI Variation, PIF8 Variation, POA Variation, POBC Variation)
3.00	3 <sup>rd</sup> signed and submitted variation form (PI Variation, PIF8 Variation, POA

# Electronic Payment Instructions System

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	Variation, POBC Variation)
3.02	2 <sup>nd</sup> draft of the 3 <sup>rd</sup> signed and submitted variation form (PI Variation, PIF8 Variation, POA Variation, POBC Variation)

## c. Status of the form

There are 4 possible statuses for the forms:

### i) Draft with error

Forms with errors in validated fields, and/or mandatory fields that have been left blank, will have this status. These forms are not made available for signing. Forms have to be completed and validated before they can be retrieved for signing.

### ii) Draft

Complete forms with no errors in validated fields and complete mandatory fields, will have this status. These forms can be retrieved for signing.

### iii) Signing

Forms pending a second signature from the initiating law firm, or forms pending counter-signature, will have this status.

### iv) Submitted

Forms that have been duly signed and/or counter-signed will have this status. Such forms will be transferred to INLIS (at half-hourly intervals) for banks/SAL to search and process.

***\*Note: The form is considered lodged once the first lawyer signs on the form. Thus, lodged forms can take on either the 'Signing' or 'Submitted' status.***

## d. Whether counter-signatory is required

This field will indicate if the form submitted requires counter-signing.

Counter-signing is not required for PI, PIF8 POA, PI Variation, PIF8 Variation, POA Variation, POBC Variation (for variations to Category B amounts, and/or deletion of Category B payees only).

Counter-signing is required for POBC, POBC Variation (for all other variations except variations to Category B amounts, and/or deletion of Category B payees only) and CCSF.

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# Electronic Payment Instructions System

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## ***PART E1 - New Payment Instruction Form vs. Variation Form***

1. There are certain situations that require the use of a new pay-in or pay-out form, and certain situations that require the use of a variation form.
2. As a general guideline, a new pay-in or pay-out form should be used when payment instructions are to be executed in addition to any previously submitted pay-in or pay-out forms. Variation forms should be used when the instructions in the previously submitted pay-in or pay-out forms are to be superseded with the new payment instructions.
3. Below are some scenarios to illustrate when a new pay-in or pay-out form should be used and when a variation form should be used.

### Scenario 1

- i. Pay-In form was submitted on 3 Jan 2011 accompanied by a cheque deposit of \$100,000 into the conveyancing account.
- ii. A second cheque payment of \$200,000 is to be made on 3 March 2011 into the conveyancing account.

A new pay-in form (PI) should be used for the second pay-in as the payment of \$200,000 is to be deposited into account in addition to the original payment of \$100,000.

### Scenario 2

- i. Payment instruction to make payment to the 'Commissioner of Stamp Duties' was executed via a POA form on 3 Jan 2011. The electronic transfer of money to IRAS has been made.
- ii. Completion is scheduled for 30 March 2011 and the balance purchase money is to be made payable to "JTC Corporation"

A new pay-out form (POA) should be used for the second payment as the payment to JTC Corporation is to be executed in addition to the payment to the "Commissioner of Stamp Duties". Furthermore, payment has been made to the first payee.

### Scenario 3

- i. Payment instruction to make payment to Payees 1 and 2 were executed via a POBC form on 3 Jan 2011. This is an interim payment and there is balance money in the Conveyancing Account.
- ii. Account holder wants to include an additional payment to Payee 3 on 6 Jan 2011. The payment amounts to Payee 1 and 2 remain the same.

There are 2 ways to include Payee 3 as an additional payee since there are no amendments to the payment amounts to Payees 1 and 2.

# Electronic Payment Instructions System

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- 1) Create a new pay-out form (POBC) to initiate payment to Payee 3. Only Payee 3 has to be included as a payee in the pay-out form. Counter-signing will be required. This is the recommended approach.
- 2) Create a variation form (POBC variation) to amend the payment instructions executed in the pay-out form submitted on 3 Jan 2011. Payees 1, 2 and 3 all have to be included as payees in the variation form. Counter-signing will be required.

## Scenario 4

- i. Payment instruction to make payment to Payees 1 and 2 were executed via a POBC form on 3 Jan 2011. This is an interim payment and there is balance money in the Conveyancing Account.
- ii. Account holder wants to amend payment amounts to Payees 1 and 2, and include an additional payment to Payee 3 on 10 Jan 2011.

A variation form (POBC variation) should be used to amend payment amounts to Payees 1 and 2. Payee 3 will be listed as an additional payee on the variation form. Counter-signing will be required.

If bank drafts have been collected for payment to Payee 1 and 2, enter the bank draft number for the bank to cancel the collected bank drafts. On the day of collection, bring the two cancelled bank drafts to the bank in exchange for the three new bank drafts.

## Scenario 5

Law Firm A requires two signatories to digitally sign on a pay-out form to authorise payment out of the Conveyancing Account.

- i. The first lawyer has signed on the pay-out form.
- ii. The second lawyer discovers that the information listed on the form is inaccurate and does not sign the form.

In this scenario, the form has not been submitted to the bank/SAL for processing, thus, even though the form has been lodged, the status of the form is **"Signing"**.

The law firm should lodge a new pay-out form. Account and property details can be copied from the previous form. Refer to section on **"Copy from a saved or signed form"** for more details.

After the new pay-out form has been lodged and signed, Law Firm A should delete the previous form from ePI. Refer to section on **"Delete a saved or signing form"** for more details.

## Scenario 6

- i. Law Firm A has lodged a pay-out form BC and the form has been routed to Law Firm B to counter-sign.
- ii. Law Firm B discovers that there are errors in the payment amounts to the payees listed on the form, and does not counter-sign the form. Law Firm B then informs Law Firm A of the errors.

Since the form has not been counter-signed by Law Firm B, the status of the form is **"Signing"**.

Law Firm A should lodge a new pay-out form. Account and property details can be copied from the previous form. Refer to section on **"Copy from a saved or signed form"** for more details.

# Electronic Payment Instructions System

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After the new pay-out form has been lodged and signed, Law Firm A should delete the previous form from ePI. Refer to section on [\*\*\*"Delete a saved or signing form"\*\*\*](#) for more details.

## Scenario 7

- i. Law Firm A has lodged a pay-out form BC and the form has been routed to Law Firm B to counter-sign.
- ii. Law Firm B counter-signs on the form after verifying that the payees and payment amounts are accurate.
- iii. The form is routed to the bank/SAL for processing.
- iv. Bank/SAL matches information on pay-out form with pay-in form and discovers that the account/property details are inaccurate and requires the law firm to re-lodge a pay-out form.

Variation forms do not allow the law firm to change account and property details. Thus, a new pay-out form will have to be lodged. Account and transaction details can be copied from the previous form. Refer to section on [\*\*\*"Copy from a saved or signed form"\*\*\*](#) for more details.

As the form has already been submitted to the bank/SAL for processing, the form cannot be deleted from the ePI.










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# Electronic Payment Instructions System

## ***PART E2 – Create New Forms***

This function allows the initiating law firm to create PI, PIF8 POA, POBC, and CCSF forms.

1. Click on **'Create New'** on the menu bar.
2. Select the type of form to be created. Only one type of form can be selected at a time. Click on the PDF file beside each type of form to view a sample of the form.

Payment Instruction Forms			
	Code	Description	Sample
<input type="radio"/>	PI	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAY-IN FORM	 PI  PI Variation
<input type="radio"/>	PIF8	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION SAL PAY-IN FORM	 PIF8  PIF8 Variation
<input checked="" type="radio"/>	POA	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY A PAYEES	 POA  POA Variation
<input type="radio"/>	POBC	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY B/C PAYEES	 POBC  POBC Variation
<input type="radio"/>	CCSF	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION CHANGE OF COUNTER-SIGNATORY	 CCSF

☐ Relevant data for selected form is to be copied from another file










☐ Selected form is to be linked to a previously submitted electronic Pay-In form

Proceed  
To

Create New Form

3. Check the box **'Relevant data for selected form is to be copied from another file'** if you choose to copy data from an existing form. You can either copy data from the same form type or a different form type.
4. For pay-out forms, an additional option will be available to link the pay-out form to a previously submitted electronic pay-in form. Check the box **"Selected form is to be linked to a previously submitted electronic Pay-In form"** if you choose to link the forms.

# Electronic Payment Instructions System

Payment Instruction Forms				
	Code	Description	Sample	
<input type="radio"/>	PI	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAY-IN FORM	 PI	 PI Variation
<input type="radio"/>	PIF8	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION SAL PAY-IN FORM	 PIF8	 PIF8 Variation
<input checked="" type="radio"/>	POA	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY A PAYEES	 POA	 POA Variation
<input type="radio"/>	POBC	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY B/C PAYEES	 POBC	 POBC Variation
<input type="radio"/>	CCSF	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION CHANGE OF COUNTER-SIGNATORY	 CCSF	

☒ Relevant data for selected form is to be copied from another file

☐ Selected form is to be linked to a previously submitted electronic Pay-In form

Proceed  
To

Create New Form

5. Click on 'Create New Form' button. If data is to be copied from another file, refer to [Part E3 – Copy from a saved or signed form](#) for instructions on copying data. If the pay-out form is to be linked to a previously submitted electronic pay-in form, refer to [Part E4 – Linking a Pay-Out Form to a Previously Submitted Electronic Pay-In Form](#) for instructions on linking the forms.

6. The selected form type will load. Click on the different links below for instructions on the creation of the different forms. Please refer to SAL's website ([www.sal.org.sg](http://www.sal.org.sg)) for instructions on the creation of PIF8.

[Pay-In Form for Conveyancing Accounts \(PI\)](#)

[Pay-out Form A \(POA\)](#)

[Pay-out Form BC \(POBC\)](#)

[Change in Counter-Signatory Form \(CCSF\)](#)

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# Electronic Payment Instructions System

## Pay-In Form for Conveyancing Accounts– Electronic Conveyancing Payment Instructions (PI)

*\* If SAL's service is used, please use the SAL Pay-IN Form (PIF8) instead.*

This function allows the initiating law firm to create a PI for depositing payment into a conveyancing account.

1. When a PI form is created, the following screen will be displayed. You can either use the scrollbar or click on the numbered section hyperlink to access the various sections. There are 7 sections in total to be filled up for the PI form.

The screenshot displays the 'Pay-In Form for Conveyancing Accounts' (PIF8) interface. At the top, there are logos for the Singapore Land Authority (SLA) and the Singapore Government, along with navigation links like 'Contact Info', 'Feedback', and 'Sitemap'. A search bar is also present. The main header includes a menu with options: 'Create New', 'Create Variation', 'Copy', 'Amend', 'Delete', 'View', 'Logout', 'Main', 'FAQs', 'Useful Links', and 'Help'. A warning message states: 'Warning: Please DO NOT use the browser < Back > button to navigate the form sections. Otherwise the data entered will be lost and you will need to re-create the entire pay-in form.' Below this, a note specifies: 'This form is only for pay-ins into a conveyancing account operated by an appointed bank. If you are using SAL's service, please use SAL Pay-In Form (PIF8).' The form title is 'Preparation form for PAY-IN FORM FOR CONVEYANCING ACCOUNTS - ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION (PI)'. A sidebar on the left shows 'Form Code' as 'PI' and 'Version 1.2 (2011) Released 14/10/2011'. The main content area is divided into sections. Section 1, 'ACCOUNT PARTICULARS', contains fields for 'Appointed Entity' (a dropdown), 'Account Name', 'Conveyancing account' (with a '-CVY' suffix), 'Account No.', 'Party Type' (a dropdown), and 'Law Firm Contact Person Details' (Name, Telephone, Email). A checkbox for 'Contact person does not have Email' is also present. Section 2, 'PROPERTY PARTICULARS', is partially visible. A 'Back to top' link is located at the bottom right of the form area. The footer includes 'Privacy Statement', 'Terms of Use', 'Rate Our e-Service', and '© 2011 Singapore Land Authority'.

### Section 1 – Account Particulars

This section captures the details of the Conveyancing Account that the money is to be paid into. All fields are mandatory. Contact person information provided in this section is solely for the bank's use. Email addresses to be designated to receive the notification emails have to be entered in Section 5 – Email/Fax Notification Details.

- i) Appointed Entity – Select from drop down list the name of the bank that the account is opened with
- ii) Account name – Input name of law firm as stated when account is opened.
- iii) Account no.

# Electronic Payment Instructions System

- iv) Party type – Party that law firm is acting for e.g. Purchasers, vendors, landlords, tenants, borrowers, lenders
- v) Name of contact person from law firm – Person that the bank/SAL can contact for more information on this transaction
- vi) Telephone number of contact person
- vii) Email address/Fax number of contact person - If contact person does not have an email address, select the 'Contact person does not have Email' box. Enter the fax number of the contact person.

**1. ACCOUNT PARTICULARS ?**

Appointed Entity: \*

Account Name

Conveyancing account: \*

-CVY

Account No.: \*

Party Type: \*

Law Firm Contact Person Details

Name: \*

Telephone: \*

Email: \*

Contact person does not have Email: ☐

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## **Section 2 – Property Particulars**

This section captures particulars of the property transacted – the law firm's transaction file reference and the property address.

Ensure that the details are accurate as the bank will match the following information in subsequent pay-out forms with the information entered in this pay-in form:

- i) Transaction file reference – Law firm's transaction file reference number, limited to 16 characters, with punctuations omitted.
- ii) Property address – The address of the transacted property

### Options for property address

- a. Standard address format or free text address – At least one option has to be selected.
  - You may enter the postal code of the property to retrieve the standard address.
  - Use the 'Free Text Address' field for properties under construction.
- b. Lot Number(s) - Enter the lot numbers one at a time and click '**Add**'. Repeat process to enter more lot numbers. This field is optional.

# Electronic Payment Instructions System

**2. PROPERTY PARTICULARS ?**

Transaction File Ref: \*  
(Maximum 16 alphanumeric characters, punctuation omitted; please use CPF property reference for CPF Conveyancing Accounts)

☒ Standard Address

Postal Code: \*  
307987  
Retrieve

Block/House No.: \*  
55

Street Name: \*  
NEWTON ROAD

Level - Unit:  
-

Building:  
REVENUE HOUSE

Devt. Name:

☐ Free Text Address (for property under construction)

Lot No.:  
MK -

Add

View

Update

Delete

Refresh

Lot No.

☐ TS28-901T

## **Section 3 – Counter-Signatory's Particulars**

This section captures information on the counter-signatory. The details provided in the pay-in form will be matched against any subsequent pay-out forms submitted for payments out of the conveyancing account.

- i) Counter-signatory's transaction file reference - Enter the information if it is available. This will facilitate the counter-signatory in the identification of the transaction.
- ii) Options for the type of counter-signatory
  - a. Solicitor

Select the law firm acting for the other party from the list. The name of lawyer cannot be selected until the law firm has been selected.
  - b. CPF Board

No further information is required.
  - c. HDB

Enter HDB's transaction file reference.
  - d. Self-represented individual



# Electronic Payment Instructions System

Enter the name and select the ID type for the self-represented individual from the following options:

- NRIC No.
- FIN No.
- Passport No.

Indicate the country that the individual is a citizen of for verification purposes by SLA.

- UEN

Indicate the name and ID of the representative that will go to SLA to sign the forms.

- Others

e. No counter-signatory

This option should be used only when no counter-signatory is required to withdraw the conveyancing money from the Conveyancing Account. An example would be if the money to be deposited is to be paid solely to a Category A payee e.g. Commissioner of Stamp Duties and Commissioner of Lands.

*\*Note: After submission of the pay-in form, any subsequent changes to the counter-signatory will have to be made via a Change in Counter-signatory Form (CCSF).*

### 3. COUNTER-SIGNATORY'S PARTICULARS ?

Details entered will be used for related Pay-Out /Change of Counter-Signatory Forms.  
No counter-signing is required for Pay-In Forms.

Counter-Signatory's Transaction File Ref:

☒ Solicitor

☐ CPF Board

☐ HDB

☐ Self-Represented

☐ No Counter-Signatory

Party Type: \*

Law Firm acting for the Party: \*

List

Name of Solicitor: \*

List

## Section 4 – Deposit Details

This section captures information on the deposits made to the conveyancing account. A combination of deposits via Cheque(s)/Bank Draft(s) and Electronic Fund Transfer/Telegraphic Transfer can be included in the same Pay-In form.

# Electronic Payment Instructions System

*\*Note: Bank drafts include Cashier's Orders*

Each separate deposit should be entered as a new entry. Enter the required details and click on the 'Add' button.

To delete a previously added deposit, check the box beside the deposit, and click on 'Delete'.

The transaction file reference entered in Section 2 should be written on the back of every cheque/bank draft prior to depositing it with the bank. The bank will not require a hardcopy of the Pay-In Form to be accompanied with the cheque(s)/bank draft(s) if the electronic Pay-In form is submitted.


For telegraphic transfers, the initiating law firm should ascertain that the remittance has been received (by performing an account enquiry), before the electronic Pay-In form is submitted.

### 4. DEPOSIT DETAILS ?

Cheque/Bank Draft

Cheque/Bank Draft No.: \*


Payment Amount: \*

Payment In Date: \*  (dd/mm/yyyy) 

Cheque/Bank Draft No.	Payment Amount(S\$)	Payment In Date
<input type="checkbox"/> 5866212	100,000.00	29/12/2011

Sub Total(S\$): 100,000.00

Telegraphic Transfer/Electronic Fund Transfer#

Date received into Account: \*  

Payment Amount: \*

# Electronic Fund Transfer means any form of transfer of funds by electronic means other than inter-bank GIRO or telegraphic transfer.

Date received into Account	Payment Amount(S\$)
<input type="checkbox"/> 29/12/2011	20,000.00

Sub Total(S\$): 20,000.00

Grand Total(S\$): 120,000.00

[Back to top](#)

## Section 5 – Email/Fax Notification Details

This section allows the law firm to send out email notifications to the following parties:

- 'My Email' - Any person in the law firm that wants to be notified of the lodgment of forms
- 'My Client's Email' – Client(s) that the law firm is acting for

# Electronic Payment Instructions System

iii) 'Counter-signatory's Email' – Law firm acting for the other party in the transaction

If counter-signatory does not have an email address, select the 'Counter-Signatory does not have Email' box. Enter the fax number of the counter-signatory.

Enter only **one** email address at a time, then click 'Add'. The system will only validate the format of the email address. The emails are for information only and no alerts will be displayed for bounced or non-existent email accounts.

Thus, please ensure that the emails are entered accurately. The sample email that will be sent out upon submission of the pay-out form can be found at Annex A.

To remove a previously added email address, check the box beside the email address, and click 'Delete'.

**5. EMAIL/FAX NOTIFICATION DETAILS ?**

Please enter the email addresses of the parties you wish to notify for this form.  
For Parties CPFB and HDB, emails will be sent to predefined generic email addresses. Enter only if you wish to notify specific persons.  
[Click here](#) for more details on emailing schedule.

Please add email addresses and fax numbers one at a time.

My Email:	<input type="text"/>	<input type="button" value="Add"/>
My Client's Email:	<input type="text"/>	<input type="button" value="Add"/>
Counter-Signatory's Email: *	<input type="text"/>	<input type="button" value="Add"/>
Counter-Signatory does not have Email:	<input type="checkbox"/>	

To remove an email address or a fax number, check the correct box and click "Delete".

To	Email Address / Fax Number
----	----------------------------

## **Section 6 – Lodger Account**

This section is for the law firm to select the lodger account that the lodgment fee will be billed to. If there is only one lodger account, the default lodger account will be selected. If there is more than one lodger account for the law firm, select the appropriate lodger account to be billed.

**6. LODGER ACCOUNT ?**

Please select the lodger account for payment purposes:

Lodger Account: \*

## **Section 7 – Additional Information for Appointed Entity**

This section allows law firms to provide any additional information that the bank may require, or any clarifications that the firms wish to make.

# Electronic Payment Instructions System

## 7. ADDITIONAL INFORMATION FOR APPOINTED ENTITY ?

<<Provide any additional information that the Appointed Entity requires, e.g. collection branch, currency denomination, bank draft requests, etc.>>

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2. After entering the information, click on the '**Save**' button to proceed or '**Preview**' button to view the form.
3. The system will check and prompt for fields that have not been entered. An 'Error' message will be displayed if mandatory sections have not been completed. A 'Warning' message will be displayed if a non-mandatory section has not been entered.

- a. Click on '**Continue**' to save the form.

Forms with blank mandatory fields will have the status "**Draft with errors**". Forms with all the mandatory fields entered will have the status "**Draft**".

- b. To make changes, law firms can click on '**Back to Form**' to perform amendments.

**Error**

The following mandatory sections below have either **never been visited** or have **NOT** been filled in yet:

Section	Title
1	ACCOUNT PARTICULARS
2	PROPERTY PARTICULARS
3	COUNTER-SIGNATORY'S PARTICULARS
4	DEPOSIT DETAILS
5	EMAIL/FAX NOTIFICATION DETAILS

You can choose to go back to your form to make amendments or proceed to save the file without amendments.  
Please note that incomplete form cannot be signed.

[<< Back to form](#) [Continue >>](#)

Version 1.2 (2011)  
Released 14/10/2011

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4. If the form has no errors (status of the form will be "**Draft**"), or if the law firm decides to continue saving the form with existing errors, a 14-character access key will be generated. Note down the access key for future retrieval of the form.

# Electronic Payment Instructions System

---

## SAVE CONFIRMATION

You have successfully saved the form.

Your 14 character access key is: **CKMLAIFCXPNXQF**.

Click < Finish > to return to the main page or < Print > to print out the form prepared.



5. Note that the form is not submitted until it is signed by the lawyer.

# Electronic Payment Instructions System

## Pay-out Form A – Electronic Conveyancing Payment Instructions to Category A Payees (POA)

This function allows the initiating law firm to create a POA.

1. When a POA form is created, the following screen will be displayed. You can either use the scrollbar or click on the numbered section hyperlink to access the various sections. There are 8 sections in total to be filled up for the POA form.

The screenshot displays the 'eLodgment' web application. At the top, there are logos for SLA (Singapore Land Authority) and Singapore Government, along with navigation links like 'Contact Info', 'Feedback', and 'Sitemap'. A search bar is also present. Below the header, a menu bar includes options like 'Create New', 'Create Variation', 'Copy', 'Amend', 'Delete', 'View', 'Logout', 'Main', 'FAQs', 'Useful Links', and 'Help'. On the left sidebar, there is a 'Form Code' dropdown set to 'POA' and version information: 'Version 1.2 (2011) Released 14/10/2011'. The main content area features a warning message: 'Warning: Please DO NOT use the browser < Back > button to navigate the form sections. Otherwise the data entered will be lost and you will need to re-create the entire payout form.' Below this is the title 'Preparation form for PAYOUT FORM A - ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY A PAYEES(POA)'. A progress indicator shows sections 1 through 8, with section 1 being the active one. Section 1, 'ACCOUNT PARTICULARS', contains several mandatory fields marked with an asterisk: 'Appointed Entity' (a dropdown menu), 'Account Name' (with radio buttons for 'Conveyancing account: -CVY' and 'Conveyancing (CPF) account: -CVY-CPF'), 'Account No.', 'Party Type' (a dropdown menu), and 'Law Firm Contact Person Details' (with sub-fields for 'Name', 'Telephone', and 'Email'). There is also a checkbox for 'Contact person does not have Email:'. A 'Back to top' link is at the bottom right of the section. Section 2, 'PROPERTY PARTICULARS', is partially visible below. The footer contains links for 'Privacy Statement', 'Terms of Use', and 'Rate Our e-Service', along with the copyright notice '© 2011 Singapore Land Authority'.

### Section 1 – Account Particulars

This section captures the details of the Conveyancing Account that the money is to be released from. All fields are mandatory. Contact person information provided in this section is solely for the banks/SAL's use. Email addresses to be designated to receive the notification emails have to be entered in Section 6 – Email Notification Details.

- i) Appointed Entity – Select from drop down list the name of the bank that the account is opened with; or 'SAL' if money is deposited with SAL
- ii) Account type and account name, i.e. normal CVY account, or a CVY (CPF) account – Only one account type can be selected per form. Create another form if money needs to be withdrawn from both accounts. Input name of law firm as stated when account is opened.
- iii) Account no.
- iv) Party type – Party that law firm is acting for e.g. Purchasers, vendors, landlords, tenants, borrowers, lenders

# Electronic Payment Instructions System

- v) Name of contact person from law firm – Person that the bank/SAL can contact for more information on this transaction
- vi) Telephone number of contact person
- vii) Email address/Fax number of contact person

*\*For money held with SAL, please refer to SAL's website for instructions on the information to be entered for each field.*

**1. ACCOUNT PARTICULARS ?**

Appointed Entity: \*

Account Name

☒ Conveyancing account: TAN & TAN -CVY

☐ Conveyancing (CPF) account: -CVY-CPF

Account No.: \* 12345678

Party Type: \* Vendor

Law Firm Contact Person Details

Name: \* CONTACT PERSON

Telephone: \* 61234567

Email: \* EMAIL@EMAIL.COM

Contact person does not have Email: ☐

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## **Section 2 – Property Particulars**

This section captures particulars of the property transacted – the law firm's transaction file reference and the property address.

The banks/SAL will match the following information with the information provided in the pay-in form:

- i) Transaction file reference – Information has to be identical to pay-in form
  - \* Punctuation may be entered into the field, but the number of alphanumeric characters is restricted to 16 characters.*
- ii) Property address – Information has to be in a similar format as pay-in form

### **Options for property address**

- a. Standard address format or free text address – At least one option has to be selected.
  - You may enter the postal code of the property to retrieve the standard address.
  - Use the 'Free Text Address' field for properties under construction.
- b. Lot Number(s) - Enter the lot numbers one at a time and click '**Add**'. Repeat process to enter more lot numbers. This field is optional.

# Electronic Payment Instructions System

## 2. PROPERTY PARTICULARS ?

Transaction File Ref: \*  
(Maximum 16 alphanumeric characters, punctuation omitted; please use CPF property reference for CPF Conveyancing Accounts)

☒ Standard Address

Postal Code: \*  
307987  
Retrieve

Block/House No.: \*  
55

Street Name: \*  
NEWTON ROAD

Level - Unit:  
-

Building:  
REVENUE HOUSE

Dev. Name:

☐ Free Text Address (for property under construction)

Lot No.:  
MK -

Add

View

Update

Delete

Refresh

Lot No.

☐ TS28-901T


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## Section 3 – Collection of Bank Draft(s)

This section allows the law firm to enter the expected date of collection of bank draft(s). Only a future date can be specified.

**Note: For same day collection, please lodge the forms by the cut-off time specified by the bank/SAL and follow up separately with the bank/SAL.**

## 3. COLLECTION OF BANK DRAFT(S) ?

Expected Date of Collection: \*  
(dd/mm/yyyy) 

Please ensure that sufficient funds for the Transaction File Reference are in the account before the stated date of collection of the Bank Draft(s).



# Electronic Payment Instructions System

## Section 4 – Payment Schedule

This section allows the law firm to select the Category A payees that the bank drafts will be made out to. With the exception of the last two options, the names of all the other payees are fixed.

- i) Only check the boxes beside the Category A payee(s) to be paid to. Multiple payees can be selected.

Enter the corresponding amounts payable to each payee. Omit the dollar sign and any commas.

With effect from 1 January 2012, all payments to the “Commissioner of Stamp Duties” from the Conveyancing Account will be made via electronic transfer. No bank drafts will be issued. If the “Commissioner of Stamp Duties” was selected as a payee, enter the IRAS Payment Voucher Number as displayed on the Payment Voucher in the field.

### 4. PAYMENT SCHEDULE ?

Category A Payees

Payee Name (Please select as applicable) *	Amount Payable (S\$)
<input type="checkbox"/> Commissioner of Lands	<input type="text"/>
<input checked="" type="checkbox"/> Commissioner of Stamp Duties	<input type="text"/>
IRAS Payment Voucher No. * <input type="text"/> (Electronic Transfer Only - No bank drafts will be issued)	
<input type="checkbox"/> Comptroller of Income Tax	<input type="text"/>
<input type="checkbox"/> Jurong Town Corporation	<input type="text"/>
<input type="checkbox"/> Singapore Academy of Law	<input type="text"/>
<input type="checkbox"/> Conveyancing account: ? <input type="text"/> -CVY	<input type="text"/>
<input type="checkbox"/> Conveyancing (CPF) account: ? <input type="text"/> -CVY-CPF	<input type="text"/>

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## Section 5 – Status of Transaction

This section allows law firms to indicate if this is the final payment for the transaction.

- i) Interim Payment

Select this option if there are future pay-outs expected/required.

- ii) Final Payment

Select this option if there are no further pay-outs expected or required. This will allow the banks/SAL to zero-rise the account. If there are remnant moneys, prepare and lodge a POBC form to pay out the moneys to a Category B payee. This form will require counter-signing.

# Electronic Payment Instructions System

## 5. STATUS OF TRANSACTION ?

- ☐ This is an interim payment. Please prepare payment according to the payment schedule and hold the transaction balance pending further instruction.
- ☐ This is the final payment. No further deposit or pay-out for this property transaction will be made.

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## Section 6 – Email Notification Details

This section allows the law firm to send out email notifications to the following parties:

- i) 'My Email' - Any person in the law firm that wants to be notified of the lodgment of forms
- ii) 'My Client's Email' – Client(s) that the law firm is representing

Enter only **one** email address at a time, then click '**Add**'. The system will only validate the format of the email address. The emails are for information only and no alerts will be displayed for bounced or non-existent email accounts.

Thus, please ensure that the emails are entered accurately. Click [here](#) for the email schedule and a copy of the email that will be sent out to the various parties.

To remove a previously added email address, check the box beside the email address, and click '**Delete**'.

## 6. EMAIL NOTIFICATION DETAILS ?

Please enter the email addresses of the parties you wish to notify for this form.  
For Parties CPF, HDB, SLA and Banks, emails will be sent to predefined generic email addresses. Enter only if you wish to notify specific persons.  
[Click here](#) for more details on emailing schedule.

Please add email addresses one at a time.

My Email:

Add

My Client's Email:

Add

Delete

Refresh

To remove an email address, check the correct box and click "Delete".

To	Email Address
<input type="checkbox"/> My Email	EMAIL@EMAIL.COM

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# Electronic Payment Instructions System

## Section 7 – Lodger Account

This section is for the law firm to select the lodger account that the lodgment fee will be billed to as well as the number of mandated signatures required by the banks to release the stated sum of money in the pay-out form.

- i) Lodger account - If there is only one lodger account, the default lodger account will be selected. If there is more than one lodger account for the law firm, select the appropriate lodger account to be billed.
- ii) Number of initiating lawyers – If two lawyers are indicated, and if the second initiating lawyer is from another law firm, indicate the name of the other law firm and the lawyer that will be signing. If the two lawyers are from the same firm, leave the fields blank.

**7. LODGER ACCOUNT ?**

Please select the lodger account for payment purposes:

Lodger Account: \*

No. of initiating lawyers: \* ☐ 1 ☒ 2

Please enter the following details if the second signatory for the account holder is from a different law firm. Leave the fields blank if the second signatory is from the same law firm.

Law Firm:

Name of Solicitor:

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## Section 8 – Additional Information for Appointed Entity

This section allows law firms to provide any additional information that the bank/SAL may require e.g. branch for collection of bank drafts. Please note that if you wish to use this section to specify the branch, please check with your bank on the agreed branches where such a service will be provided.

**8. ADDITIONAL INFORMATION FOR APPOINTED ENTITY ?**

<<Provide any additional information that the Appointed Entity requires, e.g. collection branch, currency denomination, bank draft requests, etc.>>

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- 2. After entering the information, click on the 'Save' button to proceed or 'Preview' button to view the form. A copy of the sample form can be found at [Annex B](#).

# Electronic Payment Instructions System

3. The Forms with blank mandatory fields will have the status system will check and prompt for fields that have not been entered. An 'Error' message will be displayed if a mandatory section has not been completed. A 'Warning' message will be displayed if a non-mandatory section has not been entered.
  - a. Click on '**Continue**' to save the form.
4. "**Draft with errors**". Forms with all mandatory fields entered will have the status "**Draft**".
  - b. To make changes, law firms can click on '**Back to Form**' to perform amendments.

The screenshot shows the Singapore Land Authority's eLodgment system interface. At the top, there are logos for SLA and Singapore Government, along with navigation links like 'Contact Info', 'Feedback', and 'Sitemap'. The main content area displays an 'Error' message stating that mandatory sections have not been filled. Below this is a table listing the missing sections: ACCOUNT PARTICULARS, PROPERTY PARTICULARS, COLLECTION OF CASHIER'S ORDER(S), PAYMENT SCHEDULE, STATUS OF TRANSACTION, and LODGER ACCOUNT. A 'WARNING' message follows, indicating that optional sections like 'ADDITIONAL INFORMATION FOR APPOINTED BANK/ENTITY' are also missing. At the bottom, there are buttons for '<< Back to form' and 'Continue >>'. The footer includes 'Privacy Statement', 'Terms of Use', 'Rate Our e-Service', and a copyright notice for 2011 Singapore Land Authority.

Section	Title
1	ACCOUNT PARTICULARS
2	PROPERTY PARTICULARS
3	COLLECTION OF CASHIER'S ORDER(S)
4	PAYMENT SCHEDULE
5	STATUS OF TRANSACTION
6	LODGER ACCOUNT

Section	Title
1	ADDITIONAL INFORMATION FOR APPOINTED BANK/ENTITY

5. If the form has no errors (status of the form will be "**Draft**"), or if the law firm decides to continue saving the form with existing errors, a 14-character access key will be generated. Note down the access key for future retrieval of the form.

**SAVE CONFIRMATION**

You have successfully saved the form.

Your 14 character access key is: **CH4OBGCIPBKRIN**.

Click < Finish > to return to the main page or < Print > to print out the form prepared.

Please note that the form will not be routed to the succeeding counter-signatory until the form has been signed.

FinishPrint

# Electronic Payment Instructions System

---

6. Note that the form is not submitted until it is signed by all the relevant parties. Click [here](#) for instructions on how to sign a saved form.

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# Electronic Payment Instructions System

## Pay-out Form BC – Electronic Conveyancing Payment Instructions to Category B/C Payees (POBC)

This function allows the initiating law firm to create a POBC.

1. When a POBC form is created, the following screen will be displayed. You can either use the scrollbar or click on the numbered section hyperlink to access the various sections. There are 11 sections in total to be filled up for the POBC form.

**SLA**  
SINGAPORE  
LAND AUTHORITY

**Singapore Titles Automated Registration System**  
eLodgment

**Singapore Government**  
Integrity • Service • Excellence  
Contact Info | Feedback | Sitemap  
Search

Create New Create Variation Copy Amend Delete View Logout Main FAQs Useful Links Help

**Form Code**  
POBC

Version 1.2 (2011)  
Released 14/10/2011

**Warning: Please DO NOT use the browser < Back > button to navigate the form sections. Otherwise the data entered will be lost and you will need to re-create the entire payout form.**

**Preparation form for PAYOUT FORM BC -  
ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION  
PAYMENT TO CATEGORY B/C PAYEES(POBC)**

\* - Mandatory field 1 2 3 4 5 6 7 8 9 10 11

**1. ACCOUNT PARTICULARS ?**

Appointed Entity: \*

Account Name

☐ Conveyancing account:  -CVY

☐ Conveyancing (CPF) account:  -CVY-CPF

Account No.: \*

Party Type: \*

Law Firm Contact Person Details

Name: \*

Telephone: \*

Email: \*

Contact person does not have Email: ☐

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**2. PROPERTY PARTICULARS ?**

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### Section 1 – Account Particulars

This section captures the details of the Conveyancing Account that the money is to be released from. All fields are mandatory. Contact person information provided in this section is solely for the banks/SAL's use. Email addresses to be designated to receive the notification emails have to be entered in Section 9 – Email/Fax Notification Details.

- i) Appointed Entity – Select from drop down list the name of the bank that the account is opened with; or 'SAL' if money is deposited with SAL
- ii) Account type and account name, i.e. normal CVY account, or a CVY (CPF) account – Only one account type can be selected per form. Create another form if money needs to be withdrawn from both accounts. Input name of law firm as stated when account is opened.
- iii) Account no.
- iv) Party type – Party that law firm is acting for e.g. Purchasers, vendors, landlords, tenants, borrowers, lenders

# Electronic Payment Instructions System

- v) Name of contact person from law firm – Person that the bank/SAL can contact for more information on this transaction
- vi) Telephone number of contact person
- vii) Email address/Fax number of contact person

*\*For money held with SAL, please refer to SAL's website for instructions on the information to be entered for each field.*

**1. ACCOUNT PARTICULARS ?**

Appointed Entity: \*

Account Name

☒ Conveyancing account: TAN & TAN -CVY

☐ Conveyancing (CPF) account: -CVY-CPF

Account No.: \* 12345678

Party Type: \* Vendor

Law Firm Contact Person Details

Name: \* CONTACT PERSON

Telephone: \* 61234567

Email: \* EMAIL@EMAIL.COM

Contact person does not have Email: ☐

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## **Section 2 – Property Particulars**

This section captures particulars of the property transacted – the law firm's transaction file reference and the property address.

The banks/SAL will match the following information with the information provided in the pay-in form:

- i) Transaction file reference – Information has to be identical to pay-in form
  - \* Punctuation may be entered into the field, but the number of alphanumeric characters is restricted to 16 characters.*
- ii) Property address – Information has to be in a similar format as pay-in form

### Options for property address

- a. Standard address format or free text address – At least one option has to be selected.
  - You may enter the postal code of the property to retrieve the standard address.
  - Use the 'Free Text Address' field for properties under construction.
- b. Lot Number(s) - Enter the lot numbers one at a time and click '**Add**'. Repeat process to enter more lot numbers. This field is optional.

# Electronic Payment Instructions System

**2. PROPERTY PARTICULARS ?**

Transaction File Ref: \*  
(Maximum 16 alphanumeric characters, punctuation omitted; please use CPF property reference for CPF Conveyancing Accounts)

☒ Standard Address

Postal Code: \*  
Block/House No.: \*  
Street Name: \*  
Level - Unit:  
Building:  
Devt. Name:

307987

Retrieve

55

NEWTON ROAD

-

REVENUE HOUSE

☐ Free Text Address (for property under construction)

Lot No.:  
MK -

Add

View

Update

Delete

Refresh

Lot No.

☐ TS28-901T

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## Section 3 – Counter-signatory’s Particulars

This section captures information on the counter-signatory. Ensure that the details are identical to the details provided to the banks/SAL in the pay-in form.

- i) Counter-signatory’s transaction file reference - Enter the information if it is available. This will facilitate the counter-signatory in the identification of the transaction.
- ii) Options for the type of counter-signatory
  - a. Solicitor

Select the law firm acting for the other party from the list. The name of lawyer cannot be selected until the law firm has been selected.
  - b. CPF Board

No further information is required.
  - c. HDB

Enter HDB’s transaction file reference.



# Electronic Payment Instructions System

## d. Self-represented individual

Enter the name and select the ID type for the self-represented individual from the following options:

- NRIC No.
- FIN No.
- Passport No.

Indicate the country that the individual is a citizen of for verification purposes by SLA.

- UEN

Indicate the name and ID of the representative that will go to SLA to sign the forms.

- Others

**3. COUNTER-SIGNATORY'S PARTICULARS ?**

Counter-Signatory's Transaction File Ref:

☒ Solicitor    ☐ CPF Board    ☐ HDB    ☐ Self-Represented

Party Type: \*

Law Firm acting for the Party: \*  [List](#)

Name of Solicitor: \*  [List](#)

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## **Section 4 – Collection of Bank Draft(s)**

This section allows the law firm to enter the expected date of collection of bank draft(s). Only a future date can be specified.


***Note: For same day collections, please lodge the forms by the cut-off time specified by the bank/SAL and follow up separately with the bank/SAL.***

# Electronic Payment Instructions System

**4. COLLECTION OF BANK DRAFT(S) ?**

Expected Date of Collection: \*

(dd/mm/yyyy)



Please ensure that sufficient funds for the Transaction File Reference are in the account before the stated date of collection of the Bank Draft(s).

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## **Section 5 - Payment Schedule (Category B Payees)**

This section allows the law firm to state the Category B payees that the Bank drafts will be made out to. Click [here](#) for the list of Category B payees.

### i) Details of Category B payee(s)

Select the identity of the payee from the drop down list. Enter the required information, click on the **'Add'** button.

Each type of payee can only be entered once. If there is a need to issue multiple bank drafts/SAL cheques to the same payee, enter the sum of all the payments in this section. Use the 'Additional Information' section (Section 11) to indicate the apportionment of the payment to the payee.

For example, HDB requires two separate payments of \$10,000 and \$15,000. Select 'HDB' from the 'Type of Payee' dropdown box, and enter \$35,000 in the box for amount payable. Indicate in the 'Additional Information' section that two separate bank drafts are required, one for \$10,000 and the other for \$15,000.

To amend the amounts or name of a previously added payee, check the box beside the payee, and click on **'View'**. Perform the necessary amendments, check the box beside the payee, and click on **'Update'**.

To delete a previously added payee, check the box beside the payee, and click on **'Delete'**.

# Electronic Payment Instructions System

**5. PAYMENT SCHEDULE (CATEGORY B PAYEES) ?**

Category B Payees

Type of Payee  
Payee Name  
Amount Payable (S\$)

Type of Payee	Payee Name	Amount Payable (S\$)
<input type="checkbox"/> CPFB	Central Provident Fund Board	50,000.00
<input type="checkbox"/> Purchaser	Amelia Koh	350,000.00

a. To edit a Payee, check the correct box and click "View". Make the amendment, check the correct box and click "Update".

b. To remove a Payee, check the correct box and click "Delete".

[Back to top](#)

## Section 6 – Payment schedule (Category C payees)

This section allows the law firm to state the Category C payees that the bank drafts will be made out to.

### i) Details of Category C payee(s)

For each record, after all the required information has been entered, click on the '**Add**' button. The same payee can only be added once.

To amend the amounts or name of a previously added payee, check the box beside the payee, and click on '**View**'. Perform the necessary amendments, check the box beside the payee and click on '**Update**'.

To delete a previously added payee, check the box beside the payee, and click on '**Delete**'.

# Electronic Payment Instructions System

**6. PAYMENT SCHEDULE (CATEGORY C PAYEES) ?**

[Category C Payees](#)

Payee Name

Amount Payable (S\$)

Add

View

Update

Delete

Refresh

Payee Name	Amount Payable (S\$)
<input type="checkbox"/> James Koh	100,000.00

a. To edit a Payee, check the correct box and click "View". Make the amendment, check the correct box and click "Update".

b. To remove a Payee, check the correct box and click "Delete".

[Back to top](#)

## **Section 7 – Supporting Documents**

This section allows the initiating law firm to upload any attachments (only in PDF or JPG formats) required by the counter-signing law firm to verify the identity of the Category B payees, the identity and amounts payable to Category C payees. The counter-signing law firm will receive the attachments via the notification email sent after the initiating lawyer(s) has signed on the form. Thus, please ensure that the email addresses provided in Section 9 are accurate.

Only one file can be uploaded at a time. Click 'Browse' to search through the local drive for the file to be uploaded. Select the desired file then click 'Add'. To delete the attachment, check the box beside the attachment and click 'Delete'.

***\*You may upload up to 1MB of documents.***

**7. SUPPORTING DOCUMENTS ?**

PDF/JPG Attachment: 

Browse...

Add

Delete

PDF/JPG Attachment

[Back to top](#)

## **Section 8 – Status of Transaction**

This section allows law firms to indicate if this is the final payment for the transaction.

- i) Interim Payment

Select this option if there are future pay-outs expected/required.

# Electronic Payment Instructions System

## ii) Final Payment

Select this option if there are no further pay-outs expected or required. This will allow the banks/SAL to zero-rise the account. It is mandatory to indicate the name of the Category B payee (usually the client or the source of funds) that the remnant money, if any, will be paid out to.

**8. STATUS OF TRANSACTION ?**

☐ This is an interim payment. Please prepare payment according to the payment schedule and hold the transaction balance pending further instruction.

☒ This is the final payment. No further deposit or pay-out for this property transaction will be made. Please prepare payment according to the payment schedule and pay all the remaining funds to a Category B payee indicated here (for CVY-CPF Accounts, all excess moneys should be refunded to the Central Provident Fund Board):

Payee Name: \*

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## **Section 9 – Email/Fax Notification Details**

This section allows the law firm to send out email notifications to the following parties:

- i) 'My Email' - Any person in the law firm that wants to be notified of the lodgment of forms
- ii) 'My Client's Email' – Client(s) that the law firm is acting for
- iii) 'Counter-signatory's Email' – Law firm acting for the other party in the transaction

If counter-signatory does not have an email address, select the 'Counter-Signatory does not have Email' box. Enter the fax number of the counter-signatory.

Enter only **one** email address at a time, then click '**Add**'. The system will only validate the format of the email address. The emails are for information only and no alerts will be displayed for bounced or non-existent email accounts.

Thus, please ensure that the emails are entered accurately. Click [here](#) for the email schedule and a copy of the email that will be sent out to the various parties.

To remove a previously added email address, check the box beside the email address, and click '**Delete**'.

# Electronic Payment Instructions System

**9. EMAIL/FAX NOTIFICATION DETAILS ?**

Please enter the email addresses of the parties you wish to notify for this form.  
For Parties CPFB, HDB, SLA and Banks, emails will be sent to predefined generic email addresses. Enter only if you wish to notify specific persons.  
[Click here](#) for more details on emailing schedule.

Please add email addresses and fax numbers one at a time.

My Email:

My Client's Email:

Counter-Signatory's Email: \*

Counter-Signatory does not have Email: ☐

To remove an email address or a fax number, check the correct box and click "Delete".

To	Email Address / Fax Number
<input type="checkbox"/> My Email	EMAIL@EMAIL.COM

[Back to top](#)

## Section 10 – Lodger Account

This section is for the law firm to select the lodger account that the lodgment fee will be billed to as well as the number of mandated signatures required by the banks to release the stated sum of money in the pay-out form.

- i) Lodger account - If there is only one lodger account, the default lodger account will be selected. If there is more than one lodger account for the law firm, select the appropriate lodger account to be billed.
- ii) Number of initiating lawyers – If two lawyers are indicated, and if the second initiating lawyer is from another law firm, indicate the name of the other law firm and the lawyer that will be signing. If the two lawyers are from the same firm, leave the fields blank.

**10. LODGER ACCOUNT ?**

Please select the lodger account for payment purposes:

Lodger Account: \*

No. of initiating lawyers: \* ☐ 1 ☒ 2

Please enter the following details if the second signatory for the account holder is from a different law firm. Leave the fields blank if the second signatory is from the same law firm.

Law Firm:

Name of Solicitor:

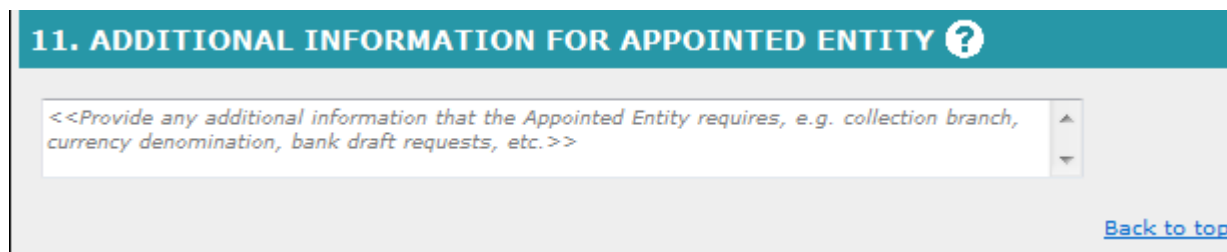
[Back to top](#)

# Electronic Payment Instructions System

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## **Section 11 – Additional Information for Appointed Entity**

This section allows law firms to provide any additional information that the bank/SAL may require e.g. branch for collection of bank drafts. Please note that if you wish to use this section to specify the branch, please check with your bank on the agreed branches where such a service will be provided.



2. After entering the information, click on the '**Save**' button to proceed or '**Preview**' button to view the form. The copy of the sample form can be found at [Annex B](#).
3. The system will check and prompt for fields that have not been entered. An 'Error' message will be displayed if mandatory sections have not been completed. A 'Warning' message will be displayed if a non-mandatory section has not been entered.
  - a. Click on '**Continue**' to save the form.

Forms with blank mandatory fields will have the status "**Draft with errors**". Forms with all mandatory fields entered will have the status "**Draft**".
  - b. To make changes, law firms can click on '**Back to Form**' to perform amendments.

# Electronic Payment Instructions System

The screenshot displays the Singapore Land Authority's eLodgment system. At the top, there are logos for SLA and the Singapore Government, along with navigation links like 'Contact Info', 'Feedback', and 'Sitemap'. A search bar is also present. The main menu includes 'Create New', 'Create Variation', 'Copy', 'Amend', 'Delete', 'View', 'Logout', 'Main', 'FAQs', 'Useful Links', and 'Help'. On the left sidebar, there's a 'Form Code' section with 'CCSF' selected. The central area shows a 'WARNING!' message in red, stating that certain sections of the form have not been filled in yet. A table lists these sections: ACCOUNT PARTICULARS, PROPERTY PARTICULARS, SUCCEEDING COUNTER-SIGNATORY'S PARTICULARS, and INCUMBENT COUNTER-SIGNATORY'S PARTICULARS. Below the table, there are instructions on how to proceed, including buttons for '<< Back to form' and 'Continue >>'. The footer contains links for 'Privacy Statement', 'Terms of Use', and 'Rate Our e-Service', along with a copyright notice for 2011.

SLA SINGAPORE LAND AUTHORITY

Singapore Titles Automated Registration System eLodgment

Singapore Government Integrity • Service • Excellence

Contact Info | Feedback | Sitemap

Search

Create New Create Variation Copy Amend Delete View Logout Main FAQs Useful Links Help

Order Of Forms In Preparation \*

Form Code CCSF

**WARNING!**

The following section(s) below have either **never been visited** or have **NOT** been filled in yet.

Section	Title
1	ACCOUNT PARTICULARS
2	PROPERTY PARTICULARS
3	SUCCEEDING COUNTER-SIGNATORY'S PARTICULARS
4	INCUMBENT COUNTER-SIGNATORY'S PARTICULARS

You can choose to go back to your form to make amendments or proceed to save the file without amendments.

Please note that incomplete form cannot be signed.

<< Back to form Continue >>

Version 1.0 (2010)  
Released 01/12/2010

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- If the form has no errors (status of the form will be **"Draft"**), or if the law firm decides to continue saving the form with existing errors, a 14-character access key will be generated. Note down the access key for future retrieval of the form.

## SAVE CONFIRMATION

**You have successfully saved the form.**

**Your 14 character access key is: BMNPAADHGJAKOZ.**

Click < Finish > to return to the main page or < Print > to print out the form prepared.

Finish

Print

- Note that the form is not submitted until it is signed by all the relevant parties. Click [here](#) for instructions on how to sign a saved form.

[Back to content page](#)



# Electronic Payment Instructions System

## Change of Counter-Signatory Form – Electronic Conveyancing Payment Instructions Change of Counter-signatory (CCSF)

*\* If SAL's service is used, please approach SAL directly to inform of the change in counter-signatory. Do not use the CCSF to inform SAL.*

This function allows the initiating law firm to create a CCSF.

1. When a CCSF form is created, the following screen will be displayed. You can either use the scrollbar or click on the numbered section hyperlink to access the various sections. There are 6 sections in total to be filled up for the CCSF form.

The screenshot shows the 'Preparation form for CHANGE OF COUNTER-SIGNATORY FORM - ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION CHANGE OF COUNTER-SIGNATORY(CCSF)'. The form is divided into sections: 1. ACCOUNT PARTICULARS and 2. PROPERTY PARTICULARS. Section 1 includes fields for Appointed Bank/Entity, Account Name, Account Type (Conveyancing account or Conveyancing (CPF) account), Account No., Party Type, Law Firm Contact Person Details (Name, Telephone, Email), and a checkbox for 'Contact person does not have Email'. Section 2 includes a field for Transaction File Ref. The form is part of the Singapore Titles Automated Registration System eLodgment.

### Section 1 – Account Particulars

This section captures the details of the Conveyancing Account that the money is to be released from. All fields are mandatory. Contact person information provided in this section is solely for the banks/SAL's use. Email addresses to be designated to receive the notification emails have to be entered in Section 5 – Email/Fax Notification Details.

- Appointed Entity – Select from drop down list the name of the bank that the account is opened with.
- Account type and account name, i.e. normal CVY account, or a CVY (CPF) account – Only one account type can be selected per form. Create another form if money needs to be withdrawn from both accounts. Input name of law firm as stated when account is opened.
- Account no.

# Electronic Payment Instructions System

- iv) Party type – Party that law firm is acting for e.g. Purchasers, vendors, landlords, tenants, borrowers, lenders
- v) Name of contact person from law firm – Person that the bank can contact for more information on this transaction
- vi) Telephone number of contact person
- vii) Email address/Fax number of contact person

**1. ACCOUNT PARTICULARS ?**

Appointed Entity: \*

Account Name

☒ Conveyancing account: TAN & TAN -CVY

☐ Conveyancing (CPF) account:  -CVY-CPF

Account No.: \* 12345678

Party Type: \* Vendor

Law Firm Contact Person Details

Name: \* CONTACT PERSON

Telephone: \* 61234567

Email: \* EMAIL@EMAIL.COM

Contact person does not have Email: ☐

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## **Section 2 – Property Particulars**

This section captures particulars of the property transacted – the law firm’s transaction file reference and the property address.

The banks/SAL will match the following information with the information provided in the pay-in form:

- i) Transaction file reference – Information has to be identical to pay-in form

*\* Punctuation may be entered into the field, but the number of alphanumeric characters is restricted to 16 characters.*

- ii) Property address – Information has to be in a similar format as pay-in form

### Options for property address

- a. Standard address format or free text address – At least one option has to be selected.
  - You may enter the postal code of the property to retrieve the standard address.
  - Use the ‘Free Text Address’ field for properties under construction.
- b. Lot Number(s) - Enter the lot numbers one at a time and click ‘Add’. Repeat process to enter more lot numbers. This field is optional.

# Electronic Payment Instructions System

**2. PROPERTY PARTICULARS ?**

Transaction File Ref: \*

(Maximum 16 alphanumeric characters, punctuation omitted; please use CPF property reference for CPF Conveyancing Accounts)

☒ Standard Address

Postal Code: \*

Block/House No.: \*

Street Name: \*

Level - Unit: -

Building:

Devt. Name:

☐ Free Text Address (for property under construction)

Lot No.: -

**Lot No.**

☐ TS28-901T

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## **Section 3 – Succeeding Counter-signatory's Particulars**

This section captures information on the succeeding counter-signatory.

- i) Succeeding counter-signatory's transaction file reference - Enter the information if it is available.  
This will facilitate the counter-signatory in the identification of the transaction.
- ii) Options for the type of succeeding counter-signatory
  - a. Solicitor  
Select the law firm acting for the other party from the list. The name of the lawyer cannot be selected until the law firm has been selected.
  - b. CPF Board  
No further information is required.
  - c. HDB  
Enter HDB's transaction file reference.
  - d. Self-represented individual  
Enter the name and select the ID type for the self-represented individual from the following options:
    - NRIC No.
    - FIN No.
    - Passport No.Indicate the country that the individual is a citizen of for verification purposes by SLA.

# Electronic Payment Instructions System

- UEN  
Indicate the name and ID of the representative that will go to SLA to sign the forms.
- Others

**3. SUCCEEDING COUNTER-SIGNATORY'S PARTICULARS ?**

Succeeding Counter-Signatory's Transaction  
File Ref:

☒ Solicitor    ☐ CPF Board    ☐ HDB    ☐ Self-Represented

Party Type: \*

Law Firm acting for the Party: \*  [List](#)

Name of Solicitor: \*  [List](#)

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## **Section 4 – Incumbent Counter-signatory's Particulars**

This section captures information on the incumbent counter-signatory.

- Incumbent counter-signatory's transaction file reference - Enter the information if it is available.  
This will facilitate the counter-signatory in the identification of the transaction.
- Options for the type of incumbent counter-signatory
  - Solicitor**  
Select the law firm acting for the other party from the list. The name of the lawyer cannot be selected until the law firm has been selected.
  - CPF Board**  
No further information is required.
  - HDB**  
Enter HDB's transaction file reference.
  - SLA (only for pilot trial)**  
No further information is required.
  - Self-represented individual**  
Enter the name and select the ID type for the self-represented individual from the following options:
    - NRIC No.
    - FIN No.
    - Passport No.  
Indicate the country that the individual is a citizen of for verification purposes by SLA.
    - UEN  
Indicate the name and ID of the representative that will go to SLA to sign the forms.
    - Others

# Electronic Payment Instructions System

**4. INCUMBENT COUNTER-SIGNATORY'S PARTICULARS ?**

Incumbent Counter-Signatory's Transaction File Ref:

☒ Solicitor ☐ CPF Board ☐ HDB ☐ Self-Represented ☐ No Counter-Signatory

Party Type: \*

Law Firm acting for the Party: \*  [List](#)

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## **Section 5 – Email/Fax Notification Details**

This section allows the law firm to send out email notifications to the following parties:

- i) 'My Email' - Any person in the law firm that wants to be notified of the lodgment of forms
- ii) 'My Client's Email' – Client(s) that the law firm is acting for
- iii) 'Incumbent Counter-signatory's Email/Fax' – Incumbent law firm acting for the other party in the transaction

If incumbent counter-signatory does not have an email address, select the 'Incumbent Counter-Signatory does not have Email' box. Enter the fax number of the incumbent counter-signatory.

- iv) 'Succeeding Counter-signatory's Email/Fax' – Succeeding law firm acting for the other party in the transaction.

If succeeding counter-signatory does not have an email address, select the 'Succeeding Counter-Signatory does not have Email' box. Enter the fax number of the succeeding counter-signatory.

Enter only **one** email address at a time, then click '**Add**'. The system will only validate the format of the email address. The emails are for information only and no alerts will be displayed for bounced or non-existent email accounts.

Thus, please ensure that the emails are entered accurately. Click [here](#) for the email schedule and a copy of the email that will be sent out to the various parties.

To remove a previously added email address, check the box beside the email address, and click '**Delete**'.

# Electronic Payment Instructions System

## 5. EMAIL/FAX NOTIFICATION DETAILS ?

Please enter the email addresses of the parties you wish to notify for this form.  
For Parties CPFB, HDB, SLA and Banks, emails will be sent to predefined generic email addresses. Enter only if you wish to notify specific persons.

[Click here](#) for more details on emailing schedule.

Please add email addresses and fax numbers one at a time.

My Email:

My Client's Email:

Incumbent Counter-Signatory's Email: \*

**Incumbent Counter-Signatory does not have Email:** ☐

Succeeding Counter-Signatory's Email: \*

**Succeeding Counter-Signatory does not have Email:** ☐

To remove an email address or a fax number, check the correct box and click "Delete".

To	Email Address / Fax Number
<input type="checkbox"/> My Email	EMAIL@EMAIL.COM

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## Section 6 – Lodger Account

This section is for the law firm to select the lodger account that the lodgment fee will be billed to as well as the number of mandated signatures required by the banks to release the stated sum of money in the pay-out form.

- i) Lodger account - If there is only one lodger account, the default lodger account will be selected. If there are more than one lodger account for the law firm, select the appropriate lodger account to be billed.

## 6. LODGER ACCOUNT ?

Please select the lodger account for payment purposes:

Lodger Account: \*

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2. After entering the information, click on the 'Save' button to proceed or 'Preview' button to view the form. A copy of the sample form can be found at [Annex B](#).

3. The system will check and prompt for fields that have not been entered. An 'Error' message will be displayed if a mandatory section has not been completed. A 'Warning' message will be displayed if a non-mandatory section has not been entered.

- a. Click on 'Continue' to save the form.

Forms with blank mandatory fields will have the status "**Draft with errors**". Forms with all mandatory fields entered will have the status "**Draft**".

# Electronic Payment Instructions System

- b. To make changes, law firms can click on '**Back to Form**' to perform amendments.

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SINGAPORE  
LAND AUTHORITY

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eLodgment

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Search

Create New Create Variation Copy Amend Delete View Logout Main FAQs Useful Links Help

**Error**

The following mandatory section(s) below have either **never been visited** or have **NOT** been filled in yet.

Section	Title
1	ACCOUNT PARTICULARS
2	PROPERTY PARTICULARS
3	SUCCEEDING COUNTER-SIGNATORY'S PARTICULARS
4	INCUMBENT COUNTER-SIGNATORY'S PARTICULARS
5	EMAIL/FAX NOTIFICATION DETAILS
6	LODGER ACCOUNT

You can choose to go back to your form to make amendments or proceed to save the file without amendments.  
Please note that incomplete form cannot be signed.

Version 1.1 (2011)  
Released 01/08/2011

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4. If the form has no errors (status of the form will be "**Draft**"), or if the law firm decides to continue saving the form with existing errors, a 14-character access key will be generated. Note down the access key for future retrieval of the form.

**SAVE CONFIRMATION**

You have successfully saved the form.

Your 14 character access key is: **CH40BGCIPBKRLN**.

Click < Finish > to return to the main page or < Print > to print out the form prepared.

Please note that the form will not be routed to the succeeding counter-signatory until the form has been signed.

# Electronic Payment Instructions System

- Note that the form is not submitted until it is signed by all the relevant parties. Click [here](#) for instructions on how to sign a saved form.
- After the CCSF has been signed, all POBC forms (with statuses as 'draft', 'draft with error' or 'signing') that have the same transaction file reference as that listed on the CCSF will be displayed in the following screen.

AccessKey	FormID	Status	Update	Invalidate	View
CHPPAFCACNIYOH	POBC	Draft	<input checked="" type="radio"/>	<input type="radio"/>	<a href="#">View</a>
CGHJBDCEAOAJ1L	POBC	Signing	-	<input checked="" type="radio"/>	<a href="#">View</a>
CGIQFEFADCB13Q	POBC	Signing	-	<input checked="" type="radio"/>	<a href="#">View</a>

[Cancel](#) [Confirm](#)

- For forms with statuses as 'draft' or 'draft with error', the law firm can choose to either update the counter-signatory particulars (using the 'Amend' function) or invalidate the forms. For forms with status as 'signing', the law firm will have to invalidate the form.
- Click on 'Confirm' to proceed with the invalidation or 'Cancel' to exit the invalidation screen. Note that the forms cannot be retrieved after the form has been invalidated. Any lodgement fees paid for the invalidated forms cannot be refunded.

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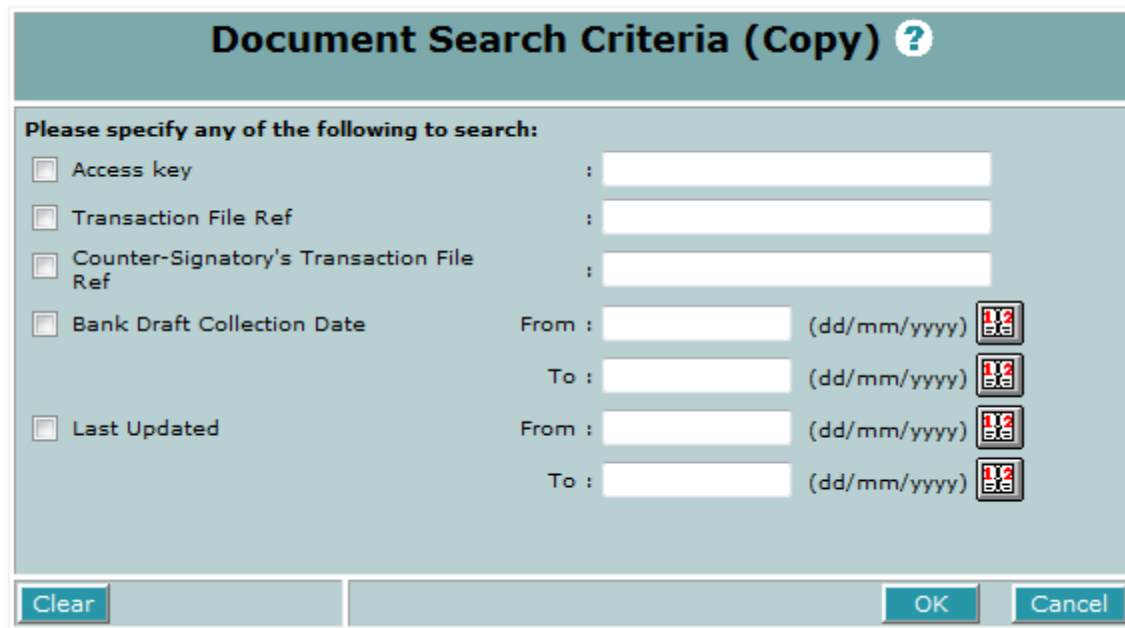


# Electronic Payment Instructions System





## ***PART E3 – Copy from a Saved or Signed Form***

This function allows the initiating law firm to copy information from existing saved or submitted forms.

1. Click on **'Copy'** on the menu bar.
2. Existing forms can be searched using the following search criteria.



The image shows a software dialog box titled "Document Search Criteria (Copy)" with a help icon. It contains a section titled "Please specify any of the following to search:" with five search criteria, each with a checkbox and input fields. The criteria are: "Access key" with a single text box; "Transaction File Ref" with a single text box; "Counter-Signatory's Transaction File Ref" with a single text box; "Bank Draft Collection Date" with "From" and "To" date pickers (format dd/mm/yyyy) and a calendar icon; and "Last Updated" with "From" and "To" date pickers (format dd/mm/yyyy) and a calendar icon. At the bottom are "Clear", "OK", and "Cancel" buttons.

Search Criteria	Field 1	Field 2	Field 3
<input type="checkbox"/> Access key	:		
<input type="checkbox"/> Transaction File Ref	:		
<input type="checkbox"/> Counter-Signatory's Transaction File Ref	:		
<input type="checkbox"/> Bank Draft Collection Date	From :	(dd/mm/yyyy)	
	To :	(dd/mm/yyyy)	
<input type="checkbox"/> Last Updated	From :	(dd/mm/yyyy)	
	To :	(dd/mm/yyyy)	

Buttons: Clear, OK, Cancel

3. Select the check boxes next to the search criteria to be adopted for the search, and enter the appropriate fields into the adjacent text boxes.
4. Click on **'OK'** to proceed. The following screen will load with the forms retrieved using the search criteria.

# Electronic Payment Instructions System

## Document Search Result (Copy)










Search Criteria: Form last updated between 01/10/2011 and 22/11/2011

Transaction File Ref	Counter-Signatory's Transaction File Ref	Access Key	Bank Draft Collection Date	Form Type	Version	Lodger ID	Last Modified On	Status	Counter-Signatory Req.
<input type="radio"/> 2391dloep2fsa	sjkd/dia/2211	CJ2MAHFBMZFM47	-	PI	2.01	ePILBDEN	03/10/2011 12:32:22 PM	Draft	No
<input type="radio"/> Test Email 4	Test Email 4 CS	CH3QAIBHFIPIBU	-	CCSF	1.00	ePILWMY1	03/10/2011 03:59:11 PM	Submitted	Yes
<input type="radio"/> Test JDK5.26 PI	Test JDK5.26 PI CS	CLSPCJCCSONGGS	-	PI	1.00	ePILWMY1	18/11/2011 03:30:12 PM	Submitted	No
<input type="radio"/> Test JDK5.26 POA	-	CLSPCFDDILKJB	30/11/2011	POA	1.00	ePILWMY1	18/11/2011 03:30:45 PM	Submitted	No
<input type="radio"/> Test JDK5.26 POBC	Test JDK5.26 POBC CS	CLSPCHFLHIFH	30/11/2011	POBC	0.01	ePILWMY1	18/11/2011 03:31:05 PM	Signing	Yes
<input type="radio"/> Test JDK5.29 PI	Test JDK5.26 PI CS	CLSQADBJJBOWHN	-	PI	1.00	ePILWMY1	18/11/2011 04:05:21 PM	Submitted	No
<input type="radio"/> Test JDK5.29 POA	-	CLSQADDITDGHIE	30/11/2011	POA	1.00	ePILWMY1	18/11/2011 04:04:09 PM	Submitted	No
<input type="radio"/> Test JDK5.29 POBC	Test JDK5.26 POBC CS	CLSQADFJZYLVT	30/11/2011	POBC	0.01	ePILWMY1	18/11/2011 04:04:26 PM	Signing	Yes
<input type="radio"/> Test PI DEL	123	CJWKCHBHFITRAO	-	PI	1.00	ePILWMY1	13/10/2011 04:37:28 PM	Submitted	No
<input type="radio"/> adfw/adinner.adfw	RS-kyys322	CKNDGSAHVUWL4R	-	PIFB	1.00	ePILBDEN	13/10/2011 02:47:31 PM	Submitted	No
<input type="radio"/> -	-	CLCPDFD3WRUQWM	-	POA	0.01	ePILBDEN	02/11/2011 03:35:39 PM	Draft with error	No
									<input type="button" value="View"/> <input type="button" value="Copy"/> <input type="button" value="Cancel"/>

- Select the form of interest. Only one form can be selected at a time using the radio buttons.
- Click on '**View**' to preview the form, or '**Copy**' to proceed to copy data from the selected form into the new form or '**Cancel**' to return to the previous screen to re-specify the search criteria.

**Note:** When the copy function from the menu bar is used, the form created will be of the same form type as the form that information was copied from (e.g. POA form to POA form).

If information is to be copied from another form type (e.g. from POBC form to POA form), create the form by the '**Create New**' function. Select the form type to be created and check the box 'Relevant data for selected form is to be copied from another file'. Click on 'Create New Form' and screen in step 2 will appear. Only relevant sections such as Account Particulars, Property Particulars, Email/Fax Notification Details and Lodger Account will be copied to the new form.

Payment Instruction Forms			Sample	
	Code	Description		
<input type="radio"/>	PI	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAY-IN FORM (PILOT)		
<input type="radio"/>	PIF8	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION SAL PAY-IN FORM (PILOT)		
<input checked="" type="radio"/>	POA	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY A PAYEES		
<input type="radio"/>	POBC	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY B/C PAYEES		
<input type="radio"/>	CCSF	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION CHANGE OF COUNTER-SIGNATORY		

☒ Relevant data for selected form is to be copied from another file

☐ Selected form is to be linked to a previously submitted electronic Pay-In form










Proceed  
To

[Back to content page](#)

# Electronic Payment Instructions System

## ***PART E4 – Linking a Pay-Out Form to a Previously Submitted Electronic Pay-In Form***

1. When you are creating a POA, POBC or CCSF using the 'Create New' function, you may choose to link the selected form to a previously submitted electronic Pay-In form by checking the box 'Selected form is to be linked to a previously submitted electronic Pay-In form'.

Payment Instruction Forms			Sample	
	Code	Description		
<input type="radio"/>	PI	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAY-IN FORM (PILOT)	 PI	 PI Variation
<input type="radio"/>	PIF8	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION SAL PAY-IN FORM (PILOT)	 PIF8	 PIF8 Variation
<input checked="" type="radio"/>	POA	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY A PAYEES	 POA	 POA Variation
<input type="radio"/>	POBC	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY B/C PAYEES	 POBC	 POBC Variation
<input type="radio"/>	CCSF	ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION CHANGE OF COUNTER-SIGNATORY	 CCSF	

☒ Relevant data for selected form is to be copied from another file

☐ Selected form is to be linked to a previously submitted electronic Pay-In form





Proceed  
To

Create New Form

2. Once you click on 'Create New Form', the following screen will load.

### Document Search Criteria (Link) ?

Please specify any of the following to search:

<input type="checkbox"/> Access key	:	<input type="text"/>
<input type="checkbox"/> Transaction File Ref	:	<input type="text"/>
<input type="checkbox"/> Counter-Signatory's Transaction File Ref	:	<input type="text"/>
<input type="checkbox"/> Bank Draft Collection Date	From :	<input type="text"/> (dd/mm/yyyy) 
	To :	<input type="text"/> (dd/mm/yyyy) 
<input type="checkbox"/> Last Updated	From :	<input type="text"/> (dd/mm/yyyy) 
	To :	<input type="text"/> (dd/mm/yyyy) 

3. Select the check boxes next to the search criteria to be adopted for the search, and enter the appropriate fields into the adjacent text boxes.

# Electronic Payment Instructions System

4. Click on '**OK**' to proceed. The following screen will load with the submitted Pay-In forms retrieved using the search criteria.

## Document Search Result (Link)

Search Criteria:

	Transaction File Ref	Counter-Signatory's Transaction File Ref	Access Key	Bank Draft Collection Date	Form Type	Version	Ledger ID	Last Modified On	Status	Counter-Signatory Req.
<input type="radio"/>	Test J0K6.26 PI	Test J0K6.26 PI CS	CLSPCICCSONGGS	-	PI	1.00	ePILWMY1	18/11/2011 03:30:12 PM	Submitted	No
<input type="radio"/>	Test J0K6.29 PI	Test J0K6.26 PI CS	CLSQAD8JJ8OWHN	-	PI	1.00	ePILWMY1	18/11/2011 04:05:21 PM	Submitted	No
<input type="radio"/>	Test PI DEL	123	CJWKCHBHFNTRAO	-	PI	1.00	ePILWMY1	13/10/2011 04:37:28 PM	Submitted	No
<input type="radio"/>	adfw/adiner.adfw	RS-kyy3322	CKNOGAHVUWL4R	-	PIF8	1.00	ePILBDEN	13/10/2011 02:47:31 PM	Submitted	No
									<a href="#">View</a> <a href="#">Link</a> <a href="#">Cancel</a>	

5. Select the form of interest. Only one form can be selected at a time using the radio buttons.

6. Click on '**View**' to preview the form; or '**Link**' to proceed to link the selected pay-in form to the new pay-out form/change of counter-signatory form; or '**Cancel**' to return to the previous screen to re-specify the search criteria.

7. The following screen will load once the form is linked. Please note that this linked form is identical to a newly created form.

**SLA**  
SINGAPORE LAND AUTHORITY

**Singapore Titles Automated Registration System**  
eLodgment

**Singapore Government**  
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Create New Create Variation Copy Amend Delete View Logout Main FAQs Useful Links Help

Warning: Please DO NOT use the browser < Back > button to navigate the form sections. Otherwise the data entered will be lost and you will need to re-create the entire payout form.

Form Code  
POA

Version 1.2 (2011)  
Released 14/10/2011

Preparation form for **PAYOUT FORM A - ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY A PAYEES (POA)**

This pay-out form is linked to pay-in form **CJWKCHBHFNTRAO**

\* - Mandatory field

12345678

**1. ACCOUNT PARTICULARS ?**

Appointed Entity: SEA

Account Name

☒ Conveyancing account: 213 -Cvy-

☐ Conveyancing (CPF) account: -Cvy-CPF

Account No.: 123

Party Type:

Law Firm Contact Person Details

Name: 123

Telephone: 12312312

Email: 123@1.1

Contact person does not have Email: ☐

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8. The main advantage of linking an electronic pay-in form to a pay-out form versus creating a new pay-out form is that the information in the pay-in form will automatically be populated into the pay-out form, which saves time and minimizes data entry errors.

# Electronic Payment Instructions System

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9. A new selected form will appear and the following sections will automatically be populated.
  - (i) Section 1 - Account Particulars (All information can be edited except for name of appointed entity.)
  - (ii) Section 2 – Property Details (Information in this section cannot be edited)

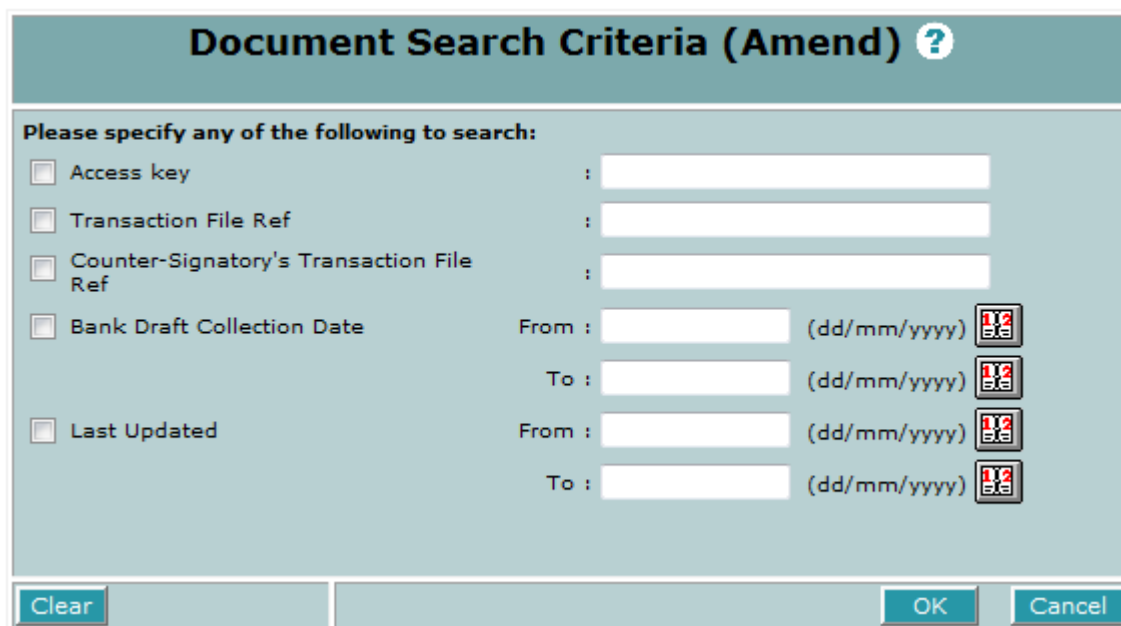
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# Electronic Payment Instructions System

## PART E5 – Amend a Saved Form

This function allows the initiating law firm to amend saved forms with status as **'Draft'** or **'Draft with error'**. Click [here](#) for explanations on the different statuses.

1. Click on **'Amend'** on the menu bar.
2. Existing forms can be searched using the following search criteria.



The dialog box is titled "Document Search Criteria (Amend) ?". It contains a section "Please specify any of the following to search:" with five checkboxes and corresponding input fields:

- ☐ Access key : [text box]
- ☐ Transaction File Ref : [text box]
- ☐ Counter-Signatory's Transaction File Ref : [text box]
- ☐ Bank Draft Collection Date : From : [text box] (dd/mm/yyyy) [calendar icon] To : [text box] (dd/mm/yyyy) [calendar icon]
- ☐ Last Updated : From : [text box] (dd/mm/yyyy) [calendar icon] To : [text box] (dd/mm/yyyy) [calendar icon]

At the bottom are three buttons: "Clear", "OK", and "Cancel".

3. Select the check boxes next to the search criteria to be adopted for the search, and enter the appropriate fields into the adjacent text boxes.
4. Click on **'OK'** to proceed. The following screen will load with the forms retrieved using the search criteria. Only forms that have not been signed (with status **"Draft"** or **"Draft with error"**) can be amended.

### Document Search Result (Amend)

Search Criteria: Form last updated between 01/10/2011 and 22/11/2011

	Transaction File Ref	Counter-Signatory's Transaction File Ref	Access Key	Bank Draft Collection Date	Form Type	Version	Lodger ID	Last Modified On	Status	Counter-Signatory Req.
<input type="radio"/>	2391dkwp2fsa	sjkd/dis/2211	CJ2MAHFBMZFM47	-	P1	2.01	ePILBDEN	03/10/2011 12:32:22 PM	Draft	No
<input type="radio"/>	-	-	CLCPDFDJWRUQWM	-	POA	0.01	ePILBDEN	02/11/2011 03:35:39 PM	Draft with error	No

At the bottom right are three buttons: "View", "Amend", and "Cancel".

5. Select the form of interest. Only one form can be selected at a time using the radio buttons.
6. Click on **'View'** to view the form, or **'Amend'** to proceed to amend data in the selected form or **'Cancel'** to return to the previous screen to re-specify the search criteria.
7. The selected form will load and amendments can be made to the form.

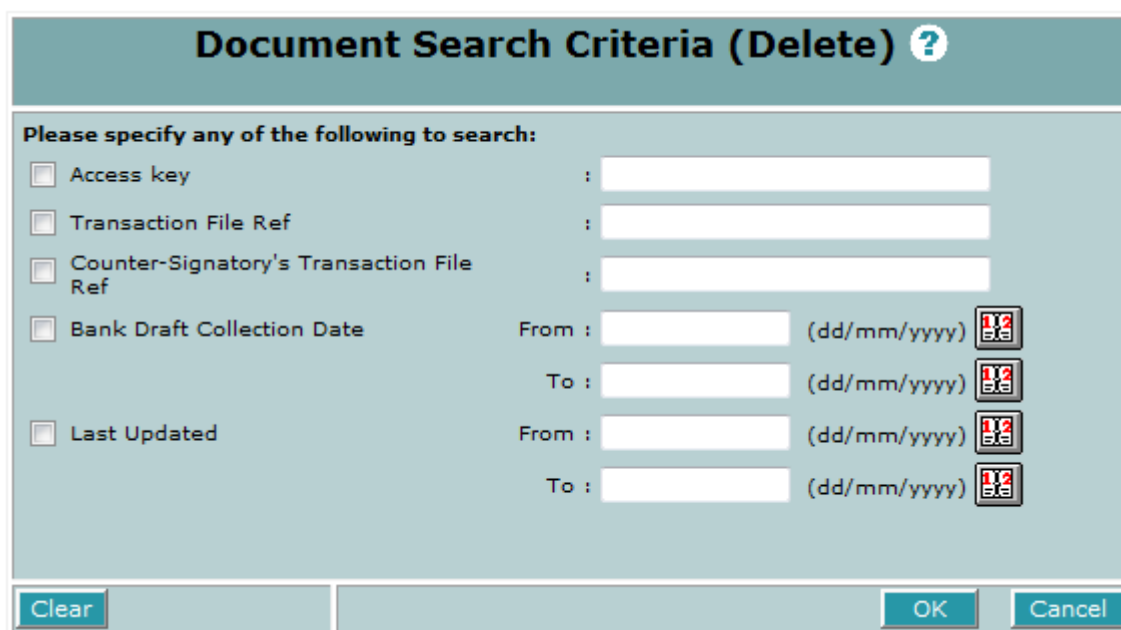
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# Electronic Payment Instructions System

## PART E6 – Delete a Saved or Signing Form

This function allows the initiating law firm to delete saved forms with status as ‘**Draft**’, ‘**Draft with error**’ or ‘**Signing**’. Click [here](#) for explanations on the different statuses.

1. Click on ‘**Delete**’ on the menu bar.
2. Existing forms can be searched using the following search criteria.



**Document Search Criteria (Delete) ?**

Please specify any of the following to search:

- ☐ Access key :
- ☐ Transaction File Ref :
- ☐ Counter-Signatory's Transaction File Ref :
- ☐ Bank Draft Collection Date : From :  (dd/mm/yyyy) To :  (dd/mm/yyyy)
- ☐ Last Updated : From :  (dd/mm/yyyy) To :  (dd/mm/yyyy)

Buttons: Clear, OK, Cancel

3. Select the check boxes next to the search criteria to be adopted for the search, and enter the appropriate fields into the adjacent text boxes.
4. Click on ‘**OK**’ to proceed. The following screen will load with the forms retrieved using the search criteria. Forms that have not been submitted can be deleted (i.e. forms with status as “**Draft**”, “**Draft with error**” or “**Signing**”).

### Document Search Result (Delete)

Search Criteria: Form last updated between 01/10/2011 and 22/11/2011

	Transaction File Ref	Counter-Signatory's Transaction File Ref	Access Key	Bank Draft Collection Date	Form Type	Version	Lodger ID	Last Modified On	Status	Counter-Signatory Req.
<input type="radio"/>	2991dncp2fxx	ajkd/die/2211	CJ2MAHFBMZF47	-	PI	2.01	ePILBDBH	03/10/2011 12:32:22 PM	Draft	No
<input type="radio"/>	Test 3DK6.26 POBC	Test 3DK6.26 POBC CS	CLSPCHFFLLHIFH	30/11/2011	POBC	0.01	ePILWMY1	18/11/2011 03:31:05 PM	Signing	Yes
<input type="radio"/>	Test 3DK6.29 POBC	Test 3DK6.26 POBC CS	CLSQADFJZYLVT	30/11/2011	POBC	0.01	ePILWMY1	18/11/2011 04:04:26 PM	Signing	Yes
<input type="radio"/>	-	-	CLCPDFDJWRUQWM	-	POA	0.01	ePILBDBH	02/11/2011 03:35:39 PM	Draft with error	No

Buttons: View, Delete, Cancel

5. Select the form of interest. Only one form can be selected at a time using the radio buttons.
6. Click on ‘**View**’ to view the form, or ‘**Delete**’ to proceed to delete the selected form or ‘**Cancel**’ to return to the previous screen to re-specify the search criteria.

# Electronic Payment Instructions System

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7. For forms with status as “**Signing**”, enter the 14-character access key into the pop-up as shown below to confirm the deletion.



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# Electronic Payment Instructions System

## ***PART E7 – Sign a Saved Form***

This function allows the initiating law firm to sign a saved form with status as '**Draft**'. Click [here](#) for explanations on the different statuses.

1. Click on '**Sign**' on the menu bar.
2. The following screen will load with all available forms for signing/counter-signing displayed at the bottom. Alternatively, searches based on the following criteria can be conducted. For forms initiated by the initiating law firm, the action type will be displayed as '**Sign**'.

**Sign Form**

Please specify the criteria below to search for your prepared form(s):

☐ Access Key :

☐ Initiating Law Firm :

☐ Initiating Law Firm Transaction File Ref :

☐ Counter-Signatory's Transaction File Ref :

☐ Form Type :

☐ Action Type :

☐ Last Updated From :  (dd/mm/yyyy)  To :  (dd/mm/yyyy)

☐ Bank Draft Collection Date From :  (dd/mm/yyyy)  To :  (dd/mm/yyyy)

Only forms updated within the last 1 month are automatically retrieved.  
Please use the search criteria for forms last updated more than 1 month ago.

Please select a form to view and sign. Only complete forms (with all mandatory fields entered correctly) can be retrieved for signing.

Initiating Law Firm	Initiating Law Firm Transaction File Ref	Counter-Signatory's Transaction File Ref	Access Key	Bank Draft Collection Date	Form Type	Version	Action Type	Updated On	Status
<input checked="" type="radio"/> Loh Kuek & Partners	Test PIF8 Var L	Test CS	CKDKDEDBIVKA7A	19/12/2011	POBC	1.01	Counter-Sign	01/11/2011 02:15:57 PM	Signing

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3. Select the form of interest. Only one form can be selected at a time using the radio buttons.
4. Click on '**Sign Form**' to proceed to sign the form. You will be prompted to enter your PIN.


**Token Login**

Enter PIN

5. The following screen will load in a separate window with a preview of the form that will be submitted to the banks. Additional information such as the email addresses will be displayed on the panel below the form. The information displayed on the panel will not be visible to the counter-signing party (if applicable) and the bank/SAL.

# Electronic Payment Instructions System

**Digital Signature**



Access Key	CE3KEHEFQBCG1B	
Version No.	1.00	Based On 0.01

**PAYOUT FORM BC -  
ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION  
PAYMENT TO CATEGORY B/C PAYEES (POBC)**

**ACCOUNT PARTICULARS**

Appointed Bank/Entity	Bank ABC	
Account Name	Law Firm Test	-CVY Client
Account No.	1-757609	

**PROPERTY PARTICULARS**

Transaction File Ref	POBC 1 INGGU ROAD
----------------------	-------------------

**NOTE:** This is a preview of the form that will be received by the Appointed Bank/SAL.

The information below will not be shown on the form. It is extracted for signer's verification purpose only.

Lodger Account : 141  
My Email : abc@abc.com  
Client's Email : def@def.com  
Counter-Signatory's : 6111 1111  
Fax :

If the information is inaccurate, click Cancel and edit the form using Amend function.

**Endorsement of Form - CE3KEHEFQBCG1B**

Name	Date/Time Signed
KOO Jing Gwee	-

Sign

Cancel

6. Ensure that all the details on the form and on the display panel are accurate before clicking on the **'Sign'** button.

7. If the details are inaccurate, click on **'Cancel'**, then proceed to amend the form. For instructions on how to amend the form, click [here](#).

8. Upon successful signing of the form by the specified number of initiating lawyers, a receipt will be generated as below. If it was specified that there will be two initiating lawyers signing off the form, a receipt will not be generated after the first lawyer signs off the form. The receipt will only be generated after the second lawyer signs off the form.

# Electronic Payment Instructions System

Pay-Out Form Receipt					
Transaction File Ref.	:		Receipt Number	:	
Law Firm	:		Receipt Date/Time	:	
Lodger Account	:		GST Registration No	:	
Property Address	:		Mode of Payment	:	

Form Details					
Access Key	Form Type	Version	Date/Time Saved	GST Type	Fee
Sub Total					
Total Taxable					
Total Non-Taxable					
GST(7%)					
Grand Total Payable					

\* In the event of unsuccessful payment, Singapore Land Authority reserves the right to take any action necessary to recover the fees together with any levy imposed by the financial institution and any costs incurred in recovering the fees.

\* You have chosen to notify the below parties:

Email :

Counter-Signatory's Email :

Print OK

9. Click '**OK**' to return to the screen to sign other forms.

10. The banks/SAL will require a copy of the submitted pay-out form for the pick-up of bank drafts/SAL cheques. Click [here](#) for instructions on how to retrieve the submitted pay-out forms.

*\*Note: The form is considered 'lodged' once the first lawyer signs on the form. However, the form is not submitted (i.e. retrievable by the bank/SAL) until **all** the signatures required on the form has been obtained.*

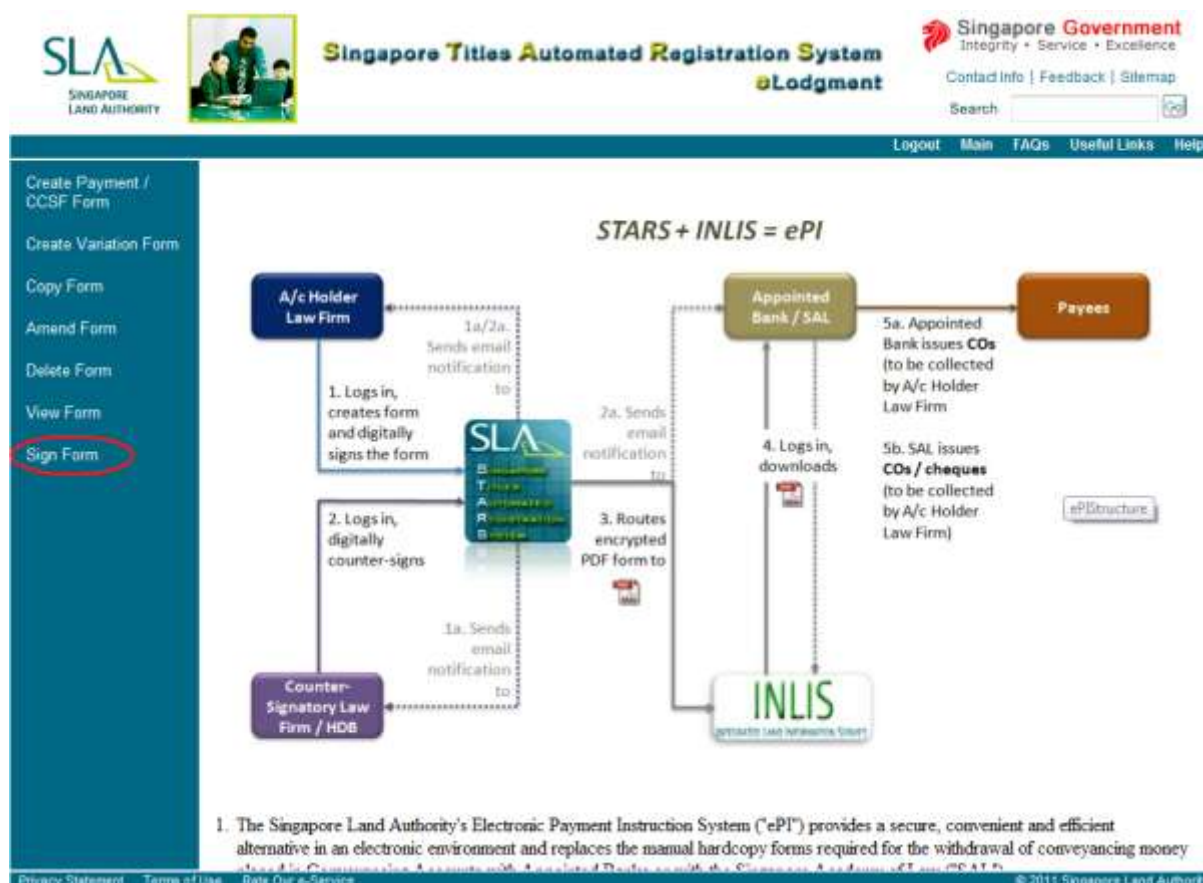
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# Electronic Payment Instructions System

## PART E8 – Counter-Sign a Form

This function allows the counter-signing law firm to counter-sign a form lodged by the law firm acting for the other party in the property transaction.

1. Upon receipt of the email (click [here](#) for a sample of the email that will be sent) informing of an outstanding form to be counter-signed, log into ELS, and navigate to the '**Conveyancing Payment Instructions**' page. Click on '**Sign Form**'.



2. The following screen will load with all available forms for signing/counter-signing displayed at the bottom. Alternatively, searches based on the following criteria can be conducted. For forms to be counter-signed, the action type will be displayed as 'counter-sign'.

# Electronic Payment Instructions System

**Sign Form**

Please specify the criteria below to search for your prepared form(s):

<input type="checkbox"/>	Access Key	:	<input type="text"/>		
<input type="checkbox"/>	Initiating Law Firm	:	<input type="text"/>		
<input type="checkbox"/>	Initiating Law Firm Transaction File Ref	:	<input type="text"/>		
<input type="checkbox"/>	Counter-Signatory's Transaction File Ref	:	<input type="text"/>		
<input checked="" type="checkbox"/>	Form Type	:	<input type="text"/>		
<input checked="" type="checkbox"/>	Action Type	:	<input type="text" value="Counter-Sign"/>		
<input type="checkbox"/>	Last Updated From	:	<input type="text" value="dd/mm/yyyy"/>	To :	<input type="text" value="dd/mm/yyyy"/>
<input type="checkbox"/>	Bank Draft Collection Date From	:	<input type="text" value="dd/mm/yyyy"/>	To :	<input type="text" value="dd/mm/yyyy"/>

Only forms updated within the last 1 month are automatically retrieved.  
Please use the search criteria for forms last updated more than 1 month ago.

Please select a form to view and sign. Only complete forms (with all mandatory fields entered correctly) can be retrieved for signing.

Initiating Law Firm	Initiating Law Firm Transaction File Ref	Counter-Signatory's Transaction File Ref	Access Key	Bank Draft Collection Date	Form Type	Version	Action Type	Updated On	Status
<input checked="" type="radio"/> Loh Kuek & Partners	Test PIF8 Var L	Test CS	CKDKDEDBIVKA7A	19/12/2011	POBC	1.01	Counter-Sign	01/11/2011 02:15:57 PM	Signing

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- Select the form of interest with action type as 'Counter-sign'. Only one form can be selected at a time using the radio buttons.
- Click on 'Sign Form' to proceed to counter-sign the form. You will be prompted to enter your PIN.

**Token Login**

Enter PIN

- The following screen will load in a separate window with a preview of the form that will be submitted to the banks. The initiating law firm's signature should appear at the bottom of the form.

# Electronic Payment Instructions System

The screenshot displays the 'Digital Signature' application window. At the top, a status bar indicates 'At least one signature requires validating.' and a 'Signature Panel' button is visible. The main form area contains the following details:

Access Key	BKOJDHAIXYOTMJ	
Version No.		Based On
		0.04

**ENDORSEMENT BY INITIATING LAW FIRM**

Account Holder Singapore Law Practice	A & A LLP
Representing	Mortgagor
Authorised Signatory for Account Holder	<div><p>Ker Nee NG Digitally signed by Ker Nee NG ID No: 07670097D Date: 2010.10.14 13:46:52 +08T Issuer: OU=Netrust Test CA1,O=Netrust Test Certificate Authority 1,C=SG</p></div>

Below the form, a section titled 'Endorsement of Form - BKOJDHAIXYOTMJ' contains a table with the following data:

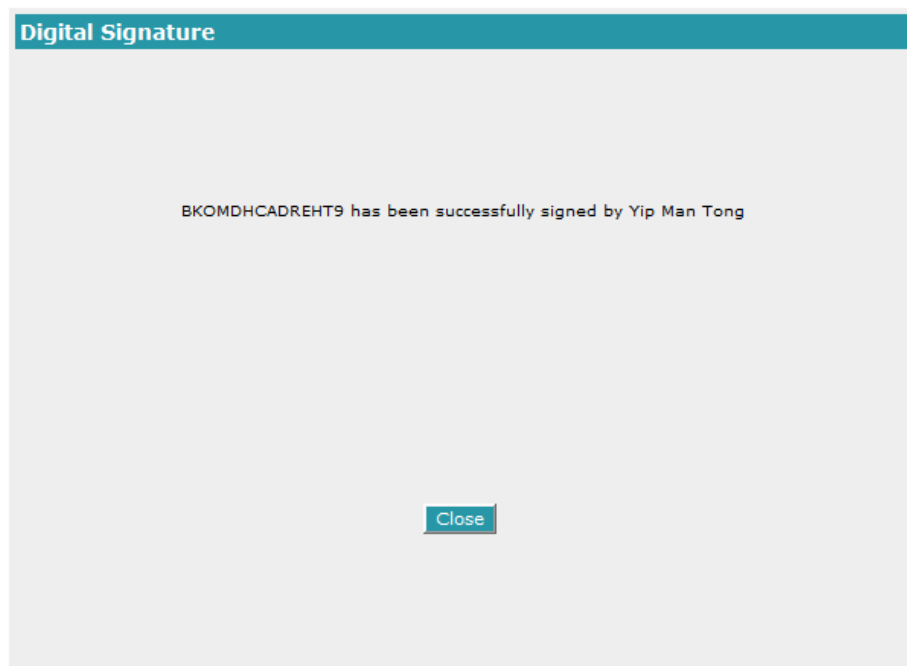
Name	Date/Time Signed
Yip Man Tong	-

At the bottom of the window, there are 'Sign' and 'Cancel' buttons.

6. If the initiating law firm uploaded supporting documents, the attachments would have been sent to the counter-signing law firm together with the notification email. Only the file names of the supporting document will be displayed on the form.
7. Ensure that all the details on the form are accurate before clicking on the 'Sign' button.
8. If the details are inaccurate, click on 'Cancel'. Proceed to inform the initiating law firm and request for them to delete the form and re-lodge a new form with the correct details.
9. Upon successful signing of the form, the following screen will load informing that the form has been signed.

# Electronic Payment Instructions System

---



10. Click here for instructions on how to retrieve a copy of the submitted pay-out form.

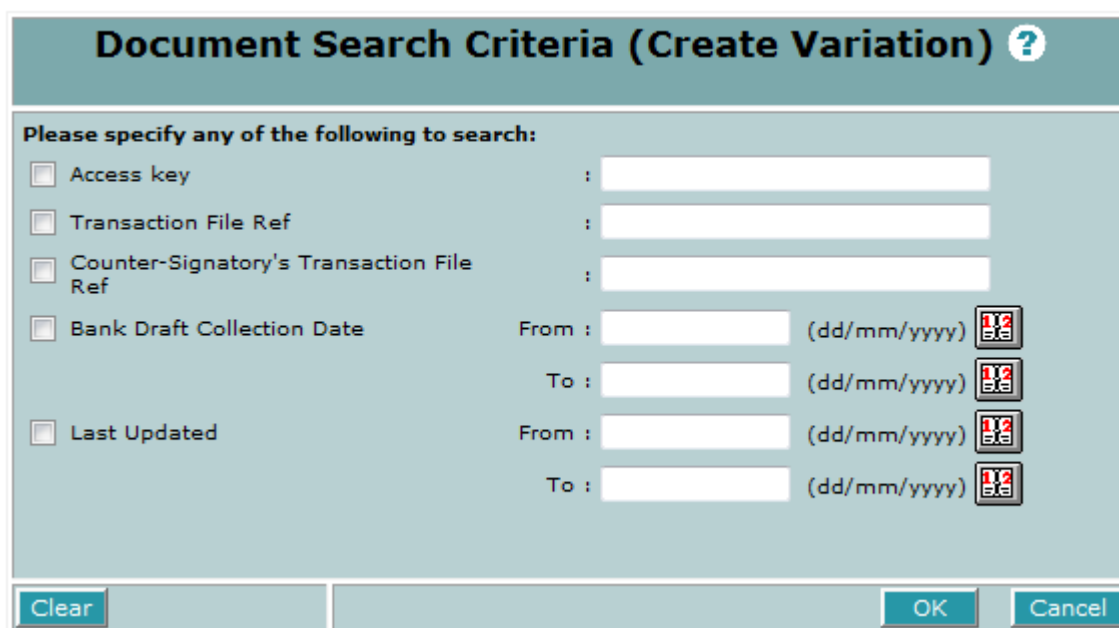
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# Electronic Payment Instructions System

## ***PART E9 – Create a Variation of a Submitted Form***

This function allows the initiating law firm to create a variation of a signed and submitted form. Click [here](#) for a detailed explanation on when a variation form should be used.

1. Click on '**Create Variation**' on the menu bar.
2. Existing forms can be searched using the following search criteria.



**Document Search Criteria (Create Variation) ?**

Please specify any of the following to search:

- ☐ Access key :
- ☐ Transaction File Ref :
- ☐ Counter-Signatory's Transaction File Ref :
- ☐ Bank Draft Collection Date : From :  (dd/mm/yyyy) To :  (dd/mm/yyyy)
- ☐ Last Updated : From :  (dd/mm/yyyy) To :  (dd/mm/yyyy)

Buttons: Clear, OK, Cancel

3. Select the check boxes next to the search criteria to be adopted for the search, and enter the appropriate fields into the adjacent text boxes.
4. Click on '**OK**' to proceed. The following screen will load with the forms retrieved using the search criteria. Only forms that have been submitted can be selected to create a variation.

### Document Search Result (Variation)

Search Criteria: Form last updated between 01/10/2011 and 22/11/2011

	Transaction File Ref	Counter-Signatory's Transaction File Ref	Access Key	Bank Draft Collection Date	Form Type	Version	Lodger ID	Last Modified On	Status	Counter-Signatory Req.
<input type="radio"/>	Test J0K6.26 PI	Test J0K6.26 PI CS	CLSPCJCCSONGG5	-	PI	1.00	ePILWMY1	18/11/2011 03:30:12 PM	Submitted	No
<input type="radio"/>	Test J0K6.26 POA	-	CLSPCFDDIUGEE	30/11/2011	POA	1.00	ePILWMY1	18/11/2011 02:30:43 PM	Submitted	No
<input type="radio"/>	Test J0K6.29 PI	Test J0K6.26 PI CS	CLSQADB3BOWHN	-	PI	1.00	ePILWMY1	18/11/2011 04:05:21 PM	Submitted	No
<input type="radio"/>	Test J0K6.29 POA	-	CLSQADDITDGHIE	30/11/2011	POA	1.00	ePILWMY1	18/11/2011 04:04:39 PM	Submitted	No
<input type="radio"/>	Test PI DEL	123	CJWKCHBFNTRAO	-	PI	1.00	ePILWMY1	13/10/2011 04:37:28 PM	Submitted	No
<input type="radio"/>	edfv/ediver.edfv	RS-kyy3322	CKNOEGAHVUWL4R	-	PIFB	1.00	ePILBDEH	13/10/2011 02:47:31 PM	Submitted	No

Buttons: View, Create, Cancel

5. Select the form of interest. Only one form can be selected at a time using the radio buttons.
6. Click on '**View**' to preview the form, or '**Create**' to proceed to create a variation of the selected form or '**Cancel**' to return to the previous screen to re-specify the search criteria.
7. If a Variation PI was selected, click [here](#) to view the steps to create the variation form.

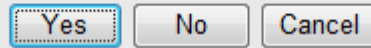


# Electronic Payment Instructions System

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8. If a Variation Form A was selected, click [here](#) to view the steps to create the variation form.
9. If a Variation Form BC was selected, the system will display a prompt with the following message:

Do you want to make the following changes only: (i) changes to amounts payable to Category B payees, or (ii) deletion of a Category B payee?



10. If amendments are only to be made to amounts payable to Category B payees or delete a Category B payee, click [here](#). For all other changes to Category B and/or Category C payees, click [here](#).

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# Electronic Payment Instructions System

## Variation Pay-In Form for Conveyancing Accounts – Electronic Conveyancing Payment Instructions (PI Variation)

This function allows the initiating law firm to create a variation of a previously submitted PI form. Click [here](#) for a detailed explanation on when a variation form should be used.

1. The following screen will load with information from the previous versions submitted pre-filled into the fields.

The screenshot shows the 'Variation Pay-In Form for Conveyancing Accounts' interface. At the top, there are logos for SLA (Singapore Land Authority) and Singapore Government, along with navigation links like 'Create New', 'Create Variation', 'Copy', 'Amend', 'Delete', 'View', 'Logout', 'Main', 'FAQs', 'Useful Links', and 'Help'. A warning message states: 'Warning: Please DO NOT use the browser < Back > button to navigate the form sections. Otherwise the data entered will be lost and you will need to re-create the entire pay-in form.' Below this, a note specifies: 'This form is only for pay-ins into a conveyancing account operated by an appointed bank. If you are using SAL's service, please use SAL Pay-In Form (PIF8).' The main title of the form is 'Preparation form for VARIATION PAY-IN FORM FOR CONVEYANCING ACCOUNTS - ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION (PI VARIATION)'. It indicates the user is creating a variation for Access Key: CKOKEG0JCMX0.98. A section titled '1. ACCOUNT PARTICULARS' contains fields for 'Appointed Entity', 'Account Name', 'Conveyancing account', 'Account No.', 'Party Type', 'Law Firm Contact Person Details' (Name, Telephone, Email), and a checkbox for 'Contact person does not have Email'. The footer includes 'Privacy Statement', 'Terms of Use', 'Rate Our e-Service', and '© 2011 Singapore Land Authority'.

2. The following sections will not be editable:
  - i) Section 1 – Account Particulars - Name of Appointed Entity
  - ii) Section 3 – Counter-Signatory's ParticularsAny changes to the counter-signatory's particulars have to be made by submission of a CCSF.

Information in the following sections can be edited.

### Section 2 – Property Particulars

This section cannot be amended if a pay-out has been made for this transaction. If no pay-out has been made, the property particulars section can be amended.

# Electronic Payment Instructions System

Information entered in the latest version of the submitted PI form will automatically be displayed.

Ensure that the details are accurate as the bank will match the following information in subsequent pay-out forms with the information entered in this pay-in form:

- i) Transaction file reference – Law firm's transaction file reference number, limited to 16 characters, with punctuations omitted.
- ii) Property address – The address of the transacted property  
Options for property address
  - a. Standard address format or free text address – At least one option has to be selected.
    - You may enter the postal code of the property to retrieve the standard address.
    - Use the 'Free Text Address' field for properties under construction.
  - b. Lot Number(s) - Enter the lot numbers one at a time and click '**Add**'. Repeat process to enter more lot numbers. This field is optional.

**2. PROPERTY PARTICULARS ?**

Transaction File Ref: \*

(Maximum 16 alphanumeric characters, punctuation omitted; please use CPF property reference for CPF Conveyancing Accounts)

☒ Standard Address

Postal Code: \*

Block/House No.: \*

Street Name: \*

Level - Unit:  -

Building:

Devt. Name:

☐ Free Text Address (for property under construction)

Lot No.:   -

Lot No.

☐ TS28-901T

# Electronic Payment Instructions System

## Section 4 – Revised Deposit Details

This section captures information on the deposits made to the conveyancing account. A combination of deposits via Cheque(s)/Bank Draft(s) and Electronic Fund Transfer/Telegraphic Transfer can be included in the same Pay-In form.

*\*Note: Bank drafts include Cashier's Orders*

The list of deposits indicated in the latest version of the submitted PI form will be displayed.

To add additional deposit details, enter the required information, click on the '**Add**' button.

To delete a previously added deposit, check the box beside the payee, and click on '**Delete**'.

The transaction file reference entered in Section 2 should be written on the back of every cheque/bank draft prior to depositing it with the bank. The bank will not require a hardcopy of the Pay-In Form to be accompanied with the cheque(s)/bank draft(s) if the electronic Pay-In form is submitted.

For telegraphic transfers, the initiating law firm should ascertain that the remittance has been received (by performing an account enquiry), before the electronic Pay-In form is submitted.

### 4. REVISED DEPOSIT DETAILS ?

Cheque/Bank Draft  
Cheque/Bank Draft No.:\*  
Payment Amount:\*  
Payment In Date:\*

Cheque/Bank Draft No.	Payment Amount(S\$)	Payment In Date
<input type="checkbox"/> 12312	3,123.00	18/11/2011
Sub Total(S\$): 3,123.00		

Telegraphic Transfer/Electronic Fund Transfer#  
Date received into Account:\*  
Payment Amount:\*  
# Electronic Fund Transfer means any form of transfer of funds by electronic means other than inter-bank GIRO or telegraphic transfer.

Date received into Account	Payment Amount(S\$)
Sub Total(S\$): -	

Grand Total(S\$): 3,123.00

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# Electronic Payment Instructions System

## Section 5 – Email/Fax Notification Details

This section allows the law firm to send out email notifications to the following parties:

- i) 'My Email' - Any person in the law firm that wants to be notified of the lodgment of forms
- ii) 'My Client's Email' – Client(s) that the law firm is acting for
- iii) 'Counter-signatory's Email' – Law firm acting for the other party in the transaction

If counter-signatory does not have an email address, select the 'Counter-Signatory does not have Email' box. Enter the fax number of the counter-signatory.

The initial list of emails entered in the previous version of the form will be displayed.

To add additional emails, enter only **one** email address at a time, then click '**Add**'. The system will only validate the format of the email address. The emails are for information only and no alerts will be displayed for bounced or non-existent email accounts.

Thus, please ensure that the emails are entered accurately. The sample email that will be sent out upon submission of the pay-out form can be found at Annex A.

To remove a previously added email address, check the box beside the email address, and click '**Delete**'.

**5. EMAIL/FAX NOTIFICATION DETAILS ?**

Please enter the email addresses of the parties you wish to notify for this form.  
For Parties CPFB and HDB, emails will be sent to predefined generic email addresses. Enter only if you wish to notify specific persons.  
[Click here](#) for more details on emailing schedule.

Please add email addresses and fax numbers one at a time.

My Email:  **Add**

My Client's Email:  **Add**

Counter-Signatory's Email: \*  **Add**

Counter-Signatory does not have Email: ☐

**Delete** **Refresh**

To remove an email address or a fax number, check the correct box and click "Delete".

To	Email Address / Fax Number
----	----------------------------

## Section 6 – Lodger Account

This section is for the law firm to select the lodger account that the lodgment fee will be billed to. If there is only one lodger account, the default lodger account will be selected. If there is more than one lodger account for the law firm, select the appropriate lodger account to be billed.

# Electronic Payment Instructions System

## 6. LODGER ACCOUNT ?

Please select the lodger account for payment purposes:

Lodger Account: \*



## Section 7 – Additional Information for Appointed Entity

This section allows law firms to provide any additional information that the bank may require, or any clarifications that the firms wish to make.

## 7. ADDITIONAL INFORMATION FOR APPOINTED ENTITY ?

<<Provide any additional information that the Appointed Entity requires, e.g. collection branch, currency denomination, bank draft requests, etc.>>

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3. After entering the information, click on the **'Save'** button to proceed or **'Preview'** button to view the form. A copy of the sample form can be found at [Annex B](#).

4. The system will check and prompt for fields that have not been entered. An 'Error' message will be displayed if mandatory sections have not been completed. A 'Warning' message will be displayed if a non-mandatory section has not been entered.

- a. Click on **'Continue'** to save the form.

Forms with blank mandatory fields will have the status **"Draft with errors"**. Forms with all the mandatory fields entered will have the status **"Draft"**.

- b. To make changes, law firms can click on **'Back to Form'** to perform amendments.

# Electronic Payment Instructions System

The screenshot displays the Singapore Titles Automated Registration System (eLodgment) interface. At the top, there are logos for SLA (Singapore Land Authority) and Singapore Government, along with the system name and a search bar. The main content area shows an 'Error' message stating that mandatory sections have not been visited or filled. Below this is a 'WARNING' message indicating that optional sections have also not been visited or filled. The warning section lists three optional sections: 'PAYMENT SCHEDULE (CATEGORY C PAYEES)', 'SUPPORTING DOCUMENTS', and 'ADDITIONAL INFORMATION FOR APPOINTED BANK/ENTITY'. At the bottom of the warning section, there are two buttons: '<< Back to form' and 'Continue >>'. The footer contains links for Privacy Statement, Terms of Use, Rate Our e-Service, and a copyright notice for 2011 Singapore Land Authority.

**Error**

The following mandatory section(s) below have either **never been visited** or have **NOT** been filled in yet.

Section	Title
1	STATUS OF TRANSACTION

**WARNING**

The following optional section(s) below have either **never been visited** or have **NOT** been filled in yet.

Section	Title
2	PAYMENT SCHEDULE (CATEGORY C PAYEES)
3	SUPPORTING DOCUMENTS
4	ADDITIONAL INFORMATION FOR APPOINTED BANK/ENTITY

You can choose to go back to your form to make amendments or proceed to save the file without amendments.  
Please note that incomplete form cannot be signed.

<< Back to form      Continue >>

- If the form has no errors (status will be "**Draft**"), or if the law firm decides to continue saving the form with existing errors, the form will be saved under the same 14-character access key as the original form.

## SAVE CONFIRMATION

You have successfully saved the form under the 14 character access key **CH3ODHEFTVHKDX** version **1.01**

Click < Finish > to return to the main page or < Print > to print out the form prepared.

Please note that the form will not be routed to the counter-signatory until the form has been signed.

**Finish**      **Print**

- Note that the form is not submitted until it is signed by the lawyer.

# Electronic Payment Instructions System

## Variation Form A – Electronic Conveyancing Payment Instructions to Category A Payees (POA Variation)

This function allows the initiating law firm to create a variation of a previously submitted POA form. Click [here](#) for a detailed explanation on when a variation form should be used.

For variations to the amounts payable to the Commissioner of Stamp Duties, if the law firm has paid excess for the stamp duty amounts, IRAS will refund the money to the Conveyancing account. If the law firm has not paid the full amount payable for stamp duties, please submit a new POA form for the balance amount to be paid to the Commissioner of Stamp Duties.

1. The following screen will load with information from the previous versions lodged pre-filled into the fields.

The screenshot displays the 'eLodgment' interface for 'Variation Form A - Electronic Conveyancing Payment Instruction Payment to Category A Payees (POA Variation)'. The header includes the SLA logo, a user profile picture, the system name, and the Singapore Government logo. A navigation bar at the top contains links like 'Create New', 'Create Variation', 'Copy', 'Amend', 'Delete', 'View', 'Logout', 'Main', 'FAQs', 'Useful Links', and 'Help'. A warning message states: 'Warning: Please DO NOT use the browser < Back > button to navigate the form sections. Otherwise the data entered will be lost and you will need to re-create the entire payout form.' The main form area is titled 'Preparation form for VARIATION FORM A - ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY A PAYEES(POA VARIATION)'. It shows the user is creating a variation for 'Access Key: CGPMBJAFVPSH48'. A sidebar on the left lists 'Form Code: POA' and 'Version 1.2 (2011) Released 14/10/2011'. The form itself is divided into sections: '1. ACCOUNT PARTICULARS' and '2. PROPERTY PARTICULARS'. Section 1 includes fields for 'Appointed Entity' (SAL), 'Account Name' (Text: 123.Sample), 'Account No.' (123-456-789-0), 'Party Type' (Purchaser), and 'Law Firm Contact Person Details' (Name, Telephone, Email). A checkbox for 'Contact person does not have Email' is also present. The footer contains links for 'Privacy Statement', 'Terms of Use', and 'Rate Our e-Service', along with the copyright notice '© 2011 Singapore Land Authority'.

2. The following sections will not be editable:
  - i) Section 1 – Account Particulars (*\*Only contact person details can be edited*)
  - ii) Section 2 – Property Particulars

Information in the following sections can be edited.



# Electronic Payment Instructions System

## **Section 3 – Collection of Bank Draft(s)**

This section allows the law firm to enter the expected date of collection of bank draft(s). Only a future date can be specified.


If bank drafts have been collected check the box beside 'Bank draft(s) have been collected.' Type in the Bank Draft's Number into the free text box and click '**Add**'. Only one bank draft can be added at a time.

To amend the bank draft number, check the box beside the bank draft number, enter the new number and click on '**Update**'.

To delete a previously added bank draft, check the box beside the bank draft number, and click on '**Delete**'.

***Note: For same day collections, please lodge the forms by the cut-off time as required by the banks/SAL. Follow up separately with the banks/SAL.***

**3. COLLECTION OF BANK DRAFT(S) ?**

Expected Date of Collection: \* (dd/mm/yyyy) 

Please ensure that sufficient funds for the Transaction File Reference are in the account before the stated date of collection of the Bank Draft(s).

☒ Bank draft(s) has/have been collected.  
Please present the original affected bank draft(s) (listed below) to the bank for cancellation, and indicate the following access key[CLSQADDITDGHIE] on the reverse of each bank draft.  
Bank Draft No.:

Bank Draft No.	
<input type="checkbox"/>	93315
<input type="checkbox"/>	654566

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## **Section 4 – Revised Payment Schedule**

This section allows the law firm to select the Category A payees that the bank drafts will be made out to.

The list of Category A payees and amounts payable to each payee stated in the latest version of the POA form will be displayed. Amend the amounts to be paid to each Category A payee correspondingly. If payment to a Category A payee is no longer required, uncheck the box beside the name of the payee.

# Electronic Payment Instructions System

## 4. REVISED PAYMENT SCHEDULE ?

### Category A Payees

Payee Name (Please select as applicable) *	Amount Payable (S\$)
<input checked="" type="checkbox"/> Commissioner of Lands	12121212
<input type="checkbox"/> Commissioner of Stamp Duties	
<input type="checkbox"/> Comptroller of Income Tax	
<input type="checkbox"/> Jurong Town Corporation	
<input type="checkbox"/> Singapore Academy of Law	
<input type="checkbox"/> Conveyancing account: ? <input type="text"/> -CVY	
<input type="checkbox"/> Conveyancing (CPF) account: ? <input type="text"/> -CVY-CPF	

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## Section 5 – Status of Transaction

This section allows law firms to indicate if this is the final payment for the transaction.

### i) Interim Payment

Select this option if there are future pay-outs expected/required.

### ii) Final Payment

Select this option if there are no further pay-outs expected or required. This will allow the banks/SAL to zero-rise the account. If there are remnant moneys, prepare and lodge a POBC form to pay out the moneys to a Category B payee. This form will require counter-signing.

## 5. STATUS OF TRANSACTION ?

- ☐ This is an interim payment. Please prepare payment according to the payment schedule and hold the transaction balance pending further instruction.
- ☐ This is the final payment. No further deposit or pay-out for this property transaction will be made.

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## Section 6 – Email Notification Details

This section allows the law firm to send out email notifications to the following parties:

- i) 'My Email' - Any person in the law firm that wants to be notified of the lodgment of forms

# Electronic Payment Instructions System

- ii) 'My Client's Email' – Client(s) that the law firm is acting for

The initial list of emails entered in the previous version of the form will be displayed.

To add additional emails, enter only **one** email address at a time, then click '**Add**'. The system will only validate the format of the email address. The emails are for information only and no alerts will be displayed for bounced or non-existent email accounts.

Thus, please ensure that the emails are entered accurately. Click [here](#) for the email schedule and a copy of the email that will be sent out to the various parties.

To remove a previously added email address, check the box beside the email address, and click '**Delete**'.

## 6. EMAIL NOTIFICATION DETAILS ?

Please enter the email addresses of the parties you wish to notify for this form. For Parties CPF, HDB, SLA and Banks, emails will be sent to predefined generic email addresses. Enter only if you wish to notify specific persons. [Click here](#) for more details on emailing schedule.

Please add email addresses one at a time.

My Email:

Add

My Client's Email:

Add

Delete

Refresh

To remove an email address, check the correct box and click "Delete".

To	Email Address
<input type="checkbox"/> My Email	EMAIL@EMAIL.COM

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## Section 7 – Lodger Account

This section is for the law firm to select the lodger account that the lodgment fee will be billed to as well as the number of mandated signatures required by the banks to release the state sum of money in the pay-out form.

- i) Lodger account - If there is only one lodger account, the default lodger account will be selected. If there is more than one lodger account for the law firm, select the appropriate lodger account to be billed.
- ii) Number of initiating lawyers – If two lawyers are indicated, and if the second initiating lawyer is from another law firm, indicate the name of the other law firm and the lawyer that will be signing. If the two lawyers are from the same firm, leave the fields blank.

# Electronic Payment Instructions System

**7. LODGER ACCOUNT ?**

Please select the lodger account for payment purposes:

Lodger Account: \* 280 ▼

No. of initiating lawyers: \* ☐ 1 ☒ 2

Please enter the following details if the second signatory for the account holder is from a different law firm. Leave the fields blank if the second signatory is from the same law firm.

Law Firm:  [List](#)

Name of Solicitor:  [List](#) [Clear All](#)

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## **Section 8 – Additional Information for Appointed Entity**

This section allows law firms to provide any additional information that the bank/SAL may require e.g. branch for collection of bank drafts. Please note that if you wish to use this section to specify the branch, please check with your bank on the agreed branches where such a service will be provided.

**8. ADDITIONAL INFORMATION FOR APPOINTED ENTITY ?**

<<Provide any additional information that the Appointed Entity requires, e.g. collection branch, currency denomination, bank draft requests, etc.>>

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3. After entering the information, click on the **'Save'** button to proceed or **'Preview'** button to view the form. A copy of the sample form can be found at [Annex B](#).

4. The system will check and prompt for fields that have not been entered. An 'Error' message will be displayed if mandatory sections have not been completed. A 'Warning' message will be displayed if a non-mandatory section has not been entered.

- a. Click on **'Continue'** to save the form.

Forms with blank mandatory fields will have the status **"Draft with errors"**. Forms with all mandatory fields entered will have the status **"Draft"**.

- b. To make changes, law firms can click on **'Back to Form'** to perform amendments.

# Electronic Payment Instructions System

SLA SINGAPORE LAND AUTHORITY

Singapore Titles Automated Registration System eLodgment

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Create New Create Variation Copy Amend Delete View Logout Main FAQs Useful Links Help

**Error**

The following mandatory section(s) below have either **never been visited** or have **NOT** been filled in yet.

Section	Title
1	LODGER ACCOUNT

**WARNING**

The following optional section(s) below have either **never been visited** or have **NOT** been filled in yet.

Section	Title
1	ADDITIONAL INFORMATION FOR APPOINTED BANK/ENTITY

You can choose to go back to your form to make amendments or proceed to save the file without amendments.  
Please note that incomplete form cannot be signed.

<< Back to form Continue >>

Version 1.1 (2011)  
Released 01/08/2011

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5. If the form has no errors (status will be “**Draft**”), or if the law firm decides to continue saving the form with existing errors, the form will be saved under the same 14-character access key as the original form.

## SAVE CONFIRMATION

You have successfully saved the form under the 14 character access key **CHZMAHCCNXTGZI** version **1.01**

Click < **Finish** > to return to the main page or < **Print** > to print out the form prepared.

Please note that the form will not be routed to the Approved Bank/SAL until the form has been signed.

**Finish**

**Print**

6. Note that the form is not submitted until it is signed by all the relevant parties. Click [here](#) for instructions on how to sign a saved form.

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# Electronic Payment Instructions System

## Variation Form BC – Electronic Conveyancing Payment Instructions to Category B/C Payees (POBC Variation)

This function allows the initiating law firm to create a variation of a previously submitted POBC form. Click [here](#) for a detailed explanation on when a variation form should be used

### Variations Only to Amounts Payable to Category B Payees and/or Deletion of Category B Payees

Note: Counter-signatory is not required for variations only to amounts payable to Category B payees. Click [here](#) for a list of Category B payees.

1. The following screen will load with information from the previous versions lodged pre-filled into the fields.

The screenshot displays the Singapore Land Authority's Electronic Payment Instructions System (EPIS) interface. The header includes the SLA logo, a navigation menu with options like 'Create New', 'Create Variation', 'Copy', 'Amend', 'Delete', 'View', 'Logout', 'Main', 'FAQs', 'Useful Links', and 'Help', and the Singapore Government logo. A warning message states: 'Warning: Please DO NOT use the browser < Back > button to navigate the form sections. Otherwise the data entered will be lost and you will need to re-create the entire payout form.' The main content area is titled 'Preparation form for VARIATION FORM BC - ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY B/C PAYEES(POBC VARIATION)'. It indicates the user is creating a variation for Access Key: C1E0D1ACT1T1FD and that Counter-Signatory is not required. The form is divided into sections, with '1. ACCOUNT PARTICULARS' being the first. This section includes fields for 'Appointed Entity', 'Account Name', 'Conveyancing account' (with a dropdown for 'CVY'), 'Conveyancing (CPF) account' (with a dropdown for 'CVY-CPF'), 'Account No.', 'Party Type' (with a dropdown for 'Purchaser'), 'Law Firm Contact Person Details' (with fields for Name, Telephone, and Email), and a checkbox for 'Contact person does not have Email'. The footer contains links for 'Privacy Statement', 'Terms of Use', and 'Rate Our e-Service', along with the copyright notice '© 2011 Singapore Land Authority'.

2. The following sections will not be editable:
  - i) Section 1 – Account Particulars (*\*Only contact person details can be edited*)
  - ii) Section 2 – Property Particulars
  - iii) Section 3 – Counter-signatory Particulars

# Electronic Payment Instructions System

iv) Section 6 - Revised Payment Schedule (Category C Payees)

v) Section 8 – Status of Transaction

Information in the following sections can be edited.

## **Section 4 – Collection of Bank Draft(s)**

This section allows the law firm to enter the expected date of collection of bank draft(s). Only a future date can be specified.

- i) Bank draftIf bank drafts have been collected, check the box beside 'Bank Draft(s) have been collected.' Type in the bank draft number into the free text box and click '**Add**'. Only one bank draft can be added at a time.

To amend the bank draft number, check the box beside the bank draft number, enter the new number and click on '**Update**'.

To delete a previously added bank draft, check the box beside the bank draft number, and click on '**Delete**'.

***Note: For same day collections, please lodge the forms by the cut-off time as required by the banks/SAL. Follow up separately with the banks/SAL.***

**4. COLLECTION OF BANK DRAFT(S) ?**

Expected Date of Collection: \* (dd/mm/yyyy) 

Please ensure that sufficient funds for the Transaction File Reference are in the account before the stated date of collection of the Bank Draft(s).

☒ Bank draft(s) has/have been collected.  
Please present the original affected bank draft(s) (listed below) to the bank for cancellation, and indicate the following access key[CILPDADBMFEVQB] on the reverse of each bank draft.

Bank Draft No.:

Casher's Order No.

☐ 123456

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# Electronic Payment Instructions System

## Section 5 – Revised Payment Schedule (Category B Payees)

This section allows the law firm to state the Category B payees that the bank drafts will be made out to. Click [here](#) for a list of Category B payees.

The list of Category B payees listed in the previous POBC form will be displayed. No new payees can be added. Any changes to the type of payee and the name of payee will not be allowed.

- i) To make changes to the amounts payable to a previously added Category B payee, check the box beside the payee and click on **'View'**. Amend the amount payable to the payee and click **'Update'**.
- ii) To delete a previously added Category B payee, check the box beside the payee and click **'Delete'**.

**5. REVISED PAYMENT SCHEDULE (CATEGORY B PAYEES) ?**

[Category B Payees](#)

Type of Payee  
Payee Name  
Amount Payable (S\$)

Commissioner of Estate Duties  
Commissioner of Estate Duties  
1000000

Add

View

Update

Delete

Refresh

Type of Payee	Payee Name	Amount Payable (S\$)
<input type="checkbox"/> Commissioner of Estate Duties	Commissioner of Estate Duties	123,123.00

a. To edit a Payee, check the correct box and click "View". Make the amendment, check the correct box and click "Update".

b. To remove a Payee, check the correct box and click "Delete".

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## Section 7 – Supporting Documents

This section allows the initiating law firm to upload any attachments (only in PDF or JPG formats) required by the counter-signing law firm to verify the identity of the Category B payees, the identity and amounts payable to Category C payees. The counter-signing law firm will receive the attachments via the notification email sent after the initiating lawyer(s) has signed on the form. Thus, please ensure that the email addresses provided in Section 9 are accurate.

\*Note: The files uploaded in any previously submitted versions of the form will not be automatically attached to the variation form.

Only one file can be uploaded at a time. Click 'Browse' to search through the local drive for the file to be uploaded. Select the file then click 'Add'. To delete the attachment, check the box beside the attachment and click 'Delete'.



# Electronic Payment Instructions System

*\*You may upload up to 1MB of documents.*

7. SUPPORTING DOCUMENTS ?

PDF/JPG Attachment:  [Browse...](#)

[Add](#) [Delete](#)

PDF/JPG Attachment

[Back to top](#)

## **Section 9 – Email/Fax Notification Details**

This section allows the law firm to send out email notifications to the following parties:

- i) 'My Email' - Any person in the law firm that wants to be notified of the lodgment of forms
- ii) 'My Client's Email' – Client(s) that the law firm is acting for
- iii) 'Counter-signatory's Email/Fax' – Law firm acting for the other party in the transaction

(If it was indicated in the original form that the counter-signatory does not have an email address, this option cannot be amended in the variation form.)

The initial list of emails entered in the previous version of the form will be displayed.

To add additional emails, enter only **one** email address at a time, then click '**Add**'. The system will only validate the format of the email address. The emails are for information only and no alerts will be displayed for bounced or non-existent email accounts.

Thus, please ensure that the emails are entered accurately. Click [here](#) for the email schedule and a copy of the email that will be sent out to the various parties.

To remove a previously added email address, check the box beside the email address, and click '**Delete**'.

# Electronic Payment Instructions System

## 9. EMAIL/FAX NOTIFICATION DETAILS ?

Please enter the email addresses of the parties you wish to notify for this form.  
For Parties CPF, HDB, SLA and Banks, emails will be sent to predefined generic email addresses. Enter only if you wish to notify specific persons.

[Click here](#) for more details on emailing schedule.

Please add email addresses and fax numbers one at a time.

My Email:

My Client's Email:

Counter-Signatory's Email: \*

Counter-Signatory does not have Email: ☐

To remove an email address or a fax number, check the correct box and click "Delete".

To	Email Address / Fax Number
<input type="checkbox"/> My Email	EMAIL@EMAIL.COM
<input type="checkbox"/> My Client's Email	ABC@GMAIL.COM
<input type="checkbox"/> Counter-Signatory's Email	DEF@EMAIL.COM

[Back to top](#)

## Section 10 – Lodger Account

This section is for the law firm to select the lodger account that the lodgment fee will be billed to as well as the number of mandated signatures required by the banks to release the state sum of money in the pay-out form.

- Lodger account - If there is only one lodger account, the default lodger account will be selected. If there is more than one lodger account for the law firm, select the appropriate lodger account to be billed.
- Number of initiating lawyers – If two lawyers are indicated, and if the second initiating lawyer is from another law firm, indicate the name of the other law firm and the lawyer that will be signing. If the two lawyers are from the same firm, leave the fields blank.

## 10. LODGER ACCOUNT ?

Please select the lodger account for payment purposes:

Lodger Account: \*

No. of initiating lawyers: \* ☐ 1 ☒ 2

Please enter the following details if the second signatory for the account holder is from a different law firm. Leave the fields blank if the second signatory is from the same law firm.

Law Firm:

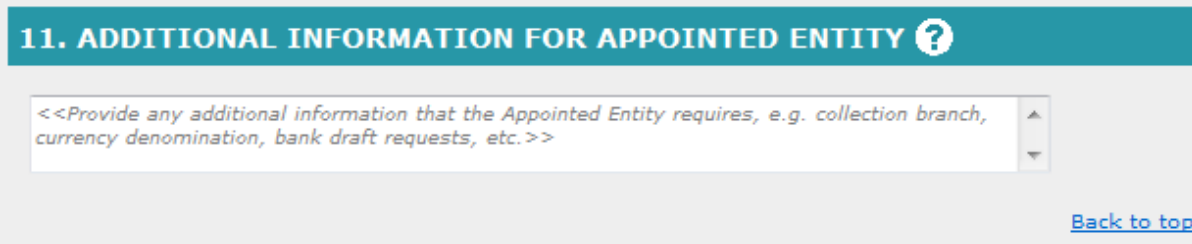
Name of Solicitor:

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# Electronic Payment Instructions System

## **Section 11 – Additional Information for Appointed Entity**

This section allows law firms to provide any additional information that the bank/SAL may require e.g. branch for collection of bank drafts. Please note that if you wish to use this section to specify the branch, please check with your bank on the agreed branches where such a service will be provided.



**11. ADDITIONAL INFORMATION FOR APPOINTED ENTITY ?**

<<Provide any additional information that the Appointed Entity requires, e.g. collection branch, currency denomination, bank draft requests, etc.>>

[Back to top](#)

3. After entering the information, click on the '**Save**' button to proceed or '**Preview**' button to view the form. A copy of the sample form can be found at [Annex B](#).

4. The system will check and prompt for fields that have not been entered. An 'Error' message will be displayed if mandatory sections have not been completed. A 'Warning' message will be displayed if a non-mandatory section has not been entered.

a. Click on '**Continue**' to save the form.

Forms with blank mandatory fields will have the status "**Draft with errors**". Forms with all mandatory fields entered will have the status "**Draft**".

b. To make changes, law firms can click on '**Back to Form**' to perform amendments.

# Electronic Payment Instructions System

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Singapore Titles Automated Registration System eLodgment

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Forms Code POBC

Version 1.1 (2011)  
Released 01/08/2011

**Error**

The following mandatory section(s) below have either **never been visited** or have **NOT** been filled in yet.

Section	Title
1	ACCOUNT PARTICULARS
2	PROPERTY PARTICULARS
3	COUNTER-SIGNATORY'S PARTICULARS
4	COLLECTION OF CASHIER'S ORDER(S)
5	EMAIL/FAX NOTIFICATION DETAILS
6	LODGER ACCOUNT

**WARNING**

The following optional section(s) below have either **never been visited** or have **NOT** been filled in yet.

Section	Title
6	PAYMENT SCHEDULE (CATEGORY C PAYEES)
7	SUPPORTING DOCUMENTS
8	ADDITIONAL INFORMATION FOR APPOINTED BANK/ENTITY

You can choose to go back to your form to make amendments or proceed to save the file without amendments.  
Please note that incomplete form cannot be signed.

<< Back to form Continue >>

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5. If the form has no errors (status will be **"Draft"**), or if the law firm decides to continue saving the form with existing errors, the form will be saved under the same 14-character access key as the original form.

## SAVE CONFIRMATION

You have successfully saved the form.

Your 14 character access key is: **CH4OBGCI PBKRIN**.

Click < Finish > to return to the main page or < Print > to print out the form prepared.

Please note that the form will not be routed to the succeeding counter-signatory until the form has been signed.

Finish

Print

6. Note that the form is not submitted until it is signed by all the relevant parties. Click [here](#) for instructions on how to sign a saved form.

[Back to content page](#)

# Electronic Payment Instructions System

## Any Other Variations to Category B and/or Category C payees

Note: Counter-signatory is required for this type of variation.

1. The following screen will load with information from the previous versions lodged pre-filled into the fields.

The screenshot shows the 'eLodgment' interface for the Singapore Land Authority. The header includes the SLA logo, a photo of people, the system name 'Singapore Titles Automated Registration System eLodgment', and the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. A search bar is present. The main navigation bar contains links: 'Create New', 'Create Variation', 'Copy', 'Amend', 'Delete', 'View', 'Logout', 'Main', 'FAQs', 'Useful Links', and 'Help'. A warning message states: 'Warning: Please DO NOT use the browser < Back > button to navigate the form sections. Otherwise the data entered will be lost and you will need to re-create the entire payout form.' The form is titled 'Preparation form for VARIATION FORM BC - ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY B/C PAYEES(POBC VARIATION)'. It indicates the user is creating a variation for Access Key: C1E001ACT1J1JFD and that Counter-Signatory is required. A sidebar on the left shows 'Form Code: POBC' and 'Version 1.2 (2011) Released 14/10/2011'. The main form section is '1. ACCOUNT PARTICULARS' and contains fields for 'Appointed Entity', 'Account Name', 'Conveyancing account' (with radio buttons for 'CVV' and 'CVV-CVF'), 'Account No.', 'Party Type' (with a dropdown menu), 'Law Firm Contact Person Details' (Name, Telephone, Email), and a checkbox for 'Contact person does not have Email'. A footer bar contains 'Privacy Statement', 'Terms of Use', 'Rate Our e-Service', and '© 2011 Singapore Land Authority'.

2. The following sections will not be editable:
  - i) Section 1 – Account Particulars (*\*Only contact person details can be edited*)
  - ii) Section 2 – Property Particulars
  - iii) Section 3 – Counter-signatory Particulars

Information in the following sections can be edited.

## Section 4 – Collection of Bank Draft(s)

This section allows the law firm to enter the expected date of collection of bank draft(s). Only a future date can be specified.

- i) If bank drafts have been collected check the box beside 'Bank draft(s) have been collected.' Type in the bank draft number into the free text box and click '**Add**'. Only one bank draft can be added at a time.

# Electronic Payment Instructions System

To amend the bank draft number, check the box beside the bank draft number, enter the new number and click on **'Update'**.

To delete a previously added bank draft, check the box beside the bank draft number, and click on **'Delete'**.

**Note: For same day collections, please lodge the forms by the cut-off time as required by the banks/SAL. Follow up separately with the banks/SAL.**

**4. COLLECTION OF BANK DRAFT(S) ?**

Expected Date of Collection: \* (dd/mm/yyyy) 

Please ensure that sufficient funds for the Transaction File Reference are in the account before the stated date of collection of the Bank Draft(s).

☒ Bank draft(s) has/have been collected.  
Please present the original affected bank draft(s) (listed below) to the bank for cancellation, and indicate the following access key[CILPDADBMFEVQB] on the reverse of each bank draft.  
Bank Draft No.:

Casher's Order No.

☐

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## **Section 5 – Revised Payment Schedule (Category B Payees)**

This section allows the law firm to state the Category B payees that the bank drafts will be made out to. Click [here](#) for the list of Category B payees.

The list of Category B payees and amounts payable to each payee stated in the latest version of the POBC form will be displayed.

To add additional Category B payees, select the identity of the payee from the drop down list. Enter the required information, then click on the **'Add'** button.

Multiple records for each type of payee can be entered.

To amend the amounts or name of a previously added payee, check the box beside the payee, and click on **'View'**. Perform the necessary amendments, click on **'Update'**.

To delete a previously added payee, check the box beside the payee, and click on **'Delete'**.

# Electronic Payment Instructions System

## 5. REVISED PAYMENT SCHEDULE (CATEGORY B PAYEES) ?

### Category B Payees

Type of Payee	Commissioner of Estate Duties
Payee Name	Commissioner of Estate Duties
Amount Payable (S\$)	1000000
<a href="#">Add</a>	<a href="#">View</a> <a href="#">Update</a> <a href="#">Delete</a> <a href="#">Refresh</a>

Type of Payee	Payee Name	Amount Payable (S\$)
<input type="checkbox"/> Commissioner of Estate Duties	Commissioner of Estate Duties	123,123.00

- a. To edit a Payee, check the correct box and click "View". Make the amendment, check the correct box and click "Update".  
b. To remove a Payee, check the correct box and click "Delete".

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## Section 6 – Revised Payment Schedule (Category C payees)

This section allows the law firm to state the Category C payees that the bank drafts will be made out to.

The list of Category C payees and amounts payable to each payee stated in the latest version of the POBC form will be displayed.

To add additional Category C payees, enter the required information, click on the '**Add**' button. The same payee (i.e. with the same name) can only be added once.

To amend the amounts or name of a previously added payee, check the box beside the payee, and click on '**View**'. Perform the necessary amendments, click on '**Update**'.

To delete a previously added payee, check the box beside the payee, and click on '**Delete**'.

# Electronic Payment Instructions System

**6. REVISED PAYMENT SCHEDULE (CATEGORY C PAYEES) ?**

Category C Payees

Payee Name

Amount Payable (S\$)

Add

View

Update

Delete

Refresh

Payee Name	Amount Payable (S\$)
<input type="checkbox"/> CAT C 1	1,000.00
<input type="checkbox"/> CAT C 2	2,000.00
<input type="checkbox"/> CAT C 3	3,000.00

a. To edit a Payee, check the correct box and click "View". Make the amendment, check the correct box and click "Update".

b. To remove a Payee, check the correct box and click "Delete".

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## Section 7 – Supporting Documents

This section allows the initiating law firm to upload any attachments (only in PDF or JPG formats) required by the counter-signing law firm to verify the identity of the Category B payees, the identity and amounts payable to Category C payees. The counter-signing law firm will receive the attachments via the notification email sent after the initiating lawyer(s) has signed on the form. Thus, please ensure that the email addresses provided in Section 9 are accurate.

*\*Note:* The files uploaded in any previous submitted versions of the form will not be automatically attached to the variation form.

Only one file can be uploaded at a time. Click 'Browse' to search through the local drive for the file to be uploaded. Select the file then click 'Add'. To delete the attachment, check the box beside the attachment and click 'Delete'.

***\*You may upload up to 1MB of documents.***

**7. SUPPORTING DOCUMENTS ?**

PDF/JPG Attachment: 

Browse...

Add

Delete

PDF/JPG Attachment

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## Section 8 – Status of Transaction

This section allows law firms to indicate if this is the final payment for the transaction.

- i) Interim Payment



# Electronic Payment Instructions System

Select this option if there are future pay-outs expected/required.

## ii) Final Payment

Select this option if there are no further pay-outs expected or required. This will allow the banks/SAL to zero-rise the account. It is mandatory to indicate the name of the Category B payee (usually the client or the source of funds) that the remnant money, if any, will be paid out to.

**8. STATUS OF TRANSACTION ?**

☐ This is an interim payment. Please prepare payment according to the payment schedule and hold the transaction balance pending further instruction.

☒ This is the final payment. No further deposit or pay-out for this property transaction will be made. Please prepare payment according to the payment schedule and pay all the remaining funds to a Category B payee indicated here (for CVY-CPF Accounts, all excess moneys should be refunded to the Central Provident Fund Board):

Payee Name: \*

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## **Section 9 – Email/Fax Notification Details**

This section allows the law firm to send out email notifications to the following parties:

- i) 'My Email' - Any person in the law firm that wants to be notified of the lodgment of forms
- ii) 'My Client's Email' – Client(s) that the law firm is acting for
- iii)'Counter-signatory's Email/Fax' – Law firm acting for the other party in the transaction

(If it was indicated in the original form that the counter-signatory does not have an email address, this option cannot be amended in the variation form.)

The initial list of emails entered in the previous version of the form will be displayed.

To add additional emails, enter only **one** email address at a time, then click '**Add**'. The system will only validate the format of the email address. The emails are for information only and no alerts will be displayed for bounced or non-existent email accounts.

Thus, please ensure that the emails are entered accurately. Click [here](#) for the email schedule and a copy of the email that will be sent out to the various parties.

To remove a previously added email address, check the box beside the email address, and click '**Delete**'.

# Electronic Payment Instructions System

## 9. EMAIL/FAX NOTIFICATION DETAILS ?

Please enter the email addresses of the parties you wish to notify for this form.  
For Parties CPFEB, HDB, SLA and Banks, emails will be sent to predefined generic email addresses. Enter only if you wish to notify specific persons.

[Click here](#) for more details on emailing schedule.

Please add email addresses and fax numbers one at a time.

My Email:

Add

My Client's Email:

Add

Counter-Signatory's Email: \*

Add

Counter-Signatory does not have Email: ☐

Delete

Refresh

To remove an email address or a fax number, check the correct box and click "Delete".

To	Email Address / Fax Number
<input type="checkbox"/> My Email	EMAIL@EMAIL.COM
<input type="checkbox"/> My Client's Email	ABC@GMAIL.COM
<input type="checkbox"/> Counter-Signatory's Email	DEF@EMAIL.COM

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## Section 10 – Lodger Account

This section is for the law firm to select the lodger account that the lodgment fee will be billed to as well as the number of mandated signatures required by the banks to release the state sum of money in the pay-out form.

- i) Lodger account - If there is only one lodger account, the default lodger account will be selected. If there is more than one lodger account for the law firm, select the appropriate lodger account to be billed.
- ii) Number of initiating lawyers – If two lawyers are indicated, and if the second initiating lawyer is from another law firm, indicate the name of the other law firm and the lawyer that will be signing. If the two lawyers are from the same firm, leave the fields blank.

# Electronic Payment Instructions System

**10. LODGER ACCOUNT ?**

Please select the lodger account for payment purposes:

Lodger Account: \*

No. of initiating lawyers: \* ☐ 1 ☒ 2

Please enter the following details if the second signatory for the account holder is from a different law firm. Leave the fields blank if the second signatory is from the same law firm.

Law Firm:

Name of Solicitor:

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## **Section 11 – Additional Information for Appointed Entity**

This section allows law firms to provide any additional information that the bank/SAL may require e.g. branch for collection of bank drafts. Please note that if you wish to use this section to specify the branch, please check with your bank on the agreed branches where such a service will be provided.

**11. ADDITIONAL INFORMATION FOR APPOINTED ENTITY ?**

<<Provide any additional information that the Appointed Entity requires, e.g. collection branch, currency denomination, bank draft requests, etc.>>

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3. After entering the information, click on the **'Save'** button to proceed or **'Preview'** button to view the form. A copy of the sample form can be found at [Annex B](#).

4. The system will check and prompt for fields that have not been entered. An 'Error' message will be displayed if mandatory sections have not been completed. A 'Warning' message will be displayed if a non-mandatory section has not been entered.

- a. Click on **'Continue'** to save the form.

Forms with blank mandatory fields will have the status **"Draft with errors"**. Forms with all the mandatory fields entered will have the status **"Draft"**.

- b. To make changes, law firms can click on **'Back to Form'** to perform amendments.

# Electronic Payment Instructions System

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Search [Go]

Create New Create Variation Copy Amend Delete View Logout Main FAQs Useful Links Help

Form Code POBC

**Error**

The following mandatory section(s) below have either **never been visited** or have **NOT** been filled in yet.

Section	Title
1	STATUS OF TRANSACTION

**WARNING**

The following optional section(s) below have either **never been visited** or have **NOT** been filled in yet.

Section	Title
6	PAYMENT SCHEDULE (CATEGORY C PAYEES)
7	SUPPORTING DOCUMENTS
11	ADDITIONAL INFORMATION FOR APPOINTED BANK/ENTITY

You can choose to go back to your form to make amendments or proceed to save the file without amendments.  
Please note that incomplete form cannot be signed.

<< Back to form Continue >>

Version 1.1 (2011)  
Released 01/06/2011

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5. If the form has no errors (status will be **“Draft”**), or if the law firm decides to continue saving the form with existing errors, the form will be saved under the same 14-character access key as the original form.

## SAVE CONFIRMATION

You have successfully saved the form under the 14 character access key **CH3ODHEFTVHKDX** version **1.01**

Click **< Finish >** to return to the main page or **< Print >** to print out the form prepared.

Please note that the form will not be routed to the counter-signatory until the form has been signed.

**Finish** **Print**

6. Note that the form is not submitted until it is signed by all the relevant parties. Click [here](#) for instructions on how to sign a saved form.

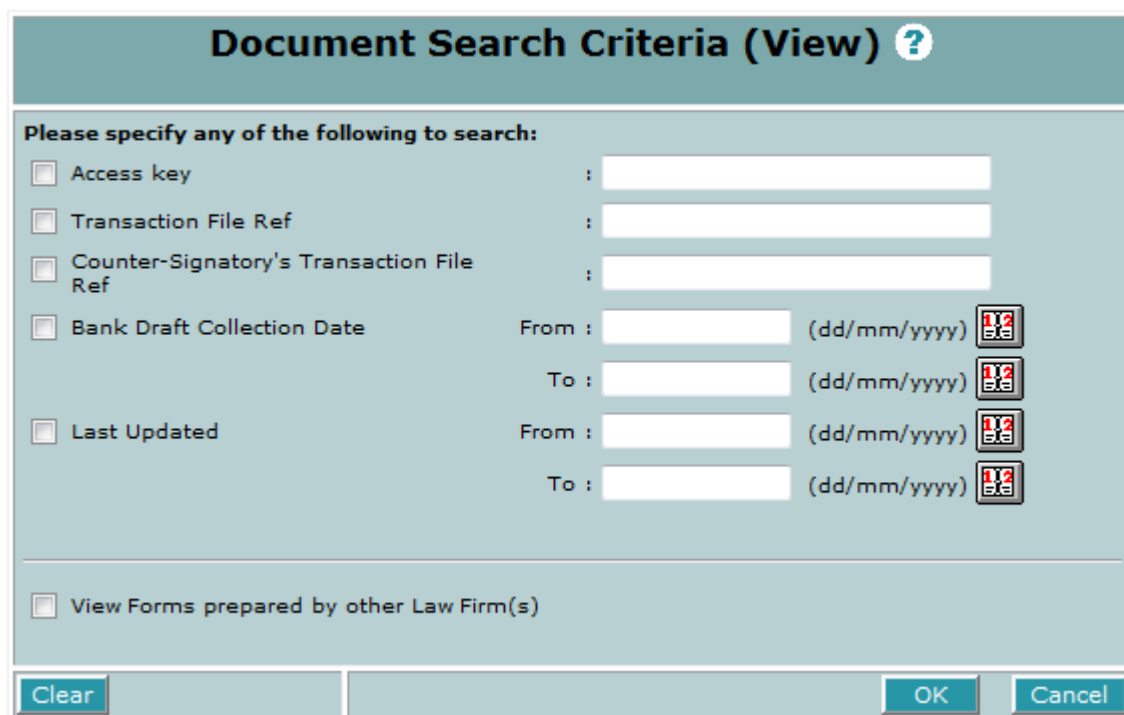
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# Electronic Payment Instructions System

## ***PART E10– View a Saved or Signed Form***





This function allows the initiating law firm to view a previously saved or signed and submitted form.

1. Click on '**View**' on the menu bar.
2. To search for forms prepared by your law firm, use the search criteria above



**Document Search Criteria (View) ?**

Please specify any of the following to search:

<input type="checkbox"/> Access key	:	<input type="text"/>
<input type="checkbox"/> Transaction File Ref	:	<input type="text"/>
<input type="checkbox"/> Counter-Signatory's Transaction File Ref	:	<input type="text"/>
<input type="checkbox"/> Bank Draft Collection Date	From :	<input type="text"/> (dd/mm/yyyy) 
	To :	<input type="text"/> (dd/mm/yyyy) 
<input type="checkbox"/> Last Updated	From :	<input type="text"/> (dd/mm/yyyy) 
	To :	<input type="text"/> (dd/mm/yyyy) 

☐ View Forms prepared by other Law Firm(s)

Clear OK Cancel

3. To view forms that were created by other law firms and were routed to your law firm for counter-signing, check on the box "View Forms prepared by other Law Firms(s)" and select the law from the drop down list.
4. Click on 'OK' to proceed. The following screen will load with the forms retrieved using the search criteria. All forms (saved, due for counter-signing or submitted) will be displayed.

# Electronic Payment Instructions System

## Document Search Result (View)

Search Criteria: Form last updated between 01/10/2011 and 22/11/2011

	Transaction File Ref	Counter-Signatory's Transaction File Ref	Access Key	Bank Draft Collection Date	Form Type	Version	Lodger ID	Last Modified On	Status	Counter-Signatory Req.
<input type="radio"/>	2 DIF INITIATING LF	CS SOL WKF	CKTQDEFABIKLC1	30/11/2011	POBC	1.00	YSPIBG02	19/10/2011 04:48:37 PM	Submitted	Yes
<input type="radio"/>	2391dkwp2fsa	sjkd/dis/2211	CJ2MAHFBMZFM47	-	PI	2.01	ePILBDEN	03/10/2011 12:32:22 PM	Draft	No
<input type="radio"/>	Test Email 4	Test Email 4 CS	CH3QAIBHFIFBEU	-	CCSF	1.00	ePILWMY1	03/10/2011 03:59:11 PM	Submitted	Yes
<input type="radio"/>	Test JDK6.26 PI	Test JDK6.26 PI CS	CLSPCJCCSONGGS	-	PI	1.00	ePILWMY1	18/11/2011 03:30:12 PM	Submitted	No
<input type="radio"/>	Test JDK6.26 POA	-	CLSPCFDDILKJEB	30/11/2011	POA	1.00	ePILWMY1	18/11/2011 03:30:45 PM	Submitted	No
<input type="radio"/>	Test JDK6.26 POBC	Test JDK6.26 POBC CS	CLSPCHFFLLHIFH	30/11/2011	POBC	0.01	ePILWMY1	18/11/2011 03:31:05 PM	Signing	Yes
<input type="radio"/>	Test JDK6.29 PI	Test JDK6.26 PI CS	CLSQADBIBJOWHN	-	PI	1.00	ePILWMY1	18/11/2011 04:05:21 PM	Submitted	No
<input type="radio"/>	Test JDK6.29 POA	-	CLSQADDITDGHIE	30/11/2011	POA	1.00	ePILWMY1	18/11/2011 04:04:59 PM	Submitted	No
<input type="radio"/>	Test JDK6.29 POBC	Test JDK6.26 POBC CS	CLSQADFJZYLVT	30/11/2011	POBC	0.01	ePILWMY1	18/11/2011 04:04:26 PM	Signing	Yes
<input type="radio"/>	Test PI DEL	123	CJWKCHBHFNTRAO	-	PI	1.00	ePILWMY1	13/10/2011 04:37:28 PM	Submitted	No
<input type="radio"/>	delete	1	CKYQDEFFVNRJQK	28/10/2011	POBC	0.01	ePILWMY1	24/10/2011 04:36:41 PM	Deleted	Yes
<input type="radio"/>	sdfw/sdiwer.sdfw	RS-kyy5322	CKNOEGAHVUWL4R	-	PIF8	1.00	ePILBDEN	13/10/2011 02:47:31 PM	Submitted	No
<input type="radio"/>	-	-	CKYQDCBIMABDP7	-	POBC	0.01	ePILWMY1	24/10/2011 04:36:50 PM	Deleted	Yes
<input type="radio"/>	-	-	CLCPDFDJWRUQWM	-	POA	0.01	ePILBDEN	02/11/2011 03:35:39 PM	Draft with error	No

View Cancel

- Select the form of interest. Only one form can be selected at a time using the radio buttons.
- Click on 'View' to view the form, or 'Cancel' to return to the previous screen to re-specify the search criteria.
- The following screen will load with the form.

View PDF

At least one signature requires validating.

Signature Panel

Access Key	CICMDBEJKTJLRH	
Version No.	1.00	Based On
		0.01

CHANGE OF COUNTER-SIGNATORY FORM -  
ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION  
CHANGE OF COUNTER-SIGNATORY (CCSF)

ACCOUNT PARTICULARS

Appointed Bank/Entity	ABC Bank
Account Name	123123-CVY
Account No.	123123
Contact Person Name	123123
Contact Person Tel.	12312312

Close

# Electronic Payment Instructions System

---

8. For initiating law firms, print a copy of this form to be presented to the banks for the collection of bank drafts.

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# Electronic Payment Instructions System

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## ***PART E11 – Contingency Workflows***

1. The ELS and INLIS systems are designed to be available at all times. However, in the rare event that a service disruption occurs, Appointed Bank / SAL Officers should be familiar with the following contingency plans.

### **Disruptions to ELS only**

2. In the event that ELS is down for more than an hour, an email will be sent to law firms to inform them of the downtime. In addition, notices will be placed on INLIS and the ELS notification page (if available), with an estimation of the time service should resume.

3. If forms have been successfully lodged (and counter-signed where necessary) and transferred to INLIS prior to the ELS disruption, the Appointed Bank / SAL should process these forms as usual. However, in the event that forms have been lodged but not successfully transferred to INLIS, Appointed Bank / SAL officers may be approached by account holder law firms to retrieve the lodged forms from ELS ([Workflow A](#)). For non-urgent pay-outs, no action is taken until service resumes.

4. Should ELS fail to resume after the estimated time period, account holder law firms may also trigger the manual payment instruction workflow (Workflow [B1](#) and [B2](#)) for urgent pay-outs.

### **Disruptions to INLIS only**

5. In the event INLIS is down, an email will be sent to the appointed entities, i.e. Banks and SAL to inform them of the downtime. In addition, a notice will be placed on ELS. Both notifications will contain an estimation of the time service should resume.

6. In the event the INLIS service is not resumed after the estimated resumption time, the bank representatives should assess each case and to contact and retrieve the payment instructions from SLA directly ([Workflow A](#)) for urgent pay-outs.

### **Disruptions to both INLIS and ELS**

7. Should the entire ePI system be unavailable for an extended period of time, Appointed Banks / SAL should have in place manual processes to allow law firms to effect payment out of their CVY Accounts in the interim<sup>5</sup>. The manual workflow involved in effecting payment out from CVY or CVY-CPF accounts in the event that the ePI system is unavailable is at Workflow [B1](#) and [B2](#).

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<sup>5</sup> Maximum foreseeable downtime is 8 hours.



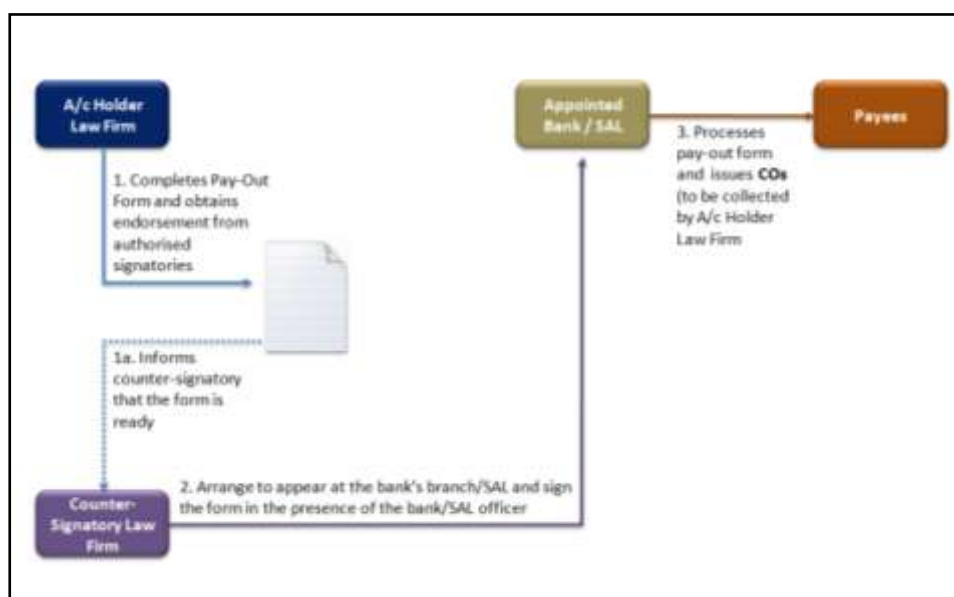
# Electronic Payment Instructions System

## Detailed Workflows

### Workflow A – Retrieval of Successfully Lodged Form from ELS

1. Appointed Bank / SAL receives email notification but is unable to access INLIS.
2. Appointed Bank / SAL Officer calls the INLIS Helpdesk and provides the form's 14-Character Access Key<sup>6</sup> and the bank's generic email address
3. INLIS Helpdesk contacts SLA Officer if Pay-Out is urgent.
4. SLA Officer accesses ELS / Document Repository and retrieves the ePI form<sup>7</sup>
  - a. **Email transmission.** SLA Officer emails the form to the bank's generic email address (ePI forms will not be sent to other email addresses to prevent unauthorised access to the forms)
  - b. **Manual transmission.** Appointed Bank / SAL Officer travels to SLA with blank CD and provides form's 14-Character Access Key, his name and contact to the SLA Officer for verification. SLA Officer copies Pay-Out form(s) to the CD and passes to the Appointed Bank / SAL Officer.

### Workflow B1 – Manual Workflow (Counter-signatory Law Society, Law Firm, Self-Represented)



1. The account holder law firm completes the hardcopy **manual** (not the ePI) version<sup>8</sup> of the Pay-Out Form and obtains endorsement from authorised signatories (according to bank mandate). Then, the account holder law firm faxes the form to the bank and arranges for the counter-signatory law firm to sign the faxed form at the Appointed Bank / SAL in person.

<sup>6</sup> If bank officers / SAL need to retrieve a large number of forms, SLA Officers can download in volume, e.g. based on Date Range.

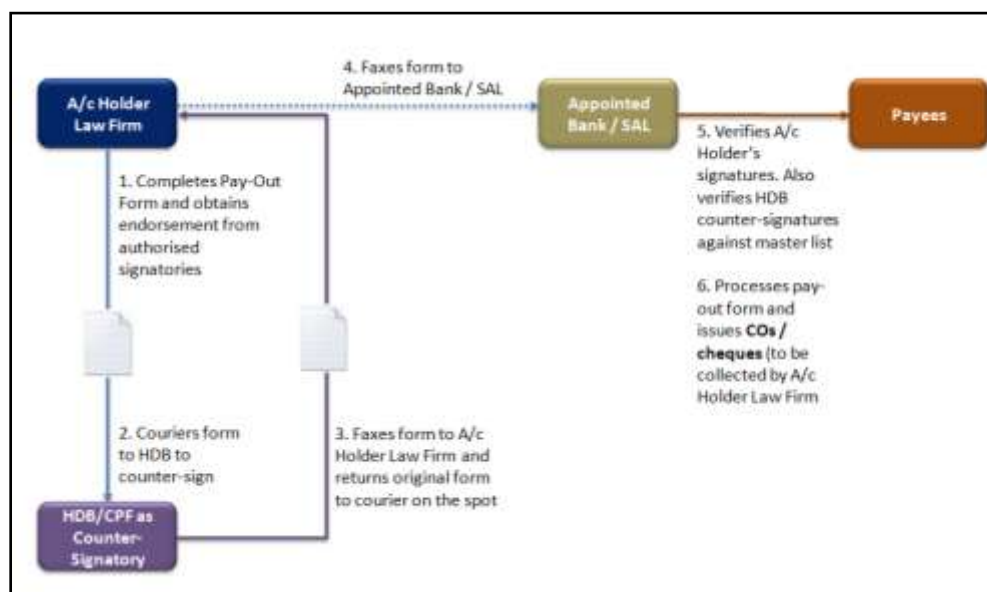
<sup>7</sup> If there is high demand from a large number of users, SLA officers may take up to a maximum of 2 hours to retrieve each form.

<sup>8</sup> Updated manual versions of forms are available at [www.conveyancing.sg](http://www.conveyancing.sg).

# Electronic Payment Instructions System

2. The counter-signatory appears at the Appointed Bank / SAL to counter-sign the Pay-Out form in person. The process is as follows:
  - a. The counter-signing lawyer at the Appointed Bank / SAL calls the Law Society to confirm his particulars and that he has consented to the release of his name and the last 4 digits of his identification number to the Appointed Bank / SAL.
  - b. Law Society contact officers: Allison at 6530 0217 / Kenneth, Director of Compliance at 6530 0231 (only when Allison is not contactable)
  - c. Upon confirmation of the matters in paragraph 1, the lawyer tells the Appointed Bank / SAL officer to call the Law Society for the release of the information to confirm that the lawyer is still with the identified counter-signing law firm.
  - d. Appointed Bank / SAL officer calls the Law Society and obtains the information (to use the same contact officers mentioned in paragraph 2).
9. *\*Note: After the lawyer has contacted Law Society to give consent, Appointed Bank / SAL officer should decline lawyer's offer to take over his line with Law Society as the officer may be unable to verify if the other party on the line is actually from the Law Society. The officer should make a fresh telephone call back to the Law Society based on the contacts names and numbers at paragraph 2.*
3. The Appointed Bank / SAL processes the form accordingly and issues COs to be collected by the account-holder law firm on the date of collection stated in the Pay-Out Form.
4. On the date of collection, the account holder law firm representative presents the bank with the original hardcopy counter-signed form for final verification.

## Workflow B2 – Manual Workflow (Counter-signatory HDB, CPF)



# Electronic Payment Instructions System

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1. The account-holder law firm completes the hardcopy **manual** (not the ePI) version<sup>9</sup> of the Pay-Out Form and obtains endorsement from authorised signatories (according to signing mandate given to the banks). Then, the account holder law firm despatches the original hardcopy to HDB/CPF for endorsement.
2. The HDB/CPF officer counter-signs on the hardcopy Pay-Out Form, faxes the counter-signed form back to the account holder law firm and immediately returns the original hardcopy form to the courier, who delivers the form back to the account holder law firm.
3. Upon receipt of the counter-signed form from HDB/CPF, the account holder law firm faxes the form to the Appointed Bank / SAL. The Appointed Bank / SAL processes the form, verifying the signatures according to the account holder law firm's signing mandate and HDB/CPF's master list of authorised signatories.
4. The Appointed Bank / SAL issues COs to be collected by the account-holder law firm on the date of collection stated in the Pay-Out Form.
5. On the date of collection, the account holder law firm representative presents the bank with the original hardcopy counter-signed form for final verification.

## Sample Scenarios

*The following are sample scenarios with suggested steps to handle disruptions to ELS:*

### **Scenario 1 – ELS Service Disrupted before Notification Received**

- i. Payment instruction to make payment to the 'Commissioner of Lands' was executed i.e. signed and submitted, via a POA form at 12:10pm on 10 August.
- ii. The collection of the bank draft is urgent and has to be received on the same day.
- iii. ELS service disrupted at 12:15pm on 10 August and is estimated to be up at around 4:00pm.
- iv. The appointed bank processing the payment received the payment instruction email at 12:30pm.
- v. All registered law firm contact persons are notified via email of the unexpected downtime at 1:45pm.
- vi. The law firm's contact person calls the appointed bank to enquire if the payment instruction has been received.
- vii. The bank's representative informs the law firm contact person that the payment instruction has been received and will notify the contact person when the bank draft is ready for collection.

### **Summary**

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<sup>9</sup> Updated manual versions of forms are available at [www.conveyancing.sg](http://www.conveyancing.sg).

# Electronic Payment Instructions System

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Special handling was not required as the form was already made available in INLIS for the appointed bank to process. The appointed bank had received the payment instruction notification via email and could proceed to retrieve the payment instructions via INLIS.

## **Scenario 2 - ELS Service Disrupted after Form Transmitted but No Notification Received**

- i. Payment instruction to make payment to the 'Commissioner of Lands' was executed i.e. signed and submitted, via a POA form at 12:10pm on 10 August.
- ii. The collection of the bank draft is urgent and has to be received on the same day.
- iii. ELS service disrupted at 12:15pm on 10 August and is estimated to be up at around 4:00pm.
- iv. The appointed bank processing the payment did not receive any email notifying them that the pay-out form is available in INLIS.
- v. All registered law firm contact persons are notified via email of the unexpected downtime at 1:45pm.
- vi. The law firm's contact person calls the appointed bank to enquire if the payment instruction has been received.
- vii. The bank's representative informs the law firm that the payment instruction has not been received and requests for the contact person's details and the payment instruction's access key.
- viii. The bank's representative accesses INLIS and is able to retrieve the payment instruction.
- ix. The bank's representative informs the law firm contact person that the payment instruction has been received and will notify the contact person when the bank draft is ready for collection.

## **Summary**

Special handling was required in that the appointed bank had not received the email due to system failure. The payment instruction was however successfully transmitted through and could be retrieved at INLIS. Hence, the law firm contact person needs to provide the bank's representative with the access key in order to retrieve the payment instruction.

## **Scenario 3 – ELS Service Disrupted before POA Form Transmitted**

- i. Payment instruction to make payment to the 'Commissioner of Lands' was executed i.e. signed and submitted, via a POA form at 12:10pm on 10 August.
- ii. The collection of the bank draft is urgent and has to be received on the same day.
- iii. ELS service disrupted at 12:15pm on 10 August and is estimated to be up at around 4:00pm.

# Electronic Payment Instructions System

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- iv. The appointed bank processing the payment did not receive any email notifying them that the pay-out form is available in INLIS.
- v. All registered law firm contact persons are notified via email of the unexpected downtime at 1:45pm.
- vi. The law firm's contact person calls the appointed bank to enquire if the payment instruction has been received.
- vii. The bank's representative informs the law firm contact person that the payment instruction has not been received and requests for the contact person's details and the payment instruction's access key.
- viii. The bank's representative accesses INLIS but is unable to retrieve the required payment instruction.
- ix. The bank's representative informs the contact person to submit the payment instruction by fax for advance preparation.
- x. The law firm's contact person fills up the payment instruction manually for the lawyer to sign and faxes the payment instruction to the bank. The law firm's representative will submit the original payment instruction to the bank when collecting the bank draft.
- xi. The bank's representative disseminates the electronic payment instruction's access key to the other bank representatives to inform them not to process the payment instruction again when the electronic email is received.

## Summary

Special handling was required in that the appointed bank did not receive the email due to system failure. The payment instruction was not transmitted and could not be retrieved at INLIS. Since ELS was not available, the instruction could not be retrieved by SLA either. Hence, the lawyer needs to make arrangements to submit the payment instruction manually to the bank.

## **Scenario 4 - ELS Service Disrupted before POBC Form Transmitted**

- i. Payment instruction to make payment to 2 Payees was executed i.e. signed, counter-signed and submitted, via a POBC form at 12:10pm on 10 August.
- ii. The collection of the bank draft is urgent and has to be received on the same day.
- iii. ELS service disrupted at 12:15pm on 10 August and is estimated to be up at around 4:00pm.
- iv. The appointed bank processing the payment did not receive any email notifying them that the pay-out form is available in INLIS.
- v. All registered law firm contact persons are notified via email of the unexpected downtime at 1:45pm.

# Electronic Payment Instructions System

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- vi. The Account holder law firm's contact person calls the appointed bank to enquire if the payment instruction has been received.
- vii. The bank's representative informs the law firm that the payment instruction has not been received and requests for the contact person's details and the payment instruction's access key.
- viii. The bank's representative accesses INLIS but is unable to retrieve the required payment instruction.
- ix. The bank's representative informs the Account holder law firm's contact person to submit the payment instruction manually.
- x. The Account holder law firm's contact person fills up the payment instruction manually for the lawyer to endorse and the form is delivered to the counter-signing law firm. The counter-signing lawyer is duly informed and makes his way to the bank to submit the payment instruction personally.
- xi. The bank's representative disseminates the electronic payment instruction's access key to the other bank representatives to inform them not to process the payment instruction again when the electronic email is received.

## Summary

Special handling was required in that the appointed bank did not receive the email due to system failure. The payment instruction was not transmitted and could not be retrieved at INLIS. Since ELS was not available, the instruction could not be retrieved by SLA either. Hence, the Account holder lawyer needs to fill up and endorse the payment instruction manually, and deliver to the counter-signing lawyer who will then make his way to the appointed bank to submit the payment instruction to the bank personally.

## **Scenario 5 - ELS Service Disrupted before POBC Form Counter-Signed**

- i. Payment instruction to make payment to 2 Payees was initiated i.e. signed via a POBC form by the Account holder law firm's lawyers at 12:10pm on 10 August.
- ii. The counter-signing law firm's lawyer has yet to sign and submit the POBC form.
- iii. The collection of the bank draft is urgent and has to be received on the same day.
- iv. ELS service disrupted at 12:15pm on 10 August and is estimated to be up at around 4:00pm.
- v. All registered law firm contact persons are notified via email of the unexpected downtime at 1:45pm.
- vi. The Account holder law firm's contact person fills up the payment instruction manually for the lawyer to endorse and the form is couriered to the counter-signing law firm. The

# Electronic Payment Instructions System

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counter-signing lawyer is duly informed and makes his way to the bank to submit the payment instruction personally.

- vii. In the event the counter-signer is from HDB or CPF, the Account holder law firm's contact person will courier the form to HDB or CPF, who will in turn fax the payment instruction to the bank.
- viii. The counter-signing law firm's contact person disseminates the electronic payment instruction's access key and transaction file reference to the lawyers in the firm to inform them not to counter-sign the payment instruction when the POBC form is available in ELS.

## Summary

Special handling was required in that the counter-signing lawyer was not able to counter-sign the payment instruction due to system failure. Hence, the Account holder lawyer needs to fill up and endorse the payment instruction manually, and deliver to the counter-signing lawyer who will then make his way to the appointed bank to submit the payment instruction to the bank personally.

## **Scenario 6 - ELS Service Disrupted before POBC Form Transmitted (HDB Counter-Signatory)**

- i. Payment instruction to make payment to 2 Payees was initiated i.e. signed via a POBC form by the Account holder law firm's lawyers at 12:10pm on 10 August.
- ii. The counter-signing HDB Officer has yet to sign and submit the POBC form.
- iii. The collection of the bank draft is urgent and has to be received on the same day.
- iv. ELS service disrupted at 12:15pm on 10 August and is estimated to be up at around 4:00pm.
- v. The appointed bank processing the payment did not receive any email notifying them that the pay-out form is available in INLIS.
- vi. All registered law firm contact persons are notified via email of the unexpected downtime at 1:45pm.
- vii. The Account holder law firm's contact person calls the appointed bank to enquire if the payment instruction has been received.
- viii. The bank's representative informs the law firm that the payment instruction has not been received and requests for the contact person's details and the payment instruction's access key.
- ix. The bank's representative accesses INLIS but is unable to retrieve the required payment instruction.
- x. The bank's representative informs the Account holder law firm's contact person to submit the payment instruction manually.

# Electronic Payment Instructions System

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- xi. The Account holder law firm's contact person fills up the payment instruction manually for the lawyer to endorse and the form is couriered to an officer at HDB. The HDB officer counter-signs on the form on the spot, faxes it to the account holder law firm, and routes the duly counter-signed original back to the account holder law firm.
- xii. The account holder law firm faxes a copy of the form to the Appointed Bank / SAL, which issues the COs based on the faxed instruction. To verify the authenticity of the counter-signatory's signature, the Appointed Bank / SAL refers to an updated master list of approved counter-signatories from HDB.
- xiii. The account holder law firm subsequently brings along the original counter-signed form to collect the COs from the Appointed Bank / SAL on the date of collection indicated on the form.
- xiv. The counter-signing law firm's contact person disseminates the electronic payment instruction's access key and transaction file reference to the lawyers in the firm to inform them not to counter-sign the payment instruction when the POBC form is available in ELS.

## Summary

Special handling was required in that the counter-signing HDB Officer was not able to counter-sign the payment instruction due to system failure. Hence, the Account holder lawyer needs to fill up and endorse the payment instruction manually, and deliver to the HDB Officer who will then counter-sign and deliver the payment instruction to the appointed bank. Since the Account holder lawyer had faxed a copy of the form to the Appointed Bank, which is able to verify the authenticity of the counter-signatory's signature, based on an updated master list of approved counter-signatories from HDB, the Bank may prepare the CO based on the earlier faxed instruction.

## **Scenario 7 - ELS Service Disrupted before POBC-Variation on CAT B Payee Amount Transmitted**

- i. Payment instruction to make payment to 2 Payees was executed i.e. signed, counter-signed and submitted, via a POBC form on 3 August.
- ii. A POBC Variation form was executed i.e. signed and submitted at 12:10pm on 10 August as the Account holder wanted to amend payment amounts to Payee 1 who was the vendor (Category 'B' payee).
- iii. The collection of the bank draft is urgent and has to be received on the same day.
- iv. ELS service disrupted at 12:15pm on 10 August and is estimated to be up at around 4:00pm.
- v. The appointed bank processing the payment did not receive any email notifying them that the pay-out form is available in INLIS.
- vi. All registered law firm contact persons are notified via email of the unexpected downtime at 1:45pm.



# Electronic Payment Instructions System

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- vii. The Account holder law firm's contact person calls the appointed bank to enquire if the payment instruction has been received.
- viii. The bank's representative informs the law firm that the payment instruction has not been received and requests for the contact person's details and the payment instruction's access key.
- ix. The bank's representative accesses INLIS but is unable to retrieve the payment instruction.
- x. The bank's representative informs the Account holder law firm's contact person to submit the payment instruction by fax for advance preparation .
- xi. The law firm's contact person fills up the payment instruction manually for the lawyer to sign and faxes the payment instruction (together with a copy of the POBC form executed on 3 August, if available) to the bank. The law firm's representative will submit the original payment instruction to the bank when collecting the bank draft.
- xii. The bank's representative disseminates the electronic payment instruction's access key to the other bank representatives to inform them not to process the payment instruction again when the electronic email is received.

## Summary

Special handling was required in that the appointed bank did not receive the email due to system failure. The payment instruction was not transmitted and could not be retrieved at INLIS. Since ELS was not available, the instruction could not be retrieved by SLA either. The POBC variation form was to the payment amount of a Category B Payee only. Hence, counter-signing was not required. It was adequate for the Account holder lawyer to make arrangements to submit the payment instruction manually to the bank.

## **Scenario 8 - ELS Service Disrupted before POBC-Variation on New CAT B/C Payee Transmitted**

- i. Payment instruction to make payment to 2 Payees was executed i.e. signed, counter-signed and submitted, via a POBC form on 3 August.
- ii. A POBC Variation form was executed at 12:10pm on 10 August as the Account holder wanted to amend payment amounts to Payees 1 and 2, and include an additional payment to Payee 3.
- iii. The collection of the bank draft is urgent and has to be received on the same day.
- iv. ELS service disrupted at 12:15pm on 10 August and is estimated to be up at around 4:00pm.
- v. The appointed bank processing the payment did not receive any email notifying them that the pay-out form is available in INLIS.

# Electronic Payment Instructions System

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- vi. All registered law firm contact persons are notified via email of the unexpected downtime at 1:45pm.
- vii. The Account holder law firm's contact person calls the appointed bank to enquire if the payment instruction has been received.
- viii. The bank's representative informs the law firm that the payment instruction has not been received and requests for the contact person's details and the payment instruction's access key.
- ix. The bank's representative accesses INLIS but is unable to retrieve the payment instruction.
- x. The bank's representative informs the Account holder law firm's contact person to submit the payment instruction manually.
- xi. The Account holder law firm's contact person fills up the payment instruction manually for the lawyer to endorse and the form is delivered to the counter-signing law firm. The counter-signing lawyer is duly informed and makes his way to the bank to submit the payment instruction personally.
- xii. The bank's representative disseminates the electronic payment instruction's access key to the other bank representatives to inform them not to process the payment instruction again when the electronic email is received. The bank's representative should retrieve the electronic payment instruction but not act on it.

## Summary

Special handling was required in that the appointed bank did not receive the email due to system failure. The payment instruction was not transmitted and could not be retrieved at INLIS. Since ELS was not available, the instruction could not be retrieved by SLA either. A new payee was added to the POBC-variation form. Hence, the Account holder lawyer needs to fill up and endorse the payment instruction manually, and deliver to the counter-signing lawyer who will then make his way to the appointed bank to submit the payment instruction to the bank personally.

*The following are sample scenarios with suggested steps to handle disruptions to INLIS:*

## **Scenario 9 - INLIS Service Disrupted and was Up in Time for Processing of Payment Instruction**

- i. Payment instruction to make payment to the 'Commissioner of Lands' was executed i.e. signed and submitted, via a POA form at 12:10pm on 10 August.
- ii. The collection of the bank draft is urgent and has to be received on the same day.
- iii. INLIS service disrupted at 12:15pm on 10 August and is estimated to be up at around 4:00pm.

# Electronic Payment Instructions System

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- iv. The appointed bank processing the payment received the payment instruction email at 12:30pm.
- v. All appointed entities (banks and SAL) contact persons (representatives) are notified via email of the unexpected downtime at 1:45pm.
- vi. The appointed bank's representative calls the INLIS Helpdesk at 6238-9653 at 1:30pm to enquire if the payment instruction can be sent to them via email.
- vii. The INLIS Helpdesk received notification slightly earlier from INLIS technical support that the resolution has progressed well and INLIS will be available within the hour.
- viii. The INLIS Helpdesk officer informs the appointed bank's representative that INLIS will be available in one hour and requests that the appointed bank's representative tries again upon receipt of email that INLIS is available. In the event the bank's representative does not wish to wait, Scenario 10, vii to xi applies.
- ix. All appointed entities (banks and SAL) contact persons (representatives) are notified via email that INLIS is available again at 2:25pm.
- x. The appointed bank's representative accesses INLIS to retrieve the payment instruction at 2:30pm.

## Summary

No special handling was required since INLIS was available again before the cut-off time for processing the payment instructions.

## **Scenario 10 - INLIS Service Disrupted and Required Electronic Form Retrieval at SLA**

- i. Payment instruction to make payment to the 'Commissioner of Lands' was executed i.e. signed and submitted, via a POA form at 12:10pm on 10 August.
- ii. The collection of the bank draft is urgent and has to be received on the same day.
- iii. INLIS service disrupted at 12:15pm on 10 August and is estimated to be up at around 4:00pm.
- iv. The appointed bank processing the payment received the payment instruction email at 12:30pm.
- v. All appointed entities (banks and SAL) contact persons (representatives) are notified via email of the unexpected downtime at 1:45pm.
- vi. The appointed bank's representative calls the INLIS Helpdesk at 6238-9653 at 1:30pm to enquire if the payment instruction can be sent to them via email.

# Electronic Payment Instructions System

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- vii. The INLIS Helpdesk requests for the bank representative's contact details and the payment instruction access key(s).
- viii. The INLIS Helpdesk ascertains that the bank representative is one of the nominated users.
- ix. The INLIS Helpdesk officer contacts an SLA officer providing the bank's representative contact details and the payment instruction access key(s).
- x. The SLA officer retrieves the payment instructions and sends an email containing the password protected payment instructions to the bank's representative.
- xi. The SLA officer calls the bank's representative up to relay the password to retrieve the payment instructions from the secured file.

## Summary

Special handling was required in that INLIS was unavailable before the cut-off time for processing the payment instructions. The payment instructions had to be retrieved from SLA and sent to the appointed entities. SLA may require up to 2 hours to retrieve forms when there is a large number of requests.

## **Scenario 11 - INLIS Service Disrupted and Required Manual Form Retrieval at SLA**

- i. Payment instruction to make payment to the 'Commissioner of Lands' was executed i.e. signed and submitted, via a POA form at 12:10pm on 10 August.
- ii. The collection of the bank draft is urgent and has to be received on the same day.
- iii. INLIS service disrupted at 12:15pm on 10 August and is estimated to be up at around 4:00pm.
- iv. The appointed bank processing the payment received the payment instruction email at 12:30pm.
- v. All appointed entities (banks and SAL) contact persons (representatives) are notified via email of the unexpected downtime at 1:45pm.
- vi. The appointed bank's representative calls the INLIS Helpdesk at 6238-9653 at 1:30pm to enquire if the payment instruction can be retrieved directly from SLA's Office as that was the appointed bank's standing order.
- vii. The INLIS Helpdesk requests for the bank representative's contact details, personal details and the payment instruction access key(s).
- viii. The INLIS Helpdesk ascertains that the bank representative is one of the nominated users.
- ix. The INLIS Helpdesk officer contacts an SLA officer providing the bank's representative contact details, personal details and the payment instruction access key(s).

# Electronic Payment Instructions System

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- x. The SLA officer retrieves the payment instructions and contacts the bank representative to travel to SLA.
- xi. The bank representative travels to SLA, meets and verifies identity with the SLA officer. The bank representative will need to bring the name card and NRIC for verification.
- xii. The SLA officer receives a compact disc from the bank representative and copies the payment instructions to the compact disc before handing the disc to the bank representative.
- xiii. Upon returning to the bank, the bank representative retrieves the payment instructions from the compact disc.
- xiv. In the event the bank representative appoints a person to retrieve the payment instructions, the bank representative will need to send an authorisation letter endorsed by the bank's ePI administrator stating the person's name and NRIC number.

## Summary

Special handling was required in that INLIS was unavailable before the cut-off time for processing the payment instructions. The bank representative or appointed person had to travel to SLA to retrieve the payment instructions. Hence, the elapsed time required for travelling to and fro should be considered when this scenario occurs.

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# Electronic Payment Instructions System

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## ***Part E12 – Self-Represented Party***

1. In the event that the other party is self-represented, the lodged forms will be routed to SLA, and SLA will counter-sign on their behalf. SLA will charge a fee for this service.
2. The self-represented party has to contact SLA at **6323 9829** to schedule an appointment for counter-signing. The counter-signing will be done at SLA, 12<sup>th</sup> Storey, 55 Newton Road, Revenue House.

3. The self represented party can either be an individual or an entity.

### a. Scenario 1 - Self-represented party is an individual

- i) The following documents and information will be required by SLA prior to counter-signing:
  - 14-character access key(s) of the lodged form(s) that require counter-signing
  - A copy of the notification email that will be sent out by the system (provided that the email address entered by the initiating law firm is valid and accurate)
  - Sale & Purchase agreement/Option to purchase/Tenancy agreement/Letter of offer from the bank or financial institution  
The type of document required by SLA to verify your role in the conveyancing transaction may be different due to the nature of the conveyancing transaction. You may wish to call SLA if you are uncertain of what documents are required.
  - Original copy of Stamp Duty Certification (if applicable)
  - Two forms of personal photo identification e.g. NRIC, Driver's License, Passport.  
One of the photo identification is required for security clearance at Revenue House, the other will be required by SLA for identification purposes.
- ii) Once the above-mentioned documents have been presented to SLA and SLA has verified the identity of the self-represented individual, the individual will have to sign an indemnity form in the presence of an SLA officer (refer to Annex D).

### b. Scenario 2 – Self represented party is an entity

- i) The following documents and information will be required by SLA prior to counter-signing:
  - 14-character access key(s) of the lodged form(s) that require counter-signing
  - A copy of the notification email that will be sent out by the system (provided that the email address entered by the initiating law firm is valid and accurate)
  - Sale & Purchase agreement/Option to purchase/Tenancy agreement/Letter of offer from the bank or financial institution  
The type of document required by SLA to verify your role in the conveyancing transaction may be different due to the nature of the conveyancing transaction. You may wish to call SLA if you are uncertain of what documents are required.
  - Original copy of Stamp Duty Certification (if applicable)
  - A copy of the Memorandum and Articles of Association (M&A) of the entity certified true by ACRA
  - A copy of the current ACRA instant search on the entity certified true by ACRA
  - A copy of the resolution passed by the Board of Directors of the entity, empowering the signing of a letter of authorisation and indemnity form.

# Electronic Payment Instructions System

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- ii) The letter of authorisation and indemnity form (refer to Annex D for the indemnity form) is to be signed by the entity by affixing its common seal in the presence of a Director and/or Secretary, in the presence of an SLA officer.
- iii) The Director and/or Secretary appearing at SLA are also required to bring along two forms of photo identification e.g. NRIC, Driver's License, Passport. One of the photo identification is required for security clearance at Revenue House, the other will be required by SLA for identification purposes.
- 4. SLA, at their discretion, will conduct any additional title searches to verify the identity of the self-represented party and/or to ascertain that the self-represented party is a party to the transaction. The self-represented party will bear the costs of the searches.
- 5. A copy of the lodged form will be printed out for the self-represented party to verify the details and to acknowledge that the details are accurate.
- 6. SLA will then digitally sign the form on behalf of the self-represented party. A copy of the submitted form will be given to the party.

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# Frequently Asked Questions (FAQ)

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## **PART F - Frequently Asked Questions**

Please note that the Frequently Asked Questions have been converted into a standalone document, pursuant to feedback from users.

The FAQs can be found at [www.conveyancing.sg](http://www.conveyancing.sg), or [here](#).



## ANNEX A – Authorised Counter-Signatories

### PAYMENT OF CONVEYANCING MONEY FROM CONVEYANCING ACCOUNT OR CONVEYANCING (CPF) ACCOUNT

#### (A) NON-HDB PROPERTIES

	Nature of conveyancing transaction; source of conveyancing money; and representation (if any) of relevant parties to that transaction		Persons authorised to sign <sup>2</sup> pay-out form for payment of conveyancing money in those circumstances
1	Sale and purchase of any land (other than any HDB property); and conveyancing money provided by purchaser; and vendor and purchaser represented by different solicitors		(i) any authorised signatory of vendor's solicitor; and (ii) any authorised signatory of purchaser's solicitor
2	Sale and purchase of any land (other than any HDB property); and conveyancing money withdrawn from purchaser's account in Central Provident Fund		
	(a)	Central Provident Fund Board and purchaser represented by different solicitors	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of purchaser's solicitor
	(b)	Central Provident Fund Board and purchaser represented by same solicitor; and vendor represented by different solicitor	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of vendor's solicitor

#### **Note:**

AA-1

This Annex shall apply, with the necessary modifications, to the assignment of any land, and the grant of a lease or tenancy in respect of land, as it applies to the sale and purchase of any land.

	<b>Nature of conveyancing transaction; source of conveyancing money; and representation (if any) of relevant parties to that transaction</b>		<b>Persons authorised to sign<sup>2</sup> pay-out form for payment of conveyancing money in those circumstances</b>
3	Sale and purchase of any land (other than any HDB property); and conveyancing money disbursed by mortgagee under loan taken by purchaser		
	(a)	mortgagee and purchaser represented by different solicitors	(i) any authorised signatory of mortgagee's solicitor; and (ii) any authorised signatory of purchaser's solicitor
	(b)	mortgagee and purchaser represented by same solicitor; and vendor represented by different solicitor	(i) any authorised signatory of mortgagee's solicitor; and (ii) any authorised signatory of vendor's solicitor
4	Redemption of existing mortgage of, or discharge of existing charge on, any land (other than any HDB property), and grant of new mortgage of, or new charge on, that land; and conveyancing money provided by mortgagor		
	(a)	mortgagor and existing mortgagee represented by different solicitors	(i) any authorised signatory of mortgagor's solicitor; and (ii) any authorised signatory of existing mortgagee's solicitor
	(b)	mortgagor and existing mortgagee represented by same solicitor; and new mortgagee represented by different solicitor	(i) any authorised signatory of mortgagor's solicitor; and (ii) any authorised signatory of new mortgagee's solicitor.

**Note:**

AA-2

This Annex shall apply, with the necessary modifications, to the assignment of any land, and the grant of a lease or tenancy in respect of land, as it applies to the sale and purchase of any land.

	<b>Nature of conveyancing transaction; source of conveyancing money; and representation (if any) of relevant parties to that transaction</b>		<b>Persons authorised to sign<sup>2</sup> pay-out form for payment of conveyancing money in those circumstances</b>
5	Redemption of existing mortgage of, or discharge of existing charge on, any land (other than any HDB property), and grant of new mortgage of, or new charge on, that land; and conveyancing money withdrawn from mortgagor's account in Central Provident Fund		
	(a)	Central Provident Fund Board and mortgagor represented by different solicitors	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of mortgagor's solicitor
	(b)	Central Provident Fund Board and mortgagor represented by same solicitor; and existing mortgagee represented by different solicitor	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of existing mortgagee's solicitor
	(c)	Central Provident Fund Board, mortgagor and existing mortgagee represented by same solicitor; and new mortgagee represented by different solicitor	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of new mortgagee's solicitor
	(d)	Central Provident Fund Board, mortgagor, existing mortgagee and new mortgagee represented by same solicitor	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of Central Provident Fund Board.

**Note:**

AA-3

This Annex shall apply, with the necessary modifications, to the assignment of any land, and the grant of a lease or tenancy in respect of land, as it applies to the sale and purchase of any land.

	<b>Nature of conveyancing transaction; source of conveyancing money; and representation (if any) of relevant parties to that transaction</b>		<b>Persons authorised to sign pay-out form for payment of conveyancing money in those circumstances</b>
6	Redemption of existing mortgage of, or discharge of existing charge on, any land (other than any HDB property), and grant of new mortgage of, or new charge on, that land; and conveyancing money disbursed by new mortgagee under loan taken by mortgagor		
	(a)	new mortgagee and mortgagor represented by different solicitors	(i) any authorised signatory of new mortgagee's solicitor; and (ii) any authorised signatory of mortgagor's solicitor
	(b)	new mortgagee and mortgagor represented by same solicitor; and existing mortgagee represented by different solicitor	(i) any authorised signatory of new mortgagee's solicitor; and (ii) any authorised signatory of existing mortgagee's solicitor
	(c)	new mortgagee, mortgagor and existing mortgagee represented by same solicitor; and Central Provident Fund Board (as party to redemption of existing mortgage) represented by different solicitor	(i) any authorised signatory of new mortgagee's solicitor; and (ii) any authorised signatory of solicitor appointed to represent Central Provident Fund Board.
7	Redemption of existing mortgage of, or discharge of existing charge on, any land (other than any HDB property); conveyancing money provided by mortgagor; and mortgagor and existing mortgagee represented by different solicitors		(i) any authorised signatory of mortgagor's solicitor; and (ii) any authorised signatory of existing mortgagee's solicitor.

**Note:**

AA-4

This Annex shall apply, with the necessary modifications, to the assignment of any land, and the grant of a lease or tenancy in respect of land, as it applies to the sale and purchase of any land.

	<b>Nature of conveyancing transaction; source of conveyancing money; and representation (if any) of relevant parties to that transaction</b>		<b>Persons authorised to sign pay-out form for payment of conveyancing money in those circumstances</b>
8	Redemption of existing mortgage of, or discharge of existing charge on, any land (other than any HDB property); and conveyancing money withdrawn from mortgagor's account in Central Provident Fund		
	(a)	Central Provident Fund Board and mortgagor represented by different solicitors	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of mortgagor's solicitor
	(b)	Central Provident Fund Board and mortgagor represented by same solicitor; and existing mortgagee represented by different solicitor	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of existing mortgagee's solicitor
	(c)	Central Provident Fund Board, mortgagor and existing mortgagee represented by same solicitor	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of Central Provident Fund Board.

**Note:**

AA-5

This Annex shall apply, with the necessary modifications, to the assignment of any land, and the grant of a lease or tenancy in respect of land, as it applies to the sale and purchase of any land.

**(B) HDB PROPERTIES**

	<b>Nature of conveyancing transaction; source of conveyancing money; and representation (if any) of relevant parties to that transaction</b>		<b>Persons authorised to sign and pay-out form for payment of conveyancing money in those circumstances</b>
1	Sale and purchase of any HDB property; and conveyancing money provided by purchaser		
	(a)	vendor and purchaser represented by different solicitors	(i) any authorised signatory of vendor's solicitor; and (ii) any authorised signatory of purchaser's solicitor
	(b)	vendor represented by solicitor; and purchaser represented by Housing and Development Board	(i) any authorised signatory of vendor's solicitor; and (ii) any authorised signatory of Housing and Development Board
	(c)	vendor represented by Housing and Development Board; and purchaser represented by solicitor	(i) any authorised signatory of Housing and Development Board; and (ii) any authorised signatory of purchaser's solicitor.

**Note:**

AA-6

This Annex shall apply, with the necessary modifications, to the assignment of any land, and the grant of a lease or tenancy in respect of land, as it applies to the sale and purchase of any land.

	<b>Nature of conveyancing transaction; source of conveyancing money; and representation (if any) of relevant parties to that transaction</b>		<b>Persons authorised to sign and pay-out form for payment of conveyancing money in those circumstances</b>
2	Sale and purchase of any HDB property; and conveyancing money withdrawn from purchaser's account in Central Provident Fund		
	(a)	Central Provident Fund Board and purchaser represented by different solicitors	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of purchaser's solicitor
	(b)	Central Provident Fund Board and purchaser represented by same solicitor; and vendor represented by different solicitor	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of vendor's solicitor
	(c)	Central Provident Fund Board represented by solicitor; and purchaser represented by Housing and Development Board	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of Housing and Development Board
	(d)	Central Provident Fund Board and purchaser represented by same solicitor; and vendor represented by Housing and Development Board	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of Housing and Development Board.

**Note:**

AA-7

This Annex shall apply, with the necessary modifications, to the assignment of any land, and the grant of a lease or tenancy in respect of land, as it applies to the sale and purchase of any land.

	<b>Nature of conveyancing transaction; source of conveyancing money; and representation (if any) of relevant parties to that transaction</b>		<b>Persons authorised to sign pay-out form for payment of conveyancing money in those circumstances</b>
3	Sale and purchase of any HDB property; and conveyancing money disbursed by mortgagee (other than Housing and Development Board) under loan taken by purchaser		
	(a)	mortgagee and purchaser represented by different solicitors	(i) any authorised signatory of mortgagee's solicitor; and (ii) any authorised signatory of purchaser's solicitor
	(b)	mortgagee and purchaser represented by same solicitor; and vendor represented by different solicitor	(i) any authorised signatory of mortgagee's solicitor; and (ii) any authorised signatory of vendor's solicitor
	(c)	mortgagee represented by solicitor; and purchaser represented by Housing and Development Board	(i) any authorised signatory of mortgagee's solicitor; and (ii) any authorised signatory of Housing and Development Board
	(d)	mortgagee and purchaser represented by same solicitor; and vendor represented by Housing and Development Board	(i) any authorised signatory of mortgagee's solicitor; and (ii) any authorised signatory of Housing and Development Board.
4	Redemption of existing mortgage of, or discharge of existing charge on, any HDB property (such mortgage or charge being granted to mortgagee other than Housing and Development Board); conveyancing money provided by mortgagor; and mortgagor and existing mortgagee represented by different solicitors		(i) any authorised signatory of mortgagor's solicitor; and (ii) any authorised signatory of existing mortgagee's solicitor.
5	Redemption of existing mortgage of, or discharge of existing charge on, any HDB property (such mortgage or charge being granted to mortgagee other than Housing and Development Board); and conveyancing money withdrawn from mortgagor's account in Central Provident Fund		



	<b>Nature of conveyancing transaction; source of conveyancing money; and representation (if any) of relevant parties to that transaction</b>		<b>Persons authorised to sign pay-out form for payment of conveyancing money in those circumstances</b>
	(a)	Central Provident Fund Board and mortgagor represented by different solicitors	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of mortgagor's solicitor
	(b)	Central Provident Fund Board represented by solicitor; and mortgagor represented by Housing and Development Board	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of Housing and Development Board
	(c)	Central Provident Fund Board and mortgagor represented by same solicitor; and existing mortgagee represented by different solicitor	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of existing mortgagee's solicitor
	(d)	Central Provident Fund Board, mortgagor and existing mortgagee represented by same solicitor	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of Central Provident Fund Board.
6		Redemption of existing mortgage of, or discharge of existing charge on, any HDB property (such mortgage or charge being granted to Housing and Development Board); conveyancing money provided by mortgagor; mortgagor represented by solicitor; and Housing and Development Board (as existing mortgagee) acts on its own behalf	(i) any authorised signatory of mortgagor's solicitor; and (ii) any authorised signatory of Housing and Development Board.

**Note:**

AA-9

This Annex shall apply, with the necessary modifications, to the assignment of any land, and the grant of a lease or tenancy in respect of land, as it applies to the sale and purchase of any land.

	<b>Nature of conveyancing transaction; source of conveyancing money; and representation (if any) of relevant parties to that transaction</b>		<b>Persons authorised to sign &amp; pay-out form for payment of conveyancing money in those circumstances</b>
7	Redemption of existing mortgage of, or discharge of existing charge on, any HDB property (such mortgage or charge being granted to Housing and Development Board); and conveyancing money withdrawn from mortgagor's account in Central Provident Fund		
	(a)	Central Provident Fund Board and mortgagor represented by different solicitors	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of mortgagor's solicitor
	(b)	Central Provident Fund Board represented by solicitor; and mortgagor represented by Housing and Development Board	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of Housing and Development Board
	(c)	Central Provident Fund Board and mortgagor represented by same solicitor; and Housing and Development Board (as existing mortgagee) acts on its own behalf	(i) any authorised signatory of solicitor appointed to represent Central Provident Fund Board; and (ii) any authorised signatory of Housing and Development Board.

**Note:**

AA-10

This Annex shall apply, with the necessary modifications, to the assignment of any land, and the grant of a lease or tenancy in respect of land, as it applies to the sale and purchase of any land.

## ANNEX B - Form Samples

### *Pay-In Form for Conveyancing Accounts (PI)*

Access Key	
Version No.	Based On

#### **PAY-IN FORM FOR CONVEYANCING ACCOUNTS – ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION (PI)**

##### **ACCOUNT PARTICULARS**

Appointed Entity	
Account Name	
Account No.	
Party Type	
Contact Person Name	
Contact Person Tel.	
Contact Person Email	

##### **PROPERTY PARTICULARS**

Transaction File Ref	
Property Address	
Lot No.	

##### **COUNTER-SIGNATORY'S PARTICULARS**

(i) Solicitor selected

Singapore Law Practice	
Representing	
Counter-Signatory Transaction File Ref	
Solicitor	

(ii) CPF/HDB selected:

Organisation Name	Central Provident Fund Board / Housing and Development Board
Counter-Signatory Transaction File Ref	

Access Key	
Version No.	Based On

(iii) Self-Represented (ID Type other than UEN/Passport)

Self-Represented	
ID Type	
ID / Entity No	
Name	
Counter-Signatory Transaction File Ref	

(iv) Self-Represented (ID Type UEN)

Self-Represented	
ID Type	Unique Entity Number
ID / Entity No	
Name	
Counter-Signatory Transaction File Ref	

Representative's ID Type	
Representative's ID No	
Representative's Name	

(v) Self-Represented (ID Type Passport)

Self-Represented	
ID Type	Passport No.
ID / Entity No	
Name	
Citizen Of	

Access Key	
Version No.	Based On

Counter-Signatory Transaction File Ref	
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### **DEPOSIT DETAILS**

#### **Cheque/Bank Draft**

Cheque/Bank Draft No.	
Payment Amount	
Payment In Date	

#### **Telegraphic Transfer/Electronic Fund Transfer**

Date received into Account	
Payment Amount	
Grand Total	

### **ADDITIONAL INFORMATION FOR APPOINTED ENTITY**

--

### **ENDORSEMENT BY INITIATING LAW FIRM**

Account Holder Singapore Law Practice	
Representing	
Authorised Signatory for Account Holder	

## ***Pay-out Form A (POA)***

Access Key	
Version No.	Based On

### **PAYOUT FORM A – ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY A PAYEES (POA)**

#### **ACCOUNT PARTICULARS**

Appointed Entity	
Account Name	
Account No.	
Party Type	
Contact Person Name	
Contact Person Tel.	
Contact Person Email	

#### **PROPERTY PARTICULARS**

Transaction File Ref	
Property Address	
Lot No.	

#### **COLLECTION OF BANK DRAFT(S)**

(i) All Category A payees except the Commissioner of Stamp Duties

Expected date of collection	
-----------------------------	--

OR

(ii) Payment to the Commissioner of Stamp Duties

Expected date of collection	Electronic Transfer Only – No bank drafts will be issued
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Access Key	
Version No.	Based On

**PAYMENT SCHEDULE**

(i) All Category A payees except the Commissioner of Stamp Duties

Payee Name	
Amount Payable	

OR

(ii) Payment to the Commissioner of Stamp Duties

Payee Name	Commissioner of Stamp Duties Electronic Transfer Only – No bank drafts will be issued
Amount Payable	
Payment Voucher No.	

**STATUS OF TRANSACTION**

(i) This is an interim payment. Please prepare payment according to the payment schedule and hold the transaction balance pending further instruction.

OR

(ii) This is the final payment. No further deposit or pay-out for this property transaction will be made.

**ADDITIONAL INFORMATION FOR APPOINTED ENTITY**

--

Access Key	
Version No.	Based On

### **ENDORSEMENT**

(i) One initiating lawyer

Account Holder Singapore Law Practice	
Representing	
Authorised Signatory for Account Holder	

OR

(ii) Two initiating lawyers

Account Holder Singapore Law Practice	
Representing	
Authorised Signatory for Account Holder	
Authorised Signatory for Account Holder	



## ***Pay-out Form BC (POBC)***

Access Key		
Version No.		Based On

### **PAYOUT FORM BC – ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY B/C PAYEES (POBC)**

#### **ACCOUNT PARTICULARS**

Appointed Entity	
Account Name	
Account No.	
Party Type	
Contact Person Name	
Contact Person Tel.	
Contact Person Email	

#### **PROPERTY PARTICULARS**

Transaction File Ref	
Property Address	
Lot No.	

#### **COLLECTION OF BANK DRAFT(S)**

Expected date of collection	
-----------------------------	--

#### **PAYMENT SCHEDULE (CATEGORY B PAYEES)**

Type of Payee	
Payee Name	
Amount Payable	

OR

There are no Category B payees for this pay-out form.
---

Access Key	
Version No.	Based On

**PAYMENT SCHEDULE (CATEGORY C PAYEES)**

Payee Name	
Amount Payable	

OR

There are no Category C payees for this pay-out form.

**SUPPORTING DOCUMENTS**

*(Note: only the name of the document will be displayed. The attachment will be sent via email.)*

**STATUS OF TRANSACTION**

(i) This is the final payment. No further deposit for this property transaction will be made. Please prepare payment according to the payment schedule and pay all remaining funds to a Category B Payee indicated here:

Payee Name	
------------	--

OR

(ii) This is an interim payment. Please prepare payment according to the payment schedule and hold the transaction balance pending further instruction.

**ADDITIONAL INFORMATION FOR APPOINTED ENTITY**

--

Access Key	
Version No.	Based On

**ENDORSEMENT BY INITIATING LAW FIRM**

(i) One initiating lawyer

Account Holder Singapore Law Practice	
Representing	
Authorised Signatory for Account Holder	

OR

(ii) Two initiating lawyers

Account Holder Singapore Law Practice	
Representing	
Authorised Signatory for Account Holder	
Authorised Signatory for Account Holder	

Access Key	
Version No.	Based On

#### **ENDORSEMENT BY COUNTER-SIGNATORY**

(i) Solicitor selected

Singapore Law Practice	
Counter-Signatory Transaction File Ref:	
Representing	
Authorised Signatory for Counter-signatory	

(ii) CPF/HDB selected:

Organisation Name	Central Provident Fund Board / Housing and Development Board
Counter-Signatory Transaction File Ref	
Duly Authorised Officer	

(iii) Self-Represented (ID Type other than UEN/Passport)

Self-Represented	
ID Type	
ID / Entity No	
Name	
Counter-Signatory Transaction File Ref	
Duly Authorised Officer (SLA)	

Access Key	
Version No.	Based On

(iv) Self-Represented (ID Type UEN)

Self-Represented	
ID Type	Unique Entity Number
ID / Entity No	
Name	
Counter-Signatory Transaction File Ref	

Representative's ID Type	
Representative's ID / Entity No	
Representative's Name	
Duly Authorised Officer (SLA)	

(v) Self-Represented (ID Type Passport)

Self-Represented	
ID Type	Passport No.
ID / Entity No	
Name	
Citizen Of	
Counter-Signatory Transaction File Ref	
Duly Authorised Officer (SLA)	

## Variation Pay-In Form for Conveyancing Accounts (PI Variation)

Access Key	
Version No.	Based On

### VARIATION PAY-IN FORM FOR CONVEYANCING ACCOUNTS - ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION (PI VARIATION)

This pay-in form supersedes a preceding pay-in form.

#### ACCOUNT PARTICULARS

Appointed Entity	
Account Name	
Account No.	
Party Type	
Contact Person Name	
Contact Person Tel.	
Contact Person Email	

#### PROPERTY PARTICULARS

Transaction File Ref	
Property Address	
Lot No.	

#### COUNTER-SIGNATORY'S PARTICULARS

(i) Solicitor selected

Singapore Law Practice	
Representing	
Counter-Signatory Transaction File Ref	
Solicitor	

(ii) CPF/HDB selected:

Organisation Name	Central Provident Fund Board / Housing and Development Board
Counter-Signatory Transaction File Ref	

Access Key	
Version No.	Based On

(iii) Self-Represented (ID Type other than UEN/Passport)

Self-Represented	
ID Type	
ID / Entity No	
Name	
Counter-Signatory Transaction File Ref	

(iv) Self-Represented (ID Type UEN)

Self-Represented	
ID Type	Unique Entity Number
ID / Entity No	
Name	
Counter-Signatory Transaction File Ref	

Representative's ID Type	
Representative's ID No	
Representative's Name	

(v) Self-Represented (ID Type Passport)

Self-Represented	
ID Type	Passport No.
ID / Entity No	
Name	
Citizen Of	

Access Key	
Version No.	Based On

Counter-Signatory Transaction File Ref	
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#### **REVISED DEPOSIT DETAILS**

##### **Cheque/Bank Draft**

Cheque/Bank Draft No.	
Payment Amount	
Payment In Date	

##### **Telegraphic Transfer/Electronic Fund Transfer**

Date received into Account	
Payment Amount	
Grand Total	

#### **ADDITIONAL INFORMATION FOR APPOINTED ENTITY**

--

#### **ENDORSEMENT BY INITIATING LAW FIRM**

Account Holder Singapore Law Practice	
Representing	
Authorised Signatory for Account Holder	



## Variation Form A (POA Variation)

Access Key	
Version No.	Based On

### VARIATION FORM A – ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION PAYMENT TO CATEGORY A PAYEES (POA VARIATION)

This pay-out form supersedes a preceding pay-out form.

#### ACCOUNT PARTICULARS

Appointed Entity	
Account Name	
Account No.	
Party Type	
Contact Person Name	
Contact Person Tel.	
Contact Person Email	

#### PROPERTY PARTICULARS

Transaction File Ref	
Property Address	
Lot No.	

#### COLLECTION OF BANK DRAFT(S)

Expected date of collection	
-----------------------------	--

(i) Bank draft(s) has/have been collected. Please cancel the affected bank draft(s) listed below.

Bank Draft No.	
----------------	--

OR

(ii) Bank draft(s) has/have not been collected.

Access Key		
Version No.		Based On

**REVISED PAYMENT SCHEDULE**

Payee Name	
Amount Payable	

**STATUS OF TRANSACTION**

(i) This is an interim payment. Please prepare payment according to the payment schedule and hold the transaction balance pending further instruction.

OR

(ii) This is the final payment. No further deposit or pay-out for this property transaction will be made.

**ADDITIONAL INFORMATION FOR APPOINTED ENTITY**

--

Access Key	
Version No.	Based On

# **ENDORSEMENT**

(i) One initiating lawyer

Account Holder Singapore Law Practice	
Representing	
Authorised Signatory for Account Holder	

OR

(ii) Two initiating lawyers

Account Holder Singapore Law Practice	
Representing	
Authorised Signatory for Account Holder	
Authorised Signatory for Account Holder	

## ***Variation Form BC (POBC Variation)***

Access Key		
Version No.		Based On

### **ENDORSEMENT BY INITIATING LAW FIRM**

(i) One initiating lawyer

Account Holder Singapore Law Practice	
Representing	
Authorised Signatory for Account Holder	

OR

(ii) Two initiating lawyers

Account Holder Singapore Law Practice	
Representing	
Authorised Signatory for Account Holder	
Authorised Signatory for Account Holder	

Access Key	
Version No.	Based On

### **COUNTER-SIGNATORY**

*(This section will not be displayed if amendments are made only to Category B payees amounts and/or deletion of Category B payees)*

(i) Solicitor selected

Singapore Law Practice	
Counter-Signatory Transaction File Ref:	
Representing	
Authorised Signatory for Counter-signatory	

(ii) CPF/HDB selected:

Organisation Name :	Central Provident Fund Board / Housing and Development Board
Counter-Signatory Transaction File Ref :	
Duly Authorised Officer :	

(iii) Self-Represented (ID Type other than UEN/Passport)

Party Type :	
ID Type :	
ID / Entity No :	
Name :	
Counter-Signatory Transaction File Ref :	
Duly Authorised Officer (SLA) :	

Access Key	
Version No.	Based On

(iv) Self-Represented (ID Type UEN)

Party Type :	
ID Type :	Unique Entity Number
ID / Entity No :	
Name :	
Counter-Signatory Transaction File Ref :	

Representative's ID Type :	
Representative's ID / Entity No :	
Representative's Name :	
Duly Authorised Officer (SLA) :	

(v) Self-Represented (ID Type Passport)

Party Type :	
ID Type :	Passport No.
ID / Entity No :	
Name :	
Citizen Of :	
Counter-Signatory Transaction File Ref :	
Duly Authorised Officer (SLA) :	

## *Change in Counter-signatory Form*

Access Key	
Version No.	Based On

### **CHANGE OF COUNTER-SIGNATORY FORM – ELECTRONIC CONVEYANCING PAYMENT INSTRUCTION CHANGE OF COUNTER-SIGNATORY (CCSF)**

#### **ACCOUNT PARTICULARS**

Appointed Entity	
Account Name	
Account No.	
Party Type	
Contact Person Name	
Contact Person Tel.	
Contact Person Email	

#### **PROPERTY PARTICULARS**

Transaction File Ref	
Property Address	
Lot No.	

#### **INCUMBENT COUNTER-SIGNATORY'S PARTICULARS**

Singapore Law Practice	
Representing	
Incumbent Counter-Signatory Transaction File Ref	

Access Key	
Version No.	Based On

**ENDORSEMENT BY ACCOUNT HOLDER**

(i) One initiating lawyer

Account Holder Singapore Law Practice	
Representing	
Authorised Signatory for Account Holder	

OR

(ii) Two initiating lawyers

Account Holder Singapore Law Practice	
Representing	
Authorised Signatory for Account Holder	
Authorised Signatory for Account Holder	



Access Key	
Version No.	Based On

**ENDORSEMENT BY SUCCEEDING COUNTER-SIGNATORY**

(i) Solicitor selected

Singapore Law Practice	
Representing	
Succeeding Counter-Signatory Transaction File Ref	
Solicitor	

(ii) CPF/HDB selected:

Organisation Name	Central Provident Fund Board / Housing and Development Board
Succeeding Counter-Signatory Transaction File Ref	
Duly Authorised Officer	

(iii) Self-Represented (ID Type other than UEN/Passport)

Self-Represented	
ID Type	
ID / Entity No	
Name	
Succeeding Counter-Signatory Transaction File Ref	
Duly Authorised Officer (SLA)	

Access Key	
Version No.	Based On

(iv) Self-Represented (ID Type UEN)

Self-Represented	
ID Type	Unique Entity Number
ID / Entity No	
Name	
Succeeding Counter-Signatory Transaction File Ref	

Representative's ID Type	
Representative's ID / Entity No	
Representative's Name	
Duly Authorised Officer (SLA)	

(v) Self-Represented (ID Type Passport)

Self-Represented	
ID Type	Passport No.
ID / Entity N	
Name	
Citizen Of	
Succeeding Counter-Signatory Transaction File Ref	
Duly Authorised Officer (SLA)	

## ANNEX C – Notification Emails

### Schedule of Emails by Type of Form Lodged

- 1) Pay-In Form – PI or PIF8
  - i) Upon lodgement of form by initiating law firm, generic email is sent to the bank/SAL (initiating law firm, counter-signing law firm and client are copied in the email) – [Email 1](#)
  - ii) In the case of self-represented individual, self-represented party instead of the counter-signing law firm is copied in the email – [Email 2](#)
- 2) Variation Pay-In Form – PI Variation or PIF8 Variation
  - i) Upon lodgement of form by initiating law firm, generic email is sent to the bank/SAL (initiating law firm, counter-signing law firm and client are copied in the email) – [Email 1](#)
  - ii) In the case of self-represented individual, self-represented party instead of the counter-signing law firm is copied in the email – [Email 2](#)
- 3) Pay-out Form A - POA
  - i) Upon lodgement of form by initiating law firm, generic email is sent to the bank/SAL (initiating law firm and client are copied in the email) - [Email 4](#)
- 4) Variation Form A – POA Variation
  - i) Upon lodgement of form by initiating law firm, generic email is sent to the bank/SAL (initiating law firm and client are copied in the email) - [Email 4](#)
- 5) Pay-out Form BC - POBC
  - i) Upon lodgement of form by initiating law firm, generic email is sent to counter-signatory, with the exception of the self-represented individual (initiating law firm and client are copied in the email) – [Email 3](#)
    - a) In the case of the self-represented individual, generic email is sent to self-represented party & SLA (initiating law firm and client is copied in the email) - [Email 6](#)
  - ii) Upon countersigning, generic email is sent to the bank/SAL (initiating law firm, client and counter-signing law firm are copied in the email) - [Email 5](#)
- 6) Variation Form BC – POBC Variation (variations only to Cat B Payees amounts and/or deletion of Cat B payee)
  - i) Upon lodgement of form by initiating law firm, generic email is sent to the bank/SAL (initiating law firm and client & countersigning law firm are copied in the email) - [Email 5](#)
- 7) Variation Form BC – POBC Variation (all other variations)
  - i) Upon lodgement of form by initiating law firm, generic email is sent to counter-signatory, with the exception of the self-represented individual (initiating law firm and client are copied in the email) – [Email 3](#)

- a) In the case of the self-represented individual, generic email is sent to self-represented party & SLA (initiating law firm and client is copied in the email) - [Email 6](#)
- ii) Upon countersigning, generic email is sent to the bank/SAL (initiating law firm, client and counter-signing law firm are copied in the email) - [Email 5](#)
- 8) Change in Counter-signatory Form - CCSF
  - i) Upon lodgement of form by initiating law firm, generic email is sent to the succeeding counter-signatory, with the exception of the self-represented individual (initiating law firm and client are copied in the email) – [Email 7](#)
    - a) In the case of the self-represented individual, generic email is sent to self-represented party & SLA (initiating law firm and client is copied in the email) - [Email 9](#)
  - ii) Upon counter-signing, generic email is sent to the bank/SAL (initiating law firm, client & counter-signing law firm are copied in the email) – [Email 8](#)
    - a) Generic email is also sent to the incumbent counter-signatory – [Email 10](#)

**EMAIL 1: Generic Email for Appointed Banks/SAL (Initiating Law Firm, Counter-signatory Law Firm and Client copied in email) – PI/PIF8**

**Title of e-mail:** PI: <Law firm's name – truncated to first 30 characters>, (<Initiating law firm's file ref>)

**Contents of e-mail:**

To: <Name of bank/SAL>

Dear Sir/Mdm

Law Firm: <Initiating Law Firm's name>,

File Ref: <Initiating Law Firm's file ref>

Counter-Signatory: <Name of countersigning law firm>

Property address: <Property address>

Mode of payment: <'Cheque/bank draft'; and/or 'telegraphic transfer'>

Total amount of payment: <Amount deposited>

1. An electronic Pay-In Form has been digitally signed and submitted by the above law firm for your record.
2. To view the Pay-In Form, please visit INLIS ([www.inlis.gov.sg](http://www.inlis.gov.sg)), log in with your assigned user-id and password and key in the following 14-character access key:

<14-character access key>

cc: Account holding law firm

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-in form, please visit STARS ELS and retrieve the form using the 'View' function in STARS ELS.*

cc: Clients

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-in form, please request for a copy of the form from your lawyer.*

cc: Counter-signing law firm

Your File Ref: <Counter-signing law firm's file ref>

1. This email is for your information only. The lawyer acting for the other party, <insert name of initiating law firm>, has submitted a Pay-In Form naming your firm as the counter-signatory in the above conveyancing transaction.
2. No action is currently required on your part. When the lawyer acting for the other party subsequently submits a pay-out form to withdraw conveyancing money that is held by his Appointed Bank or the Singapore Academy of Law for payment to Category B and C payees, you will be notified to digitally counter-sign the request.
3. For more information on this counter-signing process, please refer to the following website: [www.conveyancing.sg](http://www.conveyancing.sg)
4. To view a copy of the Pay-In Form, please log in to [www.stars.gov.sg](http://www.stars.gov.sg) and key in the following 14-character access key:

<14-character access key>

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**Email 2: Generic Email for Banks/SAL (Initiating Law Firm, Self-Represented Individual and Client copied in email) – PI/PIF8**

**Title of e-mail:** PI: <Law firm's name – truncated to first 30 characters>, (<Initiating law firm's file ref>)

**Contents of e-mail:**

To: <Name of bank/SAL>

Dear Sir/Mdm

Law Firm: <Initiating Law Firm's name>,

File Ref: <Initiating Law Firm's file ref>

Counter-Signatory: <Name of countersigning law firm>

Property address: <Property address>

Mode of payment: <'Cheque/bank draft'; and/or 'telegraphic transfer'>

Total amount of payment: <Amount deposited>

1. An electronic Pay-In Form has been digitally signed and submitted by the above law firm for your record.
2. To view the Pay-In Form, please visit INLIS ([www.inlis.gov.sg](http://www.inlis.gov.sg)), log in with your assigned user-id and password and key in the following 14-character access key:

<14-character access key>

cc: Account holding law firm

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-in form, please visit STARS ELS and retrieve the form using the 'View' function in STARS ELS.*

cc: Clients

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-in form, please request for a copy of the form from your lawyer.*

cc: Self-represented individual

1. *This email is for your information only.*
2. *The lawyer acting for the other party, < name of initiating law firm >, has submitted a Pay-In Form naming you as the counter-signatory in the above conveyancing transaction. This could be due to the fact that you are not legally represented in the above transaction. No action is currently required on your part.*
3. *When the lawyer acting for the other party subsequently submits a pay-out form to withdraw conveyancing money that is held by his Appointed Bank or the Singapore Academy of Law for payment to Category B and C payees, you will then be notified to digitally counter-sign the pay-out form. The counter-signing is to enable the release of conveyancing money by the lawyer acting for the other party towards legal completion of this conveyancing transaction. The notification will contain instructions on how you can proceed to the Singapore Land Authority for assistance to digitally counter-sign the pay-out form. For more information on this counter-signing process, please refer to the following website: [www.conveyancing.sg](http://www.conveyancing.sg)*

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**EMAIL 3: Generic Email for Lawyer or Institution to Countersign (Except for Self-Represented Individual)**

**Title of e-mail:** Conveyancing Pay-Out Form for Counter-Signing – File Ref: <Countersigning law firm's file ref>

**Contents of e-mail:**

To: <Counter-signing law firm's name>

Your File Ref: <Countersigning law firm's file ref>

Dear Sir/Mdm

Property address: <Property address>

1. The other party to the above conveyancing transaction has specified you as a counter-signatory to the electronic conveyancing Pay-Out Form.
2. The Pay-Out Form is now awaiting your digital counter-signing.  
c.
3. To view and digitally counter-sign the Pay-Out Form, please log in to <http://www.stars.gov.sg> and key in the following 14-character access key:

<14-character access key>

cc: Account holding law firm

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-out form, please visit STARS ELS and retrieve the form using the 'View' function in STARS ELS.*

cc: Clients

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-out form, please request for a copy of the form from your lawyer.*

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**EMAIL 4: Generic Email for Banks/SAL (Initiating Law Firm and client copied in email) – POA and POBC Variation (without counter-signing)**

**Title of e-mail:** Pay-Out: <Law firm's name – truncated to first 30 characters>, (<Initiating law firm's file ref>), <CO collection date>

**Contents of e-mail:**

To: <Bank's name/SAL>

Dear Sir/Mdm,

Law Firm: <Initiating Law Firm's name>,

File Ref: <Initiating Law Firm's file ref>

Expected Collection Date: <CO collection date>

Amount: <Total amount being paid>

Property address: <Property address>

1. An electronic conveyancing Pay-Out Form has been digitally signed and submitted by the above law firm for your action.
2. To view the Pay-Out Form, please visit INLIS ([www.inlis.gov.sg](http://www.inlis.gov.sg)), log in with your assigned user-id and password and key in the following 14-character access key:

< 14-character access key>

cc: Account holding law firm

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-out form, please visit STARS ELS and retrieve the form using the 'View' function in STARS ELS.*

cc: Clients

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-out form, please request for a copy of the form from your lawyer.*

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**EMAIL 5: Generic Email for Banks/SAL (Initiating Law Firm, countersigning law firm and client copied in email) – POBC and POBC Variation (that require counter-signing)**

**Title of e-mail:** Pay-Out: <Law firm's name – truncated to first 30 characters>, <Initiating law firm's file ref>, <CO collection date>

**Contents of e-mail:**

To: <Bank's name/SAL>

Dear Sir/Mdm,

Law Firm: <Initiating Law Firm's name>,

File Ref: <Initiating Law Firm's file ref>

Expected Collection Date: <CO collection date>

Amount: <Total amount being paid>

Property address: <Property address>

1. An electronic conveyancing Pay-Out Form has been digitally signed and submitted by the above law firm for your action.
2. To view the Pay-Out Form, please visit INLIS ([www.inlis.gov.sg](http://www.inlis.gov.sg)), log in with your assigned user-id and password and key in the following 14-character access key:

< 14-character access key>

cc: Account holding law firm/Counter-signing law firm

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-out form, please visit STARS ELS and retrieve the form using the 'View' function in STARS ELS.*

cc: Clients

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-out form, please request for a copy of the form from your lawyer.*

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**EMAIL 6: Generic Email for Self-Represented Individual to Counter-Sign (The initiating law firm and client are copied in this email)**

**Title of e-mail:** Conveyancing Pay-Out Form for your Counter-Signing

**Contents of e-mail:**

To: <Name of self-represented individual>

Dear Sir/Mdm

Property address: <Property address>

1. You are not legally represented in the above conveyancing transaction. The lawyer acting for the other party has specified you to be a counter-signatory on an electronic conveyancing Pay-Out Form. This counter-signing is to enable the release of conveyancing money by the lawyer acting for the other party towards legal completion of this conveyancing transaction.
2. Please call SLA at Tel: 6478 3454 for an appointment to attend at SLA for assistance with the digital signing of the Pay-Out Form. You will be informed by our officer on the relevant documents to be forwarded for SLA's inspection.
3. Please note that there will be some administrative charges imposed by SLA for assisting you with the counter-signing.
4. Please check with the lawyer acting for the other party on the deadline to sign and submit the electronic Conveyancing Pay-out form.
5. To view the electronic pay-out form, you will be required to provide the following 14-character access key to SLA:

<14-character access key>

6. SLA is located at 55 Newton Road, #12-01, Revenue House, Singapore 307987. The opening hours are on Mondays – Fridays, 8.30am - 1pm, 2pm – 5.30pm.
7. For more information on this counter-signing process, please refer to the following website: <http://www.conveyancing.sg>.

cc: Account holding law firm

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-out form, please visit STARS ELS and retrieve the form using the 'View' function in STARS ELS.*

cc: Clients

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-out form, please request for a copy of the form from your lawyer.*

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## **EMAIL 7: Generic Email for Succeeding Counter-Signatory (Except for Self-Represented Individual)**

**Title of e-mail:** Change in counter-signatory form for your action – File Ref: <Succeeding countersigning law firm's file ref>

### **Contents of e-mail:**

To: <Name of succeeding counter-signing law firm>

Your File Ref: <Succeeding counter-signing law firm's file ref>

Dear Sir/Mdm

Property address: <Property address>

1. The lawyer acting for the other party, <insert name of initiating law firm>, has submitted a Change in Counter-signatory Form for you to replace the existing counter-signatory <insert name of incumbent counter-signatory> as the counter-signatory in the above conveyancing transaction.
2. The Change in Counter-signatory Form is now awaiting your digital counter-signing.
3. To view and digitally counter-sign the Change in Counter-signatory Form, please log in to [www.stars.gov.sg](http://www.stars.gov.sg) and key in the following 14-character access key:

<14-character access key>

cc: Account holding law firm

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-out form, please visit STARS ELS and retrieve the form using the 'View' function in STARS ELS.*

cc: Clients

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed pay-out form, please request for a copy of the form from your lawyer.*

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**EMAIL 8: Generic Email for Banks (Initiating Law Firm, client and succeeding counter-signing law firm copied in email) – CCSF**

**Title of e-mail:** CCS: <Law firm's name – truncated to first 30 characters>, (<Initiating law firm's file ref>)

**Contents of e-mail:**

To: <Name of bank/SAL>

Dear Sir/Mdm

Law Firm: <Initiating Law Firm's name>,

File Ref: <Initiating Law Firm's file ref>

Original Counter-Signatory: <Name of incumbent countersigning law firm>

New Counter-Signatory: <Name of succeeding countersigning law firm>

Property address: <Property address>

1. An electronic Change in Counter-Signatory Form has been digitally signed and submitted by the above law firm for your action.
2. To view the Change in Counter-Signatory Form, please visit INLIS ([www.inlis.gov.sg](http://www.inlis.gov.sg)), log in with your assigned user-id and password and key in the following 14-character access key:

<14-character access key>

cc: Account holding law firm/Counter-signing law firm

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed change of counter-signatory form, please visit STARS ELS and retrieve the form using the 'View' function in STARS ELS.*

cc: Clients

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed change of counter-signatory form, please request for a copy of the form from your lawyer.*

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**EMAIL 9: Generic Email for Succeeding Self-Represented Individual for change of counter-signatory (initiating law firm and client copied in the email)**

**Title of e-mail:** Change in counter-signatory for your action

**Contents of e-mail:**

To: <Name of self-represented individual>

Dear Sir/Mdm

Property address: <Property address>

1. The lawyer acting for the other party, < name of initiating law firm>, has submitted a Change in Counter-signatory Form for you to replace the existing counter-signatory < name of incumbent counter-signing law firm/individual> in the above conveyancing transaction. This could be due to the fact that you are no longer legally represented in the above transaction. The counter-signing is to enable the release of conveyancing monies by the lawyer acting for the other party towards legal completion of this conveyancing transaction.
2. To confirm this change in counter-signatory, please call SLA at Tel: 6478 3454 for an appointment to attend at SLA for assistance with the digital signing of the Change in Counter-Signatory Form. You will be informed by our officer on the relevant documents to be forwarded for SLA's inspection.
3. Please note that there will be some administrative charges imposed by SLA for assisting you with the counter-signing.
4. Please check with the law firm acting for the other party on the deadline to sign and submit the electronic Conveyancing Pay-out form.
5. To access the electronic Change in Counter-Signatory Form, you will be required to provide the following 14-character access key to SLA:

<14-character access key>

6. SLA is located at 55 Newton Road, #12-01, Revenue House, Singapore 307987. The opening hours are on Mondays – Fridays, 8.30am - 1pm, 2pm – 5.30pm.
7. For more information on this counter-signing process, please refer to the following website: [www.conveyancing.sg](http://www.conveyancing.sg)

cc: Account holding law firm

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed change of counter-signatory form, please visit STARS ELS and retrieve the form using the 'View' function in STARS ELS.*



cc: Clients

*\*This email is for your information only. No action is required on your part. If you wish to view the digitally signed change of counter-signatory form, please request for a copy of the form from your lawyer.*

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**EMAIL 10: Generic Email Incumbent Counter-signatory for change of counter-signatory**

***Title of e-mail:*** Change in Counter-Signatory for your information

To: <Name of incumbent counter-signing law firm>

Your File Ref: <Incumbent counter-signing law firm's file ref>

Dear Sir/Mdm

Property address: <Property address>

1. You were previously specified as a counter-signatory to the above conveyancing transaction.
2. The lawyer acting for the other party has submitted a Change in Counter-signatory Form for you to be replaced as the counter-signatory by <name of succeeding counter-signatory law firm>.
3. This is for your information only. No action is required on your part.

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## ANNEX D – Indemnity Forms

Annex D1 – Indemnity form to be used if self-represented client is an entity

To:  
Singapore Land Authority  
Singapore

**Authorisation and Indemnity**

Property Address: \_\_\_\_\_  
Lot \_\_\_\_\_ \*MK/TS \_\_\_\_\_

We refer to our \*sale/purchase/mortgage/charge/discharge of the above property.

As we have not appointed a lawyer to act for us in the above transaction, we hereby authorise Singapore Land Authority (SLA) to digitally prepare, sign or counter-sign the following Forms on our behalf:-

- (i) \*Pay-out Form BC
- (ii) \*Variation Pay-out Form BC
- (iii) \*Change of Counter-Signatory Form

\*We are fully aware that SLA does not verify the names of the payees nor the amounts payable. We confirm that the names of the payees and the amounts payable as stated in the said Forms are correct.

In consideration of SLA assisting us in the digital preparation of the said Forms and signing or counter-signing the same on our behalf, we agree and undertake at all times to exonerate SLA and its successors-in-title, from all responsibility and liability in respect of any damage, claim or loss whatsoever, including loss of revenue, income or profits incurred as a result (direct or indirect) of the reliance on the said assistance provided by SLA to us.

We further undertake that we shall at all times keep SLA and its successors-in-title fully indemnified from and against all claims, actions, demands, proceedings, losses, damages, costs, charges, expenses and liabilities whatsoever that SLA and its successors-in-title may at any time and from time to time directly or indirectly sustain, incur or suffer by reason of the lodgment, signing or counter-signing of the Forms on our behalf.

This Letter of Authorisation and Indemnity shall in all respects be governed by and construed in accordance with the laws of Singapore.

The common seal of [Entity Name] was hereunto affixed in the presence of

Director / Secretary

Name: \_\_\_\_\_

NRIC/Passport: \_\_\_\_\_

Signature: \_\_\_\_\_

Identity verified by: \_\_\_\_\_

Date: \_\_\_\_\_

Director / Secretary

Name: \_\_\_\_\_

NRIC/Passport: \_\_\_\_\_

Signature: \_\_\_\_\_

Identity verified by: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\*delete whichever is not applicable

Annex D2 – Indemnity form to be used if self-represented client is an individual

To:  
Singapore Land Authority  
Singapore

**Authorisation and Indemnity**

Property Address: \_\_\_\_\_

Lot \_\_\_\_\_ \*MK/TS \_\_\_\_\_

I refer to my \*sale/purchase/mortgage/charge/discharge of the above property.

As I have not appointed a lawyer to act for me in the above transaction, I hereby authorise Singapore Land Authority (SLA) to digitally prepare, sign or counter-sign the following Forms on my behalf:-

- (i) \*Pay-out Form BC
- (ii) \*Variation Pay-out Form BC
- (iii) \*Change of Counter-Signatory Form

\*I am fully aware that SLA does not verify the names of the payees nor the amounts payable. I confirm that the names of the payees and the amounts payable as stated in the said Forms are correct.

In consideration of SLA assisting me in the digital preparation of the said Forms and signing or counter-signing the same on my behalf, I agree and undertake at all times to exonerate SLA and its successors-in-title, from all responsibility and liability in respect of any damage, claim or loss whatsoever, including loss of revenue, income or profits incurred as a result (direct or indirect) of the reliance on the said assistance provided by SLA to me.

I further undertake that I shall at all times keep SLA and its successors-in-title fully indemnified from and against all claims, actions, demands, proceedings, losses, damages, costs, charges, expenses and liabilities whatsoever that SLA and its successors-in-title may at any time and from time to time directly or indirectly sustain, incur or suffer by reason of the lodgment, signing or counter-signing of the Forms on my behalf.

This Letter of Authorisation and Indemnity shall in all respects be governed by and construed in accordance with the laws of Singapore.

Name: \_\_\_\_\_

NRIC/Passport: \_\_\_\_\_

Signature: \_\_\_\_\_

Identity verified by: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\*delete whichever is not applicable

## ANNEX E – Change Log

12 July 2011	<p>Updated E10 - Contingency Workflows</p> <p>Updated Part C - Workflows for Conveyancing (CPF) Accounts and SAL's Conveyancing Money Service</p> <p>Updated FAQs</p>
18 July 2011	<p>Re-paginated Guidebook into sub-sections</p> <p>Removed FAQs; FAQs are now a standalone document for ease of retrieval</p>
1 August 2011	Updated E10 - Contingency Workflows
8 August 2011	<p>Updated Part E – Introduction to the Electronic Payment Instructions System</p> <p>Updated Annex B, C and D</p>
22 August 2011	Corrected typographical errors in contents page and website address for SAL's Conveyancing Money Service
5 September 2011	Updated Part A – Overview of Measures
13 September 2011	Updated Part E – Understanding the ePI forms, Create new forms, Create a Variation of a submitted form, Self-represented individual.
7 November 2011	<p>Updated Parts A, B and E to include electronic Pay-In Forms</p> <p>Updated Annex B and C</p>
25 November 2011	Updated Guidebook in line with amendments to Rules promulgated on 25 November 2011
3 January 2012	<p>Updated Guidebook in line with enhancements to the ePI system – electronic payment to the Commissioner of Stamp Duties.</p> <p>Removed section on pilot trial for electronic pay-in forms (ended on 31 Dec 2011).</p> <p>Updated Annex C – Email notifications to self-represented parties</p>