

**FORM 1**

**NOTIFICATION FOR RELIEF**

*(seeking relief on behalf of a company or business)*

Please use this form only if you are unable to use the electronic form at <https://www.mlaw.gov.sg/covid19-relief/notification-for-relief> and if you are seeking relief **on behalf of an entity** (such as a business or a company). If you are seeking relief for yourself, please use Form 1 - Notification for Relief (*seeking relief for yourself*).

All fields are mandatory unless they are indicated as optional.

Please note that the Notification for Relief will only take effect when it has been served on the other party or parties to the contract. Please refer to <https://www.mlaw.gov.sg/covid19-relief/other-modes-service> on the modes of service.

**Part A1 – Particulars of entity seeking relief**

The particulars below will be used for the purposes of correspondence with the entity by the Registry (if applicable) and the service of any notice(s) or documents on the entity by other party or parties to the contract.

1. Entity's name:

*Insert name of company or business seeking relief*

2. Email address (please provide if available):

3. Contact no.:

4. Entity's registered address:

**Part A2 – Particulars of authorised representative**

The person below must be authorised by the entity to seek relief on its behalf.

1. Name of authorised representative:

*Insert your name here*

2. Contact no.:

**Part B – Particulars of:**

- (a) the other party or other parties to the contract
- (b) any guarantor or surety of the obligation
- (c) the issuer of a related performance bond (if applicable)

If any of the above parties is an entity (such as a business or company), you must identify the correct entity for the Notification for Relief to be valid.

Please repeat this part if there is more than one party.

- |    |                |  |
|----|----------------|--|
| 1. | Type of party: | The party or parties to the contract                     |
|    |                | Any guarantor or surety                                  |
|    |                | The issuer of a related performance bond (if applicable) |

2. Name:

*If the other party is an entity, please state the name of the entity.*

3. Address:

*If the other party is an entity, please provide the entity's registered address (see [www.uen.gov.sg](http://www.uen.gov.sg)).*

4. Email address (optional):

5. Contact no. (optional):

6. Unique Entity Number (UEN) (optional):

**Part C – Particulars of contract**

- |    |   |  |
|----|---|--|
| 1. | Category of contract (please select one option by ticking in the applicable box): | Grant of secured loan facility to an SME where such facility is secured, wholly or partially, against: <ul style="list-style-type: none"><li>(i) against any commercial or industrial immovable property in Singapore</li><li>(ii) against any plant, machinery or fixed asset located in Singapore and which is used for manufacturing, production or other business purposes</li></ul> |
|----|---|--|

Performance bond or equivalent that is granted pursuant to a construction contract or supply contract

Hire-purchase or conditional sales agreement where the good hired or conditionally sold is:

- (i) any plant, machinery or fixed asset located in Singapore, where such plant, machinery or fixed asset, is used for manufacturing, production or other business purposes
- (ii) a commercial vehicle

Event contract

Tourism-related contract

Construction contract or supply contract

Lease or licence of non-residential immovable property

Option to purchase given by a housing developer, or sale and purchase agreement between purchaser and housing developer for residential property

2. Date of contract:

3. Description of contract:

*e.g. Tenancy agreement for #01-01 Sentosa Shopping Centre*

4. Date on which obligation is or was to be performed:

5. Nature of obligation that the contracting party was unable to perform:

*e.g. Unable to make full payment of rent from 1 March 2020 onwards*

6. How the inability to perform the obligation was materially caused by a COVID-19 event\*:

*e.g. We run a shoe shop. Due to COVID-19 and the social distancing measures, business has suffered greatly. We are closed due to the circuit breaker and have no revenue at all.*

\* You may enclose supporting documents to substantiate how the COVID-19 event materially caused the inability to perform the obligation.

#### **Part D – Proposal for other party or parties' consideration**

Please note that the COVID-19 (Temporary Measures) Act 2020 provides **temporary** relief from your contractual obligations. Your obligations to pay rent, loan repayments or hire-purchase instalments are not rescheduled, reduced or waived. Parties are encouraged to reach a compromise to resolve the issue of arrears. You may use this section to put forward a reasonable proposal for the other party's or parties' consideration.

1. The following alternative is proposed (optional):

*e.g. We cannot pay the full rental, but should have enough savings to pay 50% of rental from March 2020 to August 2020. We would also like to request the landlord to grant us a rent reduction of 20% from March 2020 to December 2020, to reduce the arrears that will accumulate. This will help us temporarily with our cashflow.*

### Part E – Confirmation

1. I declare that the information I have provided on behalf of the entity in this Notification for Relief and the supporting documents is true and accurate, to the best of my information and belief.
2. I understand that the entity cannot amend this Notification for Relief after I submit the form, and the entity may have to withdraw the form and submit a new form if it subsequently wishes to make any changes to the form.
3. I confirm that I am **authorised to act on behalf of the entity** in filling in and serving this Notification for Relief and to **represent the entity** in matters relating to this Notification for Relief.

Name of authorised person:

Signature of authorised person:

Date:

#### Important Message:

If you are a person who has received this Notification for Relief, you are prohibited from taking any action under s 5(3) of the Act. This is referred to as a “prohibited action”. This includes the commencement of any legal action against the party seeking relief. Any person, who without reasonable excuse, takes a prohibited action may be guilty of an offence under s 8(1) of the Act.

If you wish to make an application to the Panel of Assessors under the Act, please refer to: [www.mlaw.gov.sg/covid-19-relief](http://www.mlaw.gov.sg/covid-19-relief)