# Regulation 10(3)

Regulation 14(10)

**FORM 4**

# **DECLARATION OF SERVICE**

Please use this form only if you are unable to use the electronic form at <https://www.mlaw.gov.sg/covid19-relief>.

All fields are mandatory unless they are indicated as optional.

Please complete this form and submit it to the Registry.

|  |  |  |  |
| --- | --- | --- | --- |
| **Part A – Particulars of party submitting Declaration of Service** | | | |
|  | Name**\***: | *e.g. XYZ Landlord Pte Ltd* | |
|  | Unique Entity Number (UEN) (optional): | *Enter UEN if applicable* | |
|  | Email address (please provide if available): | *Enter email address for service of documents here* | |
|  | Contact no.: | *Enter phone number where you can be contacted here* | |
|  | Address: | *Enter address of party submitting this Declaration here* | |
|  | Name of authorised representative (where applicable): | *If you are submitting this Declaration on behalf of your company or business, enter your name here* | |
| \* If you are submitting this Declaration of Service on behalf of an entity (such as a business or company), fill in the name of the entity. | | | |
| **Part B – Information on Application for Determination (if available)**  If an Application for Determination has been made by you or the other party, please enter information on the Application (if available) below. | | | |
|  | Application no. (if available) |  | |
|  | Date of hearing of Application for Determination  (if available): | Click or tap to enter a date. | |
| **Part C – Declaration of service of document(s)**  Please repeat this part if there is more than one party on whom the document(s) was served on. | | | |
|  | Document(s) which was served: | Choose an item.  [Please note that the Application for Determination by an Assessor must be served with any matters from the Registrar (e.g. acknowledgment of receipt of the Application).]  If you had served a Withdrawal of Notification for Relief, a copy of the Withdrawal **must** be attached to this Declaration. You may also attach supporting documents showing that the document(s) was duly served. (e.g. email showing that the documents were sent). | |
|  | Type of party on whom the document(s) was served on: |  | The party or parties to the contract |
|  | Any guarantor or surety |
|  | The issuer of a related performance bond (if applicable) |
|  | Name of party on whom document(s) was served on: | *e.g. ABC Tenant Pte Ltd* | |
|  | Date of service: | Click or tap to enter a date. | |
|  | Mode of service: | Choose an item. | |
| **Part D – Confirmation** | | | |
|  | I declare that the information that I have provided in this Declaration of Service is true and accurate. | | |
|  | I understand that I may be prosecuted if I have provided any information in this document which I know or have reason to believe is false. | | |
|  | I understand that I may have to submit a new Declaration of Service if I subsequently wish to make any changes to the information submitted herein. | | |
|  | (For a person submitting this Declaration of Service for a company or business)  I confirm that I am **authorised to act on behalf of the entity** in submitting this Declaration of Service and to **represent the entity** in matters set out in this Declaration. | | |
| Name: | |  | |
| Signature: | |  | |
| Date: | | Click or tap to enter a date. | |