Regulation 32(3)

**FORM 13**

**APPLICATION TO SET ASIDE DECISION OR DETERMINATION**

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| **IMPORTANT NOTICE:**   * You should serve this form if you are a party who was absent from a hearing before an adjustment relief Assessor under Part 10 of the Covid-19 (Temporary Measures) Act (“**Act**”), and wish to apply to set aside a decision or determination made by the adjustment relief Assessor in your absence.      * Please use this form **only** if you are **unable** to use the electronic form in the links below:   + If you are lodging and/or serving this Application on behalf of a business or organisation such as a company or sole proprietorship – <https://www.go.gov.sg/set-aside-decision-corppass>   + If you are lodging and/or serving this Application for yourself – <https://www.go.gov.sg/set-aside-decision-singpass> * **Within 5 working days of the date of the adjustment relief Assessor’s decision**, please:  1. complete this form and submit the form and supporting documents (if any) to the Registry at [COVID19-RAF-REGISTRY-NOTICES@mlaw.gov.sg](mailto:COVID19-RAF-REGISTRY-NOTICES@mlaw.gov.sg); and 2. serve a copy of the completed form and supporting documents (if any) on the other parties to the determination, which include:    1. any person who lodged the Notice of Objection, Notice for Adjustment, Notice for Compensation or Notice for Repricing;    2. any person who was served the Notice of Objection, Notice for Adjustment, Notice for Compensation or Notice for Repricing.  * If you are **unable to serve this form and the supporting documents by email** on the intended recipient(s), you may serve the documents on the intended recipient(s):  1. By an **internet-based messaging system** (e.g. WhatsApp) or the **messaging system on the website, blog, or social media or networking website** owned or operated by the recipient, provided you have corresponded with the recipient via that messaging system regarding the contract; 2. Only if you are unable to serve by email or the mode in (a) above, by **both**: 3. the **mode of service specified under the contract for giving notice; and** 4. **prepaid registered post** (You should keep a copy of the registered post slip or courier slip as proof of service); or 5. Only if you are unable to serve by email or the modes in (a) and (b) above, by **prepaid registered post only** (You should keep a copy of the registered post slip or courier slip as proof of service).  * You should fill **all** the fields in this form, unless they are indicated as fields that are required to be filled only if the information is available or applicable, or they are indicated as fields that you may leave blank. |

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| **Part I– Particulars of party making Application to Set Aside Decision or Determination** | | | |
|  | Name of Party\*:  \***If you are making this Application on behalf of an entity (such as a business, company or organisation), fill in the name of the entity.** | *e.g XYZ Landlord Pte Ltd* | |
|  | Unique Entity Number (UEN) (if applicable): | *Enter UEN if applicable* | |
|  | Email address (if available): | *Enter email address for service of documents and correspondence here* | |
|  | Name of authorised representative (where applicable): | *If you are authorised to apply on behalf of your company or business or organisation, enter your name here.* | |
|  | Case Reference No.: | *Please enter the case reference no. for your proceedings before the Assessor* | |
|  | Date of Assessor’s determination | Click or tap to enter a date. | |
| **You should attach a copy of the Assessor’s determination to this form.** | | | |
| **Part II – Particulars of the other parties to the determination**  **Other parties to a determination include:**   1. **any person who lodged the Notice of Objection, Notice for Adjustment, Notice for Compensation or Notice for Repricing;** 2. **any person who was served the Notice of Objection, Notice for Adjustment, Notice for Compensation or Notice for Repricing.**   If any of the above parties is an entity (such as a business, company or organisation), you must identify the entity correctly.  Please repeat Part II if there is more than one person. | | | |
|  | Name: | *e.g ABC Tenant Pte Ltd* | |
|  | Type of party: |  | Other party to the contract |
|  | Assignee of a party to the contract |
|  | Address (if available) | *If the other party is an entity, please provide the entity’s registered address (see* [*www.uen.gov.sg*](http://www.uen.gov.sg) *).* | |
|  | Email address (if available) |  | |
|  | Representative’s name (if applicable) | *If the other party is an entity or business, please enter the name of its representative.* | |
| **Part III – Reasons to support the Application to Set Aside Decision or Determination** | | | |
| A decision or determination of the Assessor may only be set aside if the Assessor is satisfied that you had a good reason for being absent from the hearing. The Assessor must also be satisfied that it is just in the circumstances to set aside the decision or determination.  Please explain why you were absent from the hearing and why the Assessor should set aside the decision or determination.  [Set out reasons here]  **You should attach any supporting documents for your Application to Set Aside Decision or Determination to this form.** | | | |
| **Part IV – Confirmation of contents** | | | |
|  | I declare that the information I have provided in this Application to Set Aside Decision or Determination is true and accurate, to the best of my knowledge and belief. | | |
|  | I understand under section 76 of the Act, if any declaration or statement, or any information or document provided, in this form is false or misleading in a material particular, and I know or ought reasonably to know that, or is reckless as to whether, the declaration, statement, information or document is false or misleading in a material particular, I will be guilty of an **offence**. | | |
|  | (For a person serving and lodging this Application to Set Aside Decision or Determination on behalf of another individual)  In submitting this Application to Set Aside Decision or Determination, I confirm that I am **authorised to act on behalf of the individual named in Part I** in filling in, serving and lodging this Application to Set Aside Decision or Determination and to **represent the said individual** in matters relating to the said Application. | | |
|  | (For a person serving and lodging this Application to Set Aside Decision or Determination for a company, business or organisation)  In submitting this Application to Set Aside Decision or Determination, I confirm that I am **authorised to act on behalf of the entity or organisation** in filling in, serving and lodging this Application to Set Aside Decision or Determination and to **represent the entity or organisation** in matters relating to the said Application. | | |
| Name: | |  | |
| Signature: | |  | |
| Date of Application to Set Aside Decision or Determination: | | Click or tap to enter a date. | |