Regulation 15(1)

# **FORM 6**

# **NOTICE FOR ADJUSTMENT**

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| **IMPORTANT NOTICE:**   * You should lodge and serve this Notice for Adjustment only if:  1. either you or another party to a contract had served a Notice of Negotiation; 2. no Notice of Objection was lodged and served during the Objection Period\*; **and** 3. you wish to seek an Assessor’s determination on the adjustment of the rights and obligations upon termination of the contract.   \**The Objection Period is the 2-week period after the 4-week Negotiation Period which commences after the date of Notice of Negotiation.*   * 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 Notice on behalf of a business or organisation such as a company or sole proprietorship – <https://www.go.gov.sg/notice-for-adjustment-corppass>   + If you are lodging and/or serving this Notice for yourself – <https://www.go.gov.sg/notice-for-adjustment-singpass> * **Within 2 weeks after the Objection Period**, please:  1. complete this form and submit the form and supporting documents to the Registry at [COVID19-RAF-REGISTRY-NOTICES@mlaw.gov.sg](mailto:COVID19-RAF-REGISTRY-NOTICES@mlaw.gov.sg); and 2. [serve](https://www.mlaw.gov.sg/realign/other-modes-service) a copy of the completed form and supporting documents on the following person(s), where applicable: 3. any other party to the contract; 4. any person who is a guarantor or surety, or who has issued a performance bond, in relation to the contractual obligations of the party who served the Notice of Negotiation; and 5. any assignee of any party to the contract.   You should submit the form to the Registry and serve the form on the above person(s) within 3 days beginning on the date of this form (at Part V below).   * 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.\*   \* *The Registrar and/or Assessor may allow an amendment of the Notice or make directions to a party to provide any document or information, to comply with the requirements of the Regulations*. |

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| **Part I – Particulars of Party who is seeking adjustment under Notice for Adjustment**  Please note that all correspondence, notices or documents in relation to proceedings under the Re-Align Framework, including correspondence with you or the entity (as the case may be) by the Registry (if applicable), will be served on the email address provided below. | | | | | | | |
|  | Name of Party**\***:  \***If you are making this Notice for Adjustment 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* | | | |
|  | Contact no.: | | | *Enter phone number where you can be contacted. Please include the country code if it is a foreign number.* | | | |
|  | Address: | | |  | | | |
|  | Name of authorised representative (where applicable): | | | *If you are authorised to lodge the Notice for Adjustment on behalf of your company, business or organisation, enter your name here* | | | |
| **Part II – Particulars of**   1. **Any other party to the contract;** 2. **The guarantor or surety, or any person who has issued a performance bond, in relation to the contractual obligations of the party who served the Notice of Negotiation; and** 3. **The assignee of any party to the contract.**   If any of the above parties is an entity (such as a business, company or organisation), you must identify the entity correctly. You should insert the entity’s name and registered address and, **where available**, the telephone number, email address, and Unique Entity Number of the entity.  Please repeat Part II if there is more than one person. | | | | | | | |
|  | Name: | | | *e.g ABC Tenant Pte Ltd* | | | |
|  | Identity of the party: | | |  | | Party who served the Notice of Negotiation | |
|  | | Any other party to the contract | |
|  | | Guarantor or surety or issuer of a performance bond | |
|  | | Assignee of a party to the contract | |
|  | Unique Entity Number (UEN) (if available): | | | *Enter UEN if available* | | | |
|  | 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): | | |  | | | |
|  | Contact no.: | | |  | | | |
|  | Representative’s name (if applicable): | | | *If the other party is an entity or business, please enter the name of its representative.* | | | |
| **Part III – Particulars of Notice of Negotiation** | | | | | | | |
|  | Were you the party who served the Notice of Negotiation\*? | | |  | Yes – I was the party who served the Notice of Negotiation | | |
|  | No – I was the receiving party | | |
|  | If your answer to Q1 is yes, please state the name(s) of the person(s) you served the Notice of Negotiation on. | | |  | | | |
|  | What is the date of the Notice of Negotiation? | | | Click or tap to enter a date. | | | |
| **\*A copy of the Notice of Negotiation and all documents which were enclosed to the Notice should be attached to this Notice for Adjustment.** | | | | | | | |
| **Part IV – Proposal on adjustment of rights and obligations under the contract**  As no Notice of Objection has been filed, the contract is deemed terminated upon the expiry of 2 days after the Objection Period, or on a date agreed between all the parties to the contract. If a Notice for Adjustment is lodged and served, the Assessor may determine the adjustment of rights and obligations under the contract in accordance with the default consequences of termination in [Part 4 of the Second Schedule](https://www.mlaw.gov.sg/files/ReAlign/2020-COVID-INFO3.jpg) of the Act. Where it is just and fair to do so, the Assessor may determine the said adjustment in a manner different from that set out in Part 4 of the Second Schedule. Please set out in this Part your position on the adjustment of the rights and obligations under the contract for the Assessor’s consideration.  Please set out in this Part your position on the adjustment of the rights and obligations under the contract for the Assessor’s consideration. | | | | | | | |
|  | Have all the parties to the contract agreed on a date of termination of the contract? | |  | | Yes – The parties have agreed on a date of termination. | | |
|  | | No – The parties have not agreed on a date of termination. | | |
|  | If the answer to Q1 is yes, please state the agreed date of termination of the contract. | | Click or tap to enter a date. | | | | |
|  | Please specify what your proposal on the adjustment of the rights and obligations under the contract is, taking into account the framework in [Part 4 of the Second Schedule](https://www.mlaw.gov.sg/files/ReAlign/2020-COVID-INFO3.jpg) of the Act.  Please also state the reasons for your proposal. | | *e.g. The tenant has not paid for rent since October 2020 and should pay for rent until 31 January 2021. The obligation to pay rent may cease from 1 February 2021 onwards.*  *e.g. The tenant should reinstate the property to its original condition in two weeks from the date of the Assessor’s determination and pay for the rent for the period during which the reinstatement takes place.*  *e.g. We have already incurred expenses of $X for the goods which the buyer has ordered but have not been delivered. The buyer should pay for these expenses.* | | | | |
|  | You should submit all relevant supporting documents to support your proposal. Do you have any other supporting documents? | |  | | Yes | | |
|  | | No | | |
|  | If the answer to Q4 is yes, please:   1. describe briefly what these supporting documents are; and 2. attach these supporting documents. | | *e.g. Documents showing expenses which were or will be incurred prior to termination of the contract, for the purposes of performing services or providing goods under the contract.* | | | | |
| **Part V – Confirmation of contents** | | | | | | | |
|  | I declare that the information I have provided in this Notice for Adjustment 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**. | | | | | | |
|  | I understand that I cannot amend this Notice for Adjustment after I have lodged and served the form, and I may have to [withdraw the form using the Notice of Withdrawal](https://go.gov.sg/re-align-physicalform3) and lodge and serve a new form on the required person(s) **within the 2 weeks** **after the Objection Period** if I subsequently wish to make any changes to the contents of this form. | | | | | | |
|  | (For person serving this Notice of Negotiation on behalf of another individual)  In submitting this Notice for Adjustment, I confirm that I am **authorised to act on behalf of the individual named in Part I** in filling in, serving and lodging this Notice for Adjustment and to **represent the said individual** in matters relating to this Notice for Adjustment including in the proceedings under Part 10 of the Act. | | | | | | |
|  | (For a person lodging this Notice for Adjustment for a company, business or organisation)  In submitting this Notice for Adjustment, I confirm that I am **authorised to act on behalf of the entity or organisation** in filling in, serving and lodging this Notice for Adjustment and to **represent the entity or organisation** in matters relating to this Notice for Adjustment including in the proceedings under Part 10 of the Act. | | | | | | |
| Name: | |  | | | | |
| Signature: | |  | | | | |
| Date of Notice for Adjustment: | | Click or tap to enter a date. | | | | |