INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Apply or Withdraw House / Unit Number

Objective

To learn:

- How to identify the appropriate house and/or unit number to apply for
- How to apply for house and/or unit number(s)
- Whose particulars are required in the application form

Outcome

To ensure information is correctly submitted for house and/or unit number application.

User Guide Modules

Content
Introduction to House and/or Unit Number Application
Module 1: How to Apply for New House and/or Unit Number
Module 2: How to Apply for Change of Unit Number
Module 3: How to Apply for Change of House Number
Module 4: How to Apply for Withdrawal of House and/or Unit Number
Module 5: Particulars Required in Application
Closing

Introduction to
House and/or Unit Number Application

Introduction to House and/or Unit Number Application

Responsibilities of Applicant/ Property Owner

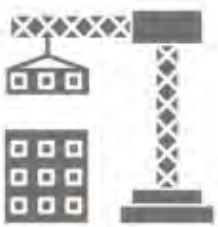
Any building that undergo changes to the building layout due to new erection, redevelopment, addition & alteration and demolition is required to submit an application to IRAS for building identification purposes. Applicant/property owner is required to obtain approvals (i.e. Written Permission or Planning Clearance[1]) and/or approved building plans from the relevant government agencies before submitting an application to IRAS.

Responsibilities of Property Owner to Display Number Allotted by IRAS

The property owner is required to display the number at a conspicuous place that is clearly visible from the road or main entrance once the number is allotted to the building according to the display of house and unit number guidelines.

[1] Planning Clearance is applicable for projects undertaken by ministries or government.

Types of House and/or Unit Number Application



New

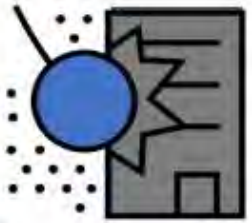
house and/or unit number

- New public housing or public development (e.g projects undertaken by Ministries or Statutory Boards)
- New private development
- Adding of new unit numbers to existing private development

Change

house and/or unit number

- Change of unit number to existing property
- Renumber of house number due to change in street name and/or main entrance



Withdraw

house and/or unit number

- Withdraw all house/unit numbers
- Withdraw all unit numbers
- Withdraw some unit numbers

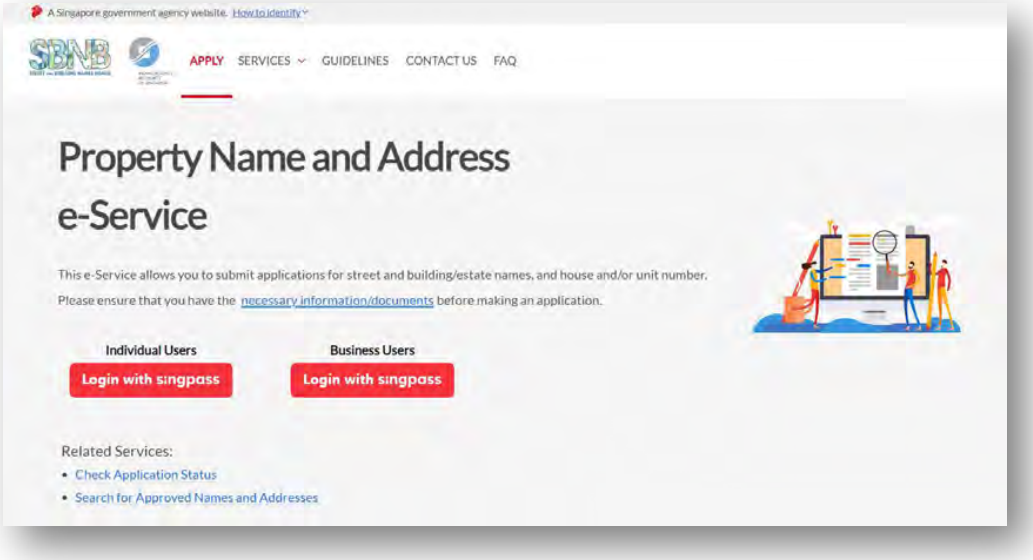
Module 1:

How to Apply for New House and/or Unit Number(s)

Module 1: How to Apply for New House and/or Unit Number

This is applicable for new buildings or existing buildings that undergo changes to the building layout and new unit is created.

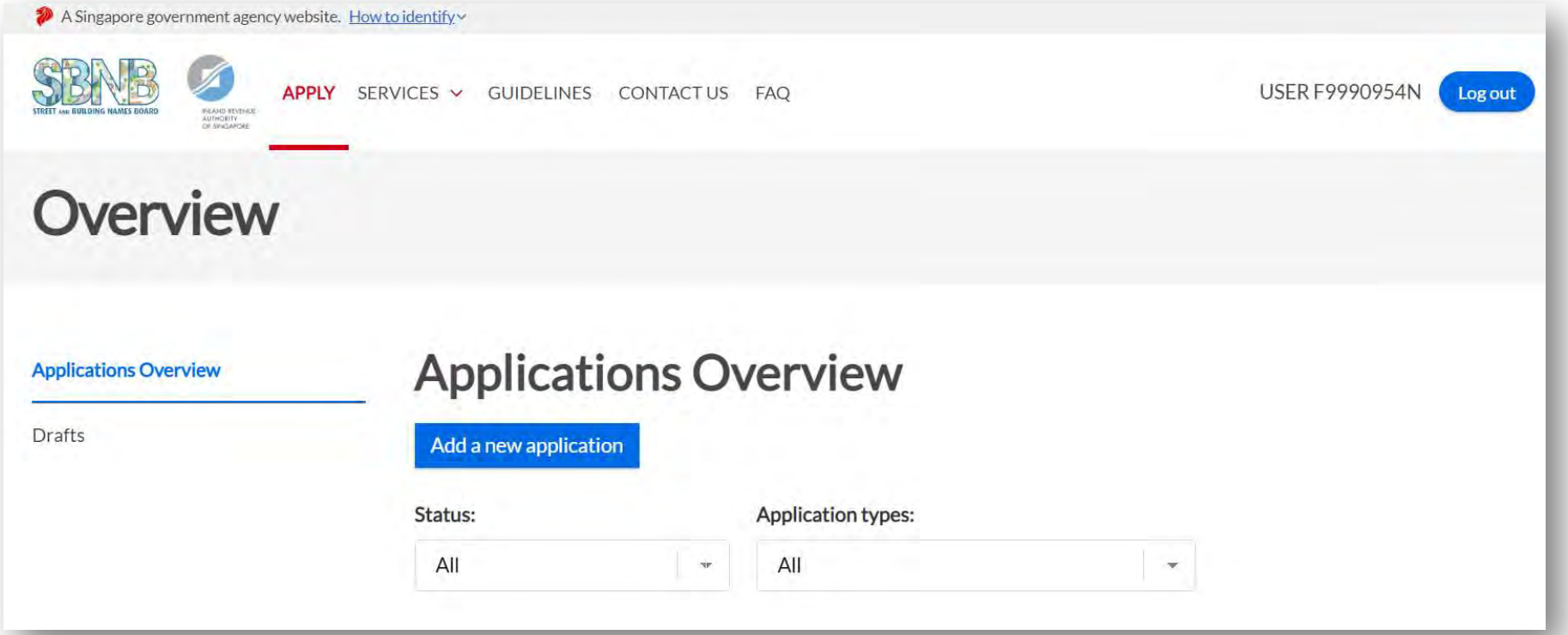
1) Go to the Property Name and Address (PNAA) digital service https://digitalservice.propertynaa.gov.sg/



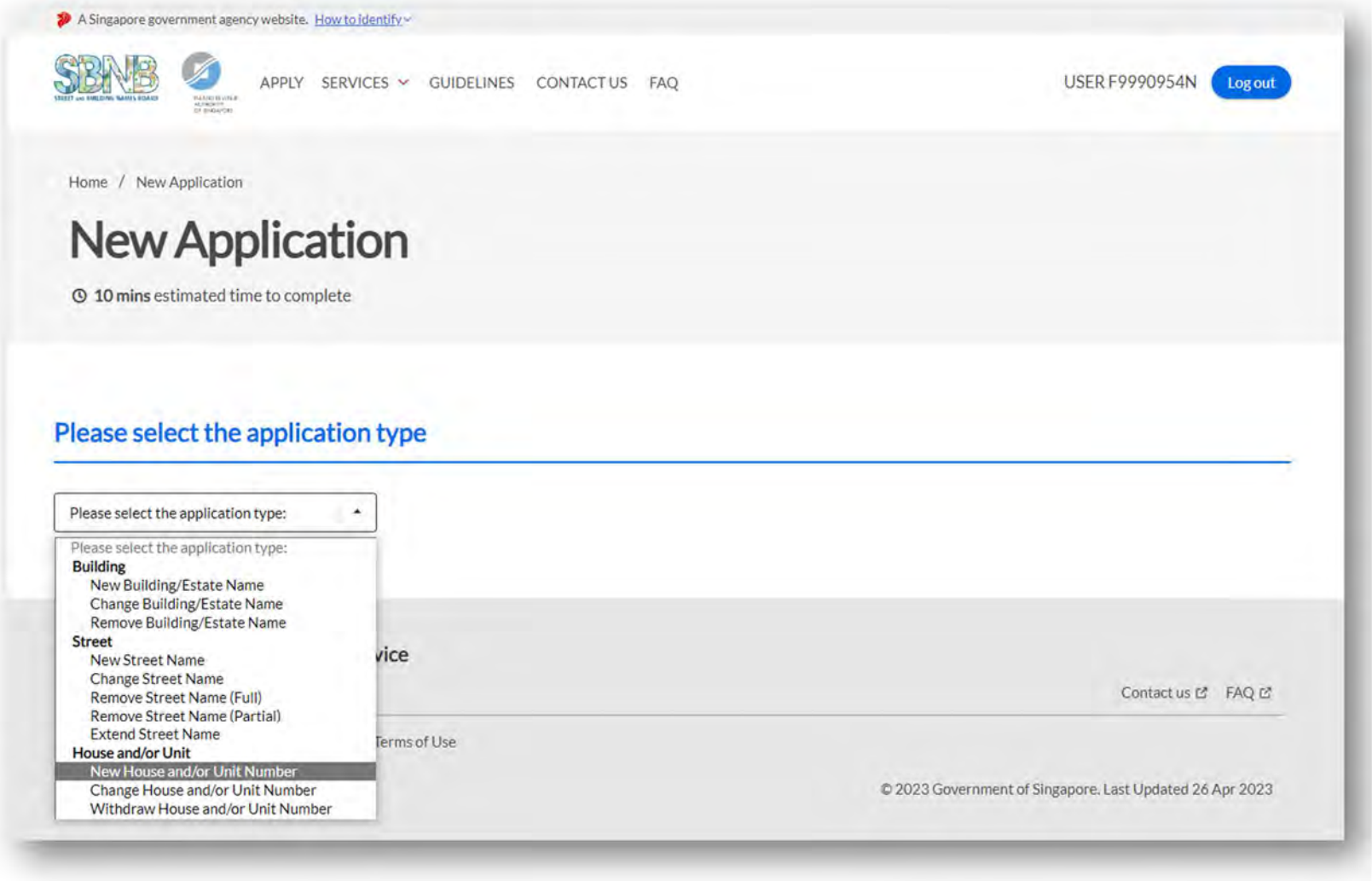
2) Select the log in with your credential.

Note: You may be required to perform a one-time setup/ account update and 2-step verification as part of the login.

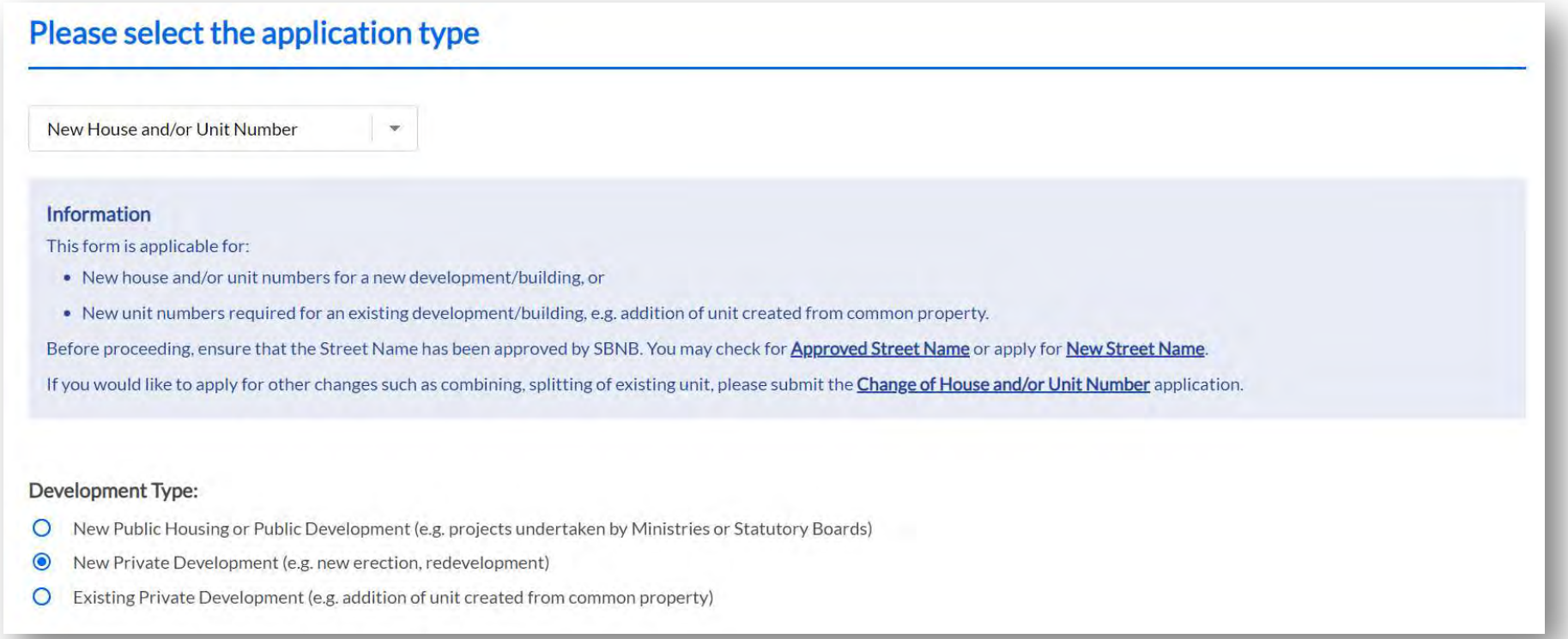
3) Once you have logged in, click on **“Add a new application”.**



4) Select **“New House and/or Unit Number”** from the drop-down list.



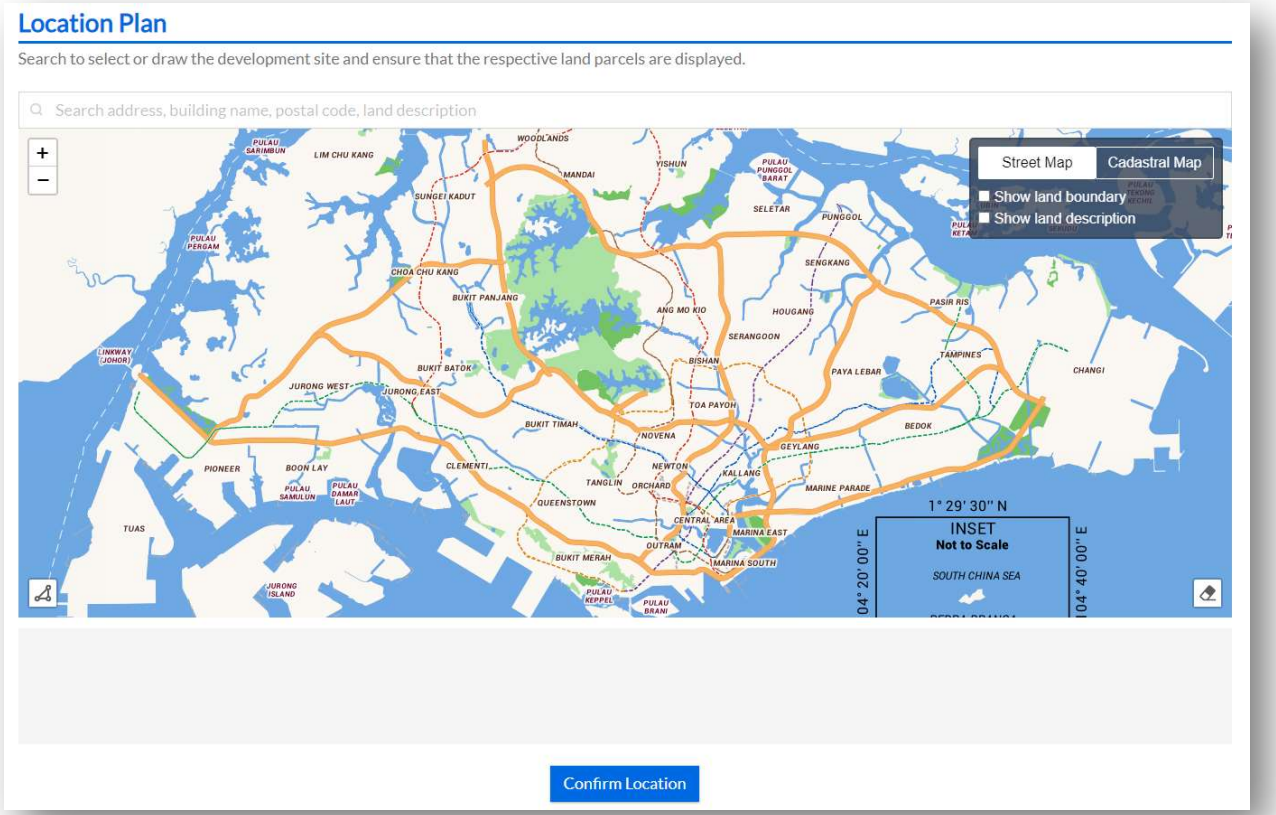
5) Select the appropriate **"Development Type".**



Note: If you are submitting for a newly erected building or redevelopment project, select "**New Private Development**" or "New Public Housing or Public Development" and ensure that you have obtained the planning approvals from URA, i.e. Written Permission (WP) or Planning Clearance[2].

[2] WP is applicable for private projects and Planning Clearance may be applicable for projects undertaken by ministries or government.

6) Enter the **property address** (if there is former address issued by IRAS previously)**, building name, postal code or land description** to locate the subject site.



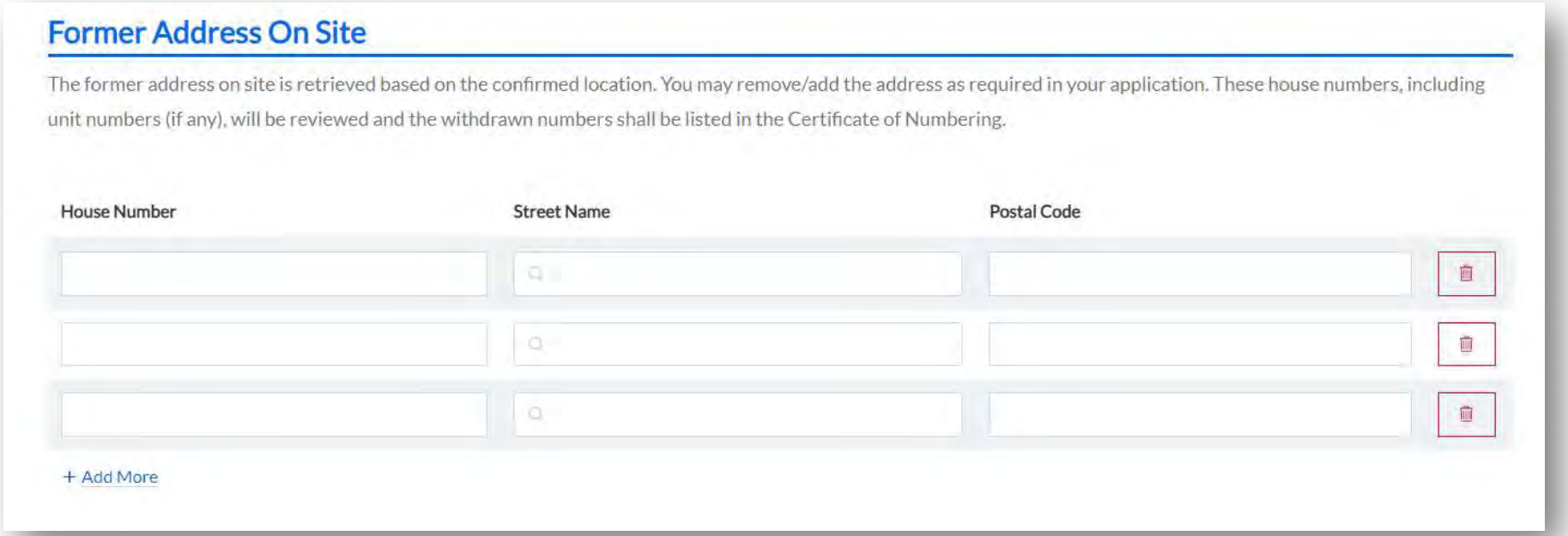
a. You may tick the Checked Box to "**Show land boundary**" function to assist you with the land boundary line.

b. Click on **"Confirm Location"** to proceed.

Note: In the event that the demarcated polygon is incorrect, please use draw tool function to demarcate the subject site.

7) The address listed in the **"Former Address On Site"** (if applicable) is based on the polygon selected in the location plan.

   You may use the "Add More" and delete button to edit the address (if necessary).

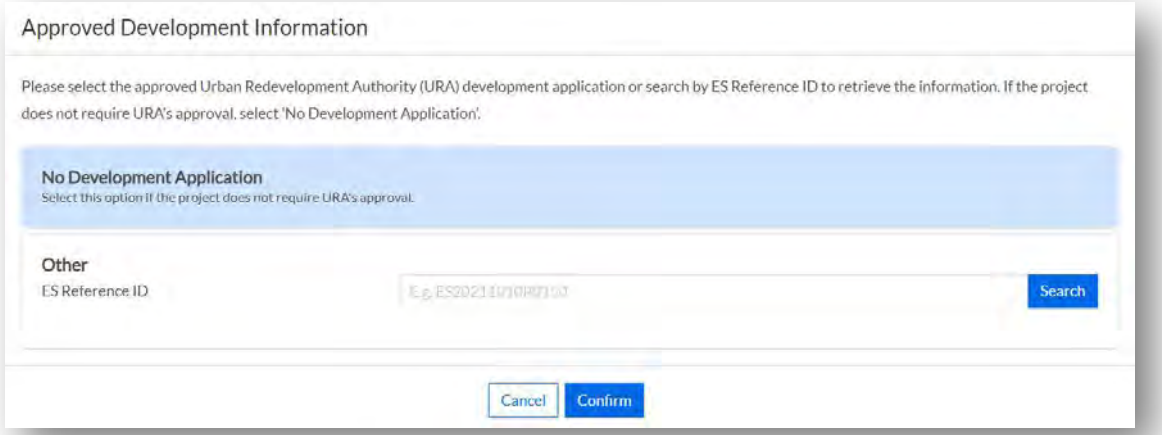


Note: All existing unit numbers assigned to the former address will be withdrawn upon approval of the new house and unit numbers.

8) The URA Development Application is retrieved based on the polygon selected in the location plan.

a. Click on **"Select/Edit Development Application**" to edit the URA Development Application, if necessary.

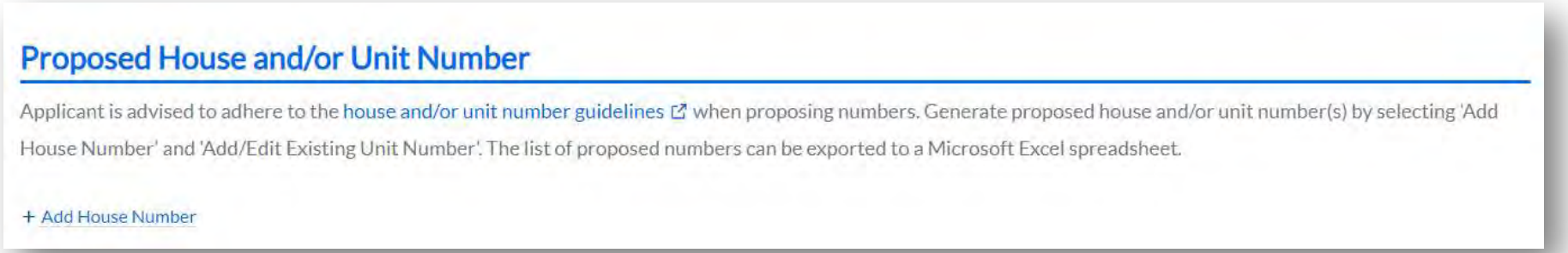
b. Select the appropriate "**URA Development Application**".

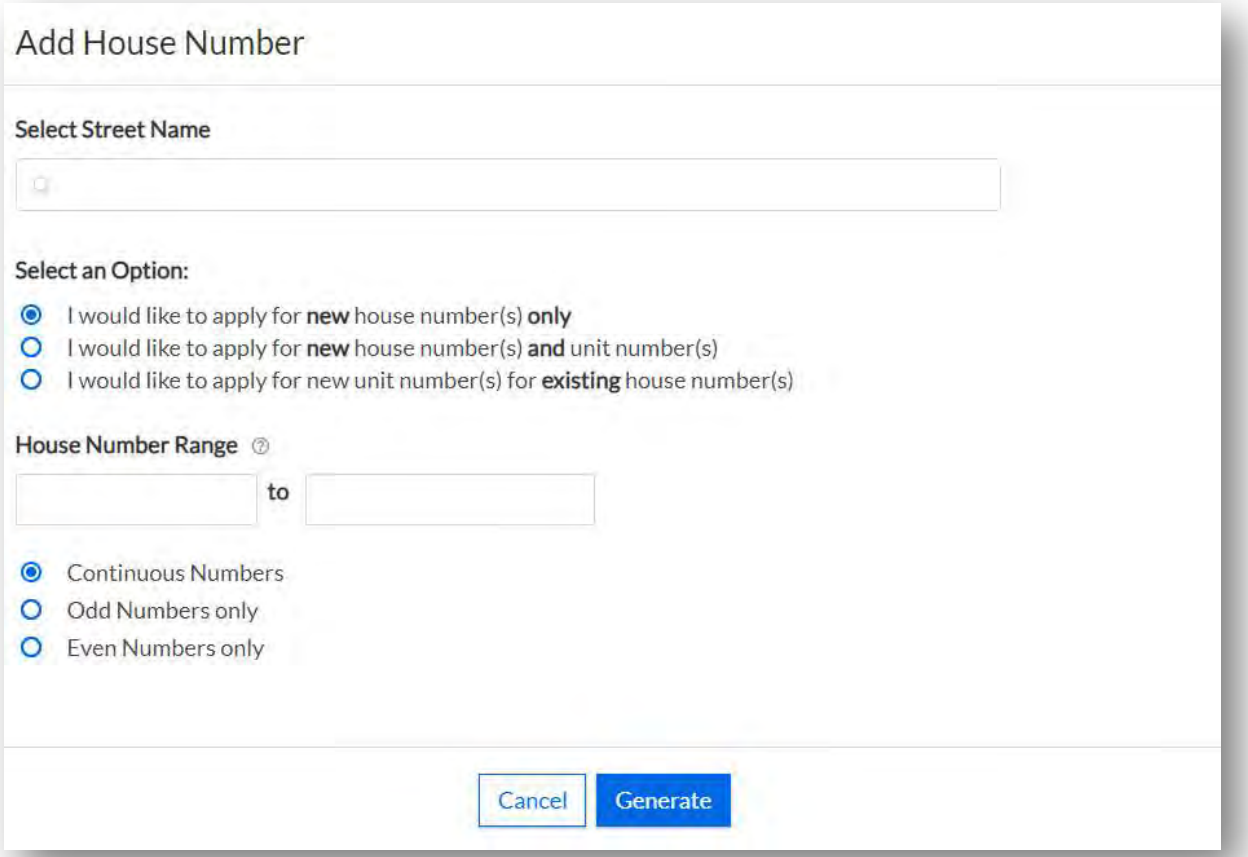


c. Click on "**Confirm**" to confirm the URA Development Application of the site.

Note: If the required URA Development Application is not listed, enter the ES Reference ID provided by URA and click on "**Search**" button.

9) Click on "**Add House Number**" to enter the approved street name, followed by the proposed house number.





Note: Please ensure that the street name entered is a valid street approved by Street and Building Names Board (SBNB).

9) Select the appropriate options.

a. If you are applying for a new house number only, e.g. 55 Newton Road.

   Select "**I would like to apply for new house number(s) only**".

b. If you are applying for a new house number for a building and the individual units e.g. 55 Newton Road #01-01 to #01-10 (10 individual units).

   Select "**I would like to apply for new house number(s) and unit number(s)**".

c. If the building had been assigned with a house number previously and you are applying for additional unit number(s).

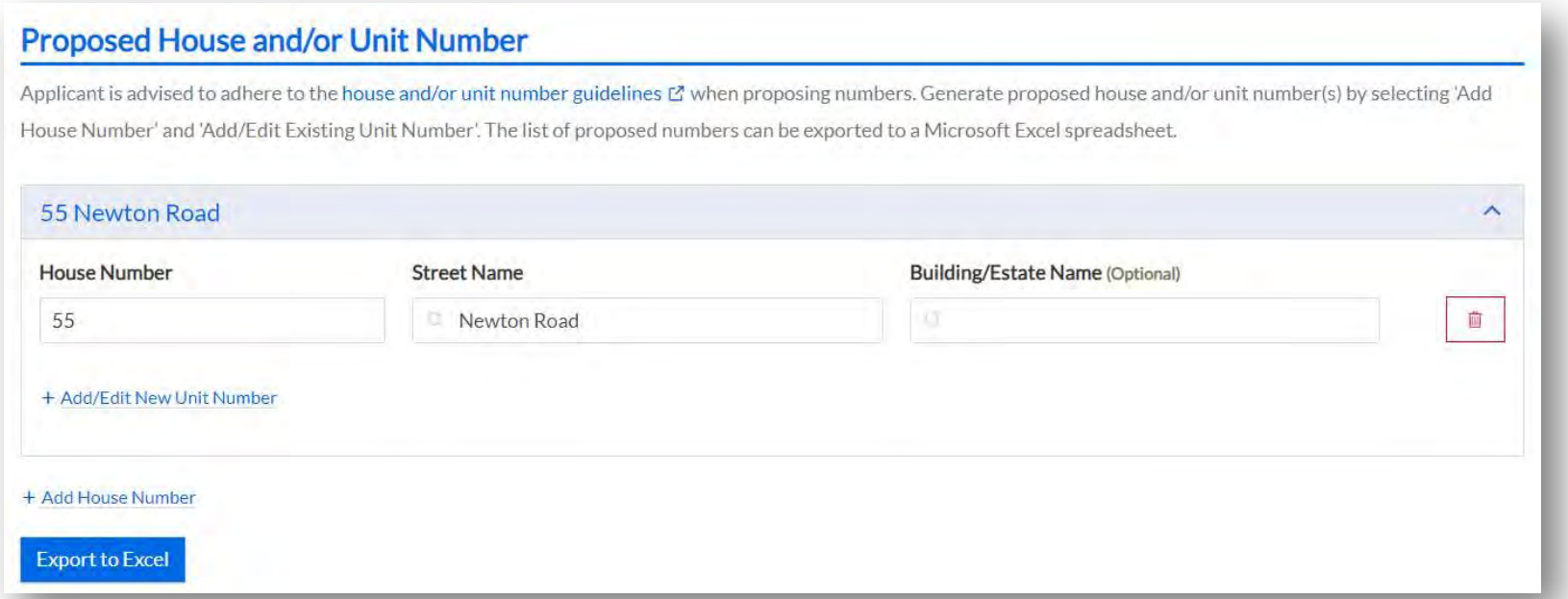
   Select "**I would like to apply for new unit number(s) for existing house number(s)**".

d. Enter the "**House Number Range**".

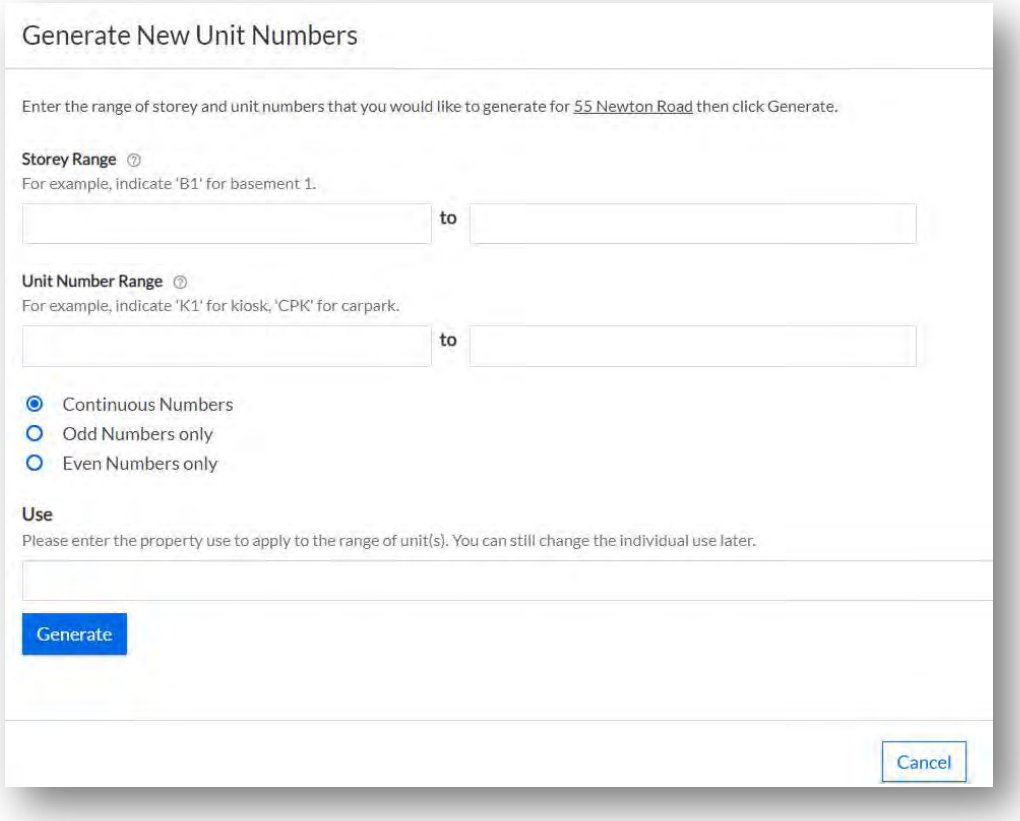
Note: In the event that you are submitting a single house number e.g. 55 Newton Road, enter "55" in the first field under "**House Number Range**" and select "**Continuous Numbers**".

e. Click on "**Generate**" to generate the list of house number(s) with street name.

10) In the event that a unit number is required, click on "**Add/ Edit New Unit Number**".



a. Enter the **“Storey Range”** and **“Unit Number Range”.**



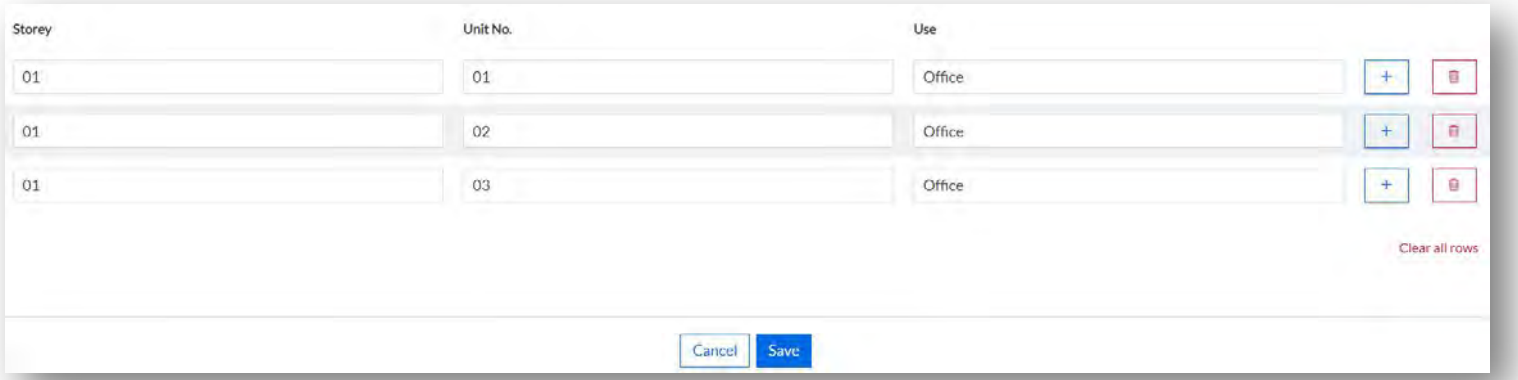
Note: If you are applying for a development with multiple storeys and units, you may generate the house/unit number multiple times to suit your needs.

You can generate a maximum of 2,000 units. Please submit your application in parts for more than 2,000 units in the development.

b. Enter the appropriate **"Use"** approved by URA**.**

c. Click on **" Generate"** to generate the unit number list.

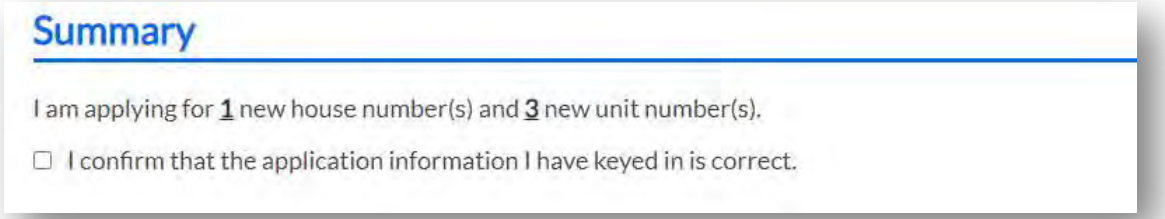
i. Click on the add button + or delete button 🗑 to edit the unit number listing.



ii. You may edit the appropriate "Use" using the drop-down list provided (if necessary).

iii. Click on **"Save"** to proceed.

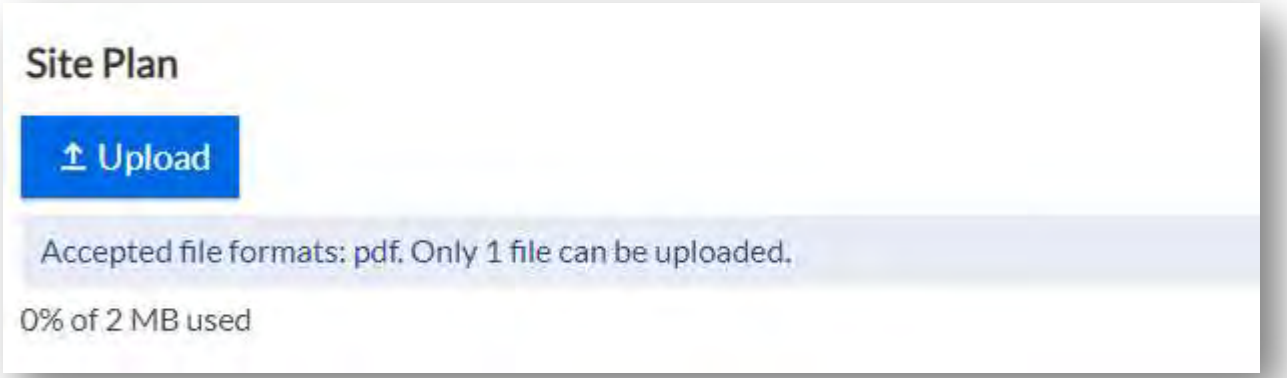
11) The system will auto compute the number of house and unit numbers based on the generated list. You may verify the inputs using the "**Export**" function (if necessary).



a. Tick the check box if the inputs are correct.

b. In the event that an amendment is required, you may return to the earlier section by clicking the "Add/Edit the Unit Number" to edit your inputs.

12) Click on "**Upload**" to attach the Site Plan of the building(s). You will need to annotate the house number(s) on the plan before uploading.

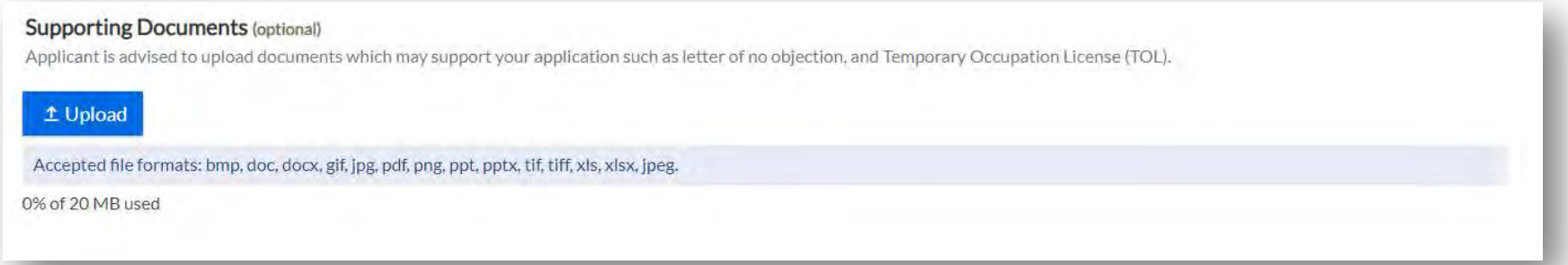


Note: Only PDF format and maximum file size of 2MB are accepted.

13) Click on "**Upload**" to attach the approved building plans.

Note: It is recommended to upload the Typical Floor Plan layout and the Distribution Plan (if any). Please ensure that the boundary line is clearly demarcated and annotated with the proposed unit numbers in the building plans. Only PDF format and maximum file size of 20MB are accepted.

14) Click on **"Upload"** to attach the supporting documents**.**



Note: It is recommended to upload the relevant approvals from planning authorities such as letter of Temporary Occupation Licence, no objection letter from the landowners or Block Numbers and Related Street Names for public flats. Only bmp, doc, docx, gif, jpg, pdf, png, ppt, pptx, tif, xls, xlsx and jpeg document types are accepted. Please keep the attachment(s) within the total file size limit of 20MB.

15) You may refer to Module 5: Particulars Required in Application for related details.

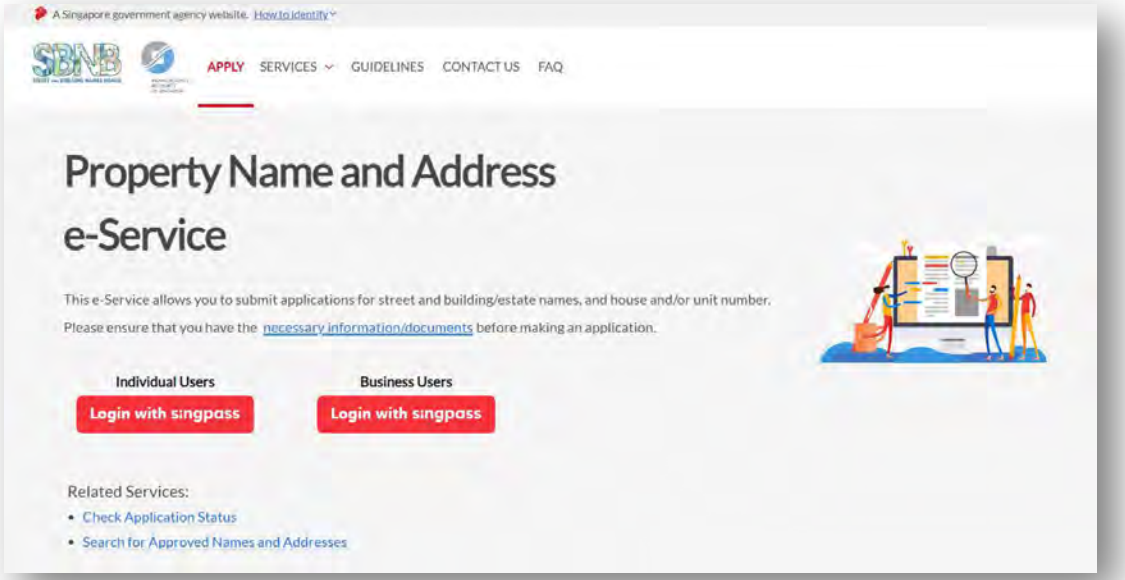
Module 2:

How to Apply for Change of Unit Number(s)

Module 2: How to Apply for Change of Unit Number(s)

This is applicable when there is a change in the configuration of unit(s) within the building premises.

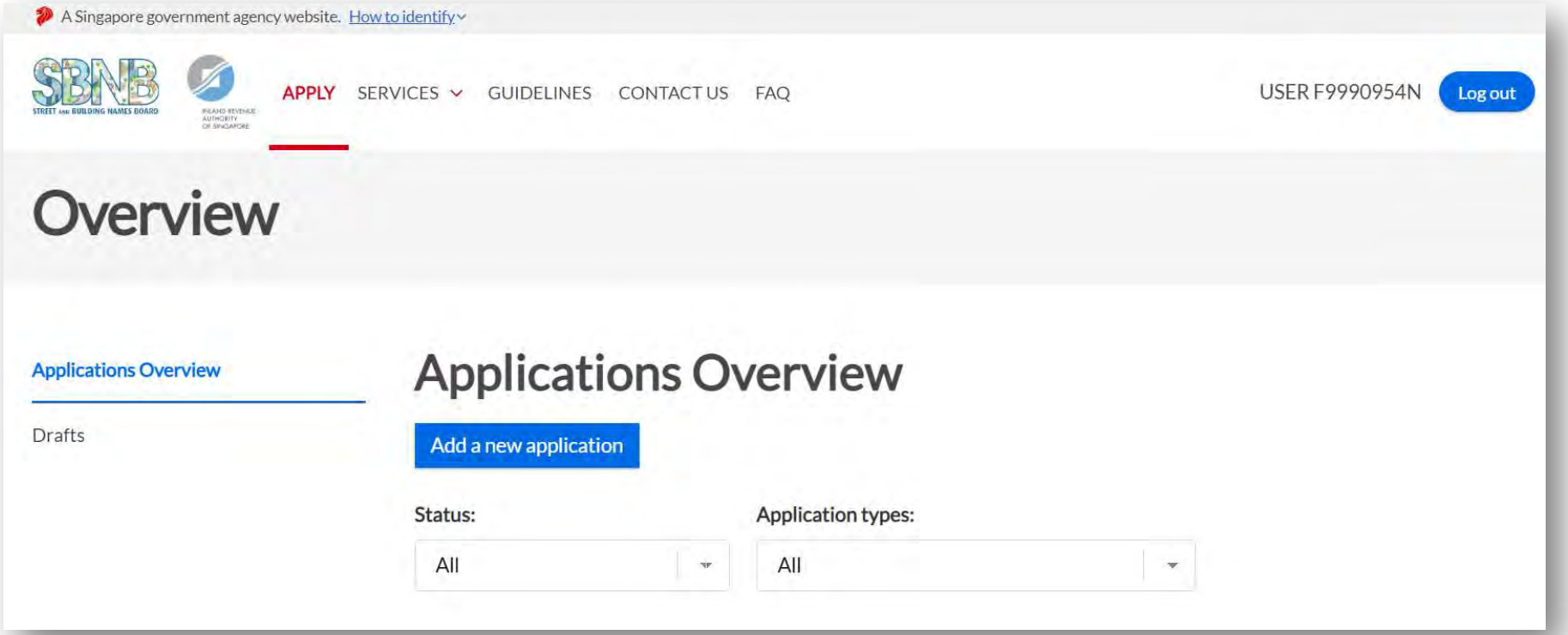
1) Go to the Property Name and Address (PNAA) digital service https://digitalservice.propertynaa.gov.sg/



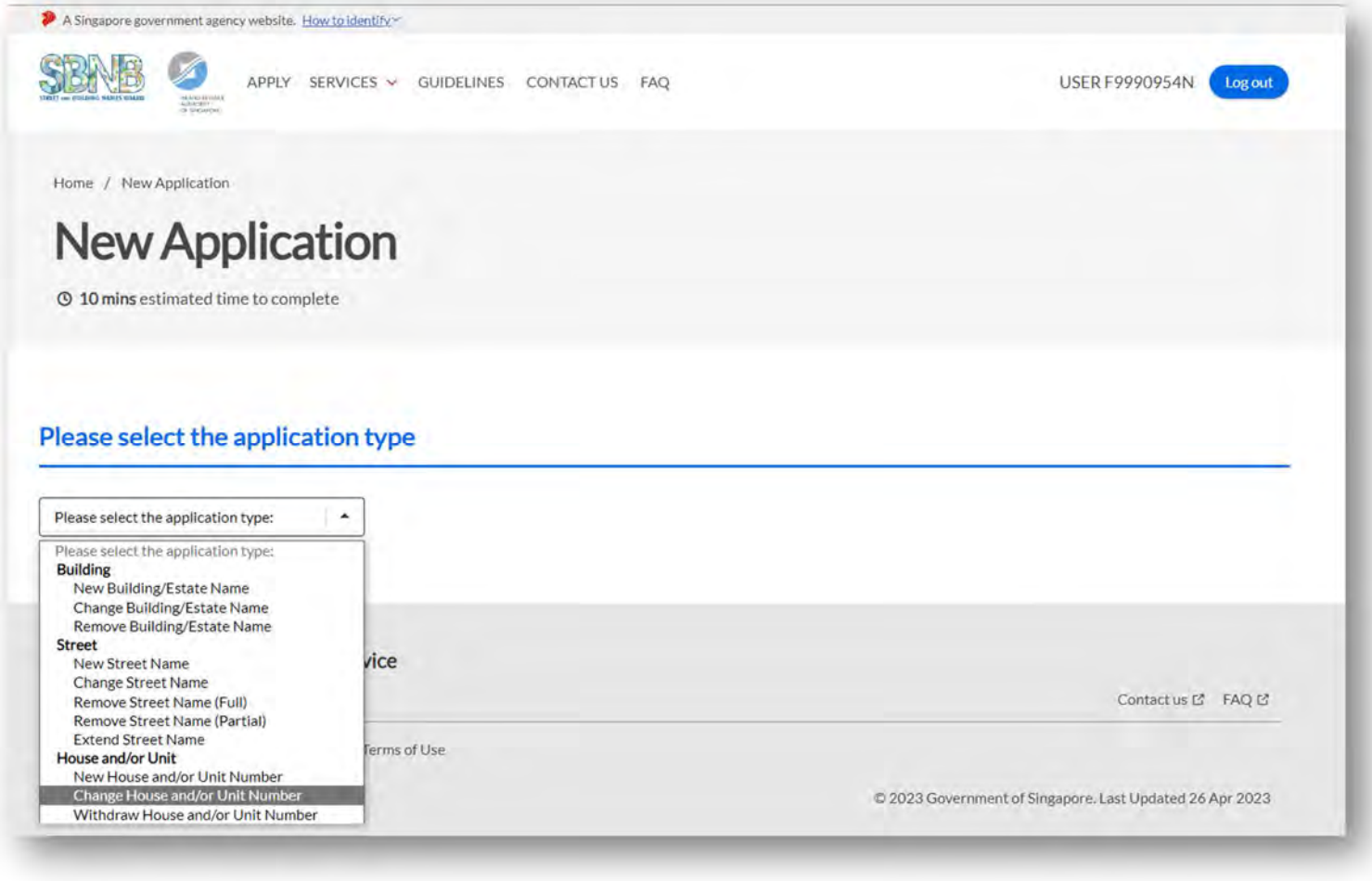
2) Select the log in with your credential.

Note: You may be required to perform a one-time setup/ account update and 2-step verification as part of the login.

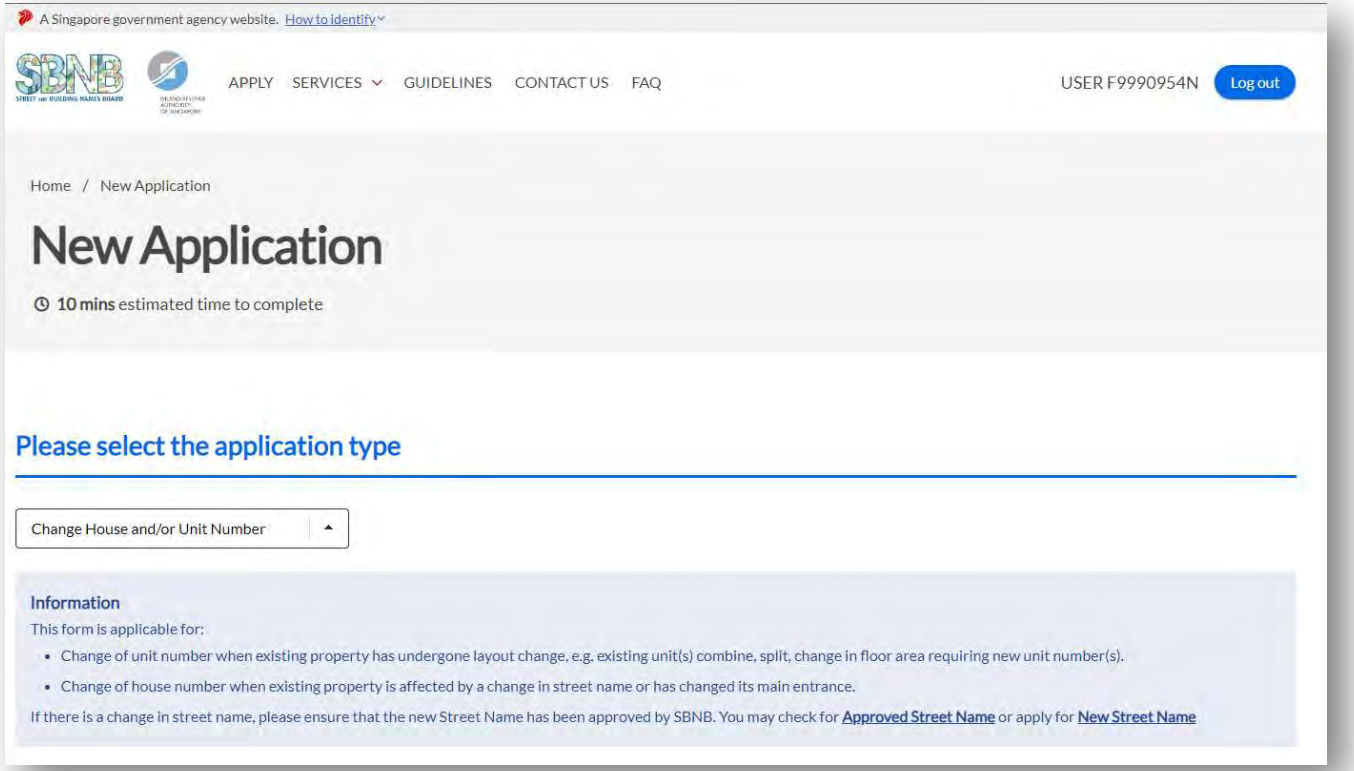
3) Once you have logged in, click on **“Add a new application”.**



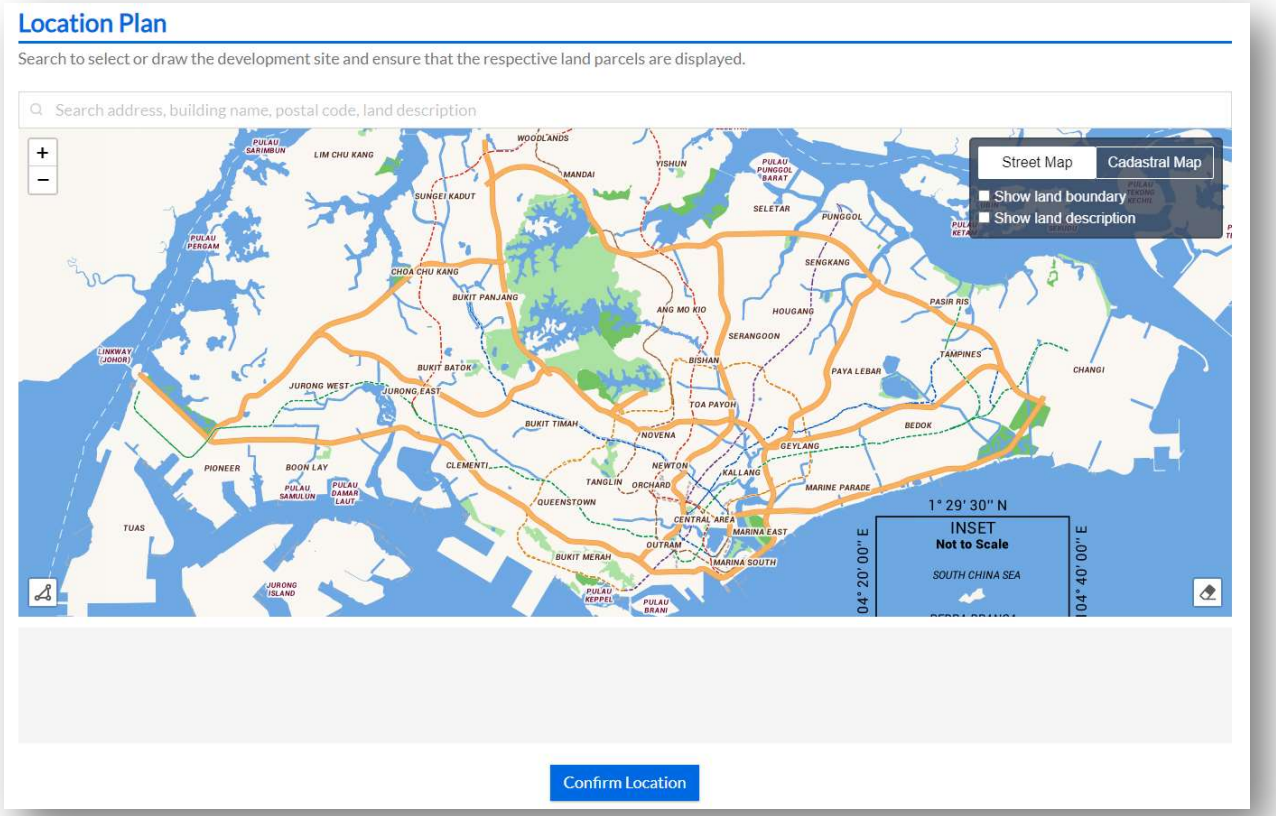
4) Select **“Change House and/or Unit Number”** from the drop-down list.



The application form for Change of House and/or Unit Number is displayed.



5) Enter the "**property address, building name, postal code or land description**" to locate the subject site.

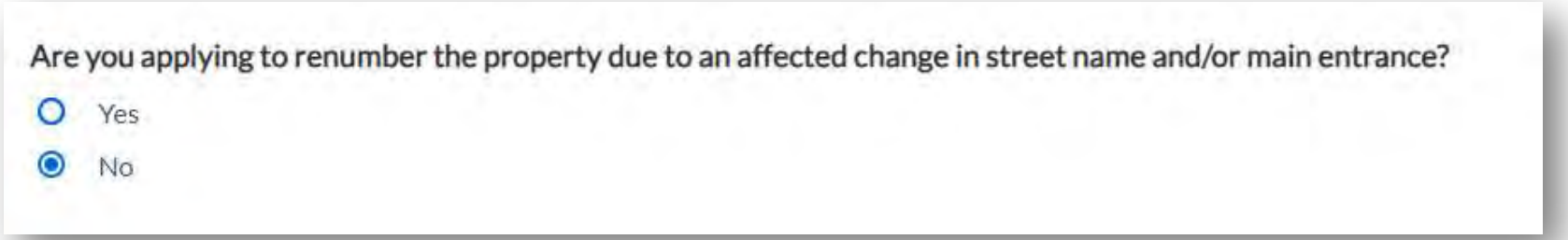


a. You may tick the Checked Box to "**Show land boundary**" function to assist you with the land boundary line.

b. Click on **"Confirm Location"** to proceed.

Note: In the event that the demarcated polygon is incorrect, please use draw tool function to demarcate the subject site.

6) Select the appropriate option.

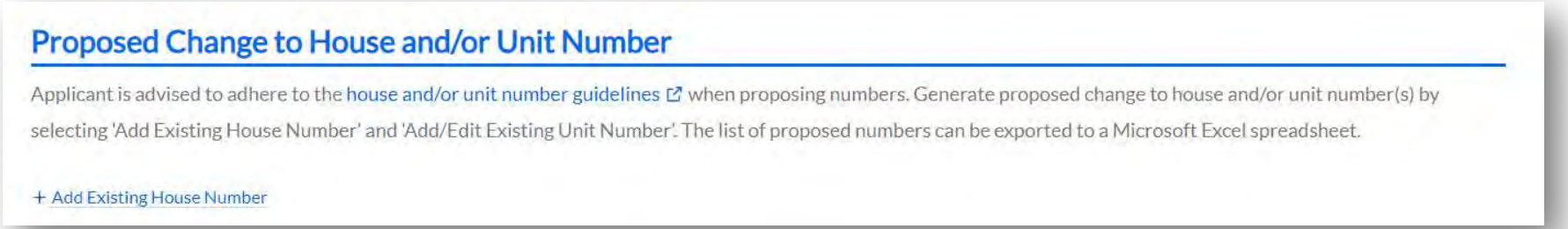


a. Select "**No**", if you are submitting an application due to layout changes (i.e. splitting of unit, combining of units, adding of unit or change in floor area).

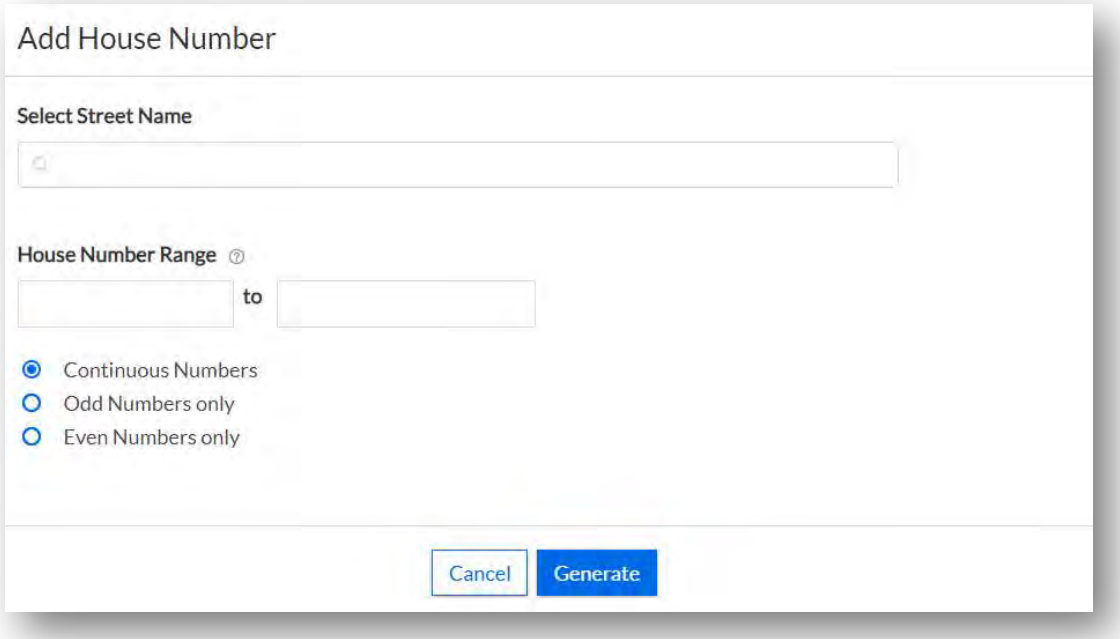
b. Select "**Yes**", if you are submitting this application due to a change in the street name or change in the property main entrance. You may refer to Module 3: How to Apply for Change of House Number.

7) When selected, “**No**” (reference step 6a),

a. Click on “**Add Existing House Number**” to enter the street name, followed by the house number.



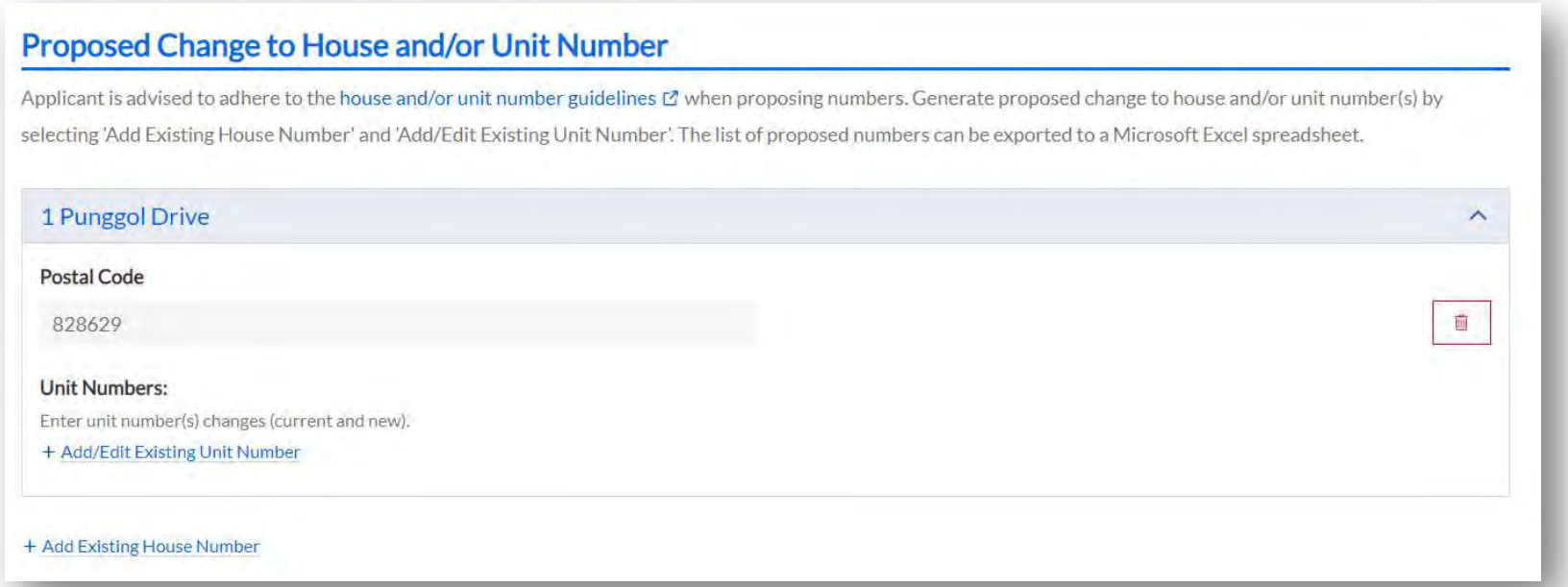
b. Enter the “**Street Name**” and “**House Number Range**”.



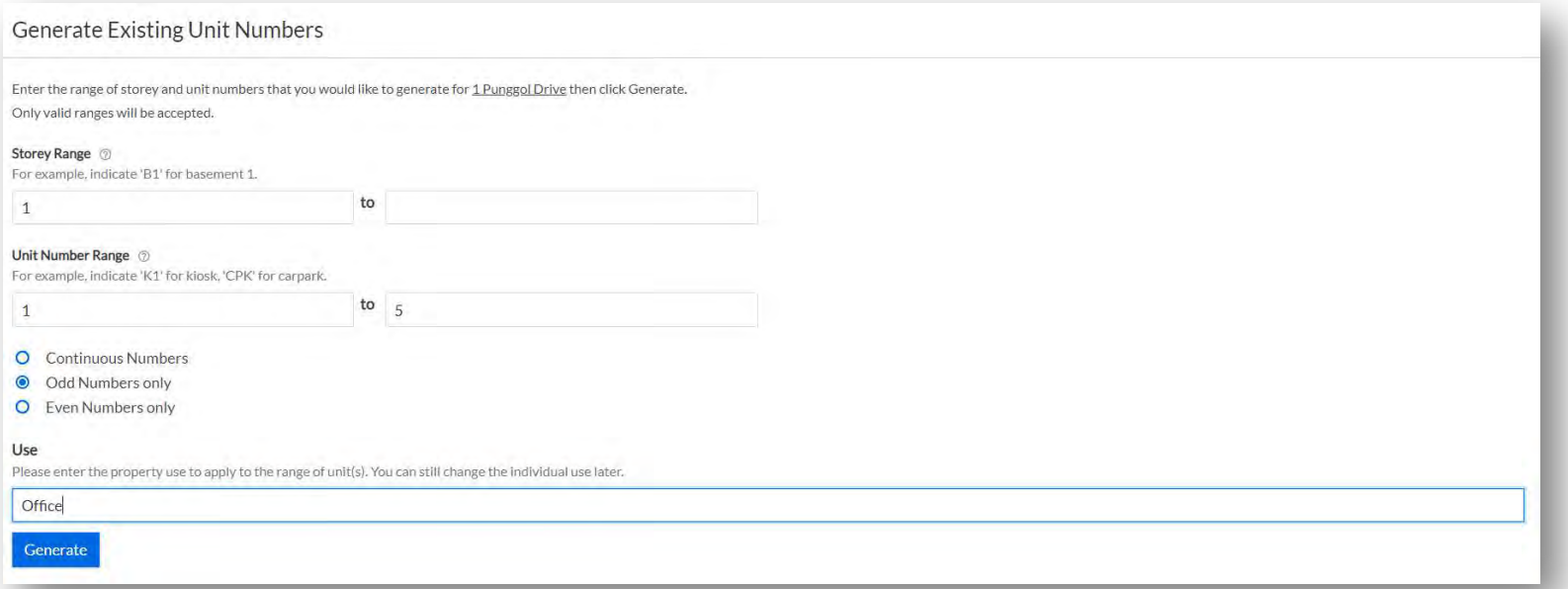
Note: In the event that you are submitting a single house number e.g. 1 Punggol Drive, indicate “Punggol Drive” under “**Select Street Name**”, enter “1” in the first field under “**House Number Range**” and keep the option to “**Continuous Numbers**”.

c. Click on “**Generate**” to generate the list of house number, street name and postal code.

The house number(s) generated will be displayed.



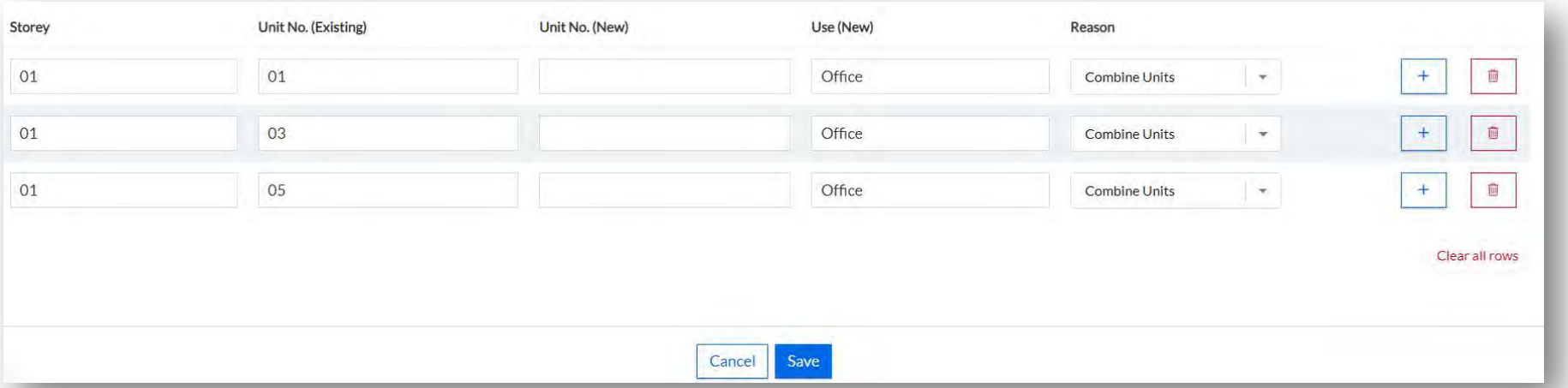
d. Click on **“Add/ Edit Existing Unit Number”** to enter the unit number.



i. Enter the **“Storey Range”** and **“Unit Number Range”.**
ii. Select the appropriate option “**Continous Numbers**”, “**Odd Numbers only”** or “**Even Numbers only**”.
iii. Enter the appropriate **“Use”** approved by URA.
iv. Click on **“ Generate”** to generate the unit number list.

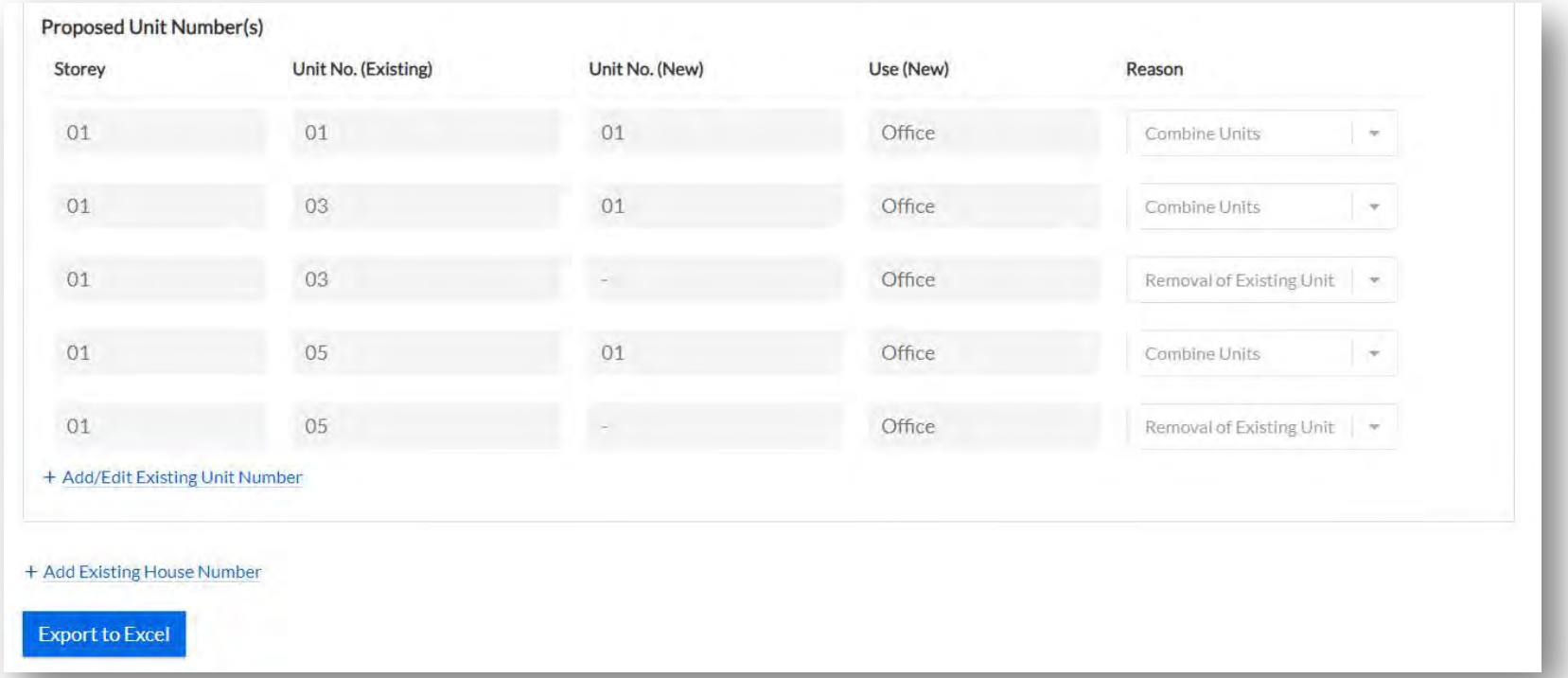
Note: System will verify the unit number format and generate the list of unit numbers accordingly.

In the event that the unit number is not valid in IRAS records, you will be prompted with an error notification. Please ensure that the unit number is a valid unit number issued by IRAS. .

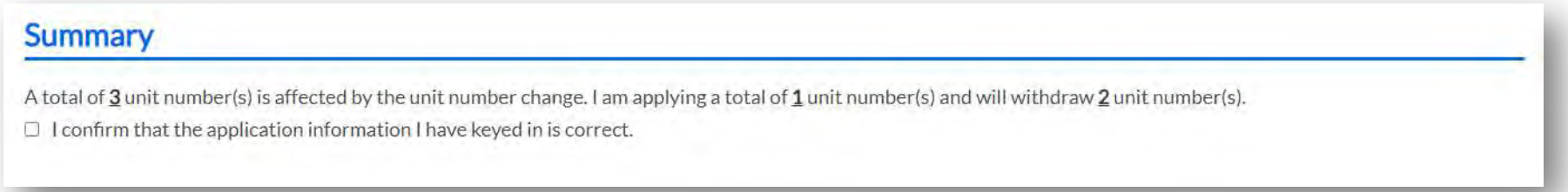


v. Enter the proposed new unit number and select the appropriate reason.
vi. Click on the add button + or delete button 🗑 to edit the unit number list.
vii. Click “Save” to proceed.

The unit numbers will be displayed.



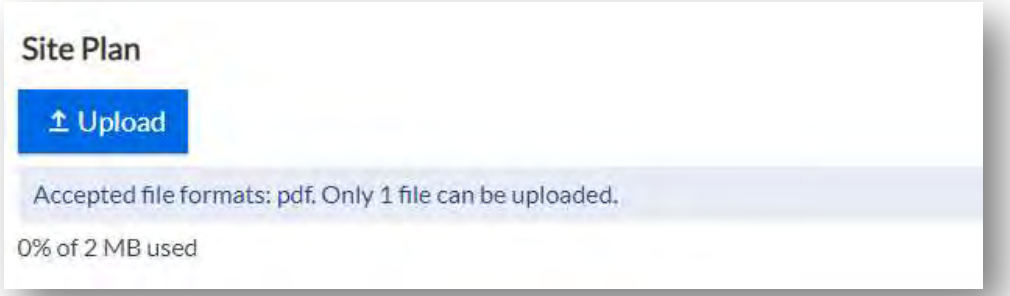
8) The system will auto compute the number of house and unit numbers based on the generated list. You may verify the inputs using the “Export” function (if necessary).



a. Tick the checked box if the inputs are correct.

b. In the event that an amendment is required, you may return to the earlier section by clicking on the “Add/ Edit the Unit Number” to edit your inputs.

9) Click on “**Upload**” to attach the Site Plan of the building(s). You will need to annotate the house number(s) on the plan before uploading.



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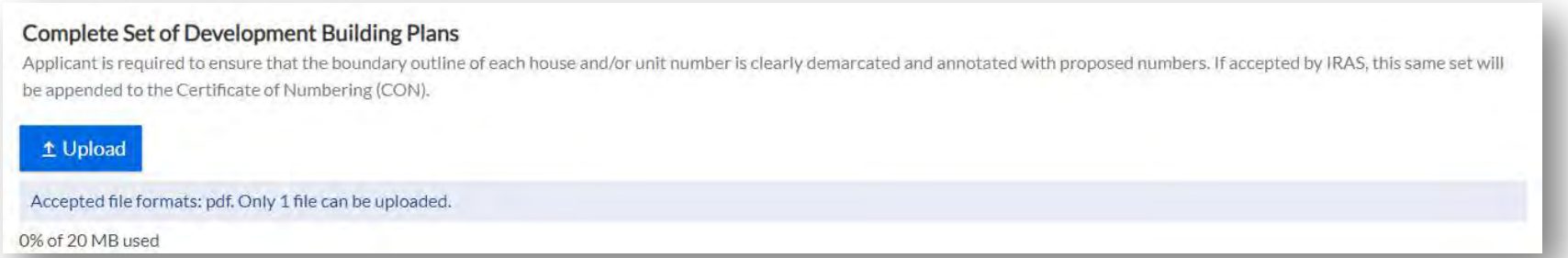
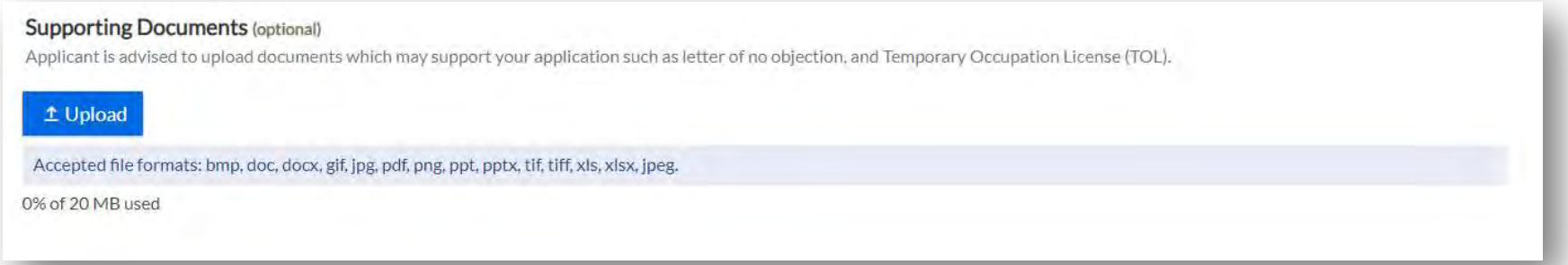
10) Click on "**Upload**" to attach the approved building plans.



Note: It is recommended to upload the Typical Floor Plan layout and the Distribution Plan (if any). Please ensure that the boundary line is clearly demarcated and annotated with the proposed unit numbers in the building plans. Only PDF format and maximum file size of 20MB are accepted.

11) Click on **"Upload"** to attach the supporting documents**.**



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12) You may refer to Module 5: Particulars Required in Application for related details.

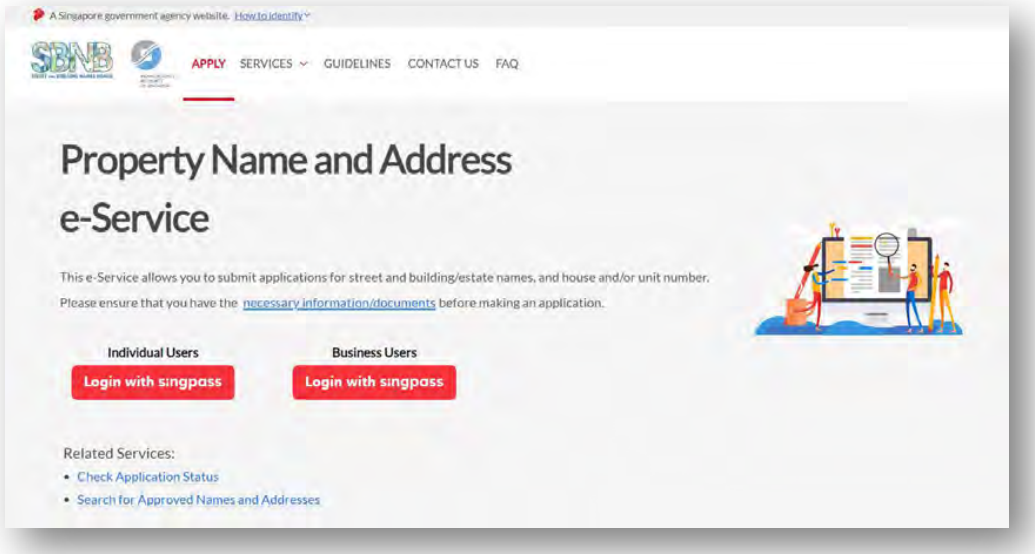
Module 3:

How to Apply for Change of House Number

Module 3: How to Apply Change of House Number Application

This is applicable if your property is affected by a change in street name or has changed its main entrance.

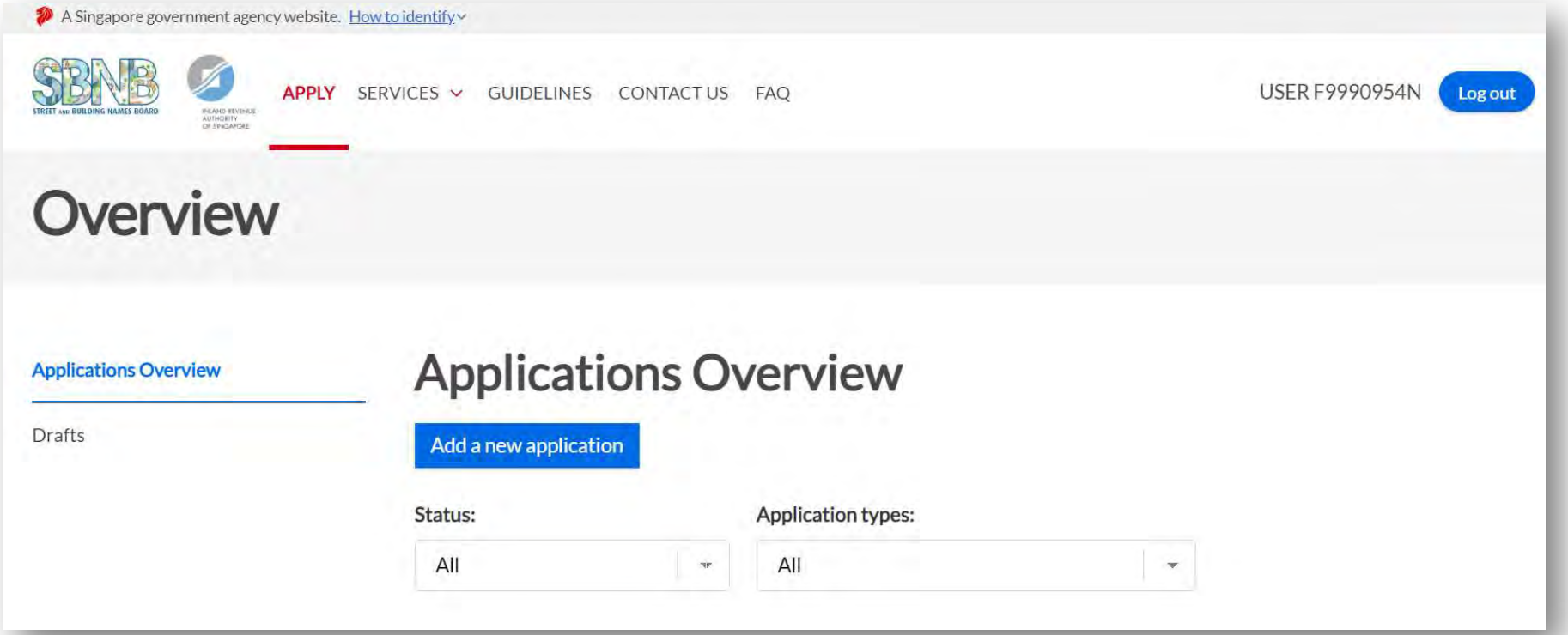
1) Go to the Property Name and Address (PNAA) digital service https://digitalservice.propertynaa.gov.sg/



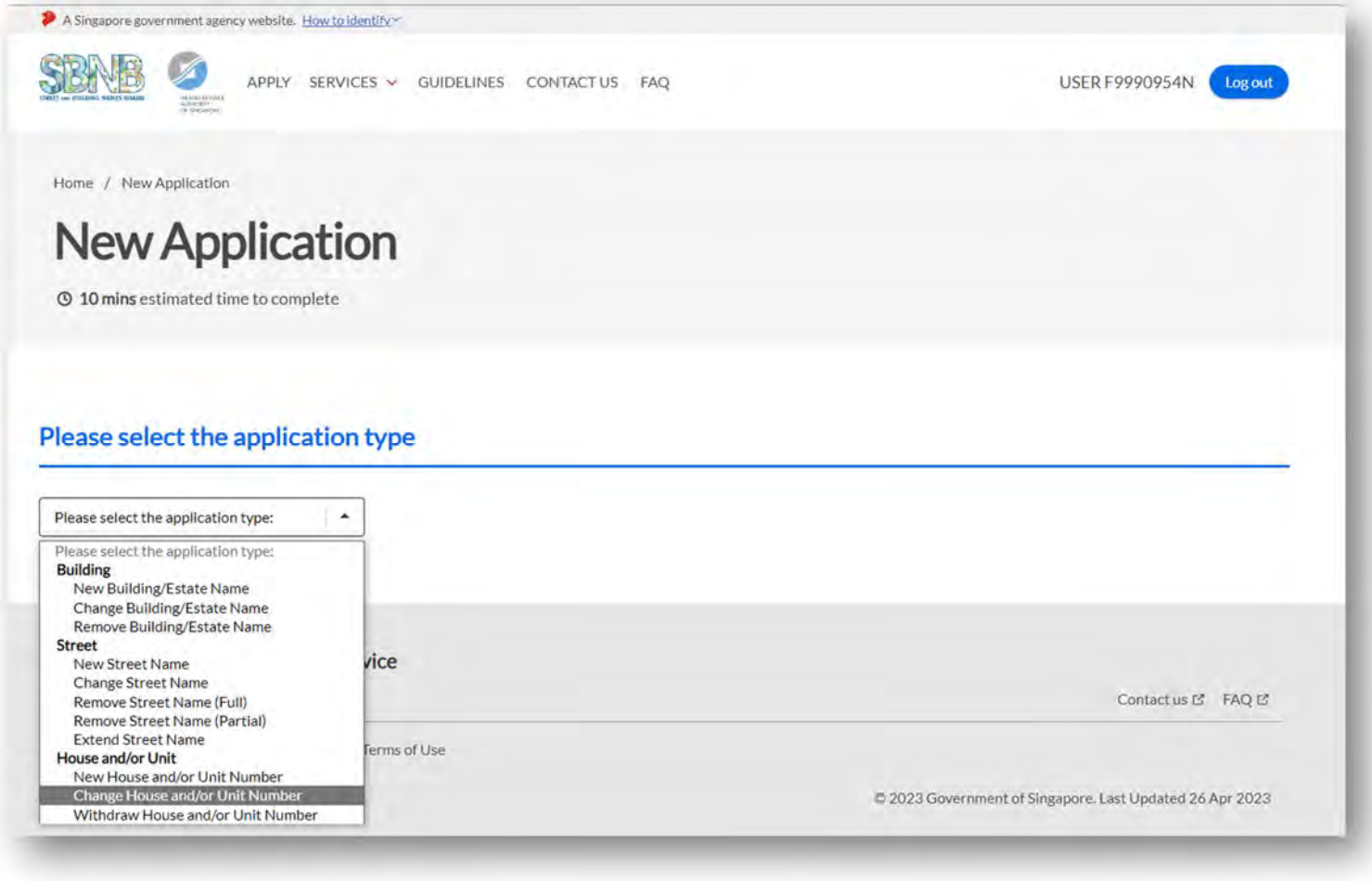
2) Select the log in with your credential.

Note: You may be required to perform a one-time setup/ account update and 2-step verification as part of the login.

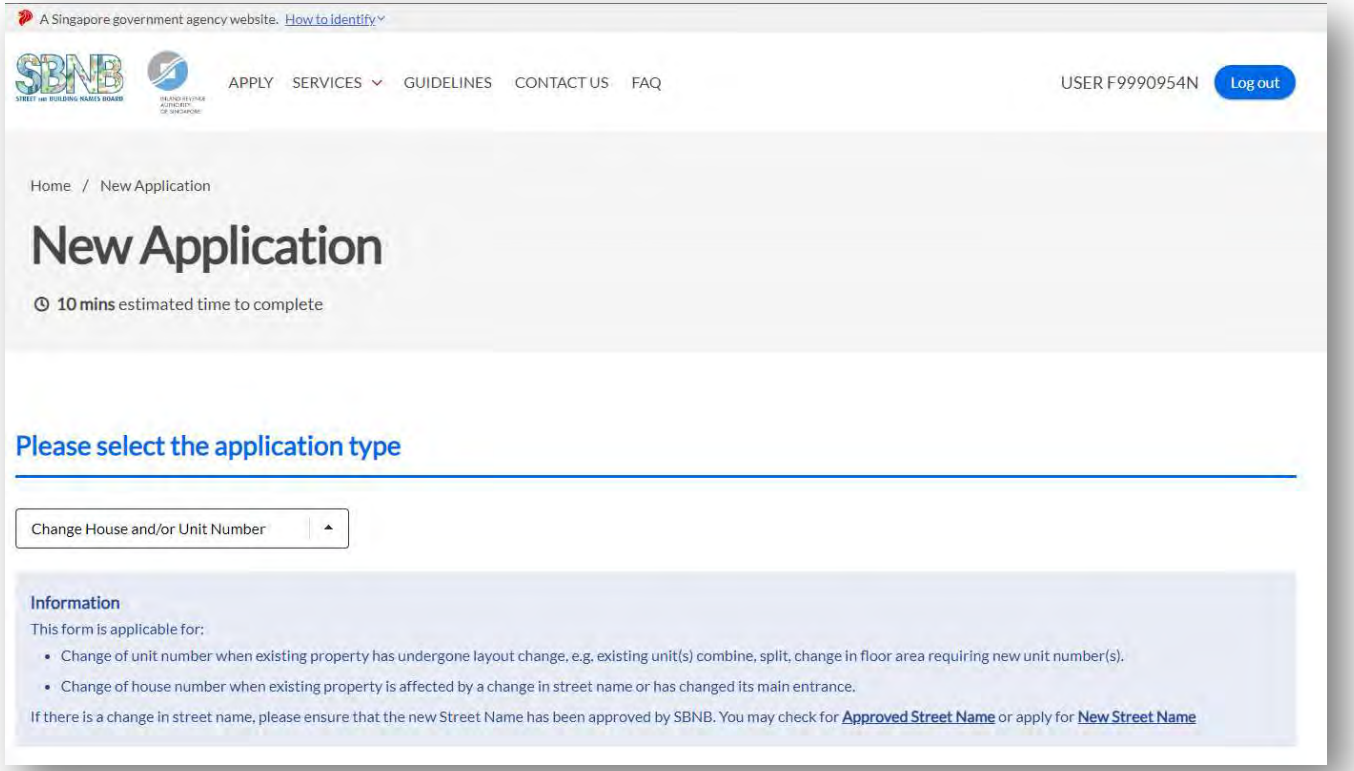
3) Once you have logged in, click on **“Add a new application”.**



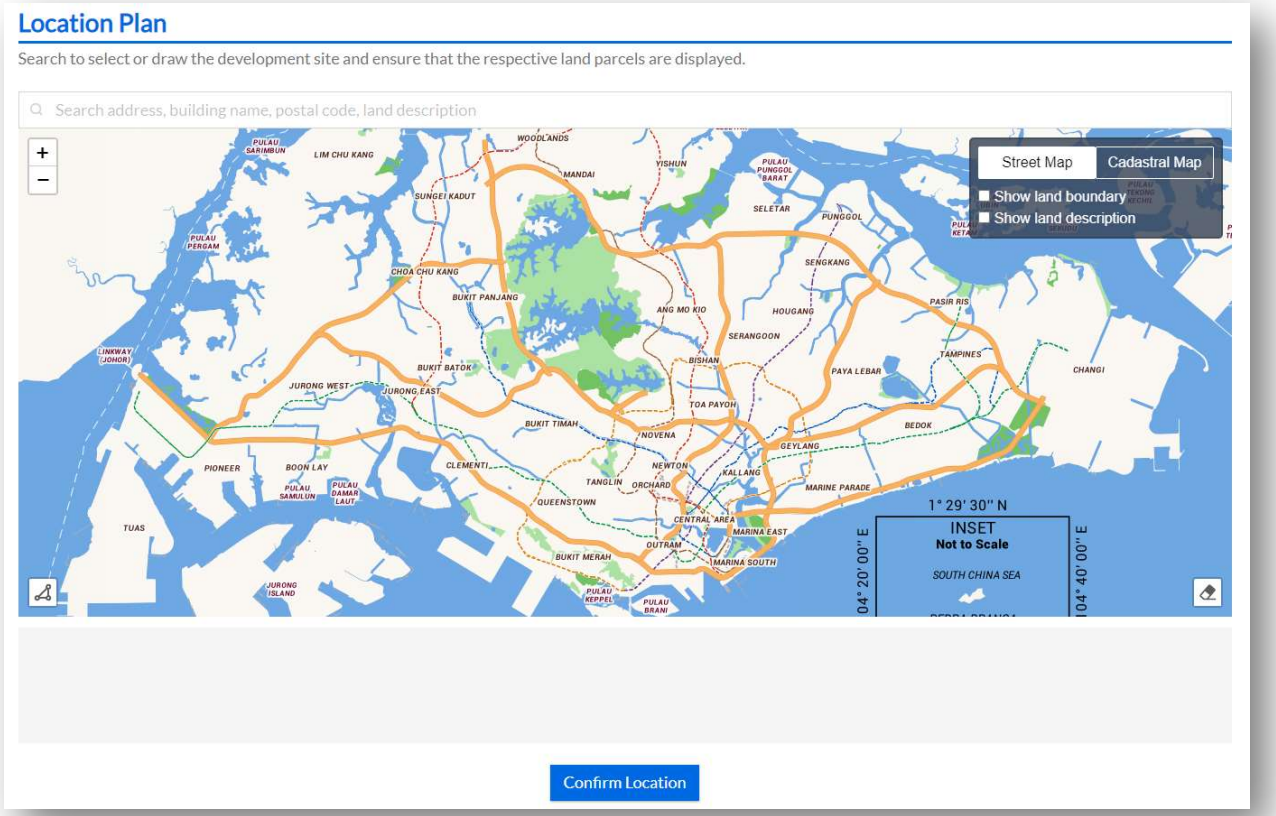
4) Select **“Change House and/or Unit Number”** from the drop-down list.



The application form for Change of House and/or Unit Number is displayed.



5) Enter the "**property address, building name, postal code or land description**" to locate the subject site.

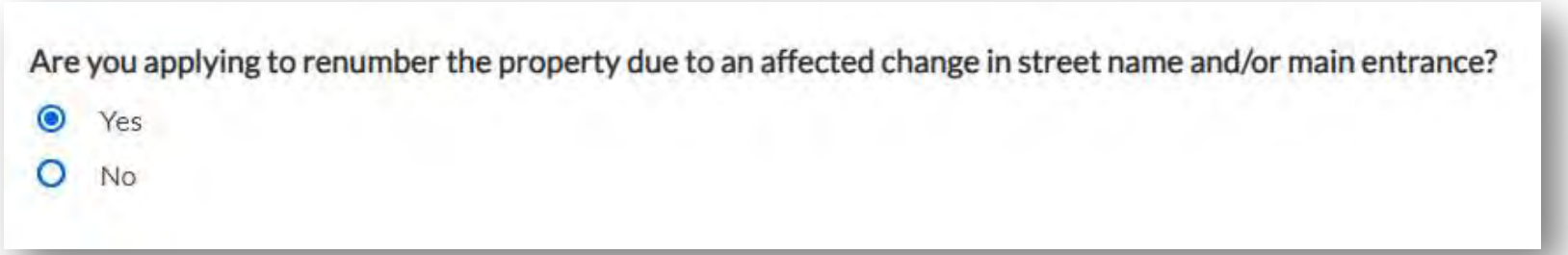


a. You may tick the Checked Box to "**Show land boundary**" function to assist you with the land boundary line.

b. Click on **"Confirm Location"** to proceed.

Note: In the event that the demarcated polygon is incorrect, please use draw tool function to demarcate the subject site.

6) Select the appropriate option.

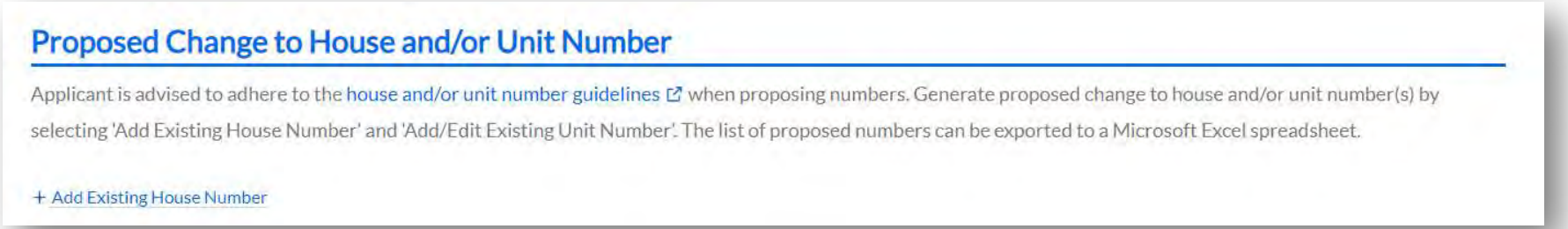


a. Select **"No"**, if you are submitting an application due to layout changes (i.e. splitting of unit, combining of units, adding of unit or change in floor area). You may refer to Module 2: How to Apply for Change of Unit Number(s).

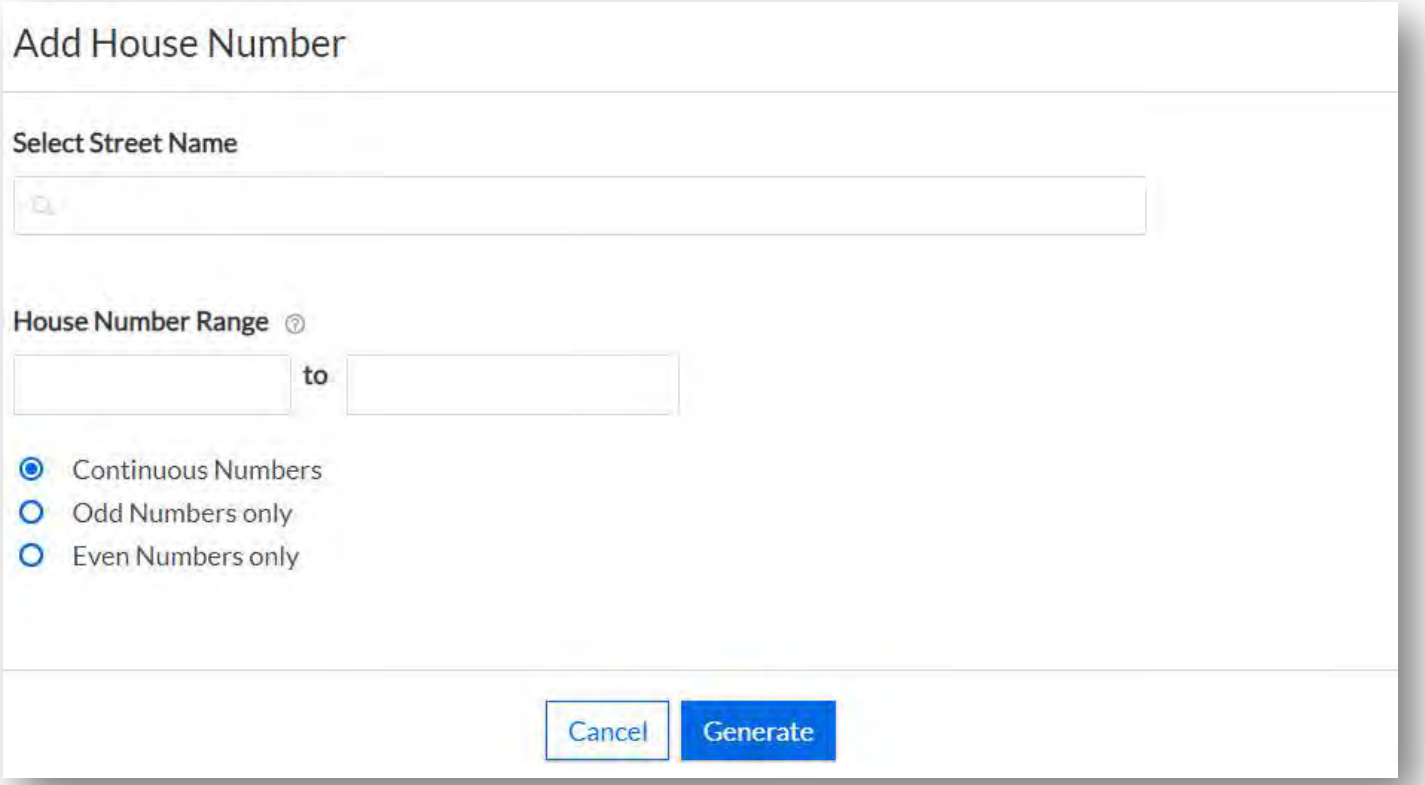
b. Select "**Yes**", if you are submitting this application due to a change in the street name or change in the property main entrance.

7) When selected, “Yes” (reference step 6b),

a. Click on “**Add Existing House Number**” to enter the street name, followed by the house number.

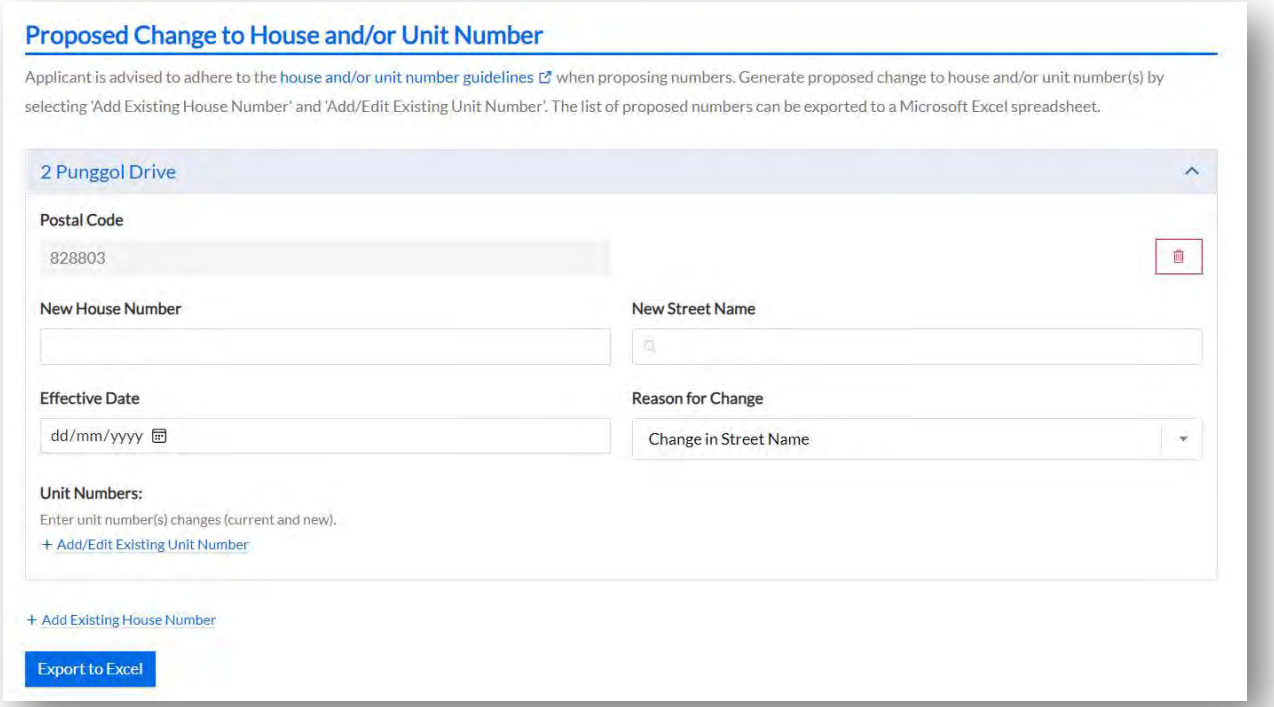


b. Enter the **“Street Name”** and **“House Number Range”**.



Note: In the event that you are submitting a single house number e.g. 2 Punggol Drive, indicate “Punggol Drive” under “**Select Street Name**”, enter “2” in the first field under “**House Number Range**” and keep the option to “**Continuous Numbers**”.

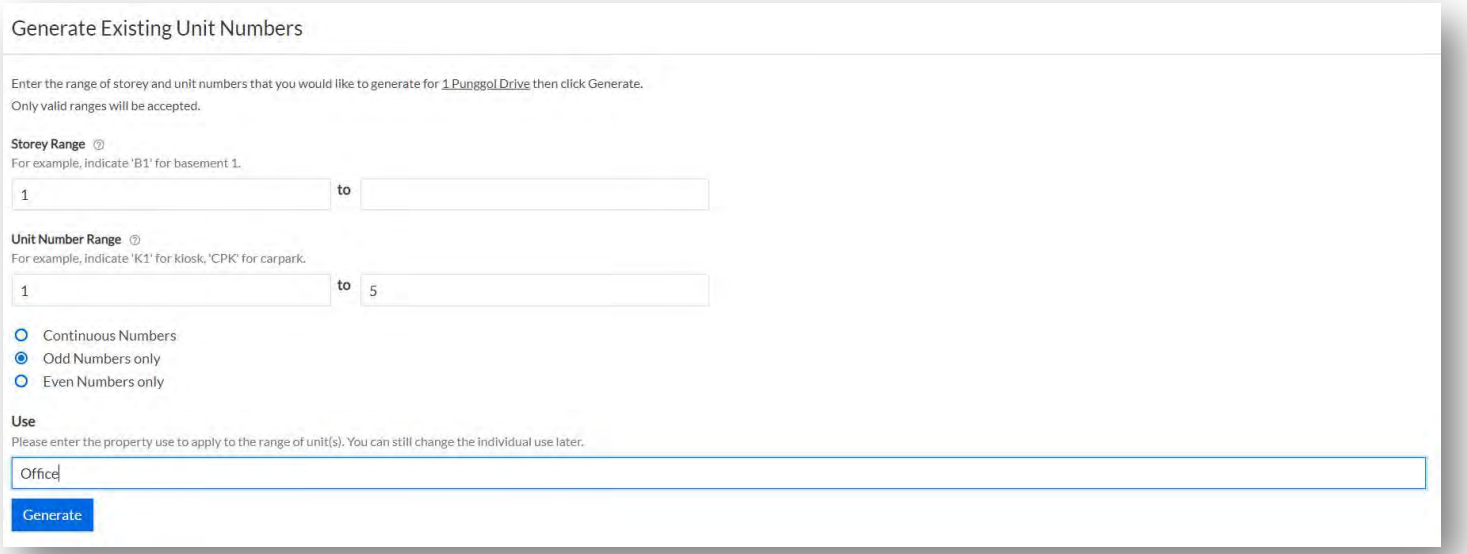
c. Click on **“Generate”** to generate the list of house number, street name and postal code. The house number(s) generated will be displayed.



i. Enter the proposed “**New House Number**” and appropriate “**New Street Name**”.

ii. Enter the “**Effective Date**” and select the “**Reason for Change**”.

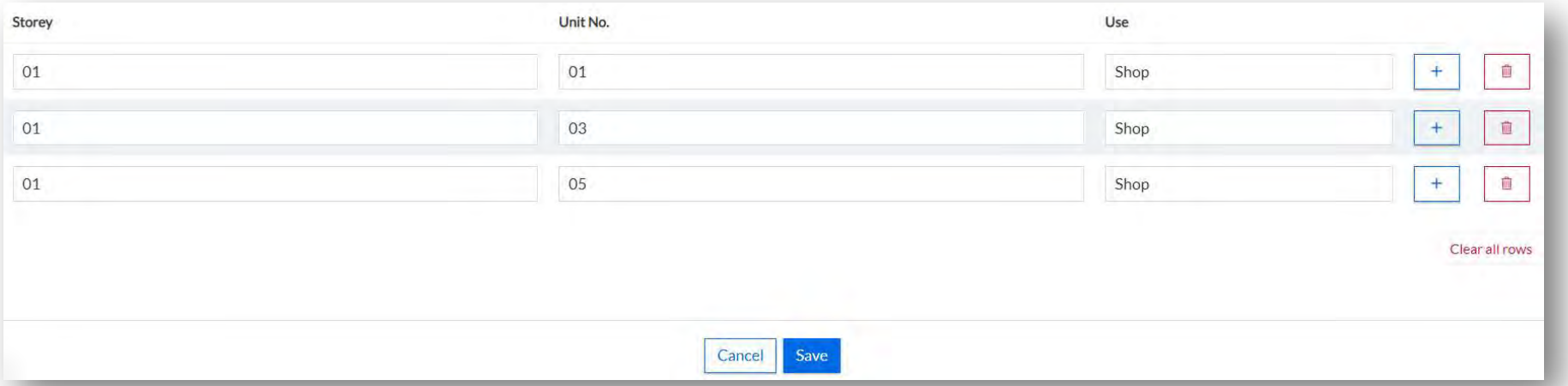
d. Click on **“Add/ Edit Existing Unit Number”** to add the affected units.



i. Enter the **“Storey Range”** and **“Unit Number Range”**.
ii. Select the appropriate option “**Continous Numbers**”, “**Odd Numbers only”** or “**Even Numbers only**”.
iii. Enter the appropriate **“Use”** approved by URA.
iv. Click on **“ Generate”** to generate the unit number list.

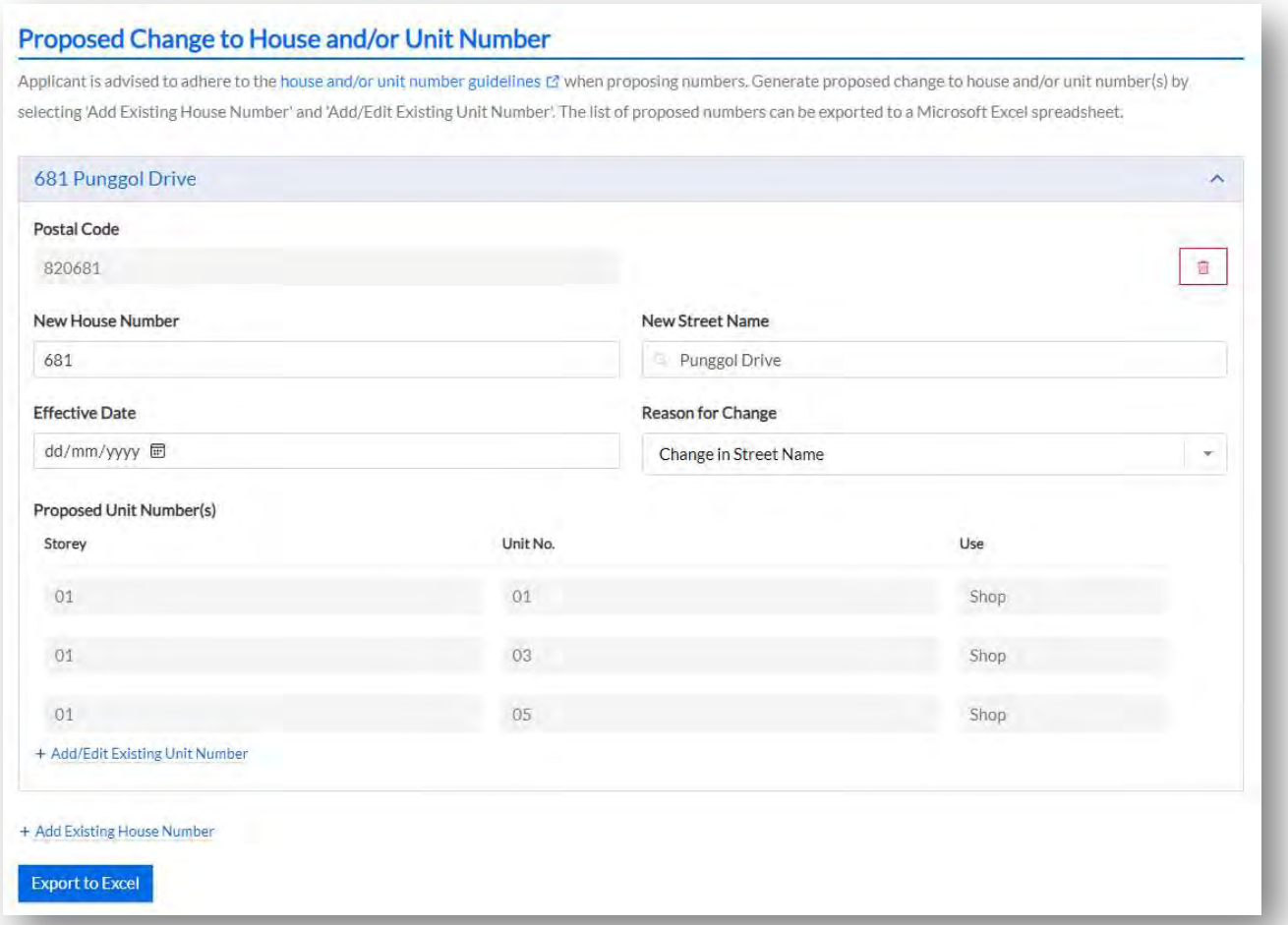
Note: System will verify the unit number format and generate the list of unit numbers accordingly.

In the event that the unit number is not valid in IRAS records, you will be prompted with an error notification. Please ensure that the unit number is a valid unit number issued by IRAS.



v. Enter the proposed new unit number.
vi. Click on the add button + or delete button 🗑 to edit the unit number list.
vii. Click “Save” to proceed.

The unit numbers will be displayed.

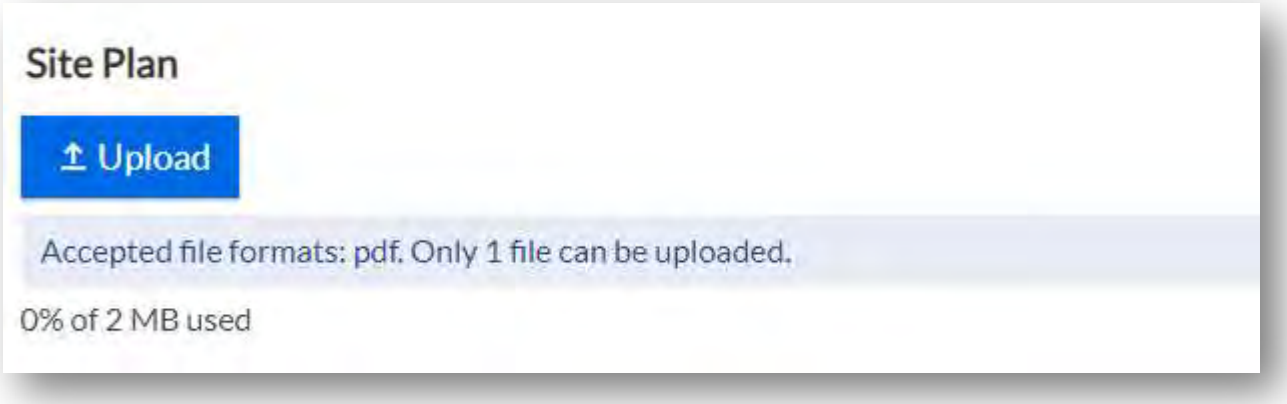


8) The system will auto compute the number of house and unit numbers based on the generated list. You may verify the inputs using the “Export” function (if necessary).

a. Tick the checked box if the inputs are correct.

b. In the event that an amendment is required, you may return to the earlier section by clicking on the “Add/ Edit the Unit Number” to edit your inputs.

9) Click on "**Upload**" to attach the Site Plan of the building(s). You will need to annotate the house Number(s) on the plan before uploading.

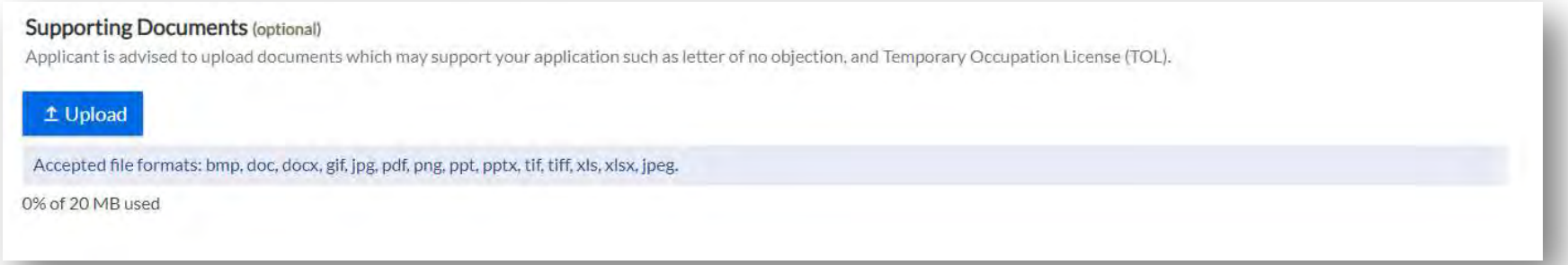


Note: Only PDF format and maximum file size of 2MB are accepted.

10) Click on “**Upload**” to attach the approved building plans.

Note: It is recommended to upload the Typical Floor Plan layout and the Distribution Plan (if any). Please ensure that the boundary line is clearly demarcated and annotated with the proposed unit numbers in the building plans. Only PDF format and maximum file size of 20MB are accepted.

11) Click on **"Upload"** to attach the supporting documents**.**



Note: It is recommended to upload the relevant approvals from planning authorities such as letter of Temporary Occupation Licence, no objection letter from the landowners or Block Numbers and Related Street Names for public flats. Only bmp, doc, docx, gif, jpg, pdf, png, ppt, pptx, tif, xls, xlsx and jpeg document types are accepted. Please keep the attachment(s) within the total file size limit of 20MB.

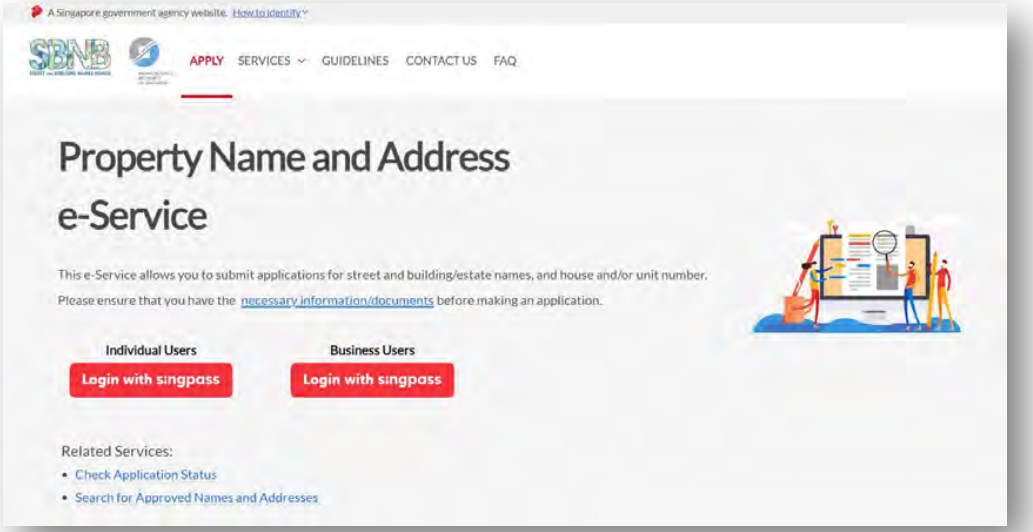
12) You may refer to Module 5: Particulars Required in Application for related details.

Module 4:
How to Apply for Withdrawal of House and/or Unit Number

Module 4: How to Apply for Withdrawal of House and/or Unit Number

This is applicable if the existing building(s) and/or unit numbers are no longer required due to removal or demolition.

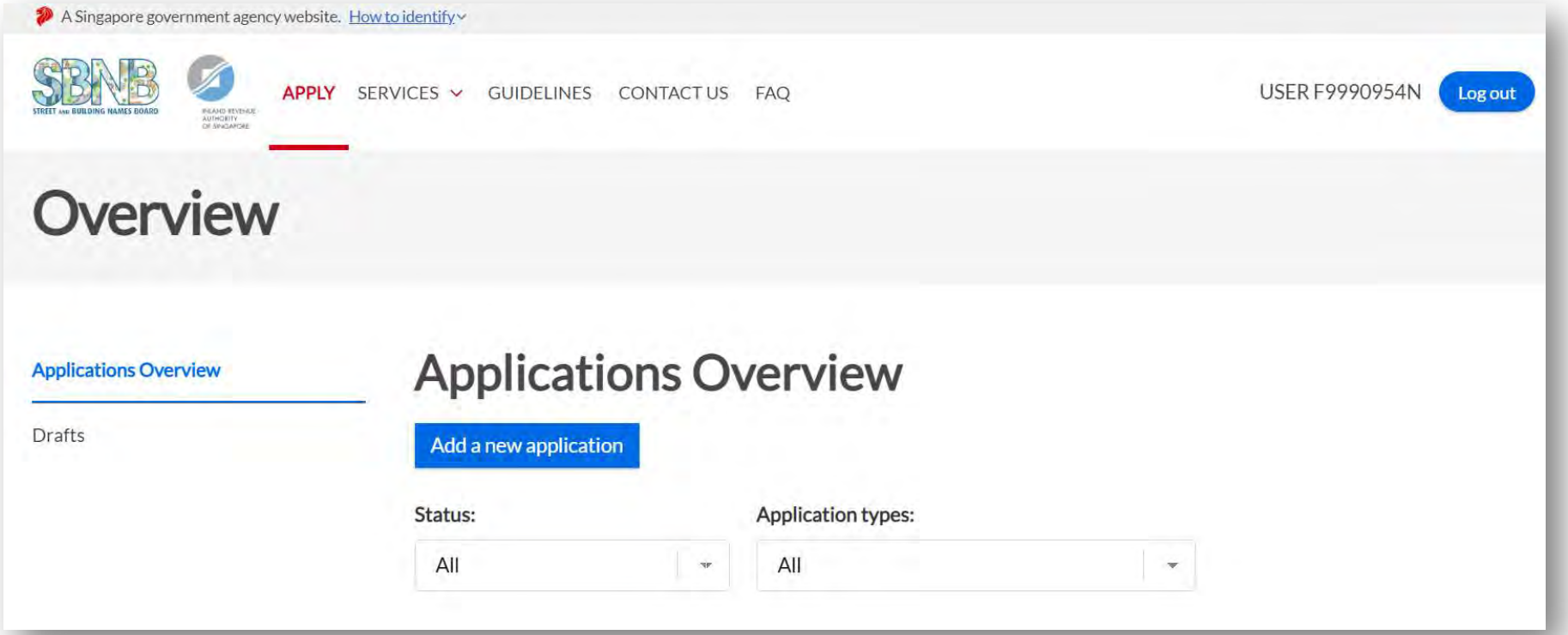
1) Go to the Property Name and Address (PNAA) digital service https://digitalservice.propertynaa.gov.sg/



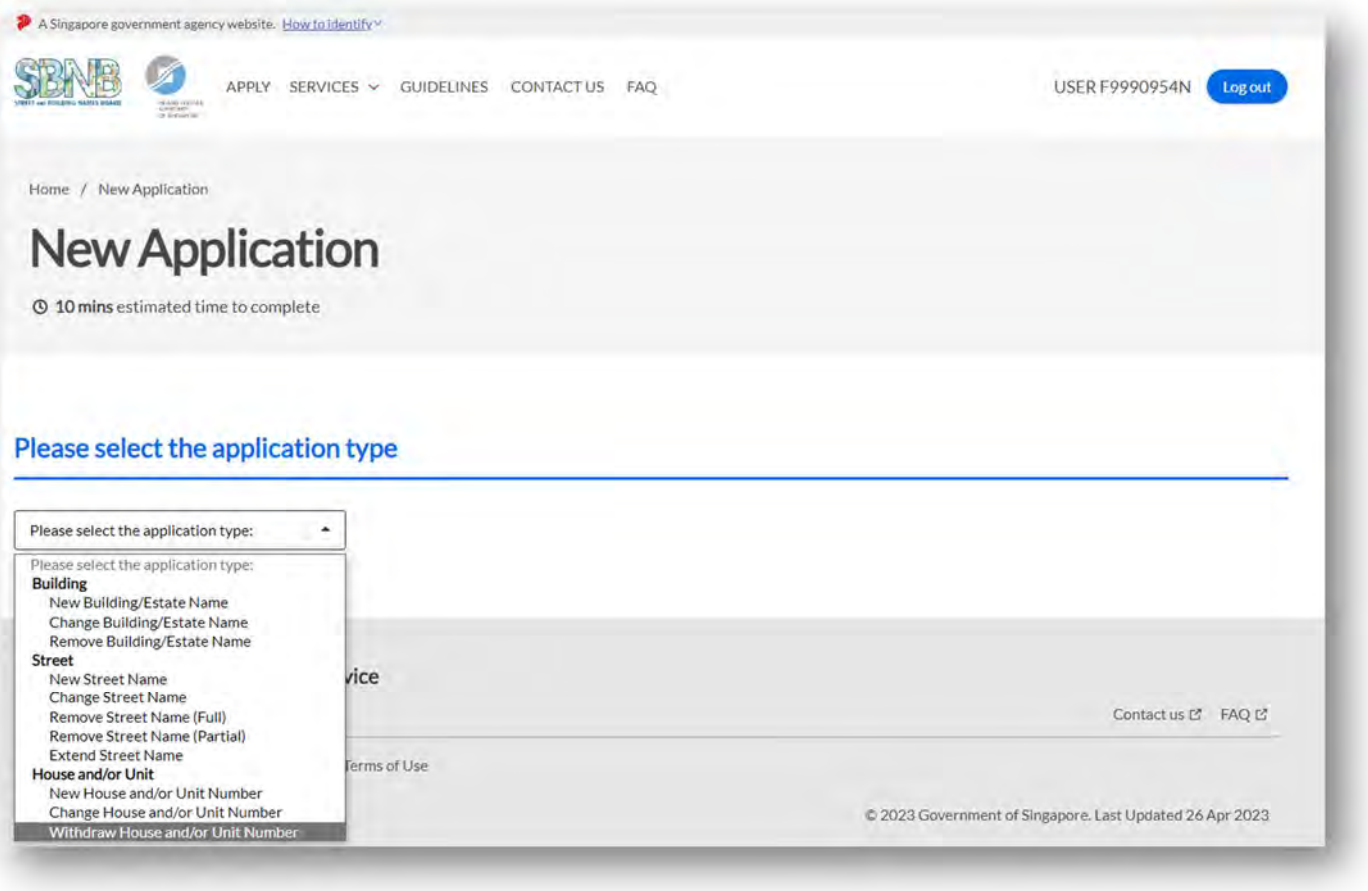
2) Select the log in with your credential.

Note: You may be required to perform a one-time setup/ account update and 2-step verification as part of the login.

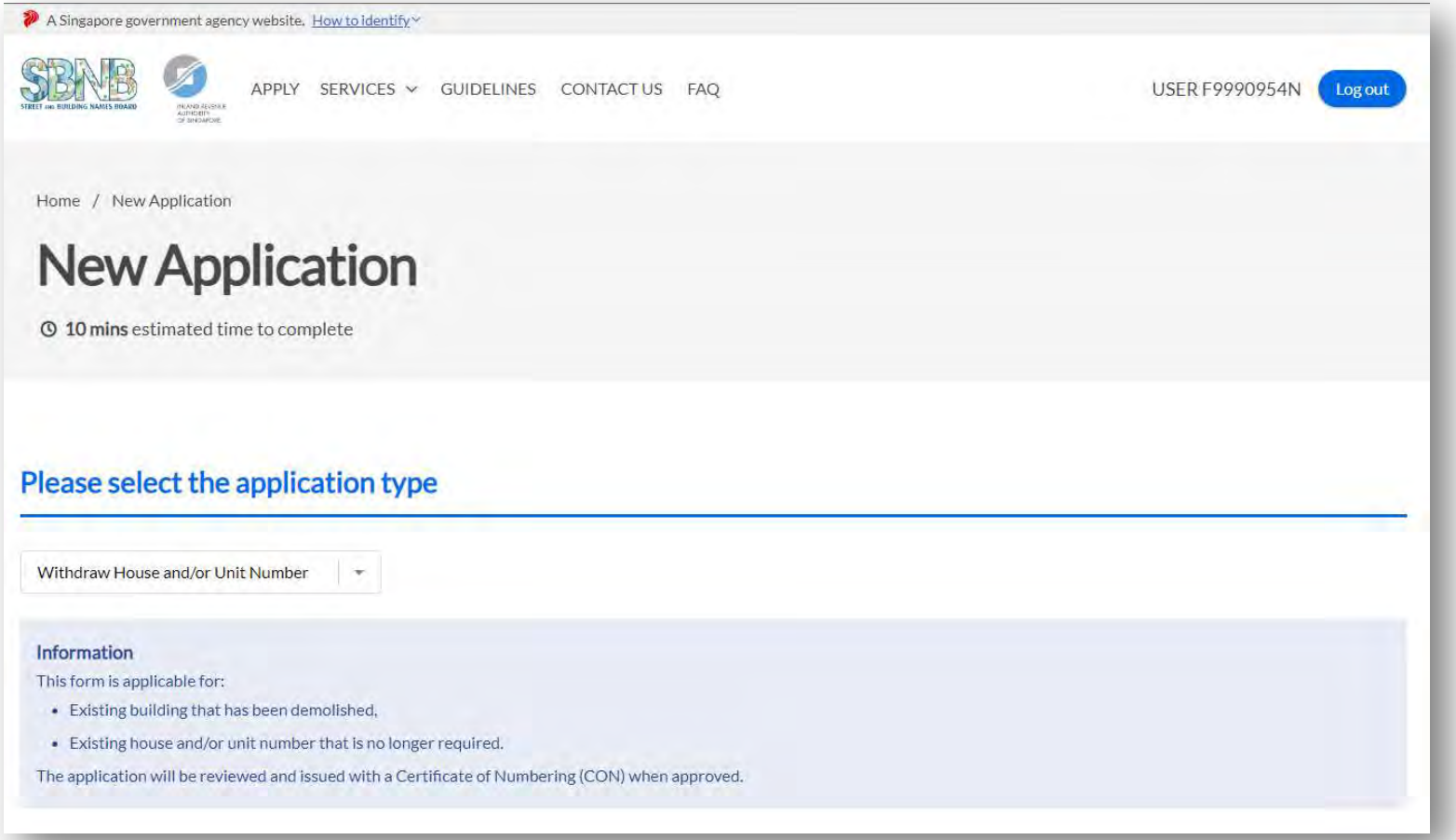
3) Once you have logged in, click on **“Add a new application”.**



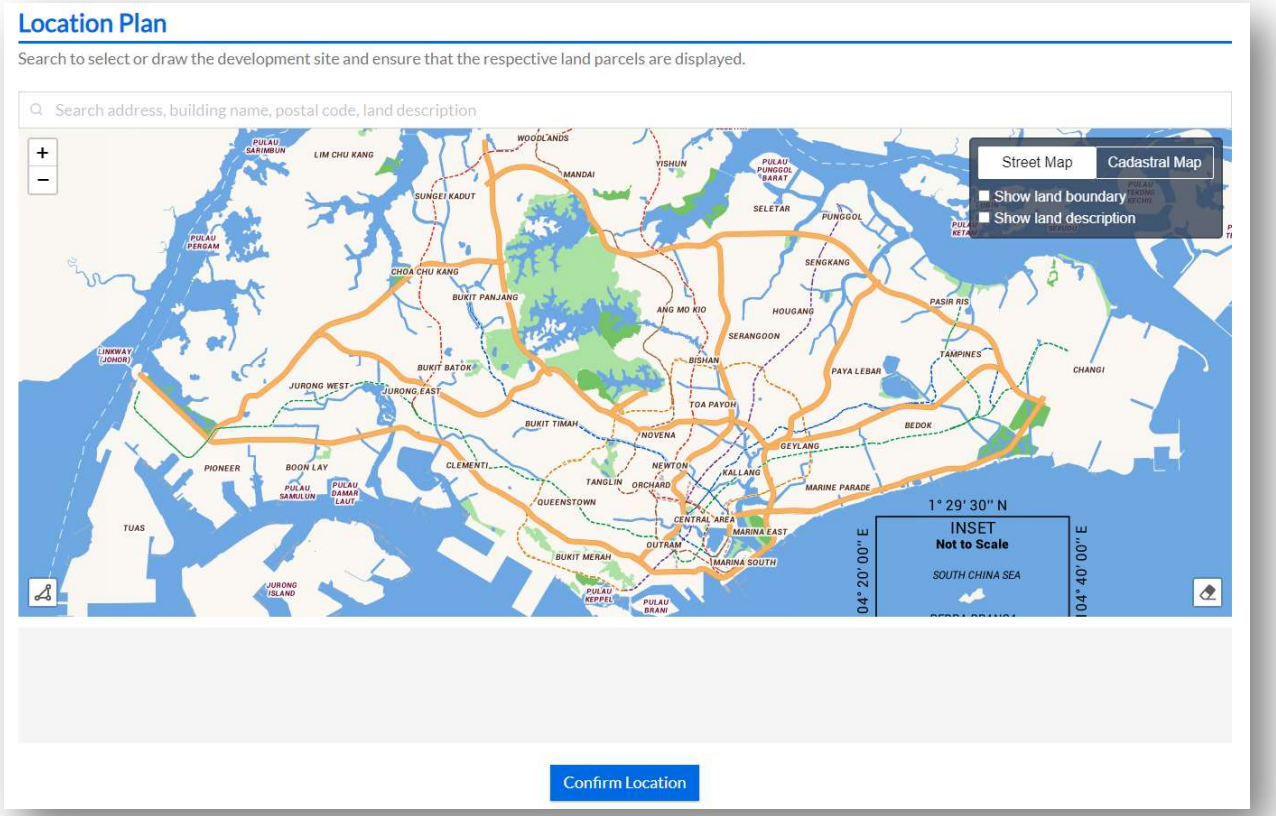
4) Select **“Withdraw House and/or Unit Number”** from the drop-down list.



The application form for Withdraw House and/or Unit Number is displayed.


A Singapore government agency website. How to identify
APPLY
SERVICES
GUIDELINES
CONTACT US
FAQ
USER F9990954N
Log out
Home / New Application
New Application
10 mins estimated time to complete
Please select the application type
Withdraw House and/or Unit Number
Information
This form is applicable for:
Existing building that has been demolished,
Existing house and/or unit number that is no longer required.
The application will be reviewed and issued with a Certificate of Numbering (CON) when approved.

5) Enter the "**property address, building name, postal code or land description**" to locate the subject site.

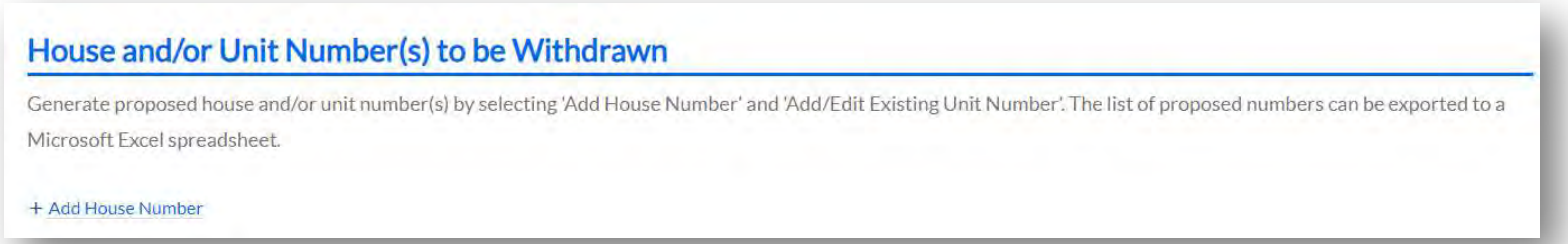


a. You may tick the Checked Box to "**Show land boundary**" function to assist you with the land boundary line.

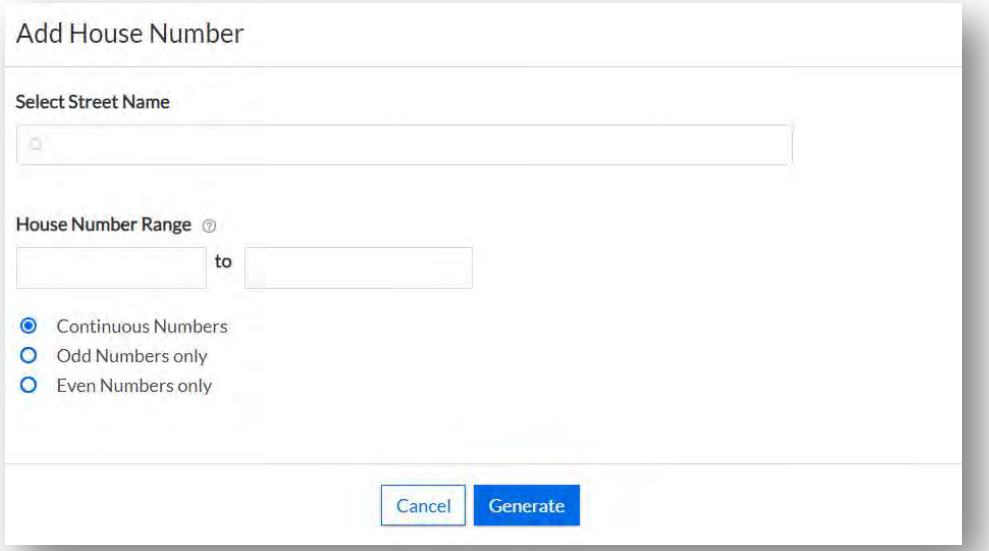
b. Click on **"Confirm Location"** to proceed.

Note: In the event that the demarcated polygon is incorrect, please use draw tool function to demarcate the subject site.

6) Click on the "**Add House Number**" to enter the street name, followed by the house number.

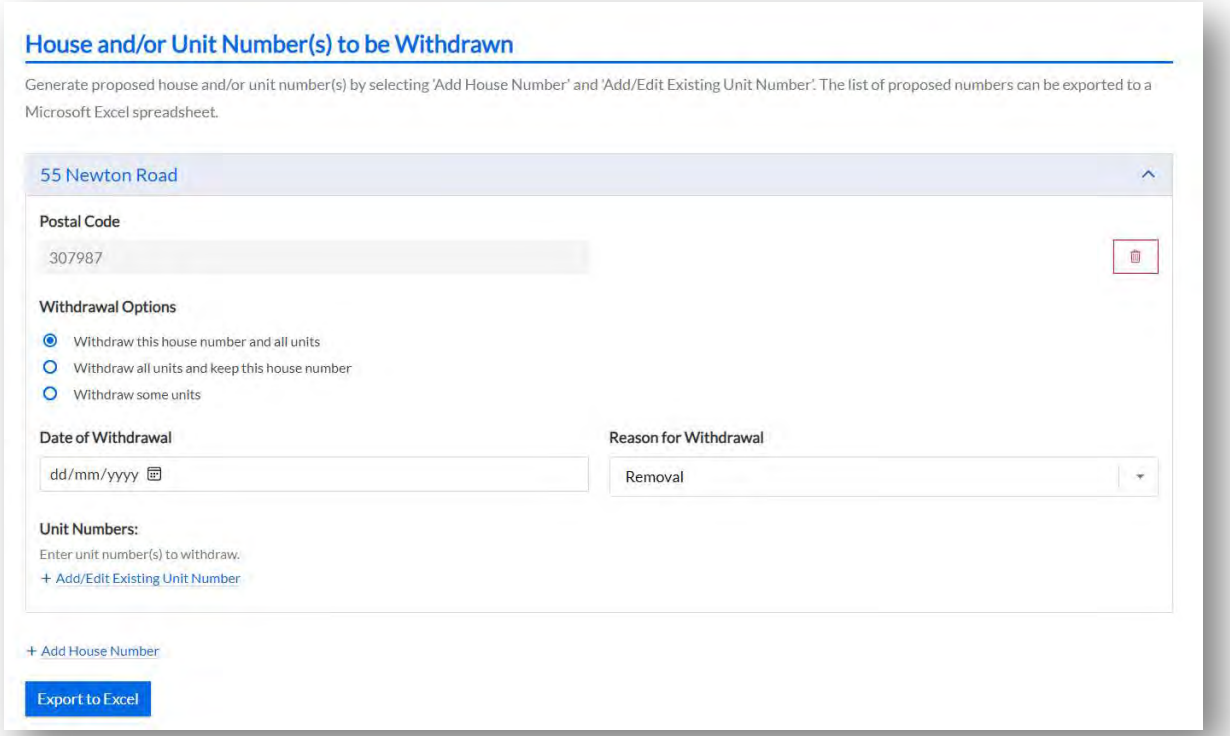


a. Enter the **"Street Name"** and **"House Number Range".**



Note: If you are submitting a single house number e.g. 55 Newton Road, indicate “Newton Road” under “**Select Street Name**”, enter “55” in the first field under “**House Number Range**” and select “**Continuous Numbers**”.

b. Click on **“Generate”** to generate the list of house number, street name and postal code.



7) Select the appropriate **Withdrawal Options.**

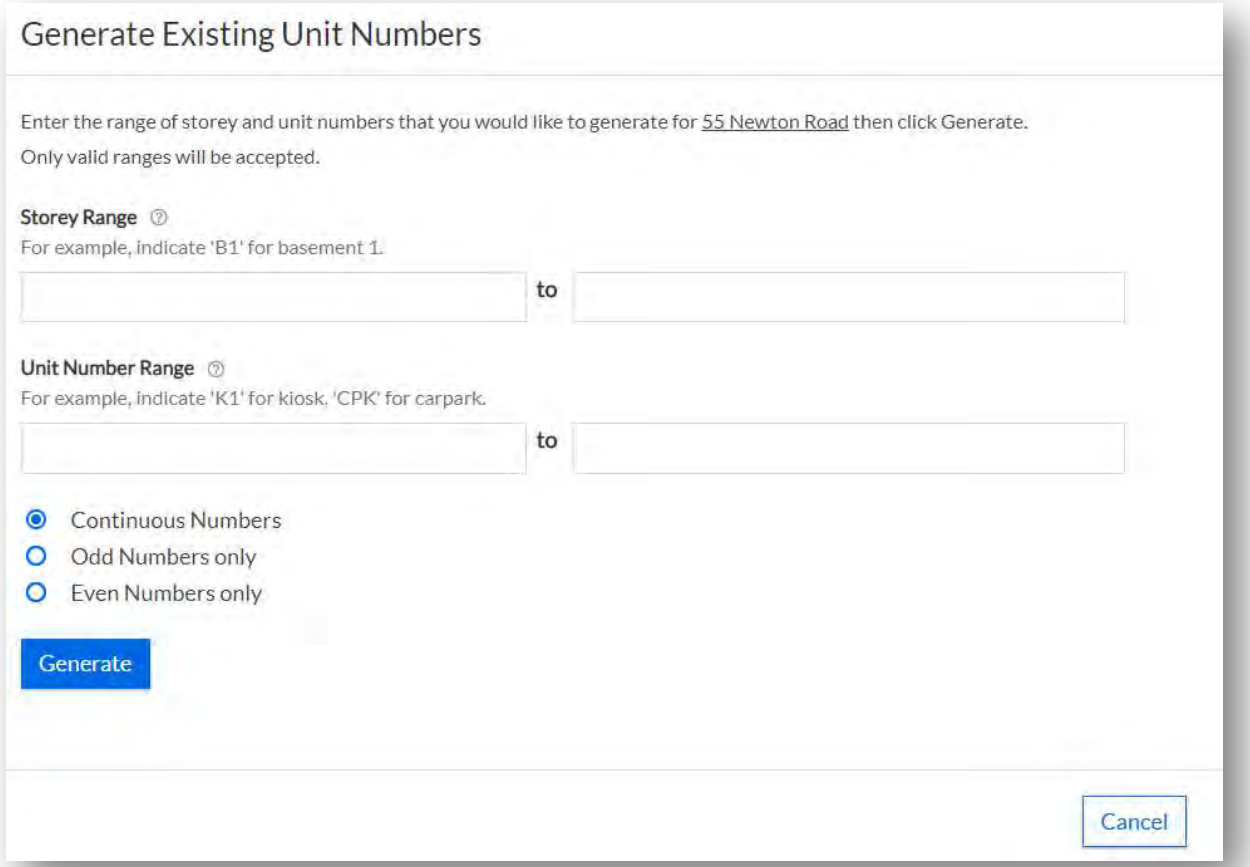
a. Select – "**Withdraw this house number and all units**",
if you are withdrawing the main house number and all the existing unit numbers.

b. Select – "**Withdraw all units and keep this house number**",
if you are retaining the main house number and withdrawing all the existing unit numbers.

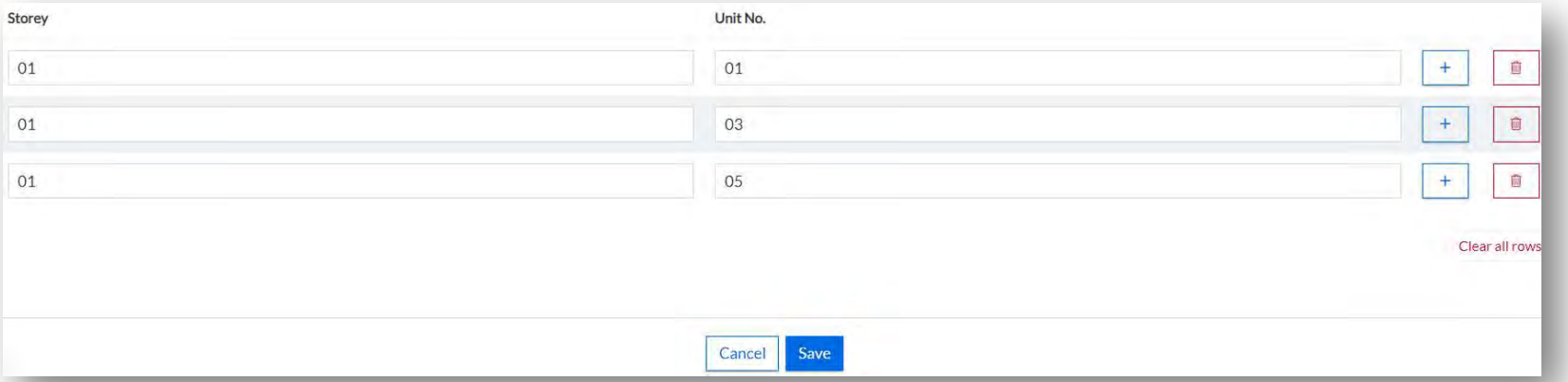
c. Select – "**Withdraw some units**",
if you are withdrawing a unit number (e.g. ATM machine) and retaining the main house number and other unit numbers in the building.

8) Enter the **“Storey Range”** and **“Unit Number Range”**.

a. Click on **“ Generate”** to generate the list of unit numbers. .

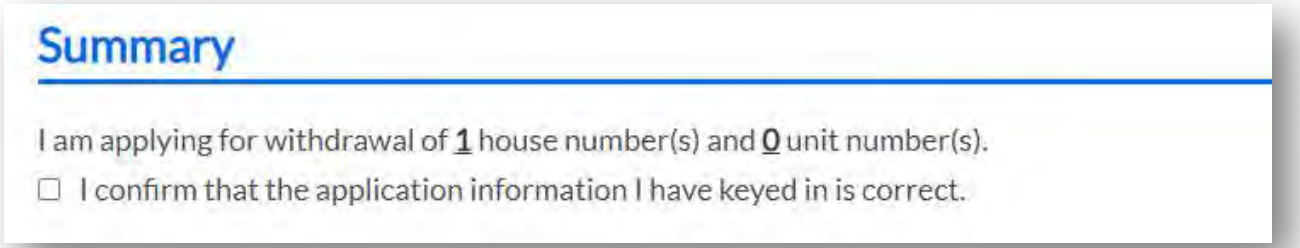


b. Click **"Save"** to confirm unit number(s).



Note: System will verify the unit number format and generate the list of unit numbers accordingly. In the event that the unit number is not valid in IRAS records, you will be prompted with an error notification. Please ensure that the unit number is a valid unit number issued by IRAS.

9) The system will auto compute the number of house and/or unit number(s) based on the generated list. You may verify the inputs using the “Export” function (if necessary).

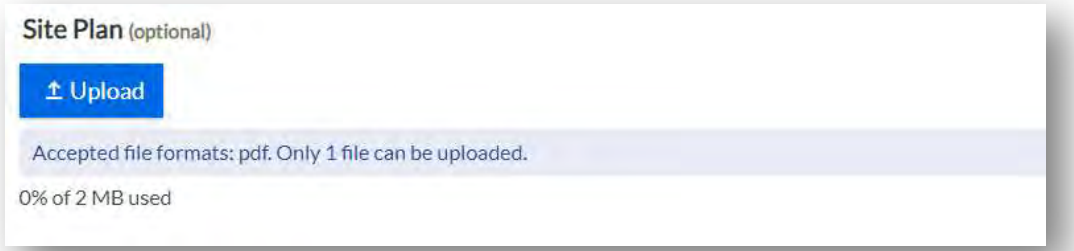


a. Tick the checked box if the inputs are correct.

b. In the event that an amendment is required, you may return to the earlier section by clicking on the “**Add/ Edit the Unit Number**” to edit your inputs.

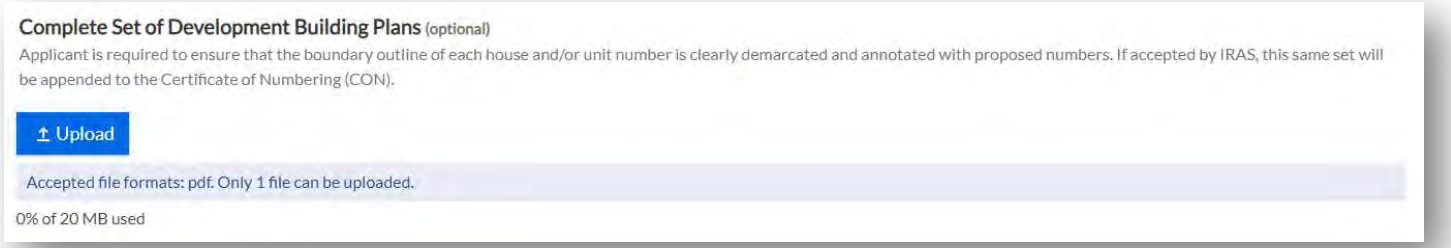
10) Click on "**Upload**" to attach the Site Plan of the building(s)/unit(s) demolished or removed.

You will need to annotate the house number(s) to be withdrawn on the plan before uploading.



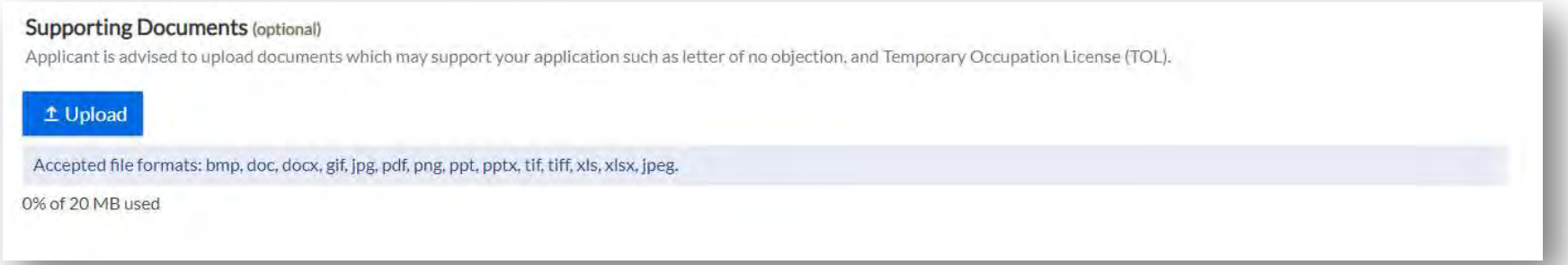
Note: Only PDF format and maximum file size of 2MB are accepted.

10) Click on "**Upload**" to attach the approved building plans.



Note: It is recommended to upload the Typical Floor Plan layout and the Distribution Plan (if any). Please ensure that the boundary line is clearly demarcated and annotated with proposed unit numbers in the building plans. Only PDF format and maximum file size of 20MB are accepted.

11) Click on **"Upload"** to attach the supporting documents**.**



Note: It is recommended to upload the relevant approvals from planning authorities such as letter of Temporary Occupation Licence, no objection letter from the landowners or Block Numbers and Related Street Names for public flats. Only bmp, doc, docx, gif, jpg, pdf, png, ppt, pptx, tif, xls, xlsx and jpeg document types are accepted. Please keep the attachment(s) within the total file size limit of 20MB.

13) You may refer to Module 5: Particulars Required in Application for related details.

Module 5:
Particulars Required in Application

Module 5: Particulars Required in Application

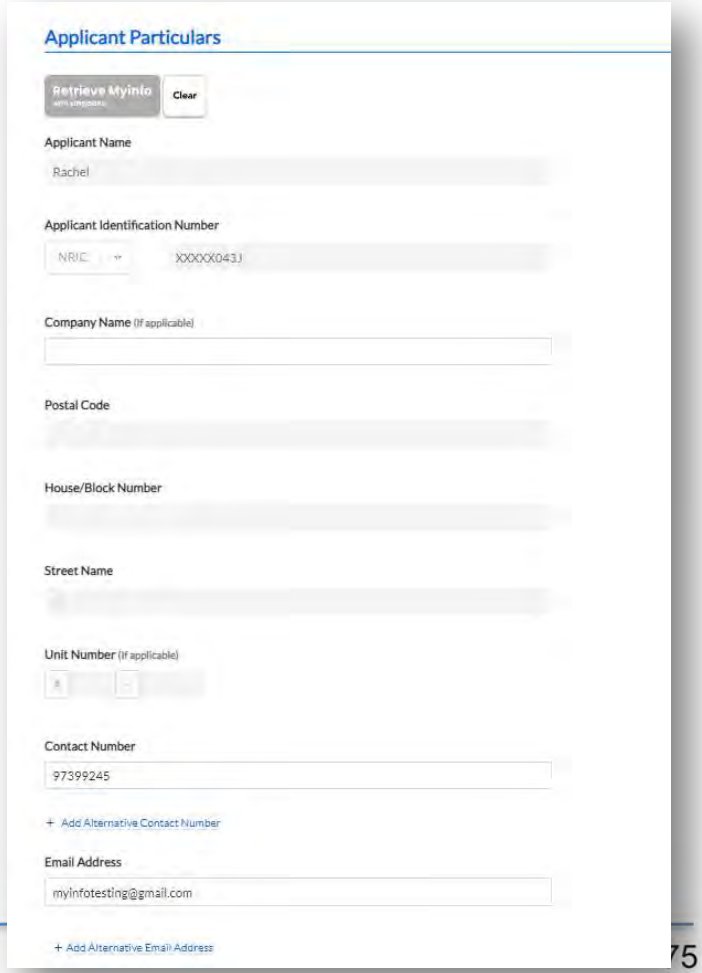
A house and/or unit number application can be submitted by property developers, owners or their appointed representatives.

1) If you have logged on as an **Individual Entity** using Singpass,

   a. **Applicant Particulars** are retrieved automatically from MyInfo based on your login credentials. You may wish to click on "**Clear**" to enter information manually.

      It is mandatory to provide a contact number and an email address in order to submit the house and/or unit number application.

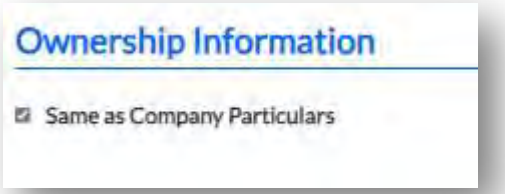
      It is optional for "Add Alternative Contact Number" and "Add Alternative Email Address". You may wish to note that all email addresses entered would receive the same email notification(s) for the house and/or unit number application submitted.



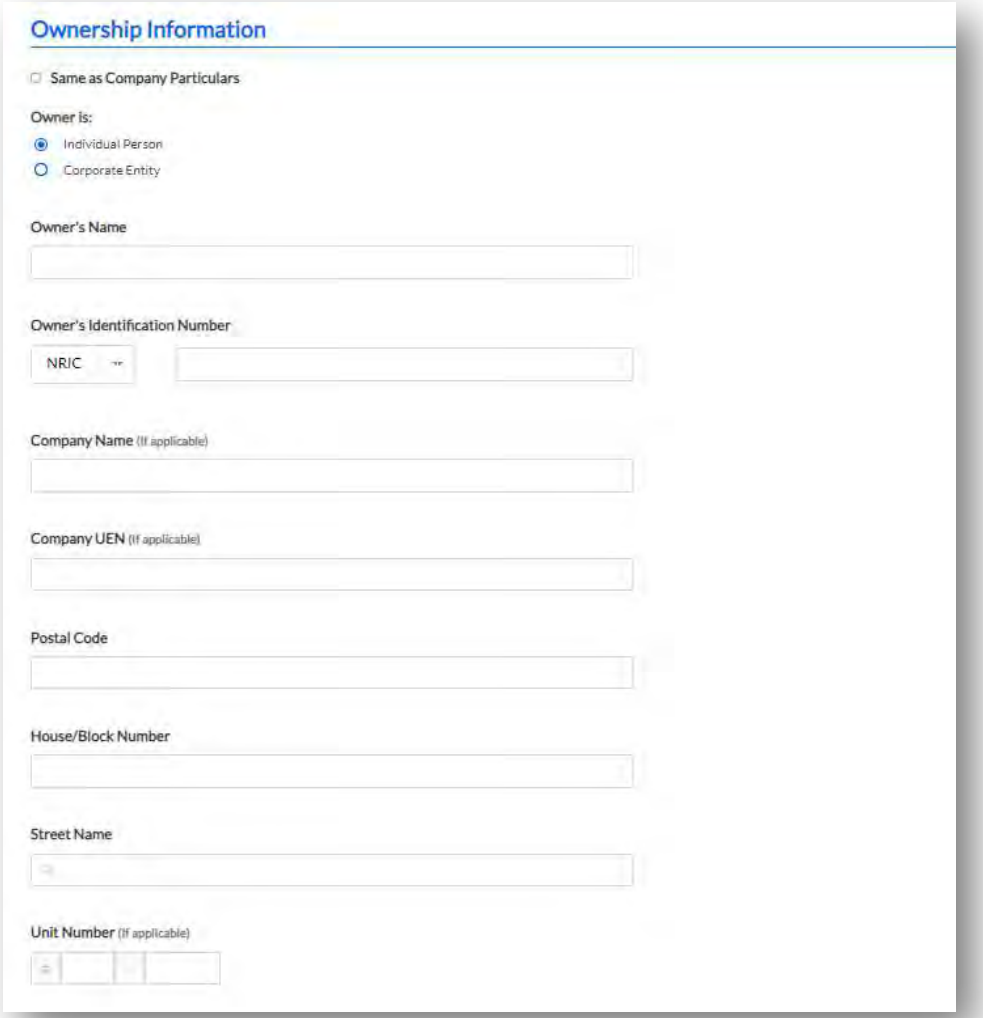
b. **Ownership Information**

This information is mandatory to be completed by the applicant who submits the application.

i. If the ownership information is the same as the company particulars, please tick on the check box to bypass form filling.

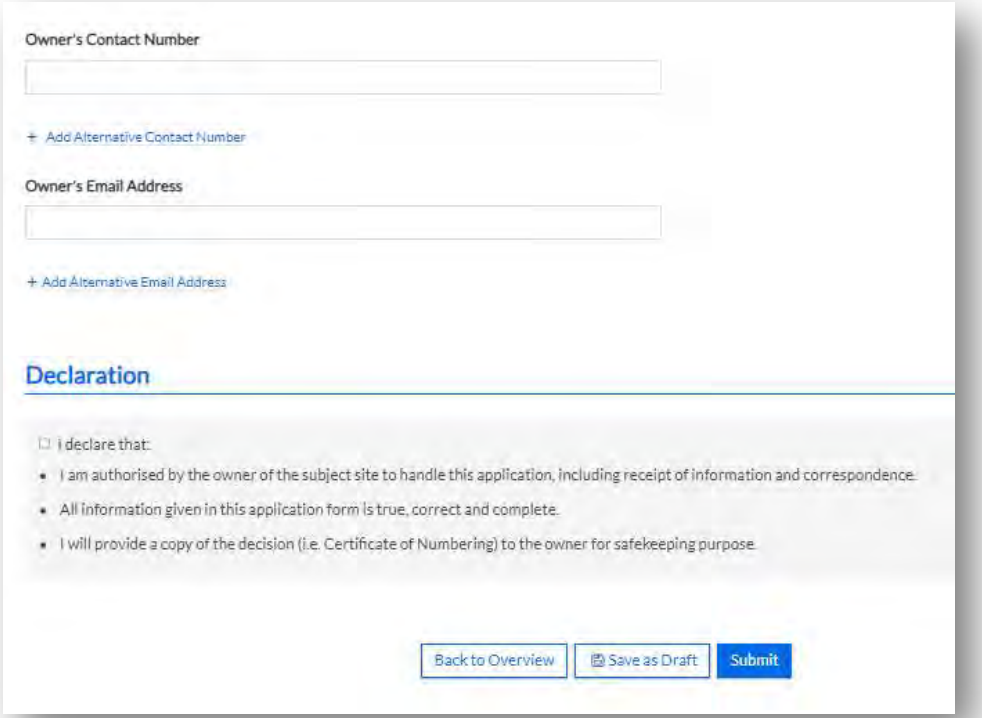


ii. If not, please select whether the owner is an “Individual Person” or a “Corporate Entity” to enter the details.



b. **Ownership Information**

It is mandatory provide the owner's contact number and owner's email address in order to submit the house and/or unit number application.



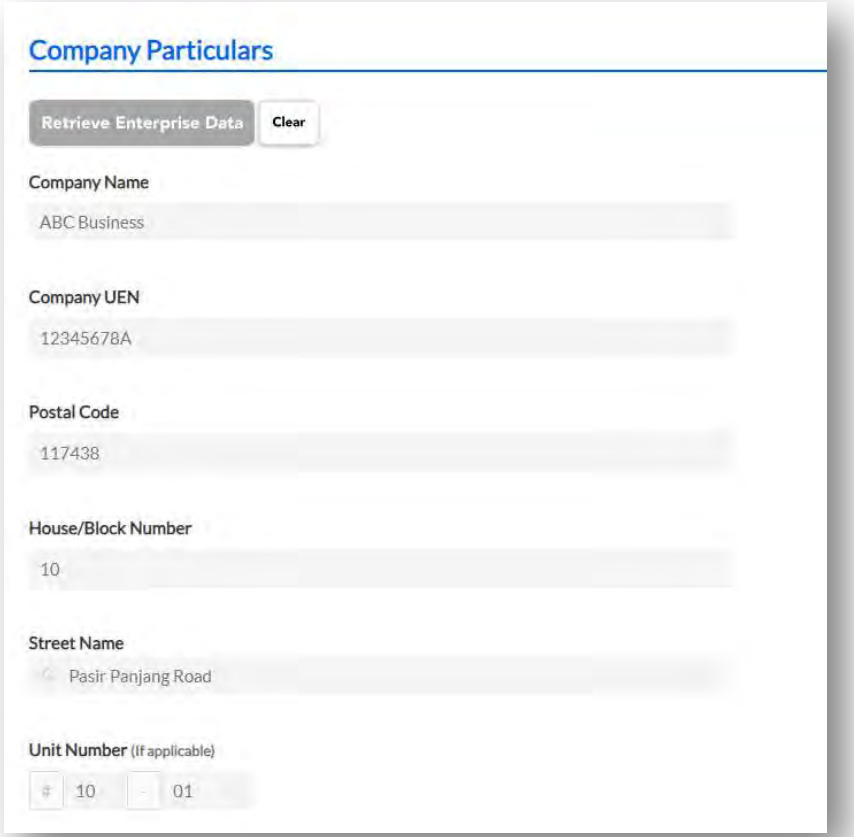
c. Tick to declare that all information is true, correct and complete. You may see a different declaration information if you have selected "Same as Company Particulars".

d. Click on "**Submit**".

Note: An email acknowledgement will be sent to the applicant and owner, including alternative email addresses (if any), once the application is successfully submitted.

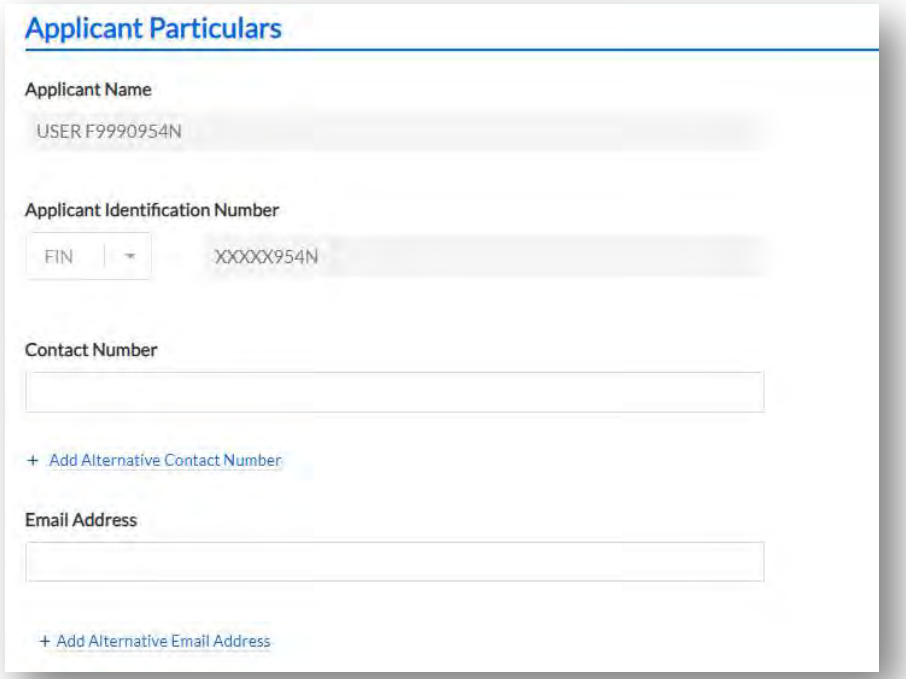
2) If you have logged on as a **Business Entity** using CorpPass,

a. **Company Particulars** are retrieved automatically from Enterprise Data based on your login credentials. You may wish to click on "**Clear**" to enter the required information manually.



b. **Applicant Particulars** are retrieved from Enterprise Data with your login credentials.
It is mandatory to provide a contact number and an email address in order to submit the house and/or unit number application.

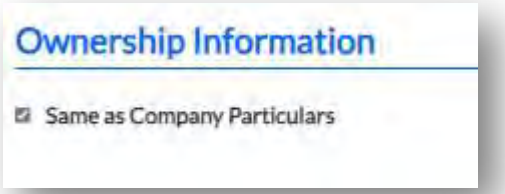
It is optional for “Add Alternative Contact Number” and “Add Alternative Email Address”.
You may wish to note that all email addresses entered would receive the same email notification(s) for the house and/or unit number application submitted.



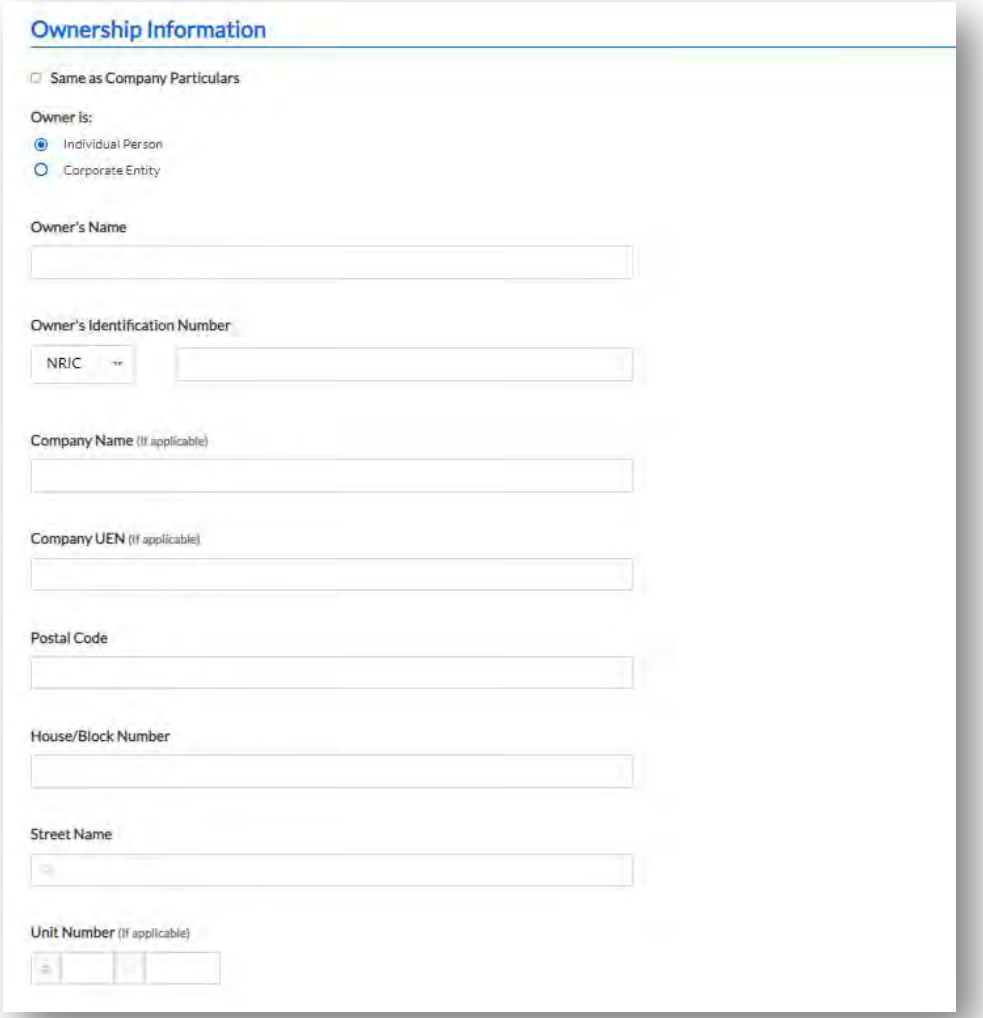
c. **Ownership Information**

This information is mandatory to be completed by the applicant who submits the application.

i. If the ownership information is the same as the company Particulars, please tick on the check box to bypass form filling.

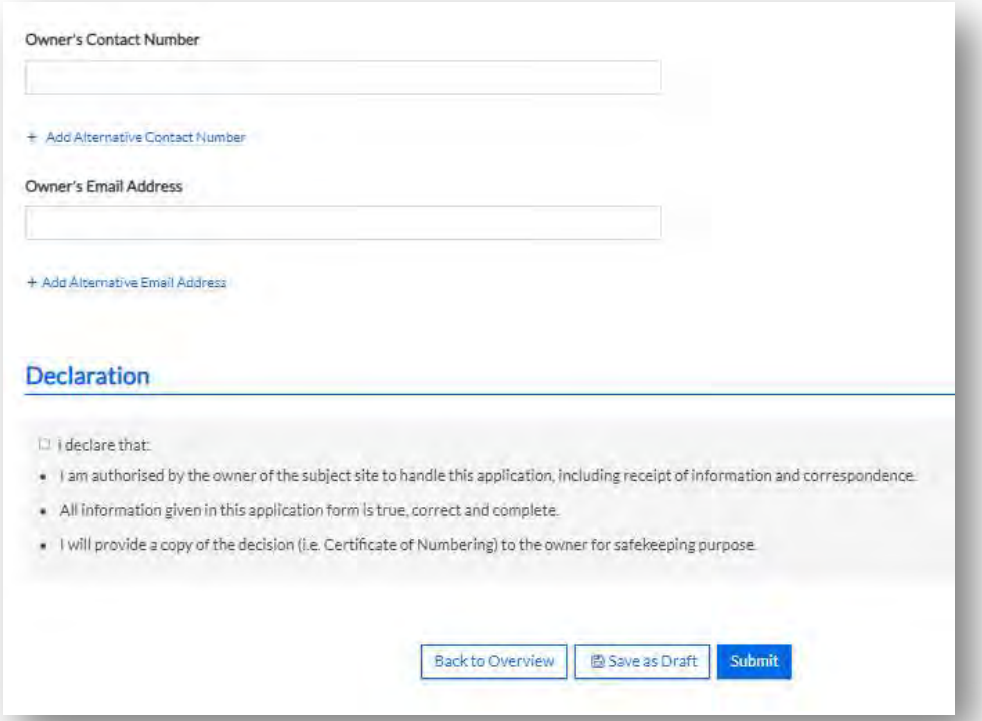


ii. If not, please select whether the owner is an “Individual Person” or a “Corporate Entity” to enter the details.



c. **Ownership Information**

It is mandatory provide the owner's contact number and owner's email address in order to submit the house and/or unit number application.



d. Tick to declare that all information is true, correct and complete. You may see a different declaration information if you have selected "Same as Company Particulars".

e. Click on "**Submit**".

Note: An email acknowledgement will be sent to the applicant and owner, including alternative email addresses (if any), once the application is successfully submitted.

Closing

- As a reminder, planning approvals and building plans have to be approved by the relevant agencies before submitting a house and/or unit number application.

- To avoid delay in the processing of your application, you are encouraged to clearly demarcate the boundary line of the house and/or unit number(s) and annotate the relevant house and/or unit number(s) on the site and development building plans.

- Please note that an application saved as “Drafts” will not be received by IRAS and is not considered as a successful application. Any draft application is only available for 30 days after its last edited date.

Contact Information

For enquiries on this user guide, please call 6351 2442/ 6351 2461 or email housenumber@iras.gov.sg.

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