



HOUSING & DEVELOPMENT BOARD

To : HOUSING & DEVELOPMENT BOARD
Atrium, 3rd Storey, HDB Hub
480 Lor 6 Toa Payoh
Singapore 310480

Dear Sir

**PAYMENT OF REINSTATEMENT DEPOSIT FOR ADDITION AND ALTERATION WORKS
AT BLK _____**

I / We enclose a cheque / Banker's / Insurance Guarantee No. _____
for \$_____ being the requisite reinstatement deposit for the addition and alteration
works for the subject premises.

Yours faithfully

Signature of Applicant

Date : _____

Note : Payment can be made at the service counter at Atrium 3rd Storey HDB Hub. If
reinstatement deposit is to be paid by Banker's/Insurance Guarantee, the expiry date
is to be the same as the expiry date of the term tenancy.

For Official Use

Name of Tenant : _____

Our Ref : IPD/ _____

1. Cashier	Date:	Signature:
Receipt No.:		
2. Clerk	Date:	Signature:
(i) Please update system and forward this payment note to HTO. (ii) Please file original BG and forward photocopy to HTO, if applicable.		