

**REQUEST FORM
FOR PRINTING OF TAX INVOICE**

Premises Information

Scheme Account No. _____
Tel No. _____ Fax No. _____
Blk No. _____ Level/Unit No. _____
Street Name _____ Postal Code _____

Details of Request

Required Period _____
No. of Tax Invoices Chargeable _____ No. of Debit/Credit Notes Chargeable _____
Total Amount Payable @ \$5.00 per Tax Invoice or Debit/Credit Note (inclusive of GST) \$ _____

Consent to Charges (To be filled by requester)

I hereby agree to pay the costs for the preparation of tax invoices and debit/credit notes by HDB.

For current tenant/lessee:

Please charge the amount payable to my rental account.

For ex-tenant/lessee:

I have enclosed my cheque payable (Bank and Cheque No. _____) to the "Housing & Development Board", together with this form.

Date Name and Designation Signature of Authorised Person Company Stamp

Please return the completed form to us by mail/fax to:

Industrial Properties
Atrium, 3rd Storey
HDB Hub
480 Lorong 6 Toa Payoh
Singapore 310480

Fax : 6854 3216
Tel : 1800-866 3077