

## **Annex A – Supporting Documents Required to Claim Rental Waiver**

To claim the rental waiver, tenants should send the following to their immediate landlord via email or registered post **within 28 calendar days** from the date on the Notice of Rental Waiver from MinLaw:

- a) A copy of the Notice of Rental Waiver
- b) A copy of the completed Declaration Form (which comes with the Notice of Rental Waiver)
- c) Copies of the following supporting documents:
  - i. Profit and loss statements for **all** the following periods, which demonstrate that the business suffered a drop of 20% or more in average monthly revenue during both Phase 2 (Heightened Alert) periods compared to the Phase 3 period:
    - 16 May to 13 June 2021 (first Phase 2 (Heightened Alert))
    - 22 July to 18 August 2021 (second Phase 2 (Heightened Alert))
    - 28 December 2020 to 7 May 2021 (Phase 3)
  - ii. *[Where applicable]* The Singapore group of entities' audited financial statements for FY2019, which show that the group's annual revenue was less than or equal to \$100 million in FY2019. This does not apply to SMEs that are not part of any group of companies, or NPOs.
  - iii. *[If the tenant is unable to provide **any** of the profit and loss statements at (c)(i)]* A Statutory Declaration attesting that the tenant meets the eligibility criteria to qualify for the rental waiver
    - Statutory Declarations **must be made before a Commissioner for Oaths, Notary Public or a Justice of the Peace**. (Visit <https://go.gov.sg/conp-list> and <https://go.gov.sg/jp-list> for more information on Commissioners for Oaths, Notaries Public and Justices of the Peace.)