

FORM 1
NOTIFICATION FOR RELIEF

Part A – Particulars of person seeking relief*

Name :

E-mail address:

Contact No(s):

Address:

Postal Code

*If you are seeking relief on behalf of an entity (such as a business or company), Part A must set out the particulars of that entity.

Part B* – Particulars of:

- (a) the other party or other parties to the contract**
- (b) any guarantor or surety of the obligation**
- (c) the issuer of a related performance bond (if applicable)**

Name:

E-mail Address:

Contact No(s):

Address:

Postal Code

*If there is more than one person whose particulars must be set out under Part B, please enclose a separate document containing the (a) name; (b) e-mail address; (c) contact no(s); and (d) address of the person(s).

Part C – Particulars of contract

Category of contract:

Grant of secured loan facility to an SME where such facility is secured, wholly or partially, against:

- (i) against any commercial or industrial immovable property in Singapore
- (ii) against any plant, machinery or fixed asset located in Singapore and which is used for manufacturing, production or other business purposes

Performance bond or equivalent that is granted pursuant to a construction contract or supply contract

Hire-purchase or conditional sales agreement where the good hired or conditionally sold is:

- (i) any plant, machinery or fixed asset located in Singapore, where such plant, machinery or fixed asset, is used for manufacturing, production or other business purposes
- (ii) a commercial vehicle

- Event contract
- Tourism-related contract
- Construction contract or supply contract
- Lease or licence of non-residential immovable property

Date of contract:

Click or tap to enter a date.

Description of contract:

e.g. Tenancy agreement for #01-01 Sentosa Shopping Centre

Date on which obligation is or was to be performed:

Click or tap to enter a date.

Nature of obligation that the contracting party was unable to perform:

e.g. Unable to make full payment of rent from 1 March 2020 onwards

How the inability to perform the obligation was materially caused by a COVID-19 event*:

e.g. We run a shoe shop. Due to COVID-19 and the social distancing measures, business has suffered greatly. We are closed due to the circuit breaker and have no revenue at all.

*Supporting documents may be enclosed to substantiate how the COVID-19 event materially caused the inability to perform the obligation.

Part D – Proposal*

The following alternative is proposed:

e.g. We cannot pay the full rental, but should have enough savings to pay 50% of rental from March 2020 to August 2020. We would also like to request the landlord to grant us a rent reduction of 20% from March 2020 to December 2020, to reduce the arrears that will accumulate. This will help us temporarily with our cashflow.

* This part may be left blank if you do not currently have a proposal for the other party's or parties' consideration.

Part E – Confirmation of contents

The information contained in this Notification for Relief and in the enclosed supporting documents is declared to be true and correct.

Part F – Contact details for correspondence and service of notice(s) and other documents

The details stated below are to be used for the purposes of correspondence and the service of any notice(s) or documents:

As set out in Part A

As set out below:

(a) Contact No(s):

(b) E-mail address:

(c) Address:

Postal Code

* Please note that the e-mail address indicated in Part A and Part F will be the primary mode of communication for the receipt or the sending of any notice(s), document(s) and any other information.

Name:

Signature:

Date:

Click or tap to enter a date.

Important Message:

If you are a person who has received this Notification for Relief, you are prohibited from taking any action under s 5(3) of the Act. This is referred to as a “prohibited action”. This includes the commencement of any legal action against the party seeking relief. Any person, who without reasonable excuse, takes a prohibited action may be guilty of an offence under s 8(1) of the Act.

If you wish to make an application to the Panel of Assessors under the Act, please refer to: www.mlaw.gov.sg/covid19-relief/