

(Your Ref)
(Our Ref)
6478 XXXX
XXX@sla.gov.sg

Date

QP's name and contact

Dear Sir / Madam,

**PROPOSED DESCRIPTION
LOT NUMBER XXX TS/MK XX
ADDRESS**

We refer to the above proposal.

2 We are pleased to inform you that we have endorsed on your plan as agent of the landowner to facilitate your application to the Competent Authority (URA) for the purpose of allowing you to determine if the proposal can be approved by the URA. However, please note that our endorsement is subject to the following:

- a. Our endorsement does not represent in any way that the Singapore Land Authority (SLA) or the Government is agreeable that the proposal and the current proposal is the best or only use for the land;
- b. Our endorsement does not constitute a commitment by the SLA to sell you/your client the State land. The sale/alienation of the State land is subject to the approval of the relevant technical authorities and their confirmation that the land is not needed for other use/s;
- c. You are to separately apply to the SLA (if you have not done so) to obtain the SLA's agreement to sell/alienate the State land to you/your client. If we are agreeable to your request, we will provide the detailed terms and conditions for sale/alienation of the State land. The application form is available at <http://www.sla.gov.sg/htm/ser/ser0203.htm>.

- d. There should be no entry onto the State land (for any purpose such as carrying out site preparation works or any development, even if Provisional Permission or Written Permission is obtained from URA) without the expressed approval from the SLA.

3 Please remit the processing fees of \$26.25 to us upon collection of plans. Thank you.

Yours faithfully

For Commissioner of Lands

SAMPLE