

FORM C

EXPLANATORY NOTES

HOW TO COMPLETE YOUR FORM

- 1 Please print on single sided sheet. Print or write in ink.
 - (a) Do not leave any item or page blank. Where applicable, please enter 'NIL' or "NOT APPLICABLE".
 - (b) Where there is an asterisk (*), please delete the words which are not applicable.
 - (c) Where boxes are provided, please tick the correct box.

- 2 After completing the form, please confirm against the checklist on the following page to make sure that your application is complete. You can then submit the form with the relevant supporting documents (if any) to Land Dealings [Approval] Unit at No 8 Shenton Way #27-02 Temasek Tower, Singapore 068811 [Tel No: 63239853]

CHECKLIST

1 If the society is a "Singapore Society" as defined in the Residential Property Act, the society may apply for a clearance certificate under section 16.

2 DEFINITION OF SINGAPORE SOCIETY IN THE RESIDENTIAL PROPERTY ACT

"Singapore society" means any society, trade union, co-operative society, mutual benefit organisation or other organisation formed or constituted in Singapore and registered or exempted from registration under any written law, all of whose members are citizens of Singapore and all of whose trustees are either citizens of Singapore or a trust company registered under the Trust Companies Act.

3 When submitting the application form, please ensure that:-

- (a) the Trustee of the Society has declared the Statutory Declaration in the presence of a Commissioner for Oaths;
- (b) the Commissioner for Oaths has signed on the Statutory Declaration and endorsed on the last page of the application; and
- (c) the following have been enclosed:-
 - (i) application fee of \$185.00 [cash, NETS or crossed cheque in favour of the Controller of Residential Property.
Note: Payment by non-transferable cheque will not be accepted];
 - (ii) a certified true copy of the Rules & Constitution [duly certified by the Registrar of Societies]
 - (iii) a Statutory Declaration made by a trustee of the society giving particulars of all the trustees and all the members of the society. A form of such Statutory Declaration is at **ANNEX A**; and
 - (iv) **a copy** of the **draft** Special Resolutions to amend the Rules & Constitution if no provisions have been incorporated pursuant to the Residential Property Act, to restrict, inter alia, the admission of members of the society to Singapore citizens or a Trust company registered under the Trust Companies Act. The draft special resolution must be approved by us.

The following are only samples of special resolutions for your society to adopt in your Rules and Regulations or Constitution. Your [your clients'] draft Special Resolutions when submitted will be subject to our approval.

SAMPLE OF SPECIAL RESOLUTIONS FOR SINGAPORE SOCIETIES

1	To restrict members of society to Singapore citizens
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"Only Singapore citizens shall be entitled to become and admitted as members of the society. This Rule is fundamental and shall not be altered or deleted except with the prior written approval of the Controller of Residential Property or any other authority in charge of the administration of the Residential Property Act".

2	To restrict trustees of society to Singapore citizens
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"No person other than a Singapore citizen * or a trust company registered under the Trust Companies Act shall be appointed as a trustee of the Association. This clause is fundamental and shall not be altered or deleted except with the written approval of the Controller of Residential Property or any other relevant authority in charge of the administration of the Residential Property Act".

*To delete if inapplicable to the society

**OATHS AND DECLARATIONS ACT
(CHAPTER 211)**

STATUTORY DECLARATION

I, _____
[Name of declarant]
holder of Identity Card No: _____ residing at

[Address of declarant]

the Managing Trustee of _____
[Name of Society]
_____ Singapore,

do solemnly and sincerely declare that all the particulars, statements and declarations made by me and contained in the attached Application Form and marked as "**FORM C**" are true and correct in every respect AND I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act (Cap 211), and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

[Signature of declarant]

Declared before me at _____

Interpreted by me _____

this _____ day of _____ 200

Commissioner for Oaths
Singapore

or

Notary Public or other officer empowered
by law to administer oaths, affirmations
or affidavit

FORM C

**APPLICATION BY A SOCIETY SEEKING CLEARANCE AS
A SINGAPORE SOCIETY UNDER SECTION 16 OF
THE RESIDENTIAL PROPERTY ACT**

For Official Use

PARTICULARS OF APPLICANT-SOCIETY

File Ref: LDAU

(a) Name: _____

Application Date _____

(b) Registered Address: _____

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 Postal Code

Information entered
on _____

by _____

(c) Registration Ref: _____

(d) Date of Registration:

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Day Mth Year

(e) Contact Person: _____
and
Telephone No: _____

(f) Telefax No: _____

(g) Address of Branch Office within Singapore (if any)

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(h) Nature of Society: _____

This is the annexure marked "**Form C**" referred to in the Statutory Declaration of

[Name of declarant]

made before me this _____ day of _____ 200

Before me

A COMMISSIONER FOR OATHS

Statutory Declaration

I, _____ NRIC No. _____

of _____

(Address of Declarant)

do solemnly and sincerely declare that:-

(1) I am the *President/Chairman/Secretary/Trustee of _____

(*delete whichever is not applicable) (Name of Society)

whose registered address is at _____

(2) all the persons named in the list annexed hereto and marked "A" are all the Trustees and all the Members of the said society and these said persons are all Singapore citizens.

And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act (Cap 211), and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this statutory declaration to be true in every particular.

Declared at Singapore by the abovenamed)

_____)

Interpreted in _____ by)

_____)

this _____ day of _____ 200) _____
(Signature of declarant)

Before me,

A Commissioner for Oaths

*Please delete whichever is inapplicable

Instructions:

Please note that the Statutory Declaration must be accompanied with an annexure (marked "A") stating the particulars of all the trustees and members of the society.

1. The particulars to be stated are:-

<u>Trustees</u>			
<u>Name</u>	<u>Address</u>	<u>NRIC No/BC No</u>	<u>Citizenship</u>
<u>Members'</u>	<u>Address</u>	<u>NRIC No/BC No</u>	<u>Citizenship</u>
<u>Names</u>			

2. At the end of the list please type the following statement for the Commissioner for Oaths to sign:-

"This is the Annexure marked "A" referred to in the Statutory Declaration of _____
(Name of declarant)

and sworn before me the _____ day of _____ 200

Before me.
A Commissioner for Oaths"