

## FORM 8

### RESPONSE TO APPLICATION

The information in this form (including the NRIC, FIN or CorpPass User ID, and all attachments) will be disclosed to the Ministry of Law, the Registry of Rental Relief Assessors, the panel of Rental Relief Assessors, and any other parties that this form must be served on. This is for the purposes of managing and assessing the form under the COVID-19 (Temporary Measures) Act 2020, and for administrative purposes relating to the application.

1.	Application no.	<i>This can be found in your landlord's notification to you</i>	
2.	Postal Code of rental property		
3.	Respondent's email address		
<b>Part A – Response to application for determination by Rental Relief Assessor</b>			
4.	What application would you like to respond to:  (Please choose either "Yes" or "No" accordingly)	<input type="checkbox"/> Yes <i>Complete B(I) below</i>	Whether I satisfy the prescribed criteria for a Prescribed Tenant-Occupier ("PTO"). <i>Choose "YES" if you would like to respond to the above, and "NO" if you do not</i>
		<input type="checkbox"/> No	
		<input type="checkbox"/> Yes <i>Complete B(II) below</i>	Whether I (being a PTO) satisfy the prescribed criteria for the additional rental relief. <i>Choose "YES" if you would like to respond to the above, and "NO" if you do not</i>
		<input type="checkbox"/> No	
<b>Part B(I) – Response to application for determination on whether you satisfy the prescribed criteria for a PTO</b>			
Under the COVID-19 (Temporary Measures) (Rental and Related Measures) Regulations 2020, the prescribed criteria for a PTO are:			
<ul style="list-style-type: none"><li>• The lease agreement was in force anytime between 1 April 2020 and 31 July 2020 (for qualifying commercial properties) or 1 April 2020 and 31 May 2020 (for industrial/office properties), and (i) entered into or renewed before 25 March 2020; or (ii) entered into before 25 March 2020 and is renewed on or after 25 March 2020 either automatically or in exercise of a right of renewal in the lease agreement.</li><li>• The annual revenue at the entity level (for the Financial Year 2018 or 2019 or 2020, where applicable), or in any other case, if it has been in business for less than a year, the projected annual revenue at the entity level calculated using the average monthly revenue of the period from the date of commencement of the tenant's business to 31 March 2020 multiplied by 12, is not more than S\$100 million.</li></ul>			

5.	Please explain, giving detailed reasons, why you disagree with the Applicant's claims that you do not satisfy the prescribed criteria for a PTO:	
6.	Please upload all supporting documents as detailed in the Registrar's directives, to facilitate a timely determination.	<p><i>Supporting documents to be submitted:</i></p> <ul style="list-style-type: none"> <li><i>i. Lease Agreement</i></li> <li><i>ii. Description of your business</i></li> <li><i>iii. Financial Statements showing your revenue for the financial year 2018 or 2019 or 2020 (where applicable)*</i></li> <li><i>iv. If latest Financial Statements are unavailable because you have only just commenced business, please provide your latest unaudited balance-sheet, profit and loss statement and cash flow statement for the period from the date of commencement of the tenant's business to 31 March 2020, supported by a statutory declaration *</i></li> <li><i>v. If the documents mentioned in (iii) and (iv) are not available, a statutory declaration stating your revenue from the business in the year 2018, 2019, 2020 or any other alternative period.</i></li> </ul> <p><i>*For more details on the above submission requirements, please refer to the Registrar's directives at <a href="https://www.mlaw.gov.sg/covid19-relief">https://www.mlaw.gov.sg/covid19-relief</a>.</i></p> <p><i>You can attach a maximum of 7 MB of documents. Please see our tips on how to reduce file size (<a href="https://www.mlaw.gov.sg/covid19-relief/tips">https://www.mlaw.gov.sg/covid19-relief/tips</a>). Please zip the files if you have multiple attachments.</i></p>

**Part B(II) – Particulars of Response to application for determination on whether you satisfy the prescribed additional criteria for the additional rental relief**

Under the COVID-19 (Temporary Measures) Rules, the prescribed criteria for additional rental relief are:

- If you are a SME:
  - Where you are a company/entity incorporated in Singapore in the period 1 April 2020 to 31 May 2020, the Singapore group of entities' aggregate revenue is not more than S\$100 million for the Financial Year 2018 or a later appropriate period where applicable; and
  - You suffered at least a 35% drop in average monthly gross income at the outlet level from 1 April to 31 May 2020, compared to 1 April to 31 May 2019, or alternative periods if the tenant-occupier was not operational as of 1 April 2019.
- If you are a Non-profit organization: You suffered at least a 35% drop in average monthly gross income at the entity level from April to May 2020, compared to April to May 2019, or alternative periods if you were not operational as of 1 April 2019.

7.	Please explain, giving detailed reasons, why you disagree with the Applicant's claims that you do not satisfy the prescribed additional criteria for the additional rental relief:	
8.	Please upload all supporting documents, to facilitate a timely determination.	<p><i>Supporting documents to be submitted:</i></p> <ul style="list-style-type: none"> <li>i. <i>Documents mentioned in Part B(I)</i></li> <li>ii. <i>profit and loss statements for the months of April and May of 2019 and April and May of 2020, supported by a statutory declaration by you or a relevant officer.</i></li> <li>iii. <i>If such documents are unavailable, profit and loss statements for the period from the date of commencement of your business to 24 March 2020 and April and May 2020, supported by a statutory declaration by you or a relevant officer.</i></li> <li>iv. <i>If applicable, the financial statements for the financial year 2018 / 2019 / 2020 of the relevant members of the group of entities of which the you are a member. If these are not available, the unaudited balance-sheet, profit and loss statement and cash flow statement of all members of the group of entities from the earliest date on which a member of the group carried on business to 31 March 2020, supported by a statutory declaration by your relevant officer.</i></li> </ul> <p><i>*For more details on the above submission requirements, please refer to the Registrar's directives at <a href="https://www.mlaw.gov.sg/covid19-relief">https://www.mlaw.gov.sg/covid19-relief</a>.</i></p>

		<i>You can attach a maximum of 7 MB of documents. Please see our tips on how to reduce file size (<a href="https://www.mlaw.gov.sg/covid19-relief/tips">https://www.mlaw.gov.sg/covid19-relief/tips</a>). Please zip the files if you have multiple attachments.</i>
<b>Part C – Confirmation</b>		
1.	I declare that the information I have provided in this Response and the supporting documents is true and accurate.	
2.	I understand that I may be prosecuted if I have provided any information, whether in this Response or any supporting documents, that I know or have reason to believe is false.	
3.	I understand that I may have to seek permission from the Registrar or the assessor (if any) to amend the information herein.	
4.	The information and documents provided in Part B of this form must be sent to the Applicant who submitted the Application for Determination by Rental Relief Assessor.	
5.	(For a person submitting this Response for a company or business) I confirm that I am <b>authorised to act on behalf of the entity</b> in submitting this Response and to <b>represent the entity</b> in matters relating to the Application for Determination and this Response.	

FOR REFERENCE