



**SINGAPORE ACADEMY OF LAW
CONVEYANCING MONEY SERVICE
CIRCULAR 2/2020**

We refer to the Conveyancing Money Service Circular 1/2020 dated 6 April 2020.

2. In view of Government's gradual release of the control measures implemented, we also need to update our procedures for compliance during the COVID-19 period.
3. With effect from 2 June 2020, the operating hours of the SAL Conveyancing Money Service counter will be as follows:

Day	For collection of cheques only (with prior appointment) To make an appointment, please visit http://bit.ly/SAL-stakeholding
Monday to Friday	2.30 p.m. to 4.30 p.m.
Saturday, Sunday and Public Holiday	Closed
Eve of New Year, Chinese New Year and Christmas	9.00 a.m. to 12.30 p.m.

4. The Conveyancing Money Forms issued via SAL Conveyancing Money Service Circular 1/2017 can be used for submissions to SAL. The forms can be downloaded from the SAL website¹. Submissions can still be made via the SLA ePI platform. Forms received after 4.30pm will be treated as received on the following working day.
5. For Payment In, "Form 8" or "Form 8A"², must now be submitted by email to sthforms@sal.org.sg and copied to the relevant solicitor from the other side; **hardcopy submissions will not be accepted in this period.** All duly signed forms must be submitted in PDF format bearing the relevant law firm stamps and accompanied by a cover letter on law firm letterhead.

¹ <http://bit.ly/SAL-stakeholding>

² If Payment In form on SLA ePI platform is used, Form 8A must be email to sthforms@sal.org.sg

6. For Payment Out, submissions of “Pay OUT Form A (POA)” and “Pay OUT Form BC (POBC)” must be via the SLA ePI platform. If the SLA ePI system is down or not available, then “Form 9 Pay Out” can be used and submitted via email to sthforms@sal.org.sg.

7. One email submission must contain form(s) for one property only. The subject of the email must be in the following format; [Form Number]: [Blk] [Street Name] [Unit No] [Project Name].

8. Conveyancing Money and Conveyancing Money Service fee (\$160.50, inclusive of GST) is to be paid via electronic funds transfer to the following bank account:

	Beneficiary Name	Payment IN of Stakeholding Deposit / Conveyancing Money		Payment of Service Fee \$160.50 incl GST	
		Bank Name	Account No.	Bank Name	Account No
1	Singapore Academy of Law	Oversea-Chinese Banking Corporation Limited	501-399919-001	DBS Bank Limited	033-003312-5
2		United Overseas Bank Limited	101-300-711-5		
3		DBS Bank Limited	033-017637-6		

9. The above operating hours and procedures may be amended if the Government announces new measures during the COVID-19 period.

10. For enquiries, please email stakeholding@sal.org.sg.

Dated this 28th Day of May 2020


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