



**SINGAPORE ACADEMY OF LAW
STAKEHOLDING SERVICE
CIRCULAR 2/2020**

We refer to the Stakeholding 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 Stakeholding 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	For cheques due on payment due date: 2.30 p.m. to 4.30 p.m. Cheques not collected on payment due date may be collected on the next working day: 2.30 p.m. to 4.30 p.m.
Saturday	9.00 a.m. to 12.30 p.m. for cheque collection (strictly by appointment). Please call (65) 63324154/176/135 to book an appointment.
Sunday and Public Holiday	Closed
Eve of New Year, Chinese New Year and Christmas	For cheques due on payment due date and after payment due date: 9.00 a.m. to 12.30 p.m.

4. The Stakeholding Forms issued via Stakeholding Service Circular 1/2017 can be used for submissions to SAL. The forms can be downloaded from the SAL website¹.

¹ <http://bit.ly/SAL-stakeholding>

5. Forms must 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. Forms received after 4.30pm will be treated as received on the following working day.
6. One email submission must contain form(s) for one property or one project only. The subject of the email must be in the following format:
 - (i) For Property Unit: [Form Number] : [Blk] [Street Name] [Unit No] [Project Name]
 - (ii) For Project: [Form Number] : [Project Name]
7. Purchasers' or vendors' solicitors who have previously submitted Form 6 / Form 6A (Authorisation & Indemnity for Facsimile Instructions) can continue to fax the forms to SAL.
8. Purchasers' solicitors should advise their clients to submit the relevant deduction forms to SAL (and vendors' solicitors) early.
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


SERENE WEE (MS)

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