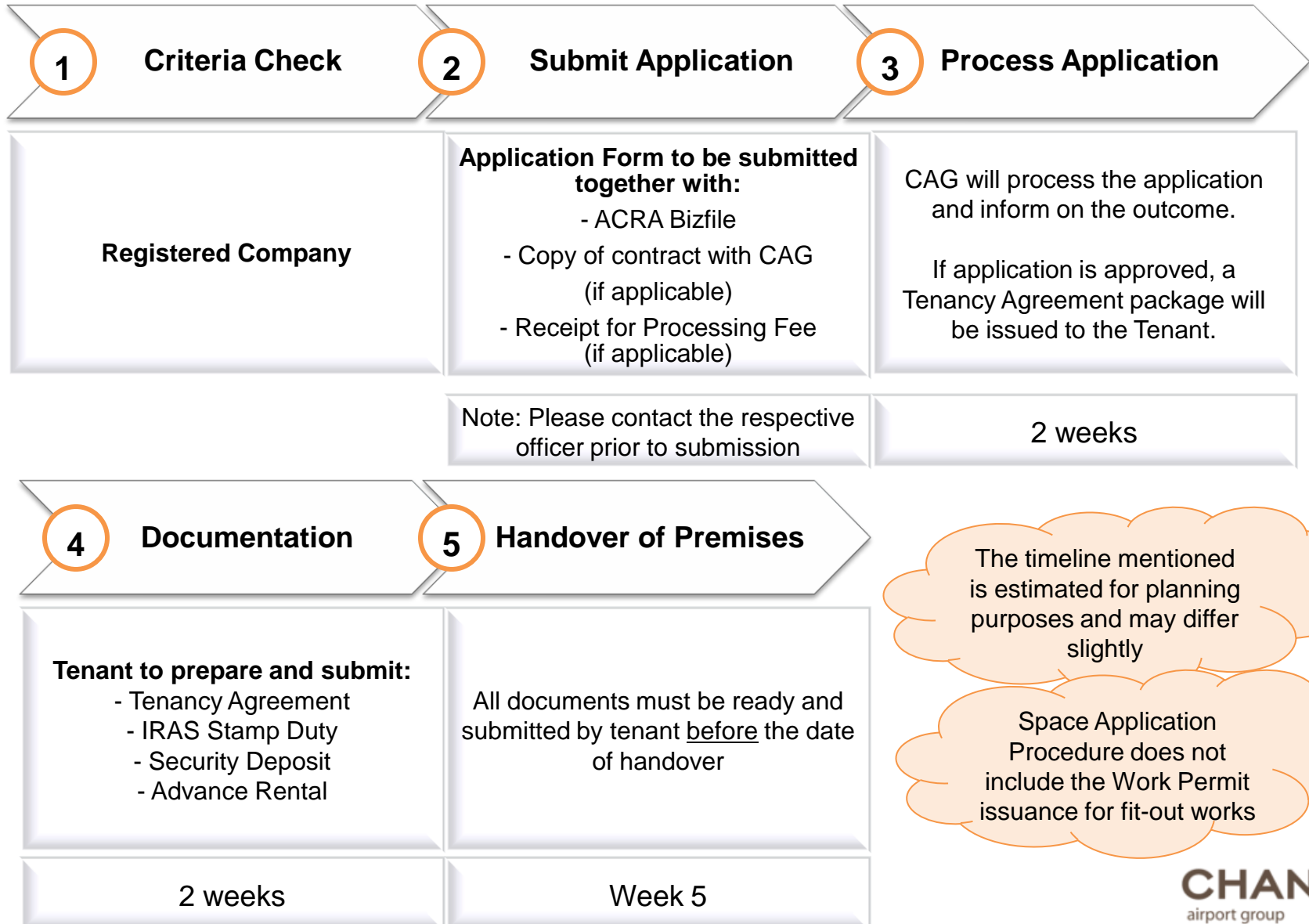


# SPACE APPLICATION PROCEDURE

Office & Store in Passenger Terminal Buildings  
(Terminal 1, Terminal 2, Terminal 3)



# SPACE APPLICATION PROCEDURE



# DOCUMENT LINKS

You may download the related documents/forms for your lease at the following links:

- [Space Application Form \(Passenger Terminal Building\)](#)
- [Direct Debit Authorisation Form \(GIRO\)](#)
- [E-Invoicing Application Form](#) (for viewing of invoices online)

Other information that you may be interested in:

- [IRAS Stamp Duty \(e-stamping\)](#)
- [Airport Pass Application website](#)
- [Questions regarding Airport Pass Application](#)

# FREQUENTLY ASKED QUESTIONS

## Tenancy Term

Our standard tenancy term is 2 years. Any variation in tenancy term will require a valid reason and is subjected to CAG's approval.

## Contact Details

**Q: How do I contact the respective officer prior to submission of an application form?**

A: Contacts can be found in <http://www.changiairport.com/corporate/contact-us/business-opportunities.html> under "Office and Warehouse Leasing".

## Advance Rental

**Q: How many months is the Advance Rental payment?**

A: 3 months, payment by cheque.

**Q: Will an invoice be issued for the Advance Rental?**

A: By default, no invoice will be issued for Advance Rental. The amount will be stated in our Letter of Acceptance. You will be issued with an official receipt once our Finance process the payment. However, if you require an invoice for your Finance to issue the cheque, please inform us at point of application.

# FREQUENTLY ASKED QUESTIONS (continued)

## Security Deposit

### **Q: Do you accept Banker's Guarantee (BG) or cheque deposit only?**

A: We accept both BG and cheque deposit. If BG is your preferred deposit option, please request for the Specimen BG template from the officer-in-charge. Please note that no invoice will be given for Security Deposits. The amount will be stated in our Letter of Acceptance and Tenancy Agreement.

## Processing Fee

### **Q: What is processing fee and how do I make payment, if applicable?**

A: Refer to details in Space Application Form

## Stamp Duty

### **Q: Where can I get the IRAS Stamp Duty Certificate?**

A: Tenants can carry out **e-stamping** at the [IRAS e-stamping website](#). More information related to Stamp Duty can be found [here](#).