



National Environment Agency
Hawker Centres Group
HDB Hub
East Wing #26-01
480 Lorong 6 Toa Payoh
Singapore 310480

FOR OFFICIAL USE	
Received & Checked by: CCC	Counterchecked by: TM Officer
Date:	Date:

APPLICATION FOR ASSIGNMENT OF STALL

IMPORTANT

1. This form may take you 10 minutes to fill in.
2. Please complete and submit this form personally to Hawker Centres Group, HDB Hub, East Wing #26-01, 480 Lorong 6 Toa Payoh Singapore 310480. Both the assignee and assignor are required to bring along their NRIC for verification.
3. Alternatively, you may submit your application for assignment of stall online at the following webpage:
<https://e-services.nea.gov.sg/hcms/mainpage.aspx>.
4. The Assignor is required to pay an administrative fee of \$130.00 (Inclusive of GST) for each application submitted.
5. Acceptance of this application form does not constitute approval of the assignment of stall.
6. The National Environment Agency (NEA) collects personal information to carry out its various functions and duties under the National Environment Agency Act (Cap 195) including the implementation of environmental and public health policies in Singapore and any other related purposes. I hereby consent to NEA's use of the information provided by me in the course of any application I have made to the NEA, to facilitate the processing of such application for such purposes. I hereby further consent to NEA sharing the information in such application with other Government agencies, or non-government entities authorised to carry out specific government services, unless prohibited by legislation.



Stall Address		Existing Trade	
PART A – PARTICULARS OF EXISTING STALLHOLDER (“ASSIGNOR”)			
Name (as in NRIC)		NRIC No.	
Citizenship:		Sex:	
Residential Address		Date of Birth	
Contact No.	Email:		
PART B – PARTICULARS OF PROPOSED ASSIGNEE			
Name (as in NRIC)		NRIC No.	
Citizenship:		Sex:	
Residential Address		Date of Birth	
Contact No.	Email:		
Assignee Fee			
PART C – PROPOSED TRADE TYPE (Subject to NEA's approval)			
<u>For Cooked Food Stalls #</u> PI indicate the food items sold (e.g. “chicken rice”, “fishball noodles”, “nasi padang” “drinks”, “desserts”, etc)		<u>For Market/Lock-up Stalls</u> PI indicate only one trade type (e.g. “fresh seafood”, “vegetables”, “eggs”, etc)	

PART D -DECLARATION

We, the Assignor and Assignee, hereby declare that:

1. All the particulars given in this application form are true and correct.
2. We have read understood and accepted the Terms and Conditions under the Stall Assignment Scheme stated on Page 3. We fully agree and accept that the NEA shall have the right to unilaterally introduce new terms and conditions to the said assignment and/or vary the terms and conditions thereof at any time, even if such new or varied terms and conditions will adversely affect our Assignment of Stall application.
3. We will abide by NEA's policies, terms and conditions at all times.

Name of Assignor	Signature	Date
Name of Assignee	Signature	Date

PART E – FOR OFFICIAL USE ONLY

Please (✓) if complied, (X) if not complied and indicate (NA) where not applicable.

a) The Assignee is a Singapore Citizen or Permanent Resident, and is at least 21 years of age	
b) The Assignee is not debarred / blacklisted from operating a hawker stall by NEA.	
c) The Assignee is not an undischarged bankrupt	
d) The Assignor has no outstanding debts due to the NEA.	
e) There is no infringement of tenancy of the stall. The tenancy of the stall is in order.	
f) The Assignee is not a registered tenant of 2 or more cooked food stalls.	

The application form has been checked and screened. The results of the screening are as above.

Officer-in-charge (TM): _____
Tenancy Management Division

Signature / Date: _____

GENERAL TERMS AND CONDITIONS

1. The assignee must be a Singapore Citizen or Permanent Resident of not less than 21 years of age. He must not be debarred from holding a hawker licence. If he is a former licensee whose licence was revoked or a former assistant/nominee who was de-registered by the National Environment Agency (NEA), he is not eligible to be an assignee.
2. The assignee must not be a registered tenant of two or more cooked food stalls.
3. **The assignee is not allowed to assign or sublet the stall. He / She must operate the stall personally with or without assistants, or include a joint-operator who is duly registered with the NEA.**
4. The assignee will not be entitled to any relocation cash grant, alternative stall or any other compensation whatsoever if the market/food centre in which the stall is located is affected by redevelopment or the stall is offered for sale or the Tenancy Agreement is terminated by the NEA. No discount will also be given if the stalls are offered for sale.
5. The assignee shall pay a rental deposit equivalent to two (2) month's rent. The rental deposit will be refunded to the assignee upon termination of the tenancy less any sum that may be due to NEA.
6. The assignee shall not provide disposable crockery and cutlery for use by dine-in patrons.
7. The assignee must accept and abide by all the terms and conditions at all times as stated in the Tenancy Agreement.
8. The assignor must ensure that all fees and arrears for the stall are settled in full until the tenancy is transferred to the assignee.
9. The assignor shall pay an administrative fee of \$130.00 (Inclusive of GST) for the application.
10. Upon assignment of tenancy to the assignee, the assignor shall have no claim whatsoever against the NEA nor shall he be entitled to a refund of any fee or payment made by him in respect to the stall.
11. The assignee must obtain a hawker licence from Singapore Food Agency (SFA) for the sale of cooked food, market produce or sundry goods and ensure that the licence is in effect so long as the stall is in operation.
12. The assignee is required to pay the monthly rent, other fees and charges (payable to NEA) through GIRO.
13. The assignee must not take over possession of the stall before the NEA's approval and execution of the Tenancy Agreement.
14. This application would generally take between 6-8 weeks to complete.
15. The NEA reserves the right to reject any application or, if the application has been approved, to revoke the approval without assigning any reasons.

Enhanced Assignment of Stall

1. The assignee shall be charged market rent as assessed by the Professional Valuer and the rental increase shall be staggered over 3 years. The term tenancy of the stall shall be three (3) years.
2. For subsequent transfer, the term tenancy of the stall shall be the balance of the current term tenancy. The transferee shall take over the stall tenancy at the prevailing rent and rental increase for the balance term. The renewal of the Tenancy Agreement is subject to rent revision, and shall be at NEA's discretion.