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

| FOR OFFICIAL USE | |
|---|---|
| Received & Checked by: CCC<br><br>Date: | Counterchecked by: TM Officer<br><br>Date: |

# APPLICATION FOR TRANSFER OF STALL TENANCY
## (TO FAMILY MEMBER)

**IMPORTANT**

1. This form may take you 15 minutes to fill in.
2. Please complete and submit this form personally at Hawker Centres Division, HDB Hub, East Wing #26-01, 480 Lorong 6 Toa Payoh Singapore 310480. You are required to furnish the following:
   a. NRIC of stallholder and proposed transferee
   b. Documents (such as Birth Certificates, Marriage Certificate) to prove relationship of proposed transferee and stallholder
   c. Documents (such as NRIC, Birth Certificates, Marriage Certificate, etc) of all persons named in Part D *(applicable for transfer at subsidised rent)*
   d. Income letters or latest CPF statement of proposed Transferee *(applicable for transfer at subsidised rent)*
3. Alternatively, you may submit your application for transfer of stall tenancy online at the following webpage: https://e-services.nea.gov.sg/hcms/mainpage.aspx.
4. An administrative fee of $130.00 (Inclusive of GST) is payable for each application for transfer of stall tenancy at market rent. Acceptance of this application form does not constitute to approval of the transfer of stall tenancy.
5. 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.

| **PART A – STALL DETAILS** | |
|---|---|
| Address of Stall | |
| *For Cooked Food Stalls* #<br>Pl indicate the food items sold<br>(e.g. "chicken rice", "fishball noodles", "nasi padang" "drinks", "desserts", etc) | *For Market/Lock-up Stalls*<br>Pl indicate only **one** trade type<br>(e.g. "fresh seafood", "vegetables", "eggs", etc) |
| Existing Rent | Subsidised Rent<br>Market Rent |

| **PART B – PARTICULARS OF EXISTING STALLHOLDER** | |
|---|---|
| Name (as in NRIC) | NRIC No. |
| Citizenship: | Sex: |
| Residential Address | Date of Birth: |
| Contact No. | Email: |

| **PART C – PARTICULARS OF PROPOSED TRANSFEREE** | | | |
|---|---|---|---|
| Name (as in NRIC) | | | NRIC No. |
| Residential Address | | | |
| Contact No. | | | Email |
| Date of Birth | Sex: | Race | Marital Status |
| Relationship to Stallholder | Occupation | Gross Monthly Income | Citizenship: |

*** Please delete accordingly**



*HCD/Rel: 28 Aug 2018*

| PART D – PARTICULARS OF PROPOSED TRANSFEREE'S FAMILY<br>[Applicable for transfer at subsidised rent only] | | | | | |
|---|---|---|---|---|---|
| Name (as in NRIC) | NRIC/BC No | Date of Birth | Sex | Relationship to Transferee | Marital Status |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| PART E – TERM OF TENANCY<br>*(Applicable for transfer <u>at market rent</u> only)* | |
|---|---|
| Proposed term of tenancy | 3 Years |

**PART F – DECLARATION**

I, Mr / Mdm * _____ NRIC No._____
hereby declare that:

a) I am currently not gainfully employed *(applicable for transfer at subsidised rent only)*

b) I am not an undischarged bankrupt.

c) I do not have any outstanding debts due to NEA.

d) All the particulars given in this application form are true and correct and I have not suppressed any information required in it. I understand that if any of the information I have given is found to be false, this application will be cancelled, or if an agreement has been entered into with NEA, NEA is entitled to terminate the agreement unilaterally.

e) I have read, understood and accepted all the Terms and Conditions stated on this form. I fully accept that NEA shall have the right to unilaterally introduce new terms and conditions to the said application and/or vary terms and conditions thereof at any time, even if such new or varied terms and conditions adversely affect my eligibility to apply for the transfer of tenancy.

f) I undertake to abide by NEA's policies, terms and conditions laid down from time to time.

| Name of Transferor | Signature | Date |
|---|---|---|
| Name of Transferee | Signature | Date |

*** Please delete accordingly**

## TERMS AND CONDITIONS

1) The transferee must not be a registered tenant of two or more cooked food stalls.

2) The transferee will not be entitled to any relocation cash grant or any other compensation whatsoever if the market/hawker centre is affected by redevelopment or if the stall is offered for sale.

### For application for transfer at **subsidised rent**

3) The transferee shall not be permitted to sublet the stall. He / She must operate the stall personally.

4) The transferee is an immediate family member of the **original subsidised stallholder.** Definition of immediate family member: parents, spouses, siblings, children, daughters-in-law and legally adopted children.

### For application for transfer at **market rent**

5) The transferee is required to pay the market rent as assessed by Professional Valuer. (If the transferor is paying subsidised rent, the increment to market rent will be staggered over 3 years).

6) **The transferee 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.**

7) The renewal of the Agreement is solely at the discretion of NEA, and will be subjected to rent revision.

8) The transferee shall pay a rental deposit equivalent to two (2) month's rent. The rental deposit will be refunded to the transferee upon termination of the tenancy less any sum that may be due to NEA.

9) The transferee must accept and abide by all the terms and conditions at all times as stated in the Tenancy Agreement.

10) The transferor must ensure that all fees and arrears for the stall are settled in full until the tenancy is transferred to the transferee.

11) The transferor shall pay an administrative fee of $130.00 (Inclusive of GST) for the application.

12) If the application is approved, the administrative fee of $130.00 (Inclusive of GST) will be credited into the rental account for payment of stall rent. In the event that this application is withdrawn, NEA will forfeit the administrative fee.

13) Upon transfer of tenancy to the transferee, the transferor 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.

14) The transferee must obtain a hawker licence from NEA [issued by the Director-General of Public Health under the Environmental Public Health Act (Chapter 95)] 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.

15) The transferee is required to pay the monthly rent, other fees and charges (payable to NEA) through GIRO

16) The transferee must not take over possession of the stall before the NEA's approval and execution of the Tenancy Agreement.

17) This application would generally take between 6-8 weeks to complete.

18) The NEA reserves the right to reject any application or, if the application has been approved, to revoke the approval without assigning any reasons.

| SCREENING – FOR OFFICIAL USE ONLY | |
|---|---|
| Please (√) if complied, (X) if not complied and indicate (NA) where not applicable. | |
| a) The transferee is not a registered tenant of 2 or more cooked food stalls. | |
| b) The transferee is not an undischarged bankrupt. | |
| c) The transferee is not debarred/blacklisted from operating a hawker stall by NEA. | |
| d) The transferee 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 transferee is an immediate family member of the deceased stallholder and **original subsidised stallholder**, unemployed and above 30 years of age. The age requirement may be waived if the transferee is a widow or handicapped person. *(Applicable for transfer at subsidised rent)* | |
| g) The transferee is a Singapore Citizen or Permanent Resident with Singaporean dependents. *(Applicable for transfer at subsidised rent)* | |
| h) The transferee is not holding a hawker licence issued by NEA. *(Applicable for transfer at subsidised rent)* | |
| i) The transferee is a Singapore Citizen or Permanent Resident, and is at least 21 years of age. *(Applicable for transfer at market rent)* | |
| j) The transferee is eligible for staggering of rent over a period of 3 years. *(Applicable for transfer from subsidised rent to market rent)* | |

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

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

Signature / Date: _____