

FILING OF JOINT DECLARATION OF DEVIATION – STEP BY STEP GUIDE

SECTION A

OVERVIEW

- 1** Both parties signed the lease agreement.
- 2** Landlord sought consent from tenant for deviation from the Code of Conduct and has on hand ready the email contact of the tenant that will be endorsing the joint declaration.
- 3** Landlord saved the completed and signed Checklist as set out in Appendix 1 of Part D of the Code of Conduct for uploading.
- 4** Landlord logs on to FTIC website <https://ftic.org.sg/joint-declaration> to proceed with filing. Please refer to the screenshot in **Section B** of this guide for the fields to be completed.
 *The estimated time for process completion is 10 minutes.*
- 5** Tenant receives an email notification on the filing and clicks on the unique website link provided in the email to complete the necessary fields within 14 days from the lease signing date. Please refer to the screenshot in **Section C** of this guide for the fields to be completed.
 *The estimated time for process completion is 5 minutes.*
- 6** Landlord receives an email notification on the completion of joint declaration of deviation.

If you have any question about the process or encounter any problem during the filing, kindly contact FTIC via declaration@ftic.org.sg , quoting your filing reference number where applicable.

Either party can authorise a 3rd party with NRIC/ FIN to file or acknowledge the joint declaration. A written authorisation shall be kept as record so that there is proof of the authorisation in cases of dispute.

SECTION B

SUBMISSION OF JOINT DECLARATION BY LANDLORD

Singpass app login by Filer – Click on the “Log in with Singpass” button



[Log in with singpass](#)

NOTE: Before you proceed, please be reminded that the filing should be done by the landlord of the tenancy premises and you should have the full power, capacity and authority to file for the declaration of deviation from the Code of Conduct for Leasing of Retail Premises in Singapore as a “representative” of the business entity for which you are submitting an application. Your Singpass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.

For Singpass related issues, please contact <https://www.singpass.gov.sg/singpass/common/contactus>

For other issues on the filing of the declaration of deviation, please email declaration@ftic.org.sg with a screenshot of the error immediately. Log in with Singpass to proceed with the filing of declaration of deviation.

Singpass app login by Filer – Scan the QR code using Singpass App

A Singapore Government Agency Website [How to identify](#)

singpass

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Download apps from the official app stores

Please install the Singpass app from the official app stores only: Apple App Store, Google Play Store or Huawei AppGallery. Check that the app developer is “Government Technology Agency” before downloading.



Log in with Singpass

Your trusted digital identity

Scan with Singpass app
to log in



[Register for Singpass](#)

[Download Singpass app](#)

Page 1 – Enter Filer information

FAIR TENANCY INDUSTRY COMMITTEE

Search here

Retrieval Myinfo business with Singpass

Success! Your Singpass Logged in successfully.

Filer Information.

Is the lease for a qualified retail premises? YES

★ Please indicate the lease agreement signing date: *

Full Name: *

Last 3 digits + suffix of NRIC or FIN: * 492H

Designation: *

★ Company: *

Contact number: *

Email address: *

Certification and Authorisation

I have the full power, capacity and authority to file for the declaration of deviation from the Code of Conduct for Leasing of Retail Premises in Singapore for the premise submitted as a "representative" of the business entity for which I am submitting an application ("Representative"), and legally bind that entity (and be bound) to comply with the filing process, and certify that the information I have provided in this application is true and correct.

I acknowledge and agree that the Fair Tenancy Industry Committee reserves the right not to proceed with filing of joint declaration of deviation from the Code of Conduct if any information furnished in connection thereof is subsequently found to be untrue or misleading or not compliance with the application process.

Privacy Notice

I consent to the collection, use and disclosure of any personal data provided for the purpose of the processing and administration by FTIC of this filing of joint declaration of deviation from the Code of Conduct, and in accordance with the provisions of [FTIC's Privacy Policy](#).

* denotes mandatory field

Next

★ The agreement signing date should tally with the agreement signing date submitted to IRAS for stamping

★ Company refers to the Filer's employment company

Optional – Myinfo Business login to populate some fields

A Singapore Government Agency Website

singpass

Upcoming Maintenance on 7 Nov 2021, 12am to 6am ^

Singpass will be undergoing scheduled maintenance on 7 Nov 2021, 12am to 6am. You may still continue to access digital services using the Singpass app. Please plan your transactions accordingly. Thank you.

Log in with Singpass
Your trusted digital identity

Scan with Singpass app
Logging in as Business User

Don't have Singpass app? Download now

Page 2 – Enter Landlord information and Tenant contact information

INDUSTRY COMMITTEE

Filer Information

★ **Landlord information.**

ACRA Unique Entity Number (UEN): *

Registered Name with ACRA: *

Business Trading Name (if it differs from Register Name with ACRA):

Registered Business Address: *

Tenant Contact Information.

Registered Name with ACRA: *

★ Business Trading Name: *

Contact Person of Tenant: *

★ Telephone number of Tenant's Contact Person: *

Email Address of Tenant's Contact Person: *

* denotes mandatory field

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★ If landlord is a private individual – under "Registered name with ACRA", kindly input landlord's full name as per NRIC and end with "(non-corporate landlord)". Pls input landlord's NRIC last 3 digits + suffix of NRIC/FIN for ACRA number and "NA" for business trading name fields. The landlord's mailing address shall be entered under the registered address field.

★ "Business Trading Name" refers to tenant's shop name.

★ Please only input local number without any country code. Acknowledger has to be a local contact authorized by tenant company to acknowledge this joint declaration, as personal Singpass login is mandatory.

Filer Information

Tenancy details.

Block of tenancy premises: *

Street of tenancy premises: *

Unit No of tenancy premises: *

Postal Code of tenancy premises: *

Size of premises (in sq ft): *

Duration of lease (YY year(s) and MM month(s)) *
year(s) * month(s) *

Start date of lease: *

Is this a new lease or renewal? *

End date of lease: *

Filing for declaration of deviation for: *

★ Reason(s) for Deviation: *

Who initiated the deviation? *

[Add More](#)

Upload of Checklist (Appendix 1 of Part D of the Code of Conduct) for the Tenancy as accompanied with the tenancy agreement. Please do not upload the whole tenancy agreement.

Choose file: *
Note: Maximum upload size is 5MB.

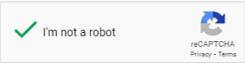
* denotes mandatory field

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★ Under reason for deviation, landlord to explain why both parties agree to the deviation.

Page 4 – Review summary and click “Submit” if information is correct

Note: Please save a copy of this page if you would like to keep a record of your filing details. Kindly ensure all information are correct as user will not be able to amend after submission.

Size of premises (in sq ft):	2000	
Duration of lease (YY year(s) and MM month(s))	year(s) 01	month(s)
Start date of lease:	17/09/2021	
End date of lease:	16/09/2022	
Filing for declaration of deviation for:	Due to option to renew lease	
Reason(s) for Deviation:	Exercised option to renew	
<div style="text-align: center;"></div>		
Previous		Submit

Next - Click “Confirm” on the pop-up message to continue

FAIR TENANCY
INDUSTRY COMMITTEE

This joint declaration of deviation will be routed to the Tenant's Contact Person for acknowledgement. Please ensure that the details for the Tenant's Contact Person is filled in correctly. The Tenant's Contact Person shall log in and acknowledge this declaration of deviation.

The completion of the filing of declaration of deviation must be done within 14 days from signing of lease agreement.

[Cancel](#) [Confirm](#)

Landlord information.

Filing submitted – Landlord to keep record of the reference no. starting with “JDD...”



The screenshot shows the top navigation bar of the Fair Tenancy Industry Committee website. It includes contact information: +65 6827 8828 and 180 Robinson Rd #06-01 SBF Center, Singapore 068914. A search bar is located on the right. The main navigation menu includes: About, Code Of Conduct, Dispute Resolution, FAQs & Contact Us, and Media & Resources. The background image is a night view of a city skyline with the text 'Thank You' overlaid in the center.

Thank You

Thank you for your submission!

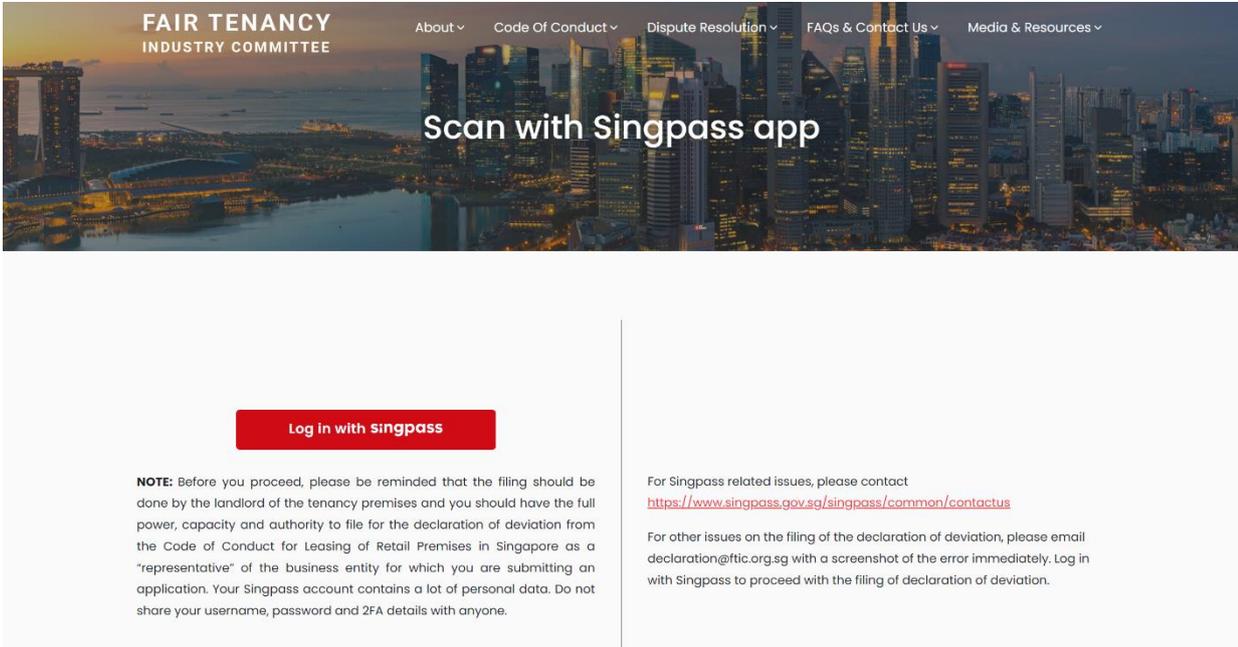
The filing of declaration of deviation is only completed after the Tenant acknowledges it. An email notification has been sent to the email address of Tenant's Contact Person to acknowledge this filing of declaration of deviation. You will be notified via email when the filing is completed.

Please quote your reference no. **JDD-0001893-23052023** and email to **declaration@ftic.org.sg** if you have any queries on your submission.

SECTION C

SUBMISSION OF JOINT DECLARATION BY TENANT

Singpass app login by Acknowledger - Click on the “Log in with Singpass” button



The screenshot shows the top navigation bar of the Fair Tenancy Industry Committee website with links for About, Code of Conduct, Dispute Resolution, FAQs & Contact Us, and Media & Resources. The main banner features a cityscape at night and the text "Scan with Singpass app". Below the banner, there is a red button labeled "Log in with singpass".

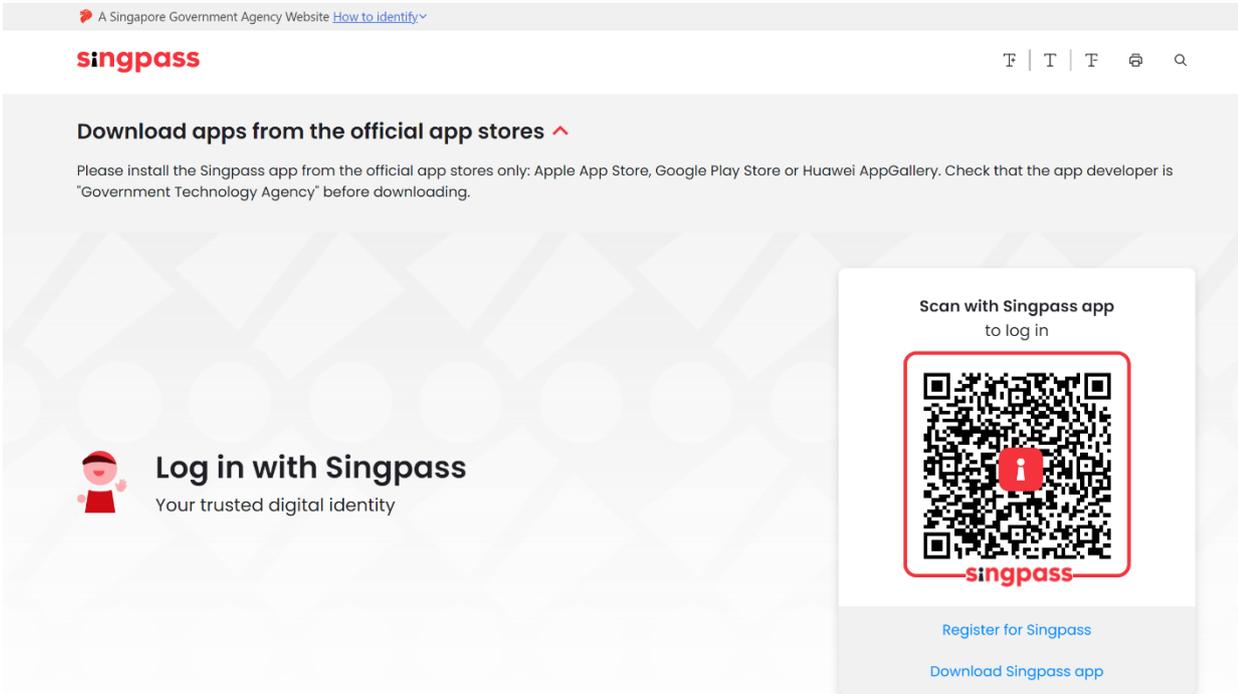
Log in with singpass

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Singpass app login by Acknowledger – Scan the QR code using Singpass App



The screenshot shows the Singpass app login page. At the top, it says "A Singapore Government Agency Website" with a link to "How to identify". The Singpass logo is on the left, and social media icons are on the right. The main heading is "Download apps from the official app stores" with an upward arrow. Below it, a paragraph instructs users to install the Singpass app from the official app stores (Apple App Store, Google Play Store, or Huawei AppGallery) and to check that the app developer is "Government Technology Agency" before downloading.

Log in with Singpass
Your trusted digital identity

Scan with Singpass app to log in



Register for Singpass
Download Singpass app

Page 1 – Enter Acknowledger information

+65 6827 8628 10 Robinson Rd #08-01 SIF Centre, Singapore 069014 Search here

FAIR TENANCY INDUSTRY COMMITTEE About Code Of Conduct Dispute Resolution FAQs & Contact Us Media & Resources

Filer Information

Retrieve Myinfo business with singpass

Success! Your Singpass Logged In successfully.

Acknowledger Information. JDD-000379-29102021

Full Name: *

Last 3 digits + suffix of NRIC or FIN: * 492H

Designation: *

Company: *

Contact number: *

Email address: *

Certification and Authorisation

I have the full power, capacity and authority to file for the declaration of deviation from the Code of Conduct for leasing of Retail Premises in Singapore for the premise submitted as a "representative" of the business entity for which I am submitting an application ("Representative"), and legally bind that entity (and be bound) to comply with the filing process, and certify that the information I have provided in this application is true and correct.

I acknowledge and agree that the Fair Tenancy Industry Committee reserves the right not to proceed with filing of joint declaration of deviation from the Code of Conduct if any information furnished in connection thereof is subsequently found to be untrue or misleading or not compliance with the application process.

Privacy Notice

I consent to the collection, use and disclosure of any personal data provided for the purpose of the processing and administration by FTC of this filing of joint declaration of deviation from the Code of Conduct, and in accordance with the provisions of [FTIC's Privacy Policy](#).

* denotes mandatory field

Next

Optional – Myinfo Business login to populate some fields

A Singapore Government Agency Website

singpass

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Log in with Singpass
Your trusted digital identity

Scan with Singpass app
Logging in as Business User

Don't have Singpass app? [Download now](#)

Page 2 – Enter Tenant information

Tenant Information.

JDD-000475-24112021

★ ACRA Unique Entity Number (UEN):*

Registered Name with ACRA:*

★ Business Trading Name:*

Registered Business Address:*

* denotes mandatory field

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★ *If tenant is a private individual – under "Registered name with ACRA", kindly input tenant's full name as per NRIC and end with "(non-corporate tenant)". Pls input tenant's NRIC last 3 digits + suffix of NRIC/FIN for ACRA number and "NA" for business trading name fields. The tenant's mailing address shall be entered under the registered address field.*

★ *"Business Trading Name" refers to the shop name.*

Page 3 – Review tenancy and deviation details submitted by landlord and click “Submit” if information is correct

Note: Please save a copy of this page if you would like to keep a record of your filing details. Kindly ensure all information are correct as user will not be able to amend after submission.

Start date of lease: 23/11/2021

End date of lease: 22/11/2022

Filing for declaration of deviation for: Rental Structure

Reason(s) for Deviation: testing

Who initiated the deviation?: Tenant

Filing for declaration of deviation for: Security Deposit

Reason(s) for Deviation: testing

Who initiated the deviation?: Tenant

Is this a new lease or renewal?: New

Why did you initiate/agree to the deviation? *
Choose...

I acknowledge the details submitted by landlord declaration of deviation from the code of conduct are in order and that both parties have mutually agreed to the deviation.

I'm not a robot

reCAPTCHA
Privacy · Terms

Previous Submit

(Information on the screenshots are shown for illustration purpose only)

Successfully submitted – Tenant to save this screenshot as record in case landlord requests for it

