

## APPEAL FORM

If you want to make an appeal to ACRA concerning composition amounts, late filing penalties and related enforcement matters, please read the notes below before making your appeal.

### Important Notes:

1. In order for ACRA to fully consider your appeal, you must provide your contact details so that we may contact you for further clarification. The information provided will be kept confidential in accordance with Section 33 of the Accounting and Corporate Regulatory Authority Act, Cap. 2A.
2. Please provide relevant documents together with your appeal form to support the reasons for your appeal.
3. ACRA may take up to 8 weeks upon receipt of your appeal form and all supporting documents to inform you of the outcome of your appeal. We appreciate your understanding on this.
4. **Where you have received a summons to attend court, you must attend court on that date even if you have not received our reply on your appeal.** A warrant of arrest will be issued against you if you fail to attend court.
5. Please submit your appeal form and supporting documents to ACRA by:

- Mail or by hand to ACRA, 10 Anson Road, #05-01, International Plaza, Singapore 079903

### **Part 1 – Particulars of Person Making the Appeal**

I confirm that I have read and understood ACRA's Enforcement Policy available at [www.acra.gov.sg/Enforcement\\_Policy\\_Statement/](http://www.acra.gov.sg/Enforcement_Policy_Statement/) before submitting this form.

**Salutation:**  
**(Mr/Ms/Mrs/etc)**

**Name:**

**NRIC/Fin/Passport No.:**

**Address:**

**Contact No.:**

**Email Address:**

**Date of Birth:**



Please Provide the Following Documents in Support of Your Appeal  
(Please Indicate N/A if not applicable)

- 1) A copy of your NRIC (front and back) or your passport
- 2) The following documents:

<b><u>For Financial Difficulties</u></b>		
	<b>Document Type</b>	<b>No. of Pages</b>
A	Documentary evidence to support that you are receiving financial assistance from a government body (if applicable)	
B	Arrears of Utilities, Services and Conservancy Charges bill, HDB rentals (if applicable)	
C	Income Documents:	
	<u>For salaried employees</u> (Please provide at least <u>one</u> of the following): i) Latest 6 months' CPF contribution history statement ii) Latest Income Tax Notice of Assessment iii) Latest month's payslip iv) Bank account statement showing salary credit v) Employer's letter	
	<u>For Self-Employed, Commission and Variable Income Earners</u> (Please provide at least <u>one</u> of the following): i) Latest 6 months' CPF contribution history statement ii) Latest Income Tax Notice of Assessment	
D	For undischarged bankrupts, either the bankruptcy order from court or letter from the Official Assignee	
E	Any other documents to support the appeal	
<b><u>For Medical Reasons</u></b>		
	<b>Document Type</b>	<b>No. of Pages</b>
A	A letter/medical report from a medical institution	
B	Any other documents to support the appeal for eg. hospital's medical bills	
<b><u>Any Other Reasons</u></b>		
	<b>Document Type</b>	<b>No. of Pages</b>
A	Any other documents to support the appeal	

I acknowledge that that the giving of false information is a criminal offence for which I may be subject to prosecution and sentenced to a fine and/or imprisonment if convicted for giving false information.

\_\_\_\_\_  
Full Name and Signature

\_\_\_\_\_  
Date