



Sales Department  
480 Lorong 6 Toa Payoh  
Singapore 310480

**AUTHORISATION TO BOOK A FLAT ON BEHALF OF APPLICANT(S)**

Note: Words with a plural meaning will also include the singular meaning and words referring to males will also include females.

**Section 1 – Particulars of Flat Application**

Sales Registration No. : \_\_\_\_\_ Flat Type: \_\_\_\_\_ Estate : \_\_\_\_\_

**Section 2 – Particulars of Applicant(s)**

Name	NRIC No.	Relationship to Applicant 1
1.		Applicant 1
2.		
3.		
4.		

**Section 3 – Authorisation**

We hereby authorise the following person to attend the flat booking appointment on our behalf :-

Name : \_\_\_\_\_

NRIC : \_\_\_\_\_ Contact No: \_\_\_\_\_

**Note:** The authorised person must be a Singapore citizen or a Singapore permanent resident who is aged 21 or above. Applicants must sign the flat application form and ask the authorised person to bring it along for the flat booking appointment. Otherwise, the authorised person will not be allowed to book a flat on the applicants' behalf.

2 We also authorise the above person to :-

- book a flat on our behalf and produce our personal documents (e.g. copies of Identity Cards, etc.) for HDB's verification; and
- pay the required Option Fee, sign and acknowledge receipt of the 'Option To Purchase' form on our behalf; or
- acknowledge receipt of the 'Letter Of Confirmation' (for SERS applicants only) on our behalf.

3 We understand that we shall be bound by the flat booked by the authorised person and will not be allowed to re-select another flat.

**Personal data notification**

I agree that any personal data provided to HDB via this form and/or in connection with the flat application shall be subject to the following terms & conditions:

- HDB collects, uses, discloses, and retains the personal data for administering public housing programmes and services (including but not limited to seeking your participation in surveys), and for discharging HDB's functions. This enable HDB to serve the public better and results in better policies and public services, thereby improving public service outcomes.

- b) The personal data in any application and/or email sent to HDB may be disclosed to other public agencies and/or to non-public entities authorised to carry out public services, if such disclosure is not prohibited by law. This enables HDB to process the flat application more efficiently and effectively. I shall inform HDB in writing if I do not consent to such disclosure of the personal data. I agree that my withdrawal of consent may affect the quality of the service delivery.
- c) HDB's collection, use, disclosure, and retention of the personal data is only to the extent it is necessary, and with clear objectives and intent. There are policies, processes, and safeguards in place to ensure the proper collection, use, disclosure, and retention of personal data within the Singapore public sector. This includes robust monitoring and oversight, including regular audits, to ensure proper management of personal data. I may write to HDB if I have any queries or feedback.

\_\_\_\_\_  
Signature/RTP of Applicant (1)

Name:  
NRIC No.:  
Contact No.:

\_\_\_\_\_  
Signature/RTP of Applicant (2)

Name:  
NRIC No.:

\_\_\_\_\_  
Signature/RTP of Applicant (3)

Name:  
NRIC No.:

\_\_\_\_\_  
Signature/RTP of Applicant (4)

Name:  
NRIC No.:

Date: \_\_\_\_\_