

## Reasons for the Use of HDB Premises

Reason for Use	Scenario	Criteria	Follow-up Action
Mailing (Business registration with ACRA)	<p>You own a related company which has used HDB premises as the business address/registered office address with ACRA <u>for mailing purposes</u>.</p>	<p>A company is regarded as your related company if you or your partner/shareholder of the HDB premises hold at least 51% shareholding.</p> <p>There should not be physical operations of your related company at HDB premises.</p> <p>There should not be signboard of your related company affixed at HDB premises.</p>	<p>You are required to notify HDB and submit the names of your related entities and relevant supporting documents<sup>#</sup> via <a href="https://hdb.gov.sg/efeedback">https://hdb.gov.sg/efeedback</a>.</p> <p><sup>#</sup>ACRA business registration records to show the shareholdings of all your related companies. If you are operating as an office whose business activity is that of a secretariat/management company, or co-working space, you are required to provide a letter of explanation if these activities are not shown in your ACRA business registration records.</p>
	<p>You are operating as an office whose business activity is that of a secretariat/management company and have used HDB premises as the correspondence address for your clients' companies for <u>mailing purposes</u>.</p>	<p>There should not be physical operations of your clients' companies at HDB premises.</p> <p>There should not be signboards of your clients' companies affixed at HDB premises.</p>	
	<p>You are operating as an office whose business activity is that of a co-working space and have used HDB premises as the correspondence address for your clients' companies for <u>mailing purposes</u>.</p>	<p>There can be physical operations of your clients' companies at HDB premises if your ACRA/website shows that the principal activities involve the provision of co-working spaces.</p>	

Reason for Use	Scenario	Criteria	Follow-up Action
Business Related (for e.g. branding and franchise purposes)	You own a related company/operate a franchise which has put up its signboard at HDB premises for <u>business related reasons</u> .	<p>The signboard name is a registered company with ACRA.</p> <p>A company is regarded as your related company if you or your partner/shareholder of the HDB premises hold at least 51% shareholding.</p> <p>You have an existing valid franchise agreement (if you operate a franchise)</p> <p>The signboard affixed at HDB premises is solely for business related reasons for e.g. branding/franchise purposes.</p> <p>Your site operations is aligned with the approved trade stated in the tenancy agreement with HDB.</p>	<p>You are required to <u>seek HDB's approval*</u> for such and submit relevant supporting documents# via <a href="https://hdb.gov.sg/efeedback">https://hdb.gov.sg/efeedback</a>.</p> <p>*HDB reserves the right to request you to remove any unauthorised signboard if HDB's approval has not been obtained.</p> <p><i>#ACRA business registration records to show the shareholdings of related company and franchise agreement if applicable. Letter to explain related company is used for branding purposes, or for other business-related purposes.</i></p>
	You have put up a different signboard from your company name at HDB premises for <u>business related reasons</u> .	<p>The signboard name is <u>not</u> a registered company with ACRA.</p> <p>Your site operations is aligned with the approved trade stated in the tenancy agreement with HDB.</p>	<p>You are required to notify HDB and indicate the signboard name via <a href="https://hdb.gov.sg/efeedback">https://hdb.gov.sg/efeedback</a>.</p>

Reason for Use	Scenario	Criteria	Follow-up Action
Others	You have used HDB premises for other business needs and you do not fall into any of these scenarios above.	-	You are required to seek HDB's approval and submit relevant supporting documents to clarify your business needs further via <a href="https://hdb.gov.sg/efeedback">https://hdb.gov.sg/efeedback</a> .