



**SINGAPORE ACADEMY OF LAW  
STAKEHOLDING SERVICE  
CIRCULAR 1/2017**

With effect from 2 January 2018, the Singapore Academy of Law (SAL) Stakeholding Service will operate its services at: **1 Coleman Street, The Adelphi, #08-06, Singapore 179803.**

2 With effect from 2 January 2018, the opening hours of the SAL Stakeholding Service counter will be as follows:

<b>Day</b>	<b>For submission and collection of forms and reports</b>
<b>Monday to Friday</b>	9.00 a.m. to 4.30 p.m.
<b>Saturday</b>	No counter service.
	9.00 a.m. to 12.30 p.m. - Submission of documents - By fax only, (65) 6333 1227 (subject to Rule 3(4) of SAL (Stakeholding) Rules for authorisation of fax notices)
	9.00 a.m. to 12.30 p.m. - Collection of cheques due on Saturday - by prior appointment only
<b>Sunday and Public Holiday</b>	Closed
<b>Eve of New Year, Chinese New Year and Christmas</b>	9.00 a.m. to 12.30 p.m.

3 The Singapore Academy of Law (Stakeholding) Rules have been amended to reflect the changes in the opening hours at The Adelphi, and the change in procedures for submission of documents and collection of cheques on Saturday.

4 The relevant documents relating to the above changes are available on the SAL website for downloading at <https://www.sal.org.sg/Services/Stakeholding-Conveyancing/Instructions-Circulars-Forms>.

5 The email address, telephone number and facsimile number for correspondence on all matters relating to the SAL Stakeholding Service remain unchanged.

Email	stakeholding@sal.org.sg
Telephone	(65) 6332 4176 or (65) 6332 4154
Facsimile	(65) 6333 1227

DATED THIS 18<sup>TH</sup> DAY OF DECEMBER 2017

SERENE WEE (MS)  
CHIEF EXECUTIVE  
SINGAPORE ACADEMY OF LAW