

# Update Mailing Address

Request to update Mailing Address

**Hotline: 1800-222 2333**

**Please read this before completing this form.**

To avoid any delay in processing your request, please ensure that all fields on this form are completed. We will update the mailing address as indicated in this form.

Please note that we are unable to accept overseas mailing address.

Upon completion, please:

1) Email the form to [updateus@spgroup.com.sg](mailto:updateus@spgroup.com.sg)

2) Submit in person at the following Customer Service Centres:

**a) Manulife Tower**  
8 Cross Street #02-01/03 S048424

**b) Toa Payoh HDB Hub**  
480 Lor 6 Toa Payoh #02-08 S310480

### Customer Request

1. Please provide us with the details of your premises in which you would like to change the mailing address

Utility Account Number

Premises Address \_\_\_\_\_  
 \_\_\_\_\_

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2. Please indicate your new mailing address to be updated for the above utility account.

New Mailing Address \_\_\_\_\_  
 \_\_\_\_\_

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\_\_\_\_\_

**Customer's Signature/Date**

For accounts registered under companies, the signature of its legal/authorized representative of the company and the **company's rubber stamp imprint** are required.

Name: \_\_\_\_\_  
 (of account holder or the person signing for the company)

NRIC:

Daytime Contact No: \_\_\_\_\_

### For Internal Use

Documents received by :

Staff's Signature/Stamp/Date