

Approved Museum Scheme

Application for tax deduction



National
Heritage
Board

This document serves as a formal application for tax deduction(s) under the Approved Museum Scheme (AMS).

Please insert N.A if not applicable. If space provided is insufficient, please attach separate annexes.

Section 1: Particulars of Approved Museum

Name of Museum	
Address	
Telephone number	
Email address	
Website URL	
Name of museum director	
Application submitted by (include name and designation)	

Section 2: Description of donated artwork/artefact

Name of artefact/artwork	
Please describe how the artefact/artwork contributes to the museum's collection	
Name of donor	
Address of donor	
NRIC/FIN of donor	
Occupation of donor	

Section 3: Declaration

To my best knowledge, I declare that the information provided in this application and the supporting annexes are true and complete.

Museum director's name	
Signature and date	
Organisation stamp	

Application checklist for tax deduction applications:

The following supporting documents should be provided to support this application:

1. **Acquisition justification documents** and/or approvals or documentation to show due processes and considerations in the acquisition of the artefact/artwork.
2. **Valuation report** by a valuer on NHB List of Valuers. (If the valuer appointed is not on NHB's list of valuers, a written approval needs to be sought from NHB before proceeding with the application).
3. **Deed of Gift/** official gift receipt.
4. **Delivery receipt** of artefact/artwork.
5. Any other supporting annexes.