



Member's claim form

05/06

About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

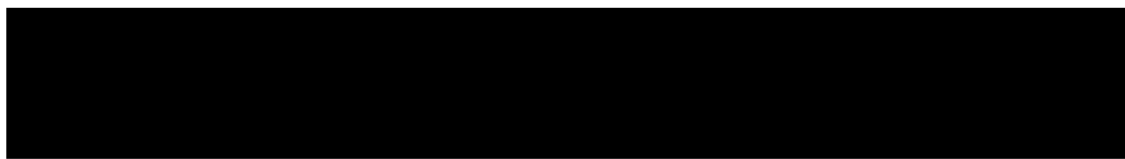
Your details

Name in CAPITAL LETTERS

MARSHA SINGH

Constituency

BRADFORD WEST



Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 24 / 2 / 06 to 31 / 3 / 06

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 400 : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 50 : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 450 : - p

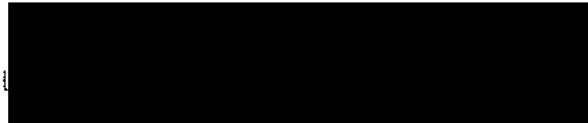
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

2/5/06

**Data protection**

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Send your completed  
form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



Member's claim form

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Your details

Name in CAPITAL LETTERS

MARSHA SINGH ✓

Constituency

BRADFORD WEST

Claim details

You can only claim for

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Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 / 2 / 06

to 1 / 3 / 07

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1457 : 80 p ✓

Feb + March

Food

£ ~~400~~ 800 : p ✓

Jan + Feb

Utilities

£ 254 : 22 p ✓

Council Tax/Rates

£ 29 : 75 p

Telephone and telecommunications

£ : p

Cleaning

£ 100 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Bedding Other

£ 100 : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

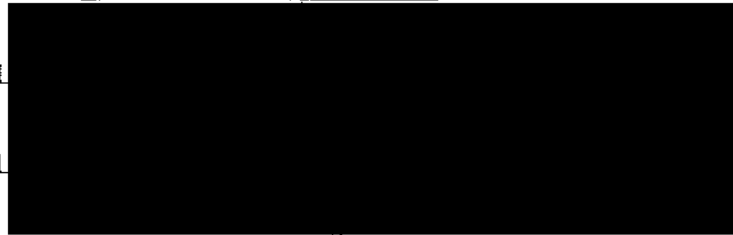
▶ please specify

Total

£ 2745 : 77 p

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance



Postcode

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature



MP

Date

23/2/06

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23 December 2005

MR MARSHA SINGH

**ESTIMATED  
Electricity bill**

We will take

**£29.75**

**Electricity bill**

8 February 2006

MR MARSHA SINGH

We will take

**£258.22**



Member's claim form

AY 2006

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Your details

Name in CAPITAL LETTERS

MARSH SINGH

Constituency

Claim details

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Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 11 2 105 to 1 1 1 106

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 728 : 90 p

- Jan pay ment

Food

£ 400 : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 100 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

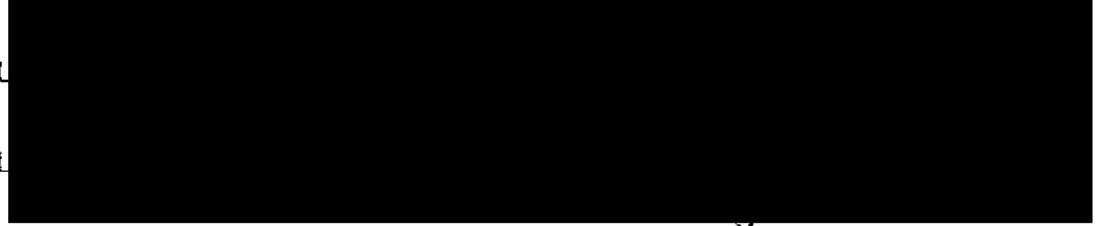
▶ please specify

Total

£ 1228 : 90 p

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing

Signature



MP

Date

10/1/06

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Additional Costs Allowance

ACA2

Member's claim form

29 NOV 2005

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Your details

Name in CAPITAL LETTERS

Constituency

Claim details

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all items costing £250 or more and include receipts - except for food, for which receipts are not required.

Please list

Please attach

Period of claim

from 31 / 10 / 05 to 30 / 11 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 728 : 40 p

Food

£ 400 : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 100 : 90 p

Service/maintenance

£ 475 : 90 p

Repairs/insurance/security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 1704 : 80 p

£1679.80

**Details of second home** *if applicable*

**Address of  
second home**  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

**Signature**

 MP

**Date**

28 / 11 / 05

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Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

17th September, 2005 ✓

REF SC/E01-A6-001-003-02

MS M SINGH ✓  
[REDACTED]

APPLICATION FOR PAYMENT OF SERVICE CHARGES

Dear Lesseeholder,

Service charges for the year ended 31/03/05 Re: 3 ASTRAL HOUSE

In accordance with the terms of your lease you are required to contribute to the cost of services for the above property, which are shown on the enclosed certificate.

The calculations for your property are set out below and we shall be pleased to receive settlement.

8.650% X £ 15733.00 Total Cost of Services

Proportion attributable to your property £ 1360.90, less £ 910.00 already charged during the year concerned.

Amount now charged to your account £ 450.90. Cheques in respect of any balance should be payable to ASTRAL ESTATES (LONDON) LTD.

[REDACTED]  
A. Thatchet

paid 24/11/05

for Service Charges Department

Encl.  
[REDACTED]

Managing Agents :-  
FRESHWATER PROPERTY MANAGEMENT, Address as at the top of this letter.

MS M SINGH

Date 22/08/2005

COMMONHOLD AND LEASEHOLD REFORM ACT 2002, SECTION 166

**NOTICE TO LONG LEASEHOLDERS OF RENT DUE**

To *(insert name (s) of leaseholder(s))*:

**(note 1)**

MS M SINGH

This notice is given in respect of *(address of premises to which the long lease relates)*

It requires you to pay rent of £ 25.00 on *(insert date)* 29/09/2005

**(note 2)**

This rent is payable in respect of the period *(state period)*

29/09/2005 - 24/03/2006



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Your details

Name in CAPITAL LETTERS

MARSHA SINGH

Constituency

BRADFORD WEST

Claim details

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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1/9/05 ✓ to 31/10/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 3055 : 50 p ✓

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

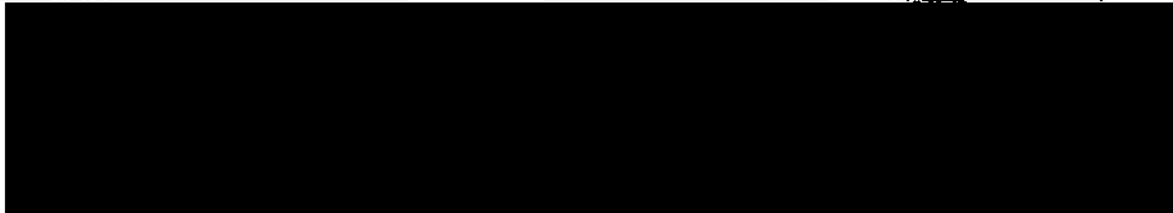
£ : p ▶ please specify

Total

£ 3055 : 50 p ✓

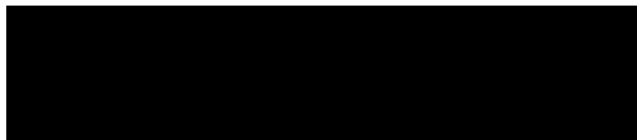
**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

31/10/05**Data protection**

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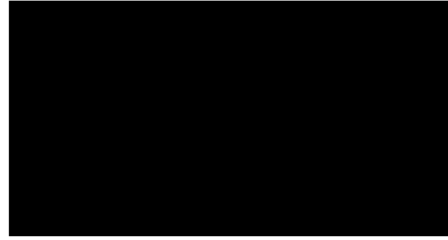
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DATE 22/09/2005

TO: MS H SINGH



DETAILS	AMOUNT	BALANCE
BALANCE BROUGHT FORWARD		2604.60
EXCESS SERVICE CHARGE FOR THE PERIOD 01/04/2004 TO 31/03/2005	450.90	3055.50
<i>04-05 ?</i>		
TOTAL DUE		3055.50



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J MARSHA SINGH

Constituency

BRADFORD WEST

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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1/9/01 to 3/11/05

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 1457 : 80 p - October + November

Food

£ 300 : p

Utilities

£ 24 : 70 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

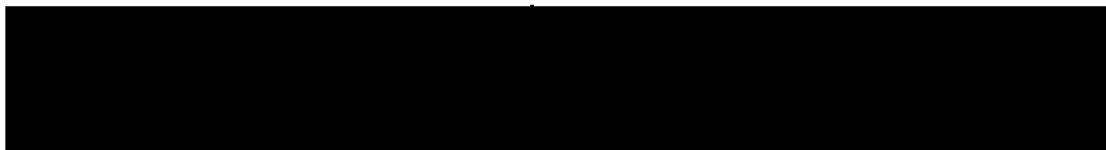
▶ please specify

Total

£ 1781 : 70 p

**Details of second home** *if applicable*

**Address of  
second home**  
*for Additional  
Costs Allowance*

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

**Signature**



MP

**Date**

31/10/05

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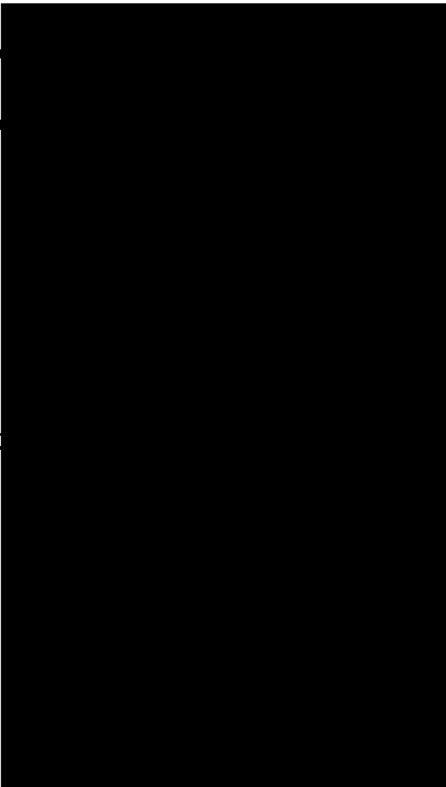
**Send your completed  
form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

Financial Processing }

Transaction No

Registration No



**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a dedicat

**Text**                      1/9 - 1/10/05

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

~~04\_05~~ / 05\_06

**Expenditure type (Cat5) :**



*Please Pay £ 725-90*

\* Validation purposes only (please tick to indicate compliance)

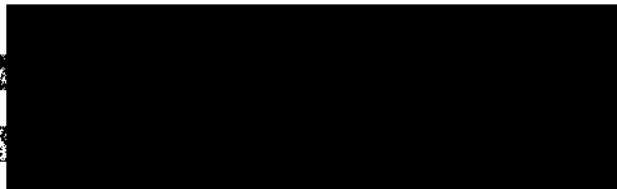
Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 <sup>nd</sup> home address
Budget checked
Claim signed
Claim correctly dated

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

\* Financial Processing purposes only

Registered by (initials & date)

Posted by (initials & date)





Member's claim form

31 AUG 2005

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Your details

Name in CAPITAL LETTERS

MARSHA SIMON

Constituency

BRADFORD WEST

Claim details

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- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 19 105 to 1 10 105

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 728 : 90 p

(interest only) or rent

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

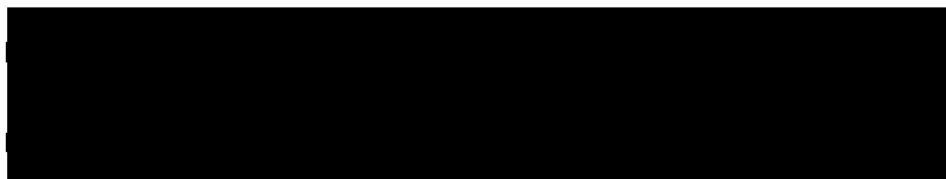
▶ please specify

Total

£ 728 : 90 p

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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Signature



MP

Date

28/4/05**Data protection**

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## Your details

Name in CAPITAL LETTERS

MARSHA SINGH

Constituency

BRADFORD WEST

## Claim details

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Please list

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Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 3 1 6 1 0 5 to 0 1 1 8 1 0 5 x 2

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 1457 : 90 p ✓ £ 728-90 x 2 July + August

Food

£ 700 : p ✓ June + July ✓

Utilities

£ 28 : 94 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 100 : p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 2286 : 84 p

1/8/05

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

1 / 8 / 05

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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 / 5 / 2005 to 2 / 6 / 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 754 : 40 p - June payment

Food

£ 150 : p

Utilities

£ 112 : 75 p

Council Tax/Rates

£ 49 : 50 p

Telephone and telecommunications

£ : p

Cleaning

£ 50 : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p please specify

Other

£ : p please specify

Other

£ : p please specify

Total

£ 1121 : 65 p

**Details of second home** *if applicable*

**Address of  
second home**  
*for Additional  
Costs Allowance*

[Redacted]

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

**Signature**

[Redacted]

MP

**Date**

3/6/05

**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

**Send your completed  
form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

Date of Issue: 27-APR-2005

MR M SINGH MP

*Property address giving rise to charge*

**COUNCIL TAX REMINDER NOTICE 2005 / 2006**

**The Finance Department**

**AMOUNT NOW OVERDUE: £ 49.50**

Date  
27th April 2005

Water Services

M. SINGH

## **Final Demand**

Overdue amount £112.75

**Member's claim form**

05/06.

19 MAY 2006

**Members' Allowances**

**About filling in this form**

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

**Your details**

Name  
in CAPITAL LETTERS

MARSHA SINGH

Constituency

BRADFORD WEST

**Claim details**

**Notes**

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please list

Please attach

Period of claim

from 31 13 105 to 30 14 105

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 759 ~~745~~ : 40 p

Food

£ : p

Utilities

£ 135 : 69 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 895 : 04 p

~~£ 414.14~~

continued on page 2

Pay £358.46.

May payment £278.45  
11/30. 26/31 = £636.91  
less 278.45  
to pay 358.46

Financial Processing }

Transaction No. ... [redacted] .....

Registration No. ... [redacted] .....

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a dedicated

**Text**

**Invoice No.** 18/5/05

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

~~04\_05~~ / 05\_06

**Expenditure type (Cat5) :**

Please pay £414.14

\* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held	<input checked="" type="checkbox"/>
Addresses comply with central records	<input checked="" type="checkbox"/>
Invoices relate to 2 <sup>nd</sup> home address	<input checked="" type="checkbox"/>
Budget checked	<input checked="" type="checkbox"/>
Claim signed	<input checked="" type="checkbox"/>
Claim correctly dated	<input checked="" type="checkbox"/>

\* Financial Processing purposes only

Registered by (initials & date)

3/6/05

Posted by (initials & date)

D. B. JUN 2005



# Member's claim form

19 MAY 2005

## Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name  
in CAPITAL LETTERS

MARSHA SINGH

Constituency

BRADFORD WEST

## Claim details

### Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 31 13 105 to 30 14 105

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 759 ~~745~~ : 60 p

Food

£ : p

Utilities

£ 135 : 69 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Other

£ : p

▶ please specify \_\_\_\_\_

Total

£ 895 : 06 p

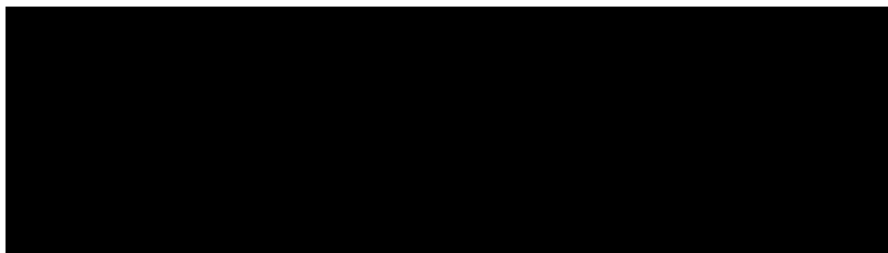
£ 414.14

continued on page 2

- May payment £278.45  
11/30.  
Should have been  
£358.46 to pay  
x 26  
31

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance



**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

18/5/05

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

**Send your completed form to**

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

\_\_\_\_\_

\_\_\_\_\_

MR MARSHA SINGH

## Electricity bill

5 April 2005

We will take

**£135.69**