



**TIP OF
THE MONTH**

JULY TIP OF THE MONTH:

**Get ready for the renewal exercise starting
1 October 2020**

CEA will be conducting the annual licence and registration renewal exercise for estate agents and real estate salespersons from 1 to 31 October 2020.

Here are the things you need to note to ensure that you're ready for your renewal:

1. Fulfil your Central Provident Fund (CPF) MediSave contribution by 30 September 2020.

CEA Salespersons must fulfil their CPF MediSave contributions to take part in the renewal exercise. Check your outstanding Medisave liabilities and payment status via CPF Board's [website](#) or contact CPF Board at 1800-227-1188.

Those in financial difficulty may approach the CPF Board to work out an instalment plan to pay for this year's MediSave contributions. To do so, salespersons may submit a request for instalment payment via "my cpf Online Services" on the CPF Board's [website](#) under "My Requests" or contact the CPF Board at self-employed@cpf.gov.sg.

If the CPF Board approves the instalment plan, CEA will consider the MediSave contribution requirement as being met for the renewal of salesperson registration for 2021.

2. Fulfil your Continuing Professional Development (CPD) cycle requirements by 30 September 2020.

Salespersons must complete a minimum of six (6) credits, of which four (4) of these credits must be from courses related to Professional Competencies and two (2) credits must be from courses related to Generic Competencies, for your 2020 CPD cycle.

You can check your CPD fulfilment status by logging in to [My CPD Portal](#).

For the list of upcoming Professional Competency CPD courses, please visit the [CPD Course Directory](#).

As for Generic Competency CPD courses, KEOs can assess and decide on the relevance of the courses taken by their salespersons and ensure that their CPD credits for Generic Competencies comply with CEA's requirements as set out in the [CPD Guidelines](#).

Salespersons are to seek their KEO's approval for the award of CPD credits for courses under Generic Competencies.

3. Submit your renewal application between 1 and 31 October 2020 (for licence and registration renewal).

For estate agents, please submit your licence renewal application via CEA's e-Service using CorpPass between 1 and 31 October 2020.

For salespersons, please submit your registration renewal application via CEA's e-Service using your SingPass between 1 October and 31 October 2020. Please ensure that your estate agent submits your registration renewal application to CEA to renew you as their salesperson by 7 November 2020.

To help estate agents in the renewal administration this year, CEA will delay the deduction of the registration fee from the estate agents' GIRO accounts to the first week of December 2020. This will provide estate agents more time to collect the registration fee from salespersons whose registration will be under them, effective from 1 January 2021.

Every month, CEA publishes a [Tip of the Month](#) that touches on the practice-related topics to help salespersons in their work. Click to learn more:

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Information is accurate as at 28 July 2020.

This email was sent to all real estate salespersons by the [Council for Estate Agencies](#).

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