

RENEWAL PROCESS GUIDE FOR ESTATE AGENTS RENEWING THE REGISTRATION OF THEIR RESs

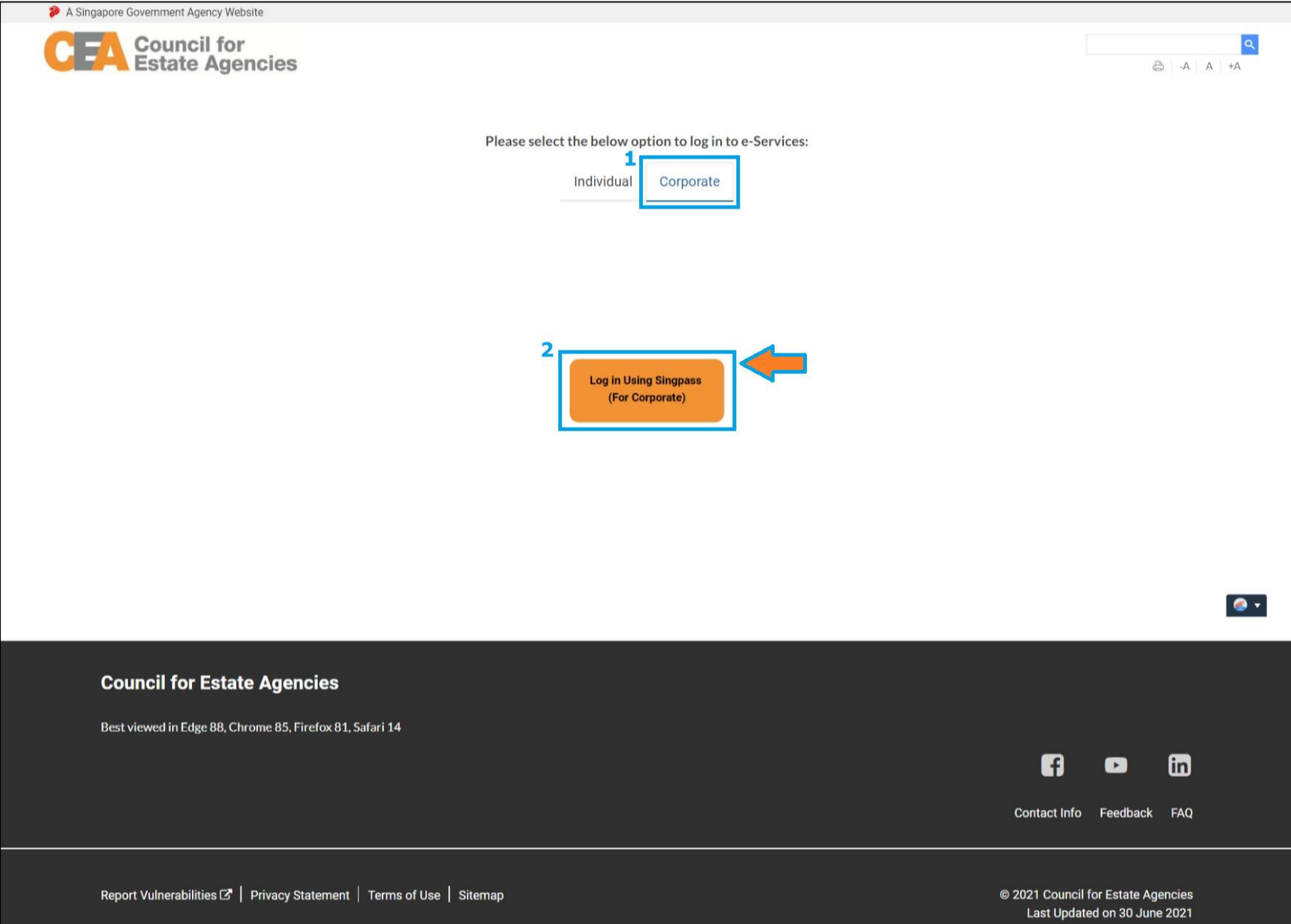
This renewal guide is for **Estate Agents (EAs)** renewing the registration of their RESs.

The EA, i.e. the KEO or its Authorised Users (AUs), can submit the RES registration renewal applications of the EA's RESs to CEA. Before doing so, the EA should ensure that it has already submitted its own EA licence renewal application to CEA.

Process for EA renewing its RES's registration

Note: The pictures below are for illustration purposes only and the wordings in the pictures may differ slightly from the actual renewal webpage.

Step 1: Click log in to CEA's [e-services](#) for **Corporate**.



The screenshot shows the CEA Council for Estate Agencies website. At the top left is the CEA logo and the text 'Council for Estate Agencies'. Below the logo, there is a navigation menu with 'Individual' and 'Corporate' options. The 'Corporate' option is highlighted with a blue box and a red number '1'. Below this, there is a 'Log in Using Singpass (For Corporate)' button, which is highlighted with a blue box and a red number '2'. An orange arrow points to this button. The footer contains the CEA logo, browser compatibility information, social media icons for Facebook, YouTube, and LinkedIn, and links for 'Contact Info', 'Feedback', and 'FAQ'. The bottom right corner of the footer contains the copyright notice: '© 2021 Council for Estate Agencies Last Updated on 30 June 2021'.

Step 2: Scroll to the **RES Registration Application Pending EA Action** in the EA's dashboard (see "1") to see the RES registration renewal application pending EA action:

- a) "Pending Submission" to CEA (see "2").
- b) "Pending Resubmission" to CEA (see "3").

A Singapore Government Agency Website
CEA Council for Estate Agencies SERVICES
Leroy Corp keo

Workspace > Workspace

Workspace

Hi, Leroy Corp! Welcome back to your ACEAS Workspace
View Your Profile Logout

EA Licence Renewal 2022

Renewal Deadline: 30 Nov 2022

You are **eligible to renew** your Estate Agent Licence.

Please ensure that the details of both your Estate Agent and your Key Executive Officer are updated first in their respective profile module so that the correct information can be pre-populated when initiating your Estate Agent Licence renewal application.

Please note that KEOs **do not need to submit a separate RES registration renewal application**, as this will be submitted automatically when the EA licence renewal application is submitted.

Renew

KEO Eligibility

CPD
As of 2022

CPF - Medisave
As of 30/06/2022 13:19:40

Directors/Partners Details

No directors/partners data available at the moment.

RES Registration Application Pending EA Action

Pending Submission

0 New and Returning 0 Switching (Incoming) 0 Switching (Outgoing) 2 Renewals

Pending Resubmission

0 New and Returning 0 Switching (Incoming) 0 Renewals

Active EA Applications

You have no active applications at the moment

Drafts

You have no drafts at the moment

Step 3: To view the RES registration renewal applications that are pending EA action in the RES management module:

a) Click on the blue boxes in the EA dashboard in the picture below.

RES Registration Application Pending EA Action

Pending Submission

- 0 New and Returning
- 0 Switching (Incoming)
- 0 Switching (Outgoing)
- 2 Renewals** ←

Pending Resubmission

- 0 New and Returning
- 0 Switching (Incoming)
- 0 Renewals** ←

b) Alternatively, in the ACEAS menu, click on Services > RES Management > Renewal.

A Singapore Government Agency Website

CEA Council for Estate Agencies

1 SERVICES

Workspace

2 RES MANAGEMENT

3 Renewal ←

PROFILE MANAGEMENT

PAYMENT

CIRCULARS

EA MANAGEMENT

QUALIFICATION MANAGEMENT

APPEAL MANAGEMENT

New and Returning

Switching

Renewal

Cancellation

Both steps 3a) and 3b) will bring the EA to its RES management page, which lists the RES registration renewal applications pending EA action (*i.e. Pending EA submission or Pending EA resubmission*).

A Singapore Government Agency Website

CEA Council for Estate Agencies

SERVICES

Ahmed corp keo

RES Management

RES Management > Renewal

Renewal Applications

2 Pending EA Submission

0 Pending RES Submission

0 Pending EA Resubmission

0 Pending RES Resubmission

Submit Applications

Pending EA: Search for Application by ID

Application ID	NRIC	Applicant Name	Estate Agent Name	Estate Agent License No.	Submission Date and Time	Approval Date and Time	Status	Action
<input type="checkbox"/> LIC-RES-REN-2208000036	S-██████	Abdul Majeed	Ahmed corp	L2300301A	29/08/2022 20:47:22	-	Pending EA Submission	View
<input type="checkbox"/> LIC-RES-REN-2208000033	S-██████	Graham Martin	Ahmed corp	L2300301A	29/08/2022 18:36:27	-	Pending EA Submission	View

Page 1 of 1

Showing 10 1 - 2 of 2 Items

Step 4: Click on the **Application ID** that has the status **"Pending EA Submission"** to process the RES registration renewal application.

A Singapore Government Agency Website

CEA Council for Estate Agencies SERVICES Ahmed corp keo

RES Management > RES Management > Renewal

Renewal Applications

2 Pending EA Submission 0 Pending RES Submission 0 Pending EA Resubmission 0 Pending RES Resubmission

Submit Applications Pending EA: Search for Application by ID

Application ID	NRIC	Applicant Name	Estate Agent Name	Estate Agent License No.	Submission Date and Time	Approval Date and Time	Status	Action
LIC-RES-REN-2208000036	S	Abdul Majeed	Ahmed corp	L2300301A	29/08/2022 20:47:22	-	Pending EA Submission	
LIC-RES-REN-2208000033	S	Graham Martin	Ahmed corp	L2300301A	29/08/2022 18:36:27	-	Pending EA Submission	

Page 1 of 1 Showing 10 1 - 2 of 2 Items

Step 5: Review the details in the RES registration renewal application form.

A Singapore Government Agency Website

CEA Council for Estate Agencies SERVICES Leroy Corp keo

LIC-RES-REN-2208000004 RES Management > Renewal > Application Information

Application Information

Application Information

Application ID: LIC-RES-REN-2208000004

Applicant Name: Cuthbert Silva

NRIC/FIN: S

Registration Number: R220801B

Request Date and Time: -

Submission Date and Time: 18/08/2022 14:55:21

Approval Date and Time: -

Application Type: Renewal

Status: Pending EA Submission

Application Details

Application Details

Education Details

Declaration Details

Recommendation

Action * Action

Remarks *

Supporting Documents + Upload a File Upload up to 5 files (.pdf, .doc, .jpg, .png - Maximum file size is 30 MB)

Submit Cancel Save as Draft

Step 6: Process and submit the RES registration renewal application as follows:

- a) **Individually process** each application using the **Recommendation** section of the form and select the action for the application (see "1"). Fill in any remarks on the application (see "2") and attach any supporting documents if needed (see "3"). Lastly, click the **Submit** button (see "4") to carry out one of the following actions:
- "Support Application"
 - "Return to Applicant", e.g. to make amendments to the application form.
 - "Reject Application"

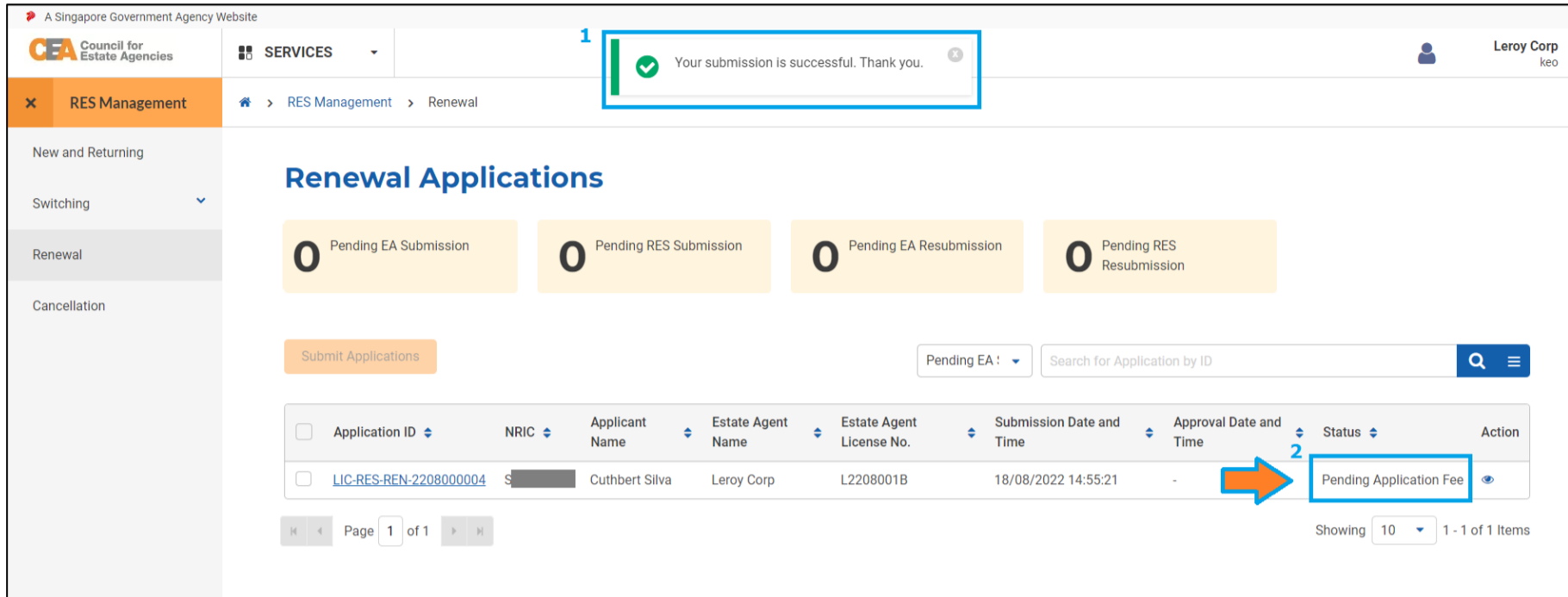
The screenshot shows the 'Recommendation' section of a form. It includes an 'Action*' dropdown menu with options: 'Support Application', 'Return to Applicant', and 'Reject Application'. Below it is a 'Remarks*' text area. Underneath is the 'Supporting Documents' section with an '+ Upload a File' button and a note: 'Upload up to 5 files (.pdf, .doc, .jpg, .png - Maximum file size is 30 MB)'. At the bottom are three buttons: 'Submit', 'Cancel', and 'Save as Draft'. Blue boxes and arrows highlight these elements: '1' points to the Action dropdown, '2' points to the Remarks text area, '3' points to the Upload a File button, and '4' points to the Submit button.

b) **Bulk process** multiple applications at once:

- "Submit Applications" – Check the boxes to select the RES application(s) to submit to CEA in bulk (see "1") and click on the "Submit Applications" button (see "2").

The screenshot shows the 'Renewal Applications' dashboard on the CEA website. At the top, there are four summary cards: '2 Pending EA Submission', '0 Pending RES Submission', '0 Pending EA Resubmission', and '0 Pending RES Resubmission'. Below these is a 'Submit Applications' button highlighted with a blue box and an arrow labeled '2'. To the right is a search bar with a dropdown for 'Pending EA' and a search icon. Below the search bar is a table of applications with columns: Application ID, NRIC, Applicant Name, Estate Agent Name, Estate Agent License No., Submission Date and Time, Approval Date and Time, Status, and Action. Two rows are visible, both with checkboxes checked, labeled '1'. The first row is for Abdul Majeed (Application ID: LIC-RES-REN-2208000036) and the second is for Graham Martin (Application ID: LIC-RES-REN-2208000033). At the bottom, there is a pagination bar showing 'Page 1 of 1' and a 'Showing 10' dropdown.

Upon submitting the application(s) to CEA, a pop-up message will appear indicating that the submission was successful (see "1") and the status for the application will change from "Pending EA Submission" to "Pending Application Fee" (see "2").



To check the status of the submitted RES registration renewal applications, the EA can login to CEA's [e-services](#) for **Corporate** and access the Renewal module in RES Management.

Upon CEA's approval of the RES registration renewal application, the RES registration end date will be updated to 31 December **2024** and the status of the application will be reflected as "**Registration Renewed**".

Note: If the EA's licence is not renewed successfully for 2024, any renewed RES registrations will lapse after 31 December 2023.

Picture – Check the outcome of the application from the Renewal module in the EA Management.

