

CEA Ref: N03-24

Date: 14 February 2024

To: All Key Executive Officers of Estate Agents

Dear Sir/Madam,

[NOTICE 03-24] WRONGLY CHARGED GOODS AND SERVICES TAX (GST) ON APPLICATION FEE FOR ESTATE AGENT (EA) LICENCE AND REAL ESTATE SALESPERSON (RES) REGISTRATION

1. Following the announcement by the Ministry of Finance (MOF) on 14 February 2024, Government agencies that have wrongly charged GST on certain fees will be providing a refund for these previously charged GST amounts. The MOF press release is attached at [Annex A](#).
2. CEA will be taking steps to issue refunds for GST amounts previously charged on (i) the Application Fee for EA Licence; and (ii) the Application Fee for RES Registration.
3. CEA has stopped charging GST on the above fees with effect from 14 February 2024. For GST that was wrongly charged before 14 February 2024, CEA will refund the GST, with interest, to eligible parties.

Application Fee for EA Licence

4. This refers to the \$120 fee¹ that is payable to CEA for the purpose of processing your EA licence application or renewal. The GST that has been wrongly charged on this fee ranges from \$7.00 to \$10.80 per transaction (depending on the prevailing GST rate at the time).
 - a. For the periods for which your EA was GST registered, you will not be eligible for a refund, as you would have claimed input tax from IRAS on this expense. **No action is required from you.**
 - b. If your EA has never been GST-registered or was only GST-registered for a partial period up to 13 February 2024, CEA will effect a GST refund to your EA for the relevant periods when your EA was not GST-registered. This will be done via interbank transfer, starting from mid-March 2024. **No action is required from you.**

¹ The Application Fee for EA Licence was increased from \$100 to \$120 with effect from 1 Jan 2024.

Application Fee for RES Registration

5. This refers to the \$50 fee that is payable to CEA for the purpose of processing an RES's registration (either new, renewal or switching applications). The GST that has been wrongly charged on this fee ranges from \$3.50 to \$4.50 per transaction (depending on the prevailing GST rate at the time).
6. CEA understands that some EAs may have borne the Application Fee for RES Registration on behalf of your RESs, depending on the contractual relationship with your RESs.
 - a. If the EA had borne the Application Fee (i.e. the RES did not pay for the Application Fee), then the EA may be eligible for the GST refund.
 - b. If the RES had borne the Application Fee, then CEA will refund the wrongly charged GST directly to the RES.
7. We will require you to declare this information to CEA in order to process the refunds. From 1 March 2024, CEA will be contacting each EA individually with details of how to make this declaration. EAs will be required to complete the declaration and respond to CEA by 30 April 2024. **No action is required from you until you hear from CEA in March 2024.**
8. CEA has also issued a notice to all RESs on 14 February 2024 to inform them of the wrongly charged GST on the Application Fee for RES Registration (Annex B).
9. For your convenience, we will set up a "GST Refund" module in CEA's e-Services, which will be available from end March 2024. Through the module, you will be able to check the details and status of your GST refund.
10. For further enquiries, you may reach out to CEA in any of the following ways:
 - a. Visit our GST Refund webpage at www.cea.gov.sg/professionals/gst-refund.
 - b. Submit an enquiry via CEA's website (www.cea.gov.sg/aceas/feedback-management).
 - c. Use our Ask CEA virtual assistant on CEA's website.
 - d. Call us at 1800-643-2555.
11. We would like to apologise for the GST wrongly charged and any inconvenience caused. We assure you that we will attend to all enquiries as soon as we can.



Yours sincerely,

MELVIN CHEONG
ACTING DEPUTY DIRECTOR (LICENSING)
COUNCIL FOR ESTATE AGENCIES