

Property Transaction Record User Guide

3 August 2021



User Guide - Scope

Areas and modules to be covered in
this User Guide

Scope

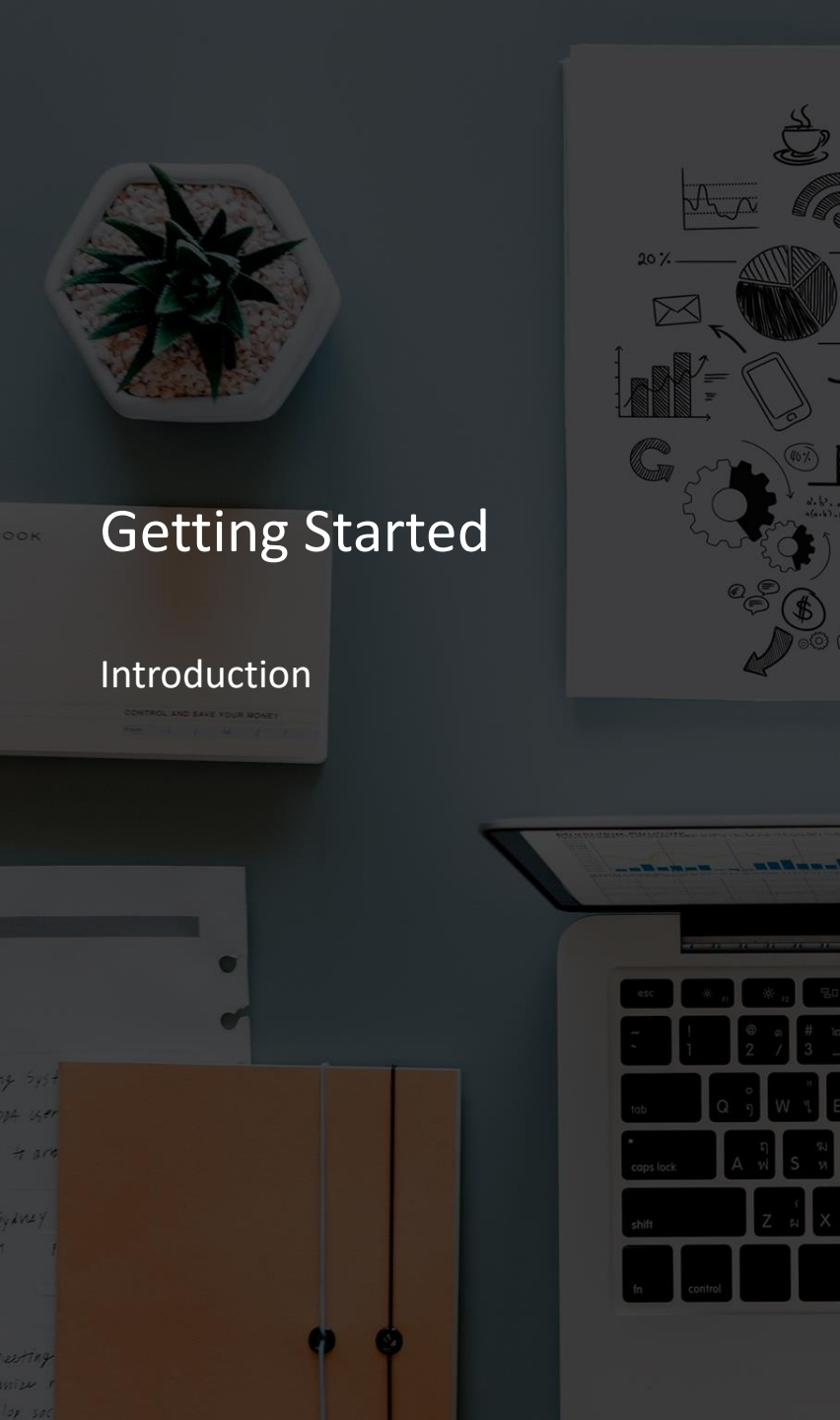
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Getting Started

During the first day of the month, the EA will receive an email notification reminder to submit your salespersons' record(s) to CEA for the following types of transactions:

1. HDB Rental
2. Private Residential Sale and Purchase
3. Private Residential Rental

This can be done via the Internet ACEAS portal.

A dark-themed background image showing a desk setup. On the left, a small potted plant sits on a desk. Below it, a document titled 'Getting Started' and 'Introduction' is visible. To the right, a laptop is open, displaying a bar chart. Above the laptop, a document with various business-related icons (like a coffee cup, a pie chart, a bar chart, a smartphone, and gears) is pinned. The overall scene is dimly lit, focusing on the workspace.

Getting Started

Introduction

Getting Started

The Internet Portal is only accessible for Entities and Individuals to manage their transactions via the available services in the System.

You can access the ACEAS Internet portal by using a web browser on any device. The following are the list of web browsers recommended for accessing ACEAS:

1. Chrome (v85)
2. Firefox (v81)
3. Edge (v88)
4. Opera (v71)
5. Safari (v14)



Getting Started

URLs you need

Getting Started

Internet

<https://www.cea.gov.sg/aceas/>
Available for **public** access

Logging In

- The Property Transaction Records service requires the user to login via CorpPass.

 A Singapore Government Agency Website



 -A A +A

Please select the below option to log in to e-Services:

Login Using Singpass
(For Individuals)

Login Using Singpass
(For Corporate)

CorpPass Login

A Singapore Government Agency Website

CEA Council for Estate Agencies

SERVICES

Blush Corp
keo

Profile Management

> Profile Management > Profile > Edit Profile

Edit Profile

1 of 3 Application Details
Next: Declaration Details

Applicant Information

i We have pre-filled your information according to your current EDH Profile.

Name * Blush Corp

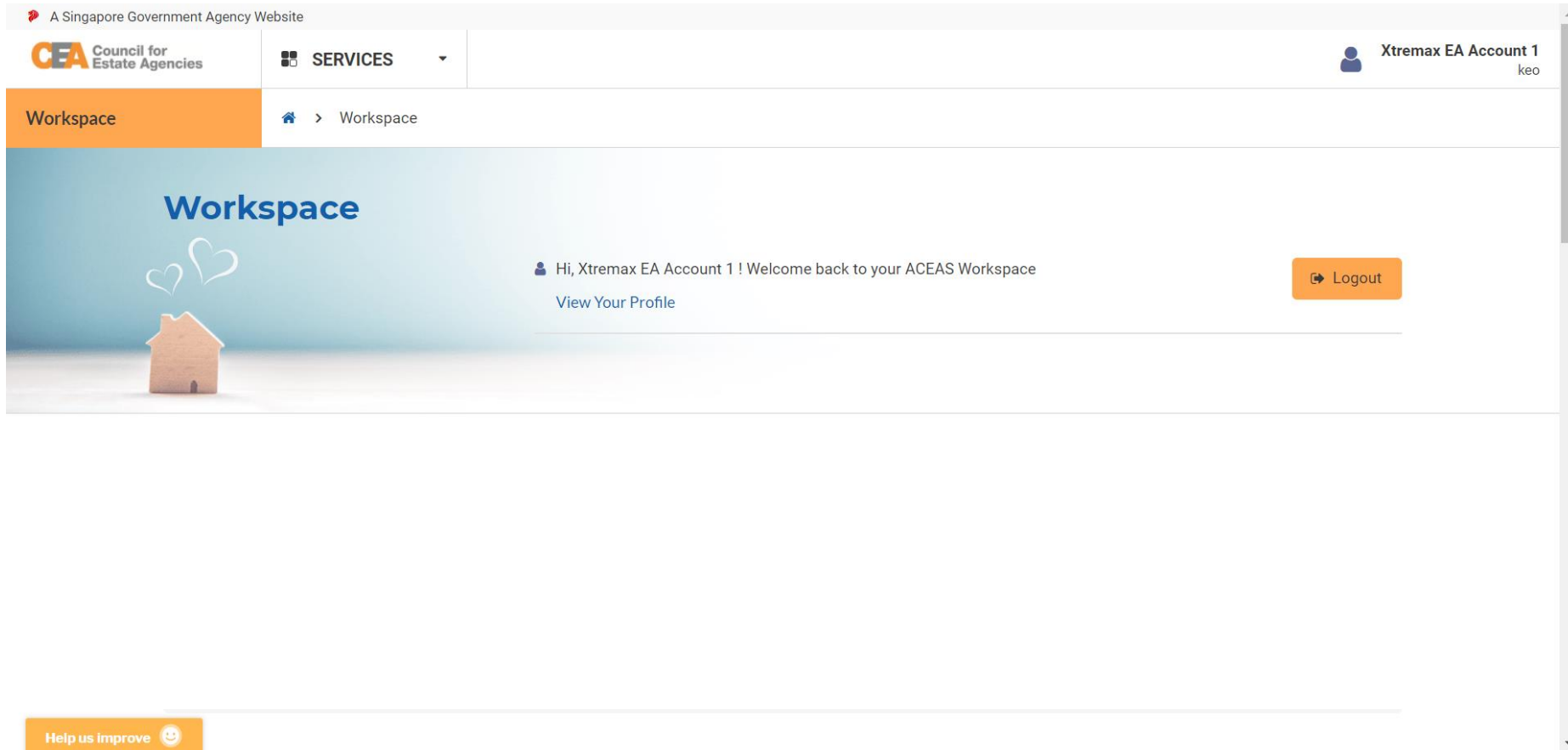
UEN * [REDACTED]

Mode of Business * Sole-Proprietorship

Help us improve

- Upon successful login, for first time users, the system will redirect you a profile creation form.
The user must first create or update the EA profile.

CorpPass Login



- After creation of the profile, or login via an account with a profile created, the system will redirect you to an Entity Dashboard page.

Property Transaction Record

The Property Transaction Record service is for EAs to create and submit HDB rental, and private residential records.

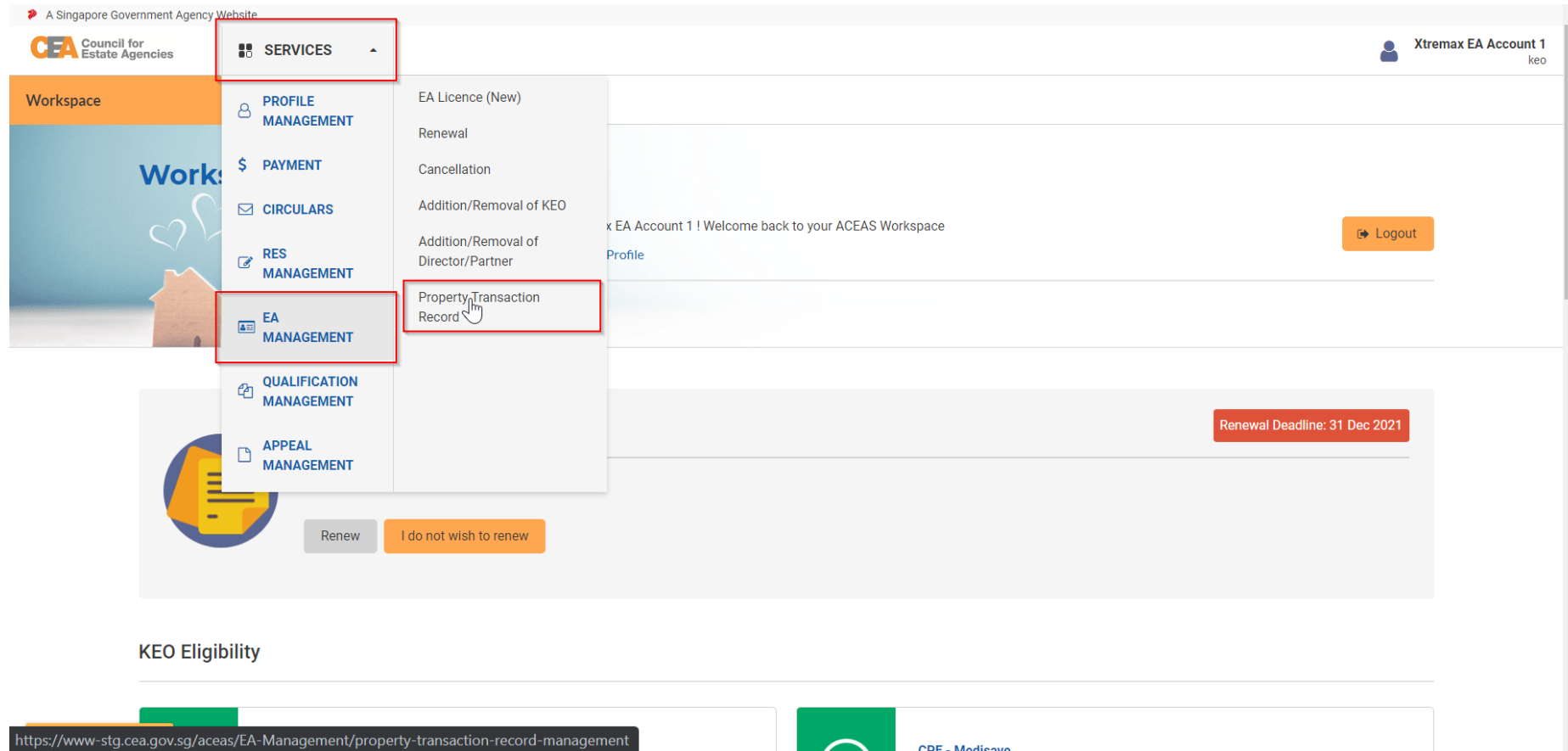
Here are the steps to submit property transaction records:

1. Navigate to the Property Transaction Record service by clicking EA Management tab.
2. Create the property transaction record:
 - a. By data entry using the online form
 - b. By bulk excel upload
3. Wait for record to be processed
4. Amend record (if necessary)

Property Transaction Record

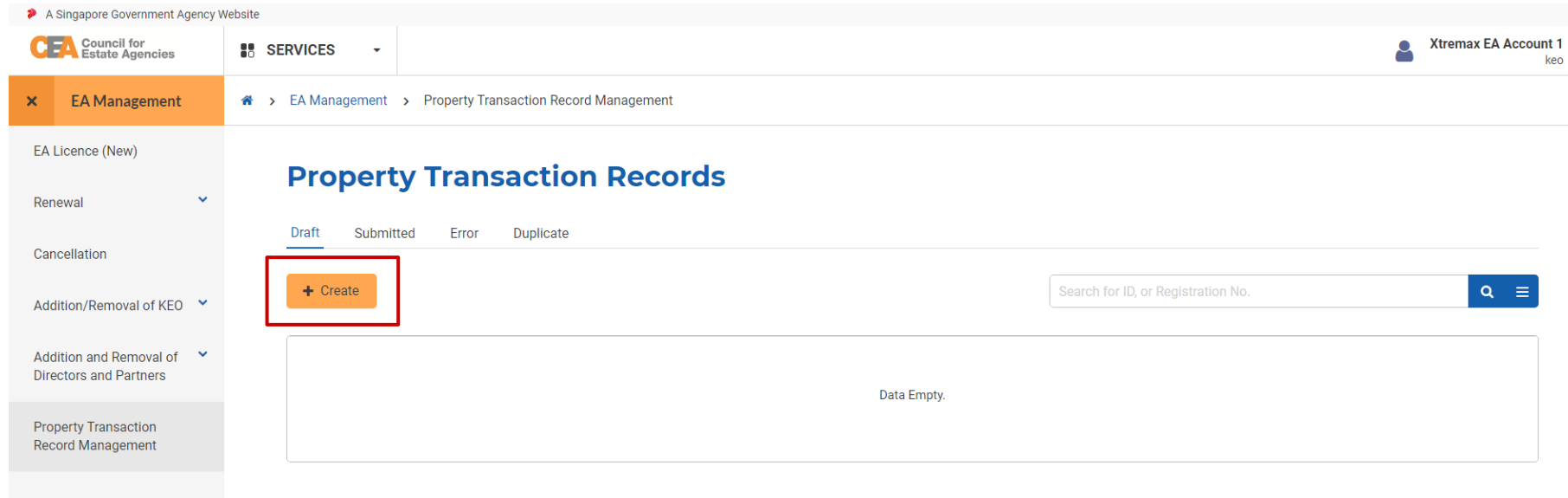
Introduction

Navigate to the Property Transaction Record service (1/2)



- Click on the global menu (Services dropdown list), hover over EA Management, then click on Property Transaction Record.

Navigate to the Property Transaction Record service (2/2)



- You will be redirected to the Property Transaction Records listing page – Draft tab. You can **create** new property transaction records from this listing page. You can also **view** and **edit** draft property transaction records that have been created (but not yet submitted).

Create Record

The screenshot shows the CEA Council for Estate Agencies website. The top navigation bar includes the CEA logo, a 'SERVICES' dropdown, and a user profile 'Xtremax EA Account 1 keo'. The left sidebar is titled 'EA Management' and contains links for 'EA Licence (New)', 'Renewal', 'Cancellation', 'Addition/Removal of KEO', 'Addition and Removal of Directors and Partners', and 'Property Transaction Record Management'. The main content area is titled 'Create Records' and shows the 'Method for Adding Records' with two options: 'Data Entry (Max 10)' (selected) and 'Bulk Excel Upload'. Below this, there are four numbered instructions: 1. EA is only required to submit HDB residential rental, private residential sale and resale, and private residential rental transaction records. 2. If there are no transactions for the above-mentioned transaction types in the preceding month, no action is required by the EA. 3. EA can create new transaction records by completing the online form or by uploading the records using the excel template provided. 4. Please note that draft and error records will only remain in the system for 30 days from the date they are first created, last edited or appeared. The form itself is titled 'Record 1' and contains four fields: 'Property Type *' (a dropdown menu), 'Block *' (a text input), 'Floor *' (a text input), and 'Unit Number *' (a text input).

- Clicking the **create** button will bring you to the Create Record page. It tells you information about the creation of property transaction records.
- There are two methods of creating records, by data entry, and by bulk excel upload.

Create Record – Data Entry (1/10)

A Singapore Government Agency Website

CEA Council for Estate Agencies

SERVICES

Xtremax EA Account 1
keo

EA Management

EA Management > Property Transaction Re... > Property Transaction Records List

EA Licence (New)

Renewal

Cancellation

Addition/Removal of KEO

Addition and Removal of Directors and Partners

Property Transaction Record Management

Create Records

Method for Adding Records *

☒ Data Entry (Max 10) ☐ Bulk Excel Upload

1. EA is only required to submit HDB residential rental, private residential sale and resale, and private residential rental transaction records.
2. If there are no transactions for the above-mentioned transaction types in the preceding month, no action is required by the EA.
3. EA can create new transaction records by completing the online form or by uploading the records using the excel template provided.
4. Please note that draft and error records will only remain in the system for 30 days from the date they are first created, last edited or appeared.

Record 1

Property Type *

Block *

Floor *

Unit Number *

Postal Code *

- By default, the data entry method will be selected.

Create Record – Data Entry (2/10)

Property Transaction
Record Management

Record 1

Property Type *

Block *

Floor *

Unit Number *

Postal Code *

Transaction Date *

Represented *

Registration No *

This is a mandatory field, please do not leave it empty.

Sale/Rental Type *

This is a mandatory field, please do not leave it empty.

+ Add

- Fill in the mandatory fields (marked with a *****) for each record.
- An error message will appear for any error that has been made when entering the data.

Create Record – Data Entry (3/10)

Property Transaction
Record Management

Record 1

Property Type *

Block *

Floor *

Unit Number *

Postal Code *

Transaction Date *

Represented *

Registration No *

This is a mandatory field, please do not leave it empty.

Sale/Rental Type *

This is a mandatory field, please do not leave it empty.

+ Add

- Clicking the **Add** button adds another record to be created. You can add up to 10 records via data entry method.

Create Record – Data Entry (4/10)

Record 2

Property Type *

Block *

Floor *

Unit Number *

Postal Code *

Transaction Date *

Represented *

Registration No *

Sale/Rental Type *

- Remove

+ Add

- The additional records can be deleted by clicking the **Remove** button.

Create Record – Data Entry (5/10)

Property Transaction
Record Management

Record 1

Record 2

Property Type *

Select Property Type


Block *

Floor *

Unit Number *

Postal Code *

Transaction Date *

Type or select a date... 

Represented *

Select Represented

Registration No *

Sale/Rental Type *

Select Sale/Rental Type

Remove

- You can expand/collapse each record by clicking on the record's header.

Create Record – Data Entry (6/10)

Property Transaction
Record Management

Record 1

Property Type *

Block *

Floor *

Unit Number *

Postal Code *

Transaction Date *

Represented *

Registration No *

Sale/Rental Type *

+ Add

Submit Cancel

- Click the **Submit** button to create a draft property transaction record.

Create Record – Data Entry (7/10)

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EA Management

EA Licence (New)

Renewal

Cancellation

Addition/Removal of KEO

Addition and Removal of Directors and Partners

Property Transaction Record Management

Property Transaction Records

Draft Submitted Error Duplicate

+ Create

Search for ID, or Registration No.

<input type="checkbox"/>	Record ID	Block	Floor	Unit Number	Postal Code	Property Type	Transaction Date	Represented	Registration No.	Sale/Rental Type	Transaction
<input type="checkbox"/>	PTR2108000002	2	22	222	123	Condominium/Apartments	31/07/2021	Landlord	R020008D	Whole Rental	Rental

Page 1 of 1

Showing 10 1 - 1 of 1 Items

- You will be brought back to the Property Transaction Records listing page – Draft tab.
- From this listing page, you can make amendments to the fields you have just entered, to confirm the data input is correct.

Create Record – Data Entry (8/10)

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A Singapore Government Agency Website

CEA Council for Estate Agencies

SERVICES

Xtremax EA Account 1
keo

EA Management



EA Management > Property Transaction Record Management

Property Transaction Records

Draft Submitted Error Duplicate

+ Create

Search for ID, or Registration No.

Block	Floor	Unit Number	Postal Code	Property Type	Transaction Date	Represented	Registration No.	Sale/Rental Type	Transaction Type	Action	
2	2	22	222	123	Condominium/Apartments	31/07/2021	Landlord	R020008D	Whole Rental	Rental	 

Page 1 of 1

Showing 10 1 - 1 of 1 Items

- In the right-most column of the table listing, there will be an Action column.
- Clicking the **eye** action button will bring you to the View page, which allows you to view the draft record you have created.
- Clicking the **pencil** action button will bring you to the Edit page, which allows you to edit the draft record you have created.

Create Record – Data Entry (9/10)

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EA Management

EA Licence (New)

Renewal

Cancellation

Addition/Removal of KEO

Addition and Removal of Directors and Partners

Property Transaction Record Management

Property Transaction Records

Draft Submitted Error Duplicate

+ Create Submit Save Delete

Search for ID, or Registration No.

<input checked="" type="checkbox"/>	Record ID	Block	Floor	Unit Number	Postal Code	Property Type	Transaction Date	Represented	Registration No.	Sale/Rental Type	Transaction
<input checked="" type="checkbox"/>	PTR2108000002	2	22	222	123	Condominium/Apartments	31/07/2021	Landlord	R020008D	Whole Rental	Rental

Page 1 of 1

Showing 10 1 - 1 of 1 Items

- Alternatively, you can choose to edit the draft records from the listing itself.
- Click the checkbox for the record to be edited. You will be able to see three new buttons.
- Click the **Save** button to save any changes made to the draft record.
- Click the **Delete** button to delete the draft record.

Create Record – Data Entry (10/10)

A Singapore Government Agency Website

CEA Council for Estate Agencies

SERVICES

EA Management

EA Licence (New)

Renewal

Cancellation

Addition/Removal of KEO

Addition and Removal of Directors and Partners

Property Transaction Record Management

Draft Submitted Error Duplicate

+ Create

Search for ID, or Registration No.

Record ID	Block	Floor	Unit Number	Postal Code	Property Type	Transaction Date	Represented	Registration No.	Sale/Rental Type	Transaction Type	Action
Data Empty.											

- Click the **Submit** button to submit the draft record to CEA for validation.
- The record will be moved from the Draft tab to the Submitted tab. Please skip to slide 29 for possible processes after submission.

Create Record – Bulk Excel Upload (1/5)

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CEA Council for Estate Agencies

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Xtremax EA Account 1
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EA Management

EA Licence (New)

Renewal

Cancellation

Addition/Removal of KEO

Addition and Removal of Directors and Partners

Property Transaction Record Management

Create Records

Method for Adding Records *

☐ Data Entry (Max 10)

☒ Bulk Excel Upload

Records Excel File *

Need to upload in bulk? Use our Excel template [here](#).

+ Upload a File Upload up to 1 files (.xlsx, .xls, .csv - Maximum file size is 30MB)

Submit Cancel

- From the Create Records page, click on Bulk Excel Upload to create and submit property transaction record(s) to CEA.

Create Record – Bulk Excel Upload (2/5)

A Singapore Government Agency Website

CEA Council for Estate Agencies

SERVICES

Xtremax EA Account 1
keo

EA Management

EA Management > Property Transaction Re... > Property Transaction Records List

EA Licence (New)

Renewal

Cancellation

Addition/Removal of KEO

Addition and Removal of Directors and Partners

Property Transaction Record Management

Create Records

Method for Adding Records *

☐ Data Entry (Max 10) ☒ Bulk Excel Upload

Records Excel File *

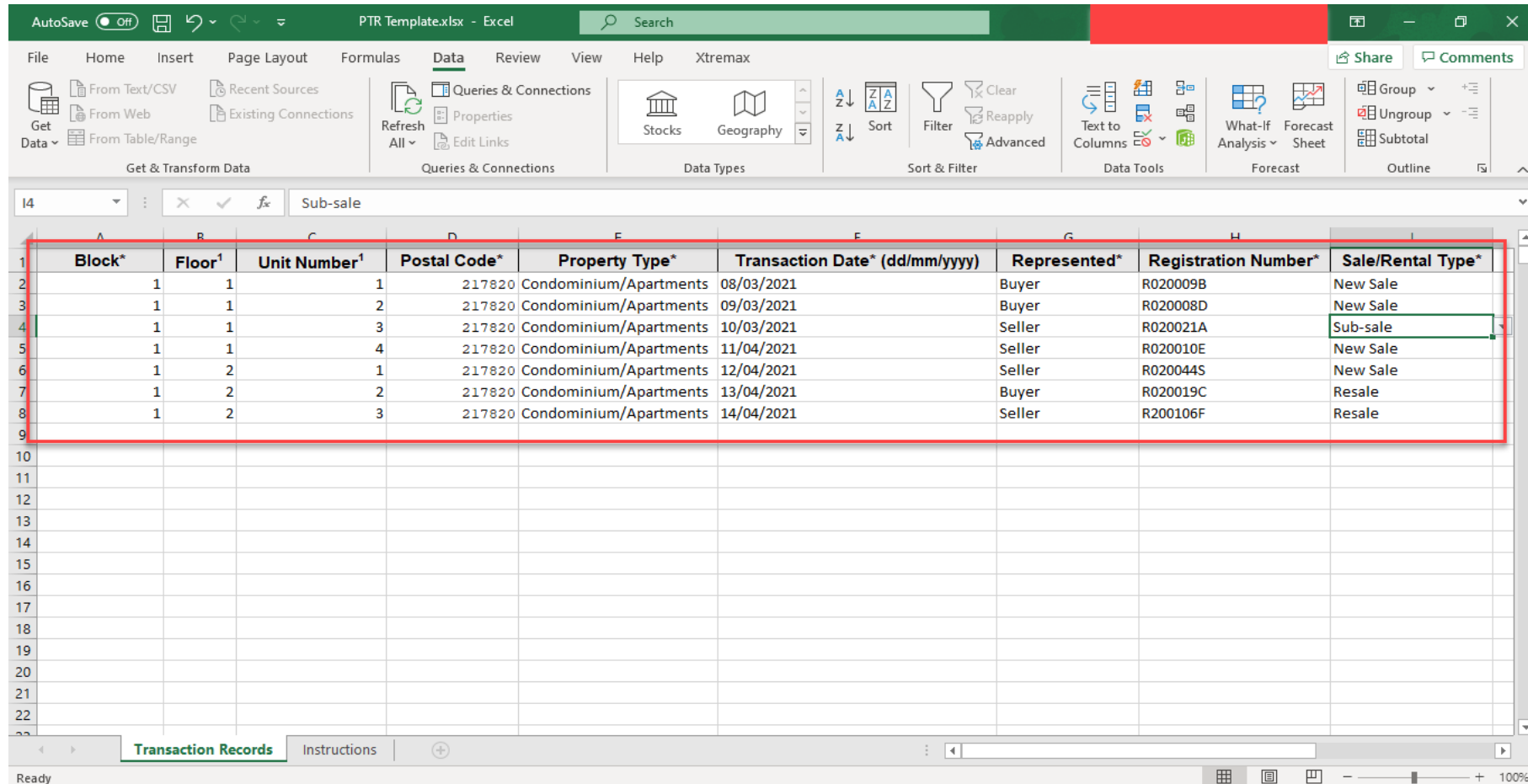
i Need to upload in bulk? Use our Excel template [here](#).

+ Upload a File Upload up to 1 files (.xlsx, .xls, .csv - Maximum file size is 30MB)

Submit Cancel

- Click the **here** hyperlink to download the bulk excel upload template.

Create Record – Bulk Excel Upload (3/5)



Block*	Floor ¹	Unit Number ¹	Postal Code*	Property Type*	Transaction Date* (dd/mm/yyyy)	Represented*	Registration Number*	Sale/Rental Type*
1	1	1	217820	Condominium/Apartments	08/03/2021	Buyer	R020009B	New Sale
1	1	2	217820	Condominium/Apartments	09/03/2021	Buyer	R020008D	New Sale
1	1	3	217820	Condominium/Apartments	10/03/2021	Seller	R020021A	Sub-sale
1	1	4	217820	Condominium/Apartments	11/04/2021	Seller	R020010E	New Sale
1	2	1	217820	Condominium/Apartments	12/04/2021	Seller	R020044S	New Sale
1	2	2	217820	Condominium/Apartments	13/04/2021	Buyer	R020019C	Resale
1	2	3	217820	Condominium/Apartments	14/04/2021	Seller	R200106F	Resale

- When filling in the bulk excel upload template, make sure your file is filled with the records you want to submit in the correct format. Otherwise, an error message will pop up.

Create Record – Bulk Excel Upload (4/5)

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keo

EA Management

EA Management > Property Transaction Re... > Property Transaction Records List

Create Records

Method for Adding Records *

☐ Data Entry (Max 10) ☒ Bulk Excel Upload

Records Excel File *

i Need to upload in bulk? Use our Excel template [here](#).

+ Upload a File Upload up to 1 files (.xlsx, .xls, .csv - Maximum file size is 30MB)

Submit Cancel

- Click the **Upload a File** button to upload your completed bulk excel upload template.
- If you upload the wrong file, simply click on the button again to upload another file.

Create Record – Bulk Excel Upload (5/5)

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Xtremax EA Account 1
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EA Management

EA Licence (New)

Renewal

Cancellation

Addition/Removal of KEO

Addition and Removal of Directors and Partners

Property Transaction Record Management

Create Records

Method for Adding Records *

☐ Data Entry (Max 10) ☒ Bulk Excel Upload

Records Excel File *

Need to upload in bulk? Use our Excel template [here](#).

+ Upload a File PTR Template.xlsx

Submit Cancel

- Click the **Submit** button to create and submit the property transaction records to CEA.

Wait for record to be processed (1/3)

A Singapore Government Agency Website

CEA Council for Estate Agencies

SERVICES

Xtremax EA Account 1 keo

EA Management

EA Management > Property Transaction Record Management

Property Transaction Records

Draft Submitted Error Duplicate

All Search for ID, or Registration No. 🔍

Record ID	Block	Floor	Unit Number	Postal Code	Property Type	Transaction Date	Represented	Registration No	Sale/Rental Type	Transaction Type	Submitted
PTR2106006029	3	01	01	217820	Condominium/Apartments	13/06/2021 01:00:00	Seller		New Sale	Sale/Purchase	08/07/2021
PTR2106000026	989	05	478	478965	Condominium/Apartments	06/02/2021 00:00:00	Landlord		-	-	07/06/2021
PTR2106000022	289	05	478	478965	Condominium/Apartments	06/04/2021 00:00:00	Landlord		-	-	07/06/2021
PTR2105001131	8	03	07	217820	Condominium/Apartments	12/01/2021 00:00:00	Seller		New Sale	Sale/Purchase	20/05/2021
PTR2105000119	2	01	07	050005	Executive Condominium	01/01/2020 00:00:00	Seller		New Sale	Sale/Purchase	06/05/2021
PTR2105000113	8	02	07	217820	Condominium/Apartments	01/01/2021 00:00:00	Seller		New Sale	Sale/Purchase	06/05/2021
PTR2105000112	8	04	07	217820	Condominium/Apartments	12/01/2021 00:00:00	Seller		New Sale	Sale/Purchase	06/05/2021
PTR2105000104	8	04	07	217820	Condominium/Apartments	12/01/2021 00:00:00	Seller		New Sale	Sale/Purchase	06/05/2021
PTR2105000081	8	02	07	217820	Condominium/Apartments	01/01/2021 00:00:00	Seller		New Sale	Sale/Purchase	05/05/2021
PTR2105000078	8	04	07	217820	Condominium/Apartments	12/01/2021 00:00:00	Seller		New Sale	Sale/Purchase	05/05/2021

- Click the **Submitted** tab to view the Property Transaction Record listing page – Submitted tab.

Wait for record to be processed (2/3)

The screenshot displays the 'Property Transaction Records' interface. On the left is a sidebar with navigation options: 'EA Licence (New)', 'Renewal', 'Cancellation', 'Addition/Removal of KEO', 'Addition and Removal of Directors and Partners', and 'Property Transaction Record Management' (which is highlighted). The main area has a title 'Property Transaction Records' and tabs for 'Draft', 'Submitted' (selected), 'Error', and 'Duplicate'. Below the tabs is a search bar with a dropdown set to 'All' and a search input field. A table of records is shown with columns: 'Floor', 'Unit Number', 'Postal Code', 'Property Type', 'Transaction Date', 'Represented', 'Registration No.', 'Sale/Rental Type', 'Transaction Type', 'Submitted Date', 'Status', and 'Action'. A red box highlights the 'Status' column, which contains the word 'Processing' for every record. The table has 10 rows of data. At the bottom, there is a pagination bar showing 'Page 1 of 2' and a 'Showing 10 of 18 items' indicator.

Floor	Unit Number	Postal Code	Property Type	Transaction Date	Represented	Registration No.	Sale/Rental Type	Transaction Type	Submitted Date	Status	Action
1	01	217820	Condominium/Apartments	13/06/2021 01:00:00	Seller	[REDACTED]	New Sale	Sale/Purchase	08/07/2021 14:14:34	Processing	[Icon]
5	478	478965	Condominium/Apartments	06/02/2021 00:00:00	Landlord	[REDACTED]	-	-	07/06/2021 22:35:54	Processing	[Icon]
5	478	478965	Condominium/Apartments	06/04/2021 00:00:00	Landlord	[REDACTED]	-	-	07/06/2021 22:35:54	Processing	[Icon]
3	07	217820	Condominium/Apartments	12/01/2021 00:00:00	Seller	[REDACTED]	New Sale	Sale/Purchase	20/05/2021 17:08:38	Processing	[Icon]
1	07	050005	Executive Condominium	01/01/2020 00:00:00	Seller	[REDACTED]	New Sale	Sale/Purchase	06/05/2021 17:06:20	Processing	[Icon]
2	07	217820	Condominium/Apartments	01/01/2021 00:00:00	Seller	[REDACTED]	New Sale	Sale/Purchase	06/05/2021 16:29:48	Processing	[Icon]
4	07	217820	Condominium/Apartments	12/01/2021 00:00:00	Seller	[REDACTED]	New Sale	Sale/Purchase	06/05/2021 16:29:49	Processing	[Icon]
4	07	217820	Condominium/Apartments	12/01/2021 00:00:00	Seller	[REDACTED]	New Sale	Sale/Purchase	06/05/2021 16:28:28	Processing	[Icon]
2	07	217820	Condominium/Apartments	01/01/2021 00:00:00	Seller	[REDACTED]	New Sale	Sale/Purchase	05/05/2021 17:08:32	Processing	[Icon]
4	07	217820	Condominium/Apartments	12/01/2021 00:00:00	Seller	[REDACTED]	New Sale	Sale/Purchase	05/05/2021 17:04:24	Processing	[Icon]

- Upon submitting the record(s) to CEA, it might take a while for the record(s) to appear in the Submitted tab. Once the record(s) appear, you will be able to track their processing status.

Wait for record to be processed (3/3)

Processing may result in the following:

1. If there are **no issues** with the submitted record(s), the EA will receive an email notification that the record(s) will be published to the Public Register on the 15th of the month.
2. If there are **any error(s)** with the submitted record(s), the EA will receive an email notification to login to ACEAS to check the error messages (please refer to slide 32).
3. If there are **duplicated records** detected, the EA will receive an email notification to submit the necessary supporting documents for CEA's assessment (please refer to slide 38).

Amend record – Error (1/6)

A Singapore Government Agency Website

CEA Council for Estate Agencies

SERVICES

Xtremax EA Account 1
keo

EA Management

EA Management > Property Transaction Record Management

Property Transaction Records

Draft Submitted **Error** Duplicate

Search for ID, or Registration No.

<input type="checkbox"/>	Record ID	Block	Floor	Unit Number	Postal Code	Property Type	Transaction Date	Represented	Registration No.	Sale/Rental Type	Transaction Type	Submitted
<input type="checkbox"/>	PTR2108000002	2	22	222	123456	Condominium/Apartments	31/07/2021 00:00:00	Landlord		Whole Rental	Rental	02/08/2021
<input type="checkbox"/>	PTR2107000002	1	11	111	111111	Condominium/Apartments	08/07/2021 00:00:00	Landlord		Room Rental	Rental	08/07/2021
<input type="checkbox"/>	PTR2107000001	1	11	111	111111	Condominium/Apartments	08/07/2021 00:00:00	Landlord		Room Rental	Rental	08/07/2021

Page 1 of 1

Showing 10 1 - 3 of 3 Items

- Click the **Error** tab to view the Property Transaction Record listing page – Error tab.

Amend record – Error (2/6)

The screenshot shows the CEA (Council for Estate Agencies) website interface. The user is logged in as 'Xtremax EA Account 1 keo'. The navigation menu on the left includes 'EA Management' and 'Property Transaction Record Management'. The main content area is titled 'Property Transaction Records' and has tabs for 'Draft', 'Submitted', 'Error', and 'Duplicate'. The 'Error' tab is selected. A table lists three records, all with 'Postal Code OneMap Validation Error' messages. A red box highlights the 'Error Message' column, and a blue tooltip provides more details about the error.

Property Type	Transaction Date	Represented	Registration No.	Sale/Rental Type	Transaction Type	Submitted Date	Error Message	Action
Condominium/Apartments	31/07/2021 00:00:00	Landlord	R020008D	Whole Rental	Rental	02/08/2021 22:09:59	Postal Code OneMap Validation Error The address is invalid. Please amend and res...	
Condominium/Apartments	08/07/2021 00:00:00	Landlord	R200106F	Room Rental	Rental	08/07/2021 14:11:45	Postal Code OneMap Validation Error The address is invalid. Please amend and res...	
Condominium/Apartments	08/07/2021 00:00:00	Landlord	R200106F	Room Rental	Rental	08/07/2021 14:02:38	Postal Code OneMap Validation Error The address is invalid. Please amend and res...	

Postal Code OneMap Validation Error
The address is invalid. Please amend and resubmit. If the record was incorrectly submitted, please remove the record.

- Scroll to the right side of the table listing. You will be able to find the Error Message column.
Hover over the Error Message text to view more details about the error.

Amend record – Error (3/6)

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EA Management

EA Management > Property Transaction Record Management

EA Licence (New)

Renewal

Cancellation

Addition/Removal of KEO




Addition and Removal of Directors and Partners

Property Transaction Record Management

Property Transaction Records

Draft Submitted **Error** Duplicate

Search for ID, or Registration No.

Property Type	Transaction Date	Represented	Registration No.	Sale/Rental Type	Transaction Type	Submitted Date	Error Message	Action
Condominium/Apartments	31/07/2021 00:00:00	Landlord	[REDACTED]	Whole Rental	Rental	02/08/2021 22:09:59	Postal Code OneMap Validation Error The address is invalid. Please amend and res...	 View
Condominium/Apartments	08/07/2021 00:00:00	Landlord	[REDACTED]	Room Rental	Rental	08/07/2021 14:11:41	Postal Code OneMap Validation Error The address is invalid. Please amend and res...	
Condominium/Apartments	08/07/2021 00:00:00	Landlord	[REDACTED]	Room Rental	Rental	08/07/2021 14:02:38	Postal Code OneMap Validation Error The address is invalid. Please amend and res...	

Page 1 of 1

Showing 10 1 - 3 of 3 Items

- Clicking the **eye** action button will bring you to the View page.

Amend record – Error (4/6)

A Singapore Government Agency Website

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SERVICES

Xtremax EA Account 1
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x PTR2108000002

EA Management > Property Transaction Re... > Property Transaction Re... > Update Records

EA Licence (New)

Renewal

Cancellation

Addition/Removal of KEO

Addition and Removal of Directors and Partners

Property Transaction Record Management

Property Transaction Details

Record Information

Record ID	PTR2108000002
Creation Date and Time	02/08/2021 21:59:38
Status	Pending Amendments
Error Message	Postal Code OneMap Validation Error The address is invalid. Please amend and resubmit. If the record was incorrectly submitted, please remove the record.
Related Record	

Property Transaction Information

Property Type *	Condominium/Apartments
Block *	2
Floor *	22

- You will be able to edit data within the record with the error.

Amend record – Error (5/6)

Property Transaction Information

Property Type *	Condominium/Apartments
Block *	2
Floor *	22
Unit Number *	222
Postal Code *	123456
Transaction Date	31/07/2021 00:00:00
Represented *	Landlord
Registration No *	R020008D
Sale/Rental Type *	Whole Rental
Transaction Type *	Rental

Submit **Delete** Cancel

- Click the **Submit** button to submit the record to CEA for processing again. Please refer to slide 29 for the next steps.

Amend record – Error (6/6)

Property Transaction Information

Property Type *	Condominium/Apartments
Block *	2
Floor *	22
Unit Number *	222
Postal Code *	123456
Transaction Date	31/07/2021 00:00:00
Represented *	Landlord
Registration No *	
Sale/Rental Type *	Whole Rental
Transaction Type *	Rental

- Click the **Delete** button to delete the record if the record was incorrectly submitted.

Amend record – Duplicate (1/3)

A Singapore Government Agency Website

CEA Council for Estate Agencies

SERVICES

Xtremax EA Account 1
keo

EA Management

EA Licence (New)

Renewal

Cancellation

Addition/Removal of KEO

Addition and Removal of Directors and Partners

Property Transaction Record Management

Property Transaction Record Management

Property Transaction Records

Draft Submitted Error **Duplicate**

Search for ID, or Registration No.

Record ID	Block	Floor	Unit Number	Postal Code	Property Type	Transaction Date	Represented	Registration No	Sale/Rental Type	Transaction Type	Submitted On
PTR2106000027	8	04	07	217820	Condominium/Apartments	12/01/2021 00:00:00	Seller		New Sale	Sale/Purchase	14/06/2021
PTR2105000118	2	01	07	050005	Condominium/Apartments	01/01/2020 00:00:00	Seller		New Sale	Sale/Purchase	06/05/2021
PTR2105000115	8	02	07	217820	Condominium/Apartments	01/01/2021 00:00:00	Seller		New Sale	Sale/Purchase	06/05/2021
PTR2105000114	8	04	07	217820	Condominium/Apartments	12/01/2021 00:00:00	Seller		New Sale	Sale/Purchase	06/05/2021
PTR2104000040	09	09	012	520130	Executive Condominium	08/04/2021 00:00:00	Seller		Resale	Sale/Purchase	29/04/2021

Page 1 of 1

Showing 10 1 - 5 of 5 Items

- Click the **Duplicate** tab to view the Property Transaction Record listing page – Duplicate tab.

Amend record – Duplicate (2/3)

A Singapore Government Agency Website

CEA Council for Estate Agencies

SERVICES

Xtremax EA Account 1
keo

EA Management

EA Licence (New)

Renewal

Cancellation

Addition/Removal of KEO







Addition and Removal of Directors and Partners

Property Transaction Record Management

Property Transaction Record Management

Draft Submitted Error Duplicate

Search for ID, or Registration No.

Block	Floor	Unit Number	Postal Code	Property Type	Transaction Date	Represented	Registration No	Sale/Rental Type	Transaction Type	Submitted Date	Action
8	04	07	217820	Condominium/Apartments	12/01/2021 00:00:00	Seller	R020044S		Sale/Purchase	14/06/2021 18:00:43	  View
2	01	07	050005	Condominium/Apartments	01/01/2020 00:00:00	Seller	R0020009		Sale/Purchase	06/05/2021 17:00:20	
8	02	07	217820	Condominium/Apartments	01/01/2021 00:00:00	Seller	R0020009		Sale/Purchase	06/05/2021 16:30:33	
8	04	07	217820	Condominium/Apartments	12/01/2021 00:00:00	Seller	R0020008		Sale/Purchase	06/05/2021 16:30:33	
09	09	012	520130	Executive Condominium	08/04/2021 00:00:00	Seller	R0020019		Sale/Purchase	29/04/2021 02:40:41	

Page 1 of 1

Showing 10 1 - 5 of 5 Items

- Clicking the **eye** action button from the Action (right-most) column will bring you to the View page.

Amend record – Duplicate (3/3)

The screenshot displays the CEA Council for Estate Agencies portal. The top navigation bar includes the CEA logo, the text 'Council for Estate Agencies', and a 'SERVICES' dropdown menu. The user is logged in as 'Xtremax EA Account 1' with the email 'keo'. The breadcrumb trail shows the path: 'EA Management > Property Transaction Re... > Property Transaction Re... > View Records'. The left sidebar contains a list of menu items: 'EA Licence (New)', 'Renewal', 'Cancellation', 'Addition/Removal of KEO', 'Addition and Removal of Directors and Partners', and 'Property Transaction Record Management'. The main content area is titled 'Property Transaction Details' and shows 'Record Information' for a specific record. The record details are as follows:

Field	Value
Record ID	PTR2106000027
Creation Date and Time	14/06/2021 18:04:43
Status	Pending Assessment

The 'Error Message' field is highlighted with a red border and contains the following text:

Duplicate Error
The record is duplicative (a similar record is recorded in our system). Please submit the following information to CEA at feedback@cea.gov.sg for our assessment:

1. ID of this error record;
2. Supporting documents showing that the transaction record(s) was/were closed (e.g. Tenancy Agreement, Option to Purchase or Sale & Purchase Agreement); and
3. Supporting documents showing that the salesperson represented the client in each transaction (e.g. Estate Agency Agreement or other written agreement)

The 'Related Record' field lists the following IDs:

- PTR2105000104
- PTR2105000114

- You can check on the reason for duplication in the Error Message field. The Record ID of the duplicated record(s) will also be displayed in the Related Record field. Submit the necessary supporting documents as listed for CEA's assessment.
- If the duplication is successfully resolved, refer to the first process in slide 31.