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.

A Singapore Government Agency Website					
C Council for Estate Agencies			ę	A A-	م +A
	Please select the below option to log in to e-Services:				
	2 Log in Using Singpass (For Corporate)				
					8
Council for Estate Agencies					
Best viewed in Edge 88, Chrome 85, Firefox 81, Safari 14					
		f		in	
		Contact Info	Feedback	FAQ	

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Step 2:	Scroll	to the RES Registration Application Pending EA Action in the EA's dashboard	d (see
"1″) to s	see the	RES registration renewal application pending EA action:	
a) "Pe	ending	Submission" to CEA (see "2").	
b) "Pe	ending	Resubmission" to CEA (see "3").	
A Singapore Go	vernment Agency We	ebsite	8 12
CEA Council Estate #	for Agencies	SERVICES -	Leroy Corp keo
Workspace		Workspace	
	Works	space	
		Hi, Leroy Corp! Welcome back to your ACEAS Workspace View Your Profile	
	~		
	-		
		EA Licence Renewal 2022 Renewal Deadline: 30 Nov 2022	
		You are eligible to renew your Estate Agent Licence.	
		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.	
			•
	KEO Eligibi	inity	
		CPD CPF - Medisave	
	\odot	As of 2022 As of 30/06/2022 13:19:40	
	Directors/F	Partners Details	
1	No directors/pa	artners data available at the moment.	
	RES Regist	tration Application Pending EA Action	
	Pending Sub	omission 2	
	0	New and Returning Switching (Incoming)	
	Pending Res	submission 3	
		New and Returning Switching Genewals	
	Active EA	Applications	
	You have no act	tive 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.



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

A Singapore Government Agency V	Vebsite
Council for Estate Agencies	
Workspace 🏾 🎓 🔸	PROFILE New and Returning MANAGEMENT
Workspa	3 Switching \$ PAYMENT Renewal
-C-2	CIRCULARS Cancellation
	RES MANAGEMENT
	EA MANAGEMENT
	QUALIFICATION MANAGEMENT
	C APPEAL MANAGEMENT

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*).

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× RES Management	RES Management > Renewal					
New and Returning Switching	Renewal Appl	ications				
Renewal	2 Pending EA Submission	Pending RES Submission	Pending EA Resubmission	Pending RES Resubmission		
Cancellation	Submit Applications		Pending EA	Search for Application by ID	٩	=
	Application ID 🗢	NRIC Applicant Name Applicant	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 2	9/08/2022 20:47:22 -	Pending EA Submission	۲
	LIC-RES-REN-2208000033	S Graham Martin	Ahmed corp L2300301A 2	9/08/2022 18:36:27 -	Pending EA Submission	۲
	R ← Page 1 of 1 → N				Showing 10 • 1 - 2 of	2 Items

tep 4 : Click o ES registratio	on the Application n renewal application	on ID that has the status "Pending EA Submissio ation.	n " to process the
A Singapore Government Agence Council for Estate Agencies	SERVICES -		Ahmed corp keo
RES Management	RES Management >	Renewal	
ew and Returning			
vitching 🗸	Renewal	Applications	
enewal	2 Pending EA Submission	O Pending RES Submission O Pending EA Pending RES Resubmission Resubmission	
incellation			
	Submit Applications	Pending EA : Search for Application by ID	Q ≡
		Estate	
	Application ID	NRIC Applicant Name Agent Agent License Agent License Agent Time Agent Time	Status 🗢 Action
	LIC-RES-REN-22	18000036 S Abdul Majeed Ahmed corp L2300301A 29/08/2022 20:47:22 -	Pending EA Submission 🛛 👁
	LIC-RES-REN-22	180000033 Sector Graham Martin Ahmed corp L2300301A 29/08/2022 18:36:27 -	Pending EA Submission 🛛 👁
	Page 1 of 1	le H	Showing 10 • 1 - 2 of 2 Items
LIC-RES-REN-	SERVICES -	inflication Information	Leroy Corp keo
Council for Estate Agencies	SERVICES -		Leroy Corp keo
2208000004	KES Management > Kenewai > Al	plication information	
vity Tracker	Application Info	mation	
	Application Information		
	Application ID Applicant Name	LIC-RES-REN-2208000004 Cuthbert Silva	
	NRIC/FIN	s	
	Registration Number	R220801B	
	Request Date and Time	18/08/2022 14:55:21	
	Approval Date and Time	*	
	Application Type	Renewal	
	Application Details		
	Application Details		
	Education Details		•
	Declaration Details		•
	Recommendation		
	Action *		
	Remarks *	Action	`
	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:
 - i. "Support Application"
 - ii. "Return to Applicant", e.g. to make amendments to the application form.
 - iii. "Reject Application"

	Recommendation
2	Action * Action Action Action Support Application Return to Applicant Reject Application
	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

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").

A Singapore Government Agency W CEA Council for Estate Agencies	ebsite SERVICES	Ahmed corp keo
× RES Management	* > RES Management > Renewal	
New and Returning Switching	Renewal Applications	
Renewal	2 Pending EA Submission Pending RES Submission Pending RES Resubmission Pending EA Resubmission Pending RES	
Cancellation	2 Submit Applications Pending EA : Search for Application by ID	Q ≡
	I Image: Application ID ⇒ NRIC ⇒ Applicant Name Estate Agent Name Estate Agent License No. Submission Date and Time Approval Date and Time	Action
	Image: LIC-RES-REN-2208000036 S Abdul Majeed Ahmed corp L2300301A 29/08/2022 20:47:22 - Pending EA Sult	bmission 👁

LIC-RES-REN-2208000033 S	Graham Martin Ahmed corp L2300301A 29/08/2022 18:36:27 -	Pending EA Submission 🔹
H 4 Page 1 of 1 H		Showing 10 • 1 - 2 of 2 Items

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").

A Singapore Government Agency	y Website	
CEA Council for Estate Agencies	👪 SERVICES 🗸 1	Leroy Corp keo
× RES Management	A > RES Management > Renewal	
New and Returning	Renewal Applications	
Switching Y		
Renewal	O Pending EA Submission O Pending RES Submission O Pending RES Submission	
Cancellation		
	Submit Applications Search for Application by ID	Q ≡
	Application ID NRIC Applicant Name Applicant Name Estate Agent License No. Submission Date and Time Approval Date and Time	♦ Status ♦ Action
	LIC-RES-REN-2208000004 S Cuthbert Silva Leroy Corp L2208001B 18/08/2022 14:55:21 -	Pending Application Fee
	H 4 Page 1 of 1 > H	Showing 10 • 1 - 1 of 1 Items
To check the s	status of the submitted RES registration renewal applications, the EA ca	n login to CEA's <u>e-</u>
services for C	orporate and access the Renewal module in RES Management.	
	•	
Upon CEA's ar	pproval of the RES registration renewal application, the RES registration	end date will be
undated to 21	December 2025 and the statue of the application will be reflected as "	
	December 2025 and the status of the application will be reflected as	Registration
Renewed".		
Note: If the E	A's licence is not renewed successfully for 2025, any renewed RES regis	trations will lapse
after 31 Decei	mber 2024.	
Picture – Che	eck the outcome of the application from the Renewal module in the EA N	lanagement.
		-
A Singapore Government Agency	Website	
CEA Council for Estate Agencies	SERVICES -	Leroy Corp keo

✤ → RES Management → Renewal **RES Management** New and Returning **Renewal Applications** Switching Pending RES Submission O Pending EA Resubmission O Pending RES Resubmission Pending EA Submission 0 Renewal Cancellation

	Application ID 💠	NRIC ≑	Applicant Name	Estate A Name	gent 🗧	Estate Agent License No.	¢	Submission Date and Time	¢	Approval Date and Time	\$	Status ≑	Action
	LIC-RES-REN-2208000004	s	Cuthbert Silva	Leroy Co	rp	L2208001B		18/08/2022 14:55:21		-		Pending Application Fee	۲
н 4	Page 1 of 1 🕨 🕷										;	Showing 10 🝷 1-1 0	of 1 Items