



## RENEWAL PROCESS GUIDE FOR DIRECTORS OR PARTNERS

This renewal guide is for **Directors or Partners** (with or without RES registration).

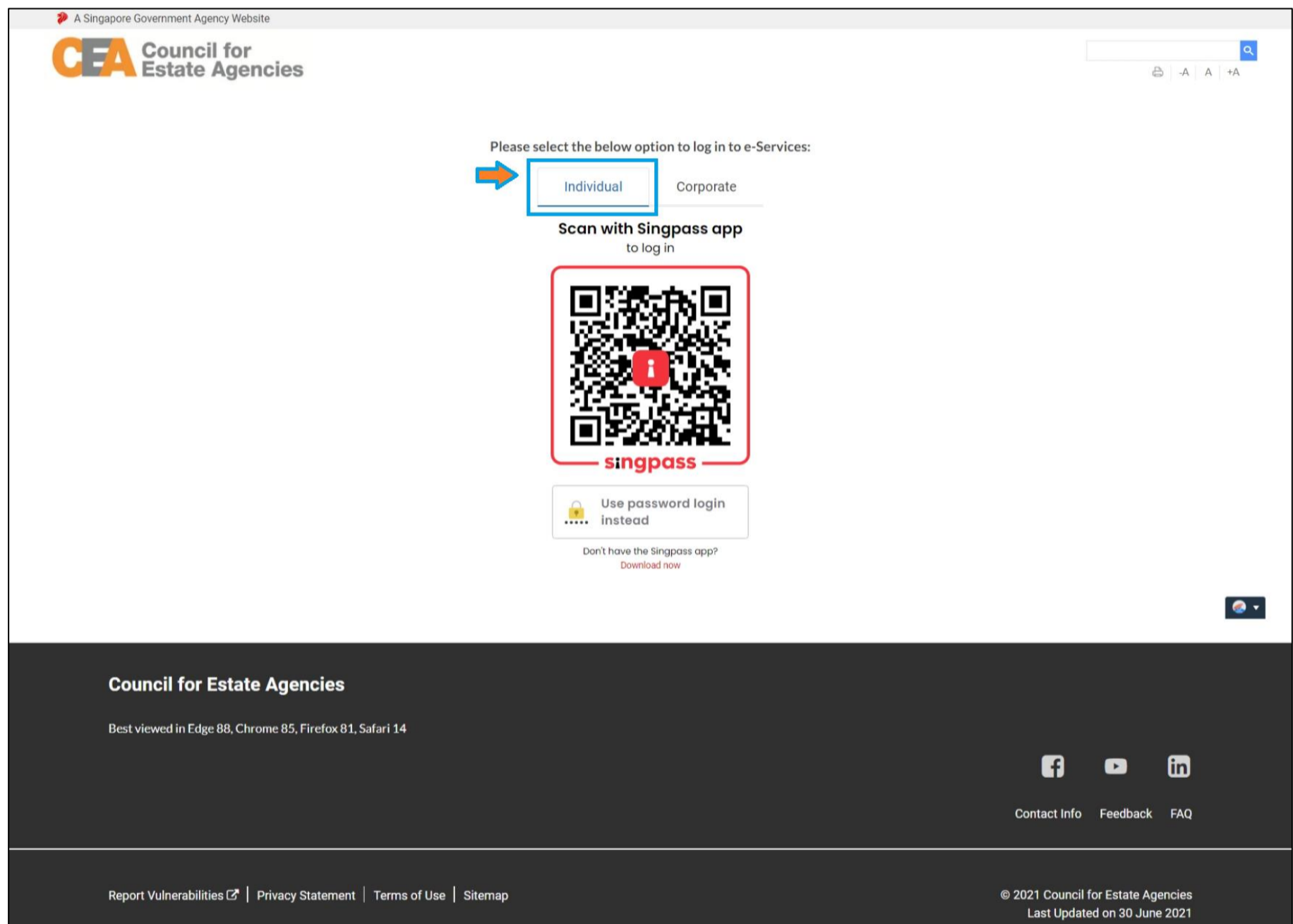
Renewal Category	
<b>Director/Partner</b> (with or without RES roles in ACEAS)	
 <b>Bridget Craig</b> res,director	 <b>Travis Herrera</b> director

*Note: Your renewal category is shown at the top right corner of the ACEAS dashboard below your name when you log in to CEA's [e-services](#) for **Individual**.*

## Renewal Process for Directors or Partners

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

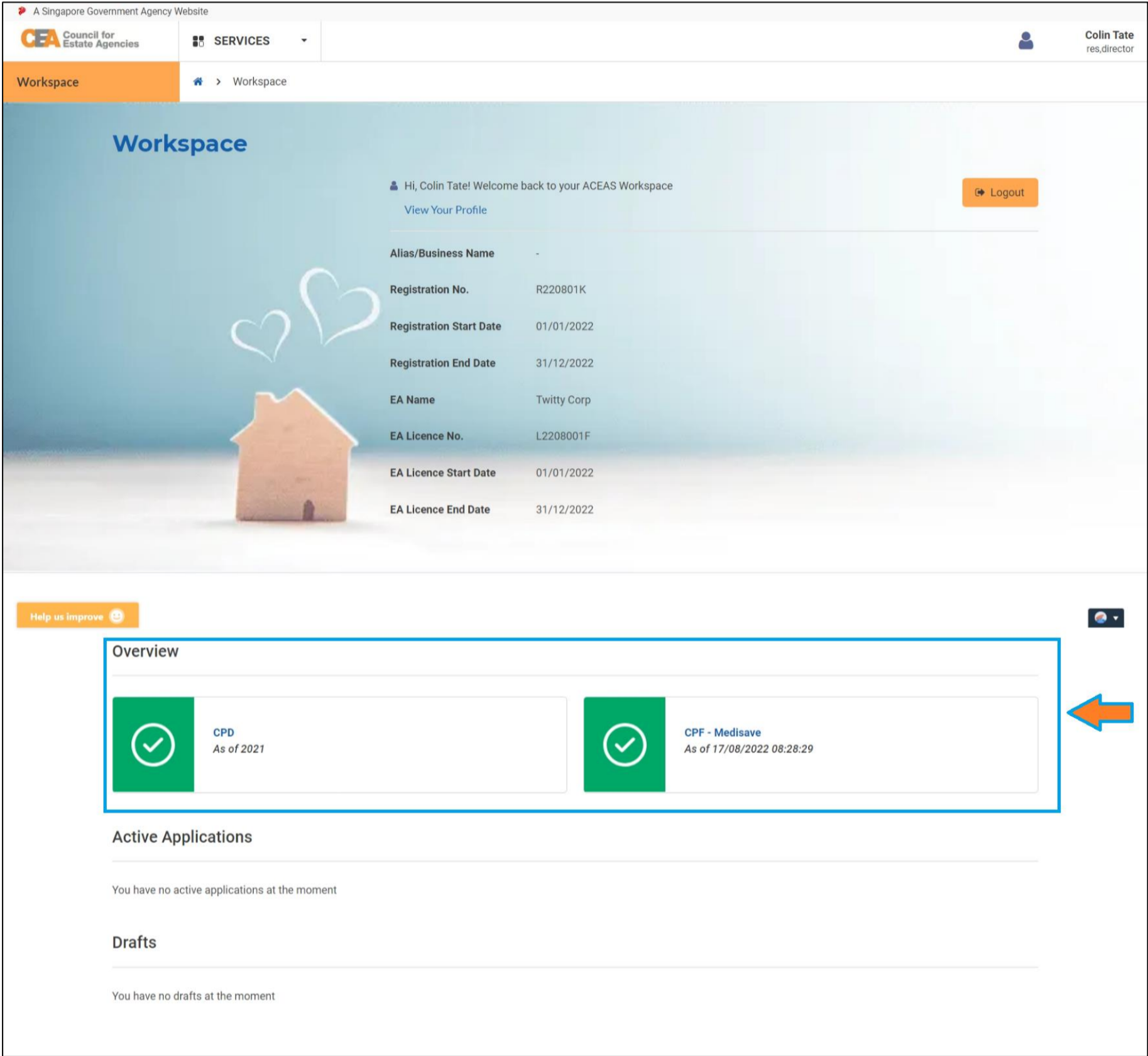
**Step 1:** Click log in to CEA's [e-services](#) for **Individual**.



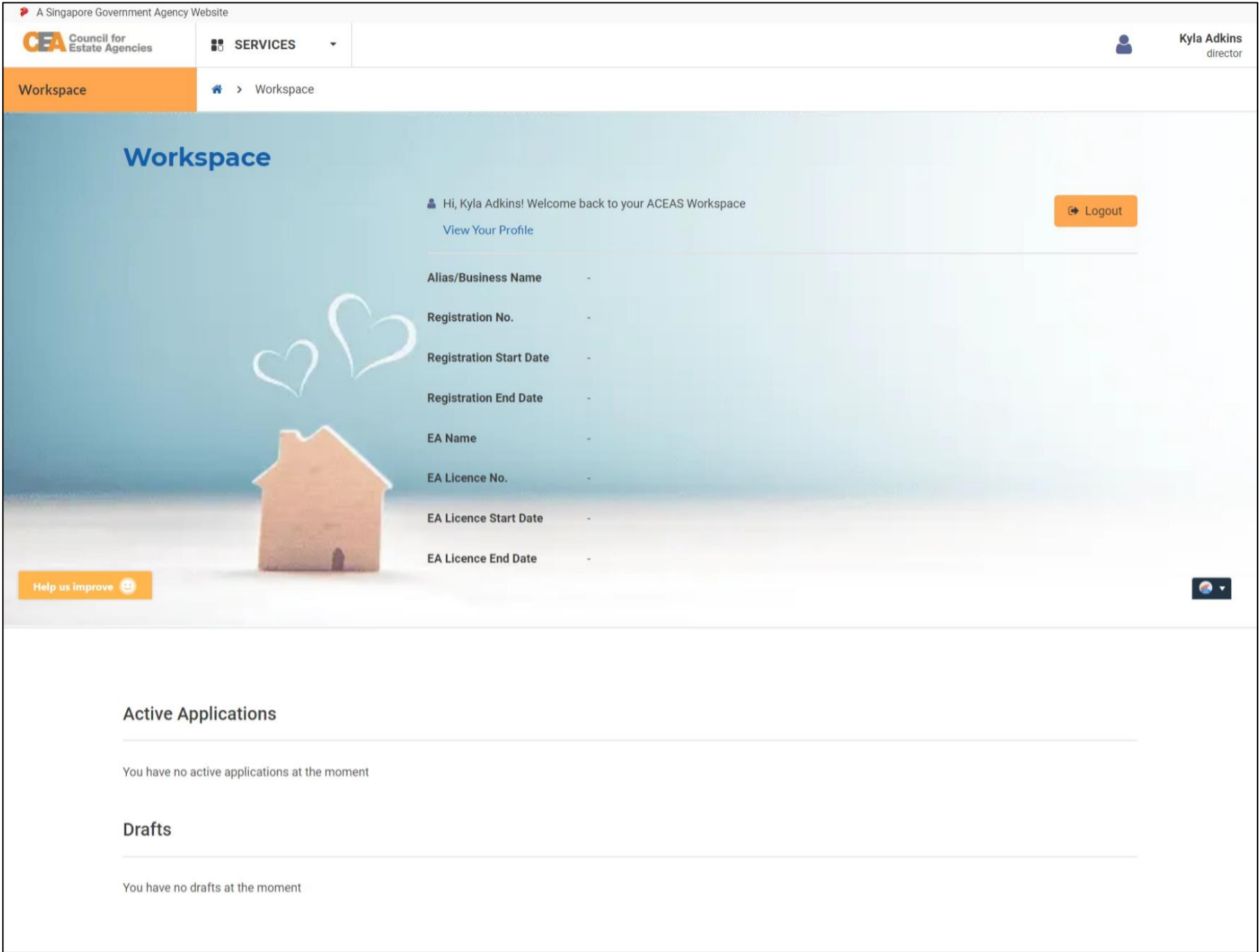
**Step 2:**

- a) For directors/partners who are real estate salespersons (RESs), please check that you have fulfilled the Continuing Professional Development (CPD) requirements and Central Provident Fund (CPF) MediSave contribution by the **green ticks** reflected under “Overview” (see Picture A).
- b) Directors/partners, who are non-practising [i.e., not a RES with an Estate Agent (EA)], will not need to check if they have fulfilled their CPD requirements and CPF MediSave contribution (see Picture B).

**Picture A** – Directors/partners who are RESs, will be able to see their CPD requirements and CPF MediSave contributions fulfilment status.



**Picture B** – Directors/partners, who are non-practising (i.e., not a RES with an EA), will not be able to see their CPD requirements and CPF MediSave contributions fulfilment status.



**Step 3:** Please click the “**Renew**” button in the Director/Partner Renewal banner.

Note: For directors/partners, who have a RES registration with an EA, your RES registration renewal will automatically be initiated and submitted to the EA once your director/partner renewal application is submitted. You do not need to submit a separate RES registration renewal application to CEA.

Hi, Jameson Adams! Welcome back to your ACEAS Workspace

[View Your Profile](#)

[Logout](#)

Your current RES details with the associated EA (if applicable)

RES Name	Jameson Adams
Alias/Business Name	-
Registration No.	R320305B
Registration Start Date	01/01/2023
Registration End Date	31/12/2023
EA Name	OptiGrowth Innovations
EA Licence No.	L2357411R
EA Licence Start Date	01/01/2023
EA Licence End Date	31/12/2023

Director/Partner Renewal 2023

Renewal Deadline: 30 Sep 2023

You are a [Director/Partner of an Estate Agent \(EA\)](#). Please proceed to submit your Director/Partner renewal application to the EA so that it may renew its EA Licence and your director/partner role in the EA.

Note:  
If you have director/partner role in multiple EAs, you will only need to submit a single Director/Partner renewal application.

For practising director/partner, who is a real estate salesperson (RES) with the EA, you will need to fulfil both the Continuing Professional Development (CPD) requirements and Central Provident Fund (CPF) MediSave contribution in the "Overview".

For non-practising director/partner, who is not a RES with the EA, you will not need to fulfil the CPD requirements and CPF MediSave contribution.

Please ensure that your details in the profile are updated first so that the correct information can be pre-populated when initiating your Director/Partner renewal application.

Renew

**Step 4:** Read the notes on what you need to do and should know before proceeding with the director/partner renewal application. Click the **"Continue"** button.

## Director/Partner Licence Renewal Application

You have been invited to renew your position as Director/Partner with your EA(s).

This application form will take about **15 minutes** to complete

### You will need to

- Fill up the renewal survey.
- Check that the EA(s) indicated in the renewal application form is/are the EA(s) you are renewing with.
- Check your personal details in the renewal application form. Most of them are already populated from your ACEAS Profile.
- Complete a list of declarations.


### You should know

- You must submit this application within 10 calendar days of receiving the email invitation.
- You only need to submit one application even if you are the Director/Partner of multiple EAs.
- You may save the renewal application form as a draft.

Continue

**Step 5:** You will come to the Director/Partner Renewal Survey, consisting of 12 questions. You will not be able to save your survey response as a draft. Fill up the survey and click **"Submit"** before proceeding to the Estate Agent Licence renewal application form.

# Director/Partner Renewal Survey



You will not be able to save your survey response as a draft. If you need to refer to documents for Question 9 (annual income for estate agency work) and Question 10 (costs incurred in conducting estate agency work), please have them ready before filling up the survey.

Q1. How long have you been working as a real estate salesperson? \*

Q2. What is your main reason for becoming a real estate salesperson? \*

Q3. Are you holding on to another job while concurrently being a real estate salesperson? \*

Q4. Is being a real estate salesperson your full-time or part-time job? \*

Q5. On average, how much time did you spend on estate agency work per week this year? Please provide an estimate. , numeric only, \*

Total hours per week:

(Note: Please round the hours to the nearest whole number. Please indicate '0' if you did not conduct any estate agency work this year.)

Q6. Please indicate the number of transactions (including pending transactions) that you have concluded this year. , numeric only, \*

Total no. of transactions

(Note: Please indicate '0' if you did not conduct any transactions this year. Please note the year refer to 1 Jan to 31 Dec.)

Q7. How many transactions (excluding pending transactions) did you not manage to conclude this year? Please provide an estimate. , numeric only, \*

No. of transactions

(Note: Please indicate '0' if you successfully concluded all your transactions or you did not conduct any transaction this year. Please note the year refer to 1 Jan to 31 Dec.)

Q8. What is your compensation structure with your estate agent? \*

Q9. What is your annual income earned for estate agency work this year? , numeric only, \*

Total annual income: S\$

(Note: These include the commission you have received or due to receive, your salary, and any bonuses received where applicable.)

Q10. How much cost did you incur in the course of conducting estate agency work this year? , numeric only, \*

Total annual expenditure: S\$

(Note: These include expenditure for activities such as advertising and marketing, transport, training, salesperson registration, rental of office premises, technology adoption, and industry association membership fees, where applicable.)

Q11. Which are the most predominant types of property that you have marketed and transacted this year? You may select up to 2 types. \*

☐

 HDB residential (sale and resale)

☐

 HDB residential (leasing)

☐

 Private residential (sale and resale)

☐

 Private residential (leasing)

☐

 Commercial properties

☐

 Industrial properties

☐

 Conservation properties

☐

 Foreign properties

☐

 Others

Q12. Which types of advertising tools did you use to market your services and/or properties this year? You may select up to 3 types. \*

☐

 Radio / TV

☐

 Social media (e.g. Facebook, Instagram, TikTok, LinkedIn, YouTube)

☐

 Outdoor advertising (e.g. Banner, Transport advertisement)

☐

 Newspaper advertising

☐

 Hardcopy flyers (distributed door-to-door)

☐

 Hardcopy flyers (distributed via mail boxes)

☐

 Online property portal listings

☐

 Personal websites

☐

 Others

Clicking Submit will direct you to fill up and submit the Estate Agent Licence Renewal Application. You will not be able to amend your survey response after this.

Submit

**Step 6:** Verify the details in “**Applicant Information**”.

a) Check that the EA whom you are a director/partner and/or RES with is listed in the “**Estate Agent Information**” (see “1” below).

- b) Check that you are renewing your RES registration with the correct EA based on the “**Practice Preference**”, which is the EA you are registered with as reflected in CEA’s Public Register (see “2” below).
- c) Check that the “**Applicant Information**” details are correctly pre-populated from your ACEAS profile for Individual.
- Boxes that are greyed out are details that are non-editable (i.e., information from MyInfo or details of your RES registration in CEA’s Public Register).
  - Boxes in white are editable. Please update them if there are any changes.
- d) Click the “**Next**” button.

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EA Management

> EA Management > Director Partner Renewa... > Form

Director/Partner Renewal Application

1 of 4

Applicant Information

Next: Education Details

1

Estate Agent Information

Estate Agent(s) To Renew With

- Honey Corp (202204287D)
- Davy Corp (202204287E)

Applicant Information

We have pre-filled your information according to your ACEAS Profile.

Name \*

Mr Francis Reid

NRIC/FIN \*

S

Date of Birth \*

31/03/1981

Gender \*

Male

Female

Citizenship \*

Singapore Citizen

Residential Status \*

PR

Years of Residence in Singapore \*

Less than 10 years

More than 10 years

Deed Poll

Upload a File

If you have changed your name, please upload your deed poll (.pdf, .doc, .jpg, .png - Maximum file size is 30 MB)

32093.jpg 51.4KB

Contact Information

Home No. \*

32145678

Business Mobile Number \*

92145678

Business Number

92145678

Email Address \*

easrevamp@xtremax.com

Registered Address

Postal Code \*

398679

Block / House No. \*

22

Street Name \*

LORONG 22 GEYLANG

Floor No.

Floor No.

Unit No.

Unit No.

Building Name

Building Name

Mailing Address

☐ My mailing address is the same as my residential address.

Postal Code \*

398679

Q Retrieve

Block / House No. \*

22

Street Name \*

LORONG 22 GEYLANG

Floor No.

Unit No.

Building Name

2

Practice Preference

i

The director/partner role in the estate agent (EA) with the practising or non-practising indicator is extracted according to the EA member lists at the initiation of the DP renewal application. This is non-editable during the processing of the application.

Which EA you wish to practise as a salesperson?

☐ Non Practising

☐ Honey Corp (202204287D)

☒ Davy Corp (202204287E)

3

Next

Save as Draft

**Step 7:** Check that the “**Education Details**” are correctly pre-populated from your ACEAS profile for Individual. Click the “**Next**” button.

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EA Management

> EA Management > Director Partner Renewa... > Form

Director/Partner Renewal Application

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Education Details  
Next: Declaration Details

Education Qualification Information

Do you have Singapore-Cambridge GCE O-level (at least 4 passes), OR a higher or equivalent educational qualification? \*

☒ Yes ☐ No

Do you have at least 4 Singapore-Cambridge GCE O-level passes? ? \*

☒ Yes ☐ No

Highest Educational Qualification \*

WPLN

Year of Attainment

2010

Upload Education Certification(s) \*

+ Upload a File

Upload up to 5 files (email, .pdf, .doc, .jpg, .png, .gif - Maximum file size is 30 MB)

32093.jpg

51.4KB

Industry Qualification Information

Industry Examination Qualification \*

RES examination (for new applicant: in the immediate 2 years before the date)

Year of Attainment

2010

Upload Industry Examination Certification(s) \*

+ Upload a File

Upload up to 5 files (email, .pdf, .doc, .jpg, .png, .gif - Maximum file size is 30 MB)

32093.jpg

51.4KB

Next

Back

Save as Draft

**Step 8:** Check that the “**Declaration Details**” are correctly pre-populated from your ACEAS profile for Individual. Please ensure that you submit your latest declaration information to CEA. Click the “**Next**” button.

Note:

- Section 33(6) of the Estate Agents Act 2010 states that any person who, in any application for the grant or renewal of a licence for himself or any other person, submits false documents or makes a statement which is false or misleading in any material particular shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$50,000 or to imprisonment for a term not exceeding 3 years or to both.
- Section 34(7) of the Estate Agents Act 2010 states that any person who, in any application for registration or renewal of registration for himself or any other person, submits false documents or makes a statement which is false or misleading in any material particular shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$50,000 or to imprisonment for a term not exceeding 3 years or to both.

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EA Management

> EA Management > Director Partner Renewa... > Form

Director/Partner Renewal Application

3 of 4

Declaration Details

Next: Confirmation

Declarations

If you answered "Yes" to any questions below, please provide full details and supporting documents. CEA will verify the accuracy of the declarations made.

Please note that a conviction may lead to a rejection of this application if CEA assesses the applicant to be not fit and proper. The applicant will likely need to observe a period of rehabilitation before he can be considered for registration.

A conviction may also lead to revocation of an existing registration if CEA assesses the salesperson to be not fit and proper. The salesperson will likely need to observe a period of rehabilitation before he can be considered for registration again.

For more information or further explanation regarding the declarations, please refer to the [explanatory notes](#) and [Terms of Service](#).

1) Have you ever been convicted in a Court of Law (including a military Court) in or outside Singapore? You are required to declare all convictions regardless of when they occurred. \*

No

2) Are you currently being charged for any offence under the law in or outside of Singapore? \*

No

3) Have you at any time been detained under the Misuse of Drugs Act or served with a detention/police supervision order under the Criminal Law (Temporary Provisions) Act? \*

No

4) Are you an undischarged bankrupt or have you entered into a composition or scheme of arrangement (including a debt repayment scheme, e.g. Debt Management Programme (DMP) by Credit Counselling Singapore) with your creditors? \*

No

5) Do you have any Court judgements arising from civil proceedings against you, and/or involved you and/or any business entities owned by you or related to you, that involved a finding of fraud, dishonesty or breach of fiduciary duties by you and/or business entities owned by you or related to you, in Singapore or any country outside of Singapore? \*

No

6) Are you currently a party to and/or involved in any civil proceedings which may lead to such judgement(s) described above, under any law in or outside Singapore? \*

No

7) Are you currently a licensee, director, partner, or employee of a licensed moneylender in Singapore? \*

No

8) Are you currently holding a Financial Adviser's licence granted by Monetary Authority of Singapore (MAS)? \*

No

Next

Back

Save as Draft

**Step 9:** Complete the following:

- Check that all the details in your director/partner renewal application are correct and updated (See "1" below).
- Tick the boxes to declare that you agree to CEA's Terms of Services and Privacy Policy, and consent to the electronic service of documents (See "2" below).
- Click the **"Submit"** button.

The screenshot shows the 'Director/Partner Renewal Application' form on the CEA Council for Estate Agencies website. The user is Francis Reid, res,director. The form is at the 'Confirmation' stage (4 of 4). It contains three sections: 'Applicant Information', 'Education Details', and 'Declaration Details'. The 'Declaration Details' section has two checkboxes: 'I agree to CEA's Terms of Service and Privacy Policy' and 'I consent to the electronic service of documents'. At the bottom, there is a 'Submit' button and a 'Back' button. A blue box labeled '1' highlights the three sections. A blue box labeled '2' highlights the two checkboxes. A blue box labeled '3' highlights the 'Submit' button, with a red arrow pointing to it.

**Step 10:** This is the **end of the renewal application**, and the application has been submitted to your EA for review. Based on the picture below:

- "1" shows that your application is submitted to your EA but not yet submitted to CEA.
- "2" shows that your EA is to review your application before submitting it to CEA. You are advised to check that your EA submits your application to CEA by 30 November 2024.
- "3" shows that you can either choose to log out at this point or return to the "Home" page to check on your application status.

The screenshot shows the 'Application Submitted' confirmation page on the CEA Council for Estate Agencies website. The user is Francis Reid, res,director. The page displays the application ID: LIC-DP-REN-2208000022 and the submission date and time: 17/08/2022 10:56:32. There is a 'View Details' link. Below this, there is a section titled 'What Happens Next' which states: 'Your Estate Agent will submit your application as part of the EA Licence Renewal to CEA after review.' At the bottom, there are two buttons: 'Log Out' and 'Return Home'. A blue box labeled '1' highlights the 'Application Submitted' message. A blue box labeled '2' highlights the 'What Happens Next' section. A blue box labeled '3' highlights the 'Log Out' and 'Return Home' buttons, with a red arrow pointing to the 'Return Home' button.

To check the progress and outcome of your director/partner and/or RES Registration renewal applications, you can login to CEA’s [e-services](#) for **Individual**:

- a) Check the “Active Applications” section in the ACEAS dashboard (see **Picture A** below). The progress of your renewal application is reflected in the orange box .
- Please ensure that your EA **submits your application to CEA by 30 November 2024** and the status should be at “CEA Processing”.
  - If your application has been processed by CEA, it will no longer reflect as an “active” application as there is already an outcome for the application.
- b) If you do not see your application in the “Active Applications”, please check the outcome of your application in the Director Partner Renewal module in EA Management (see **Picture B**).
- For directors/partners, who are RESs, and have successfully renewed your registration for 2025, your registration end date will be updated to 31 December **2025**.
  - Please note that the EA that you are renewing with must also successfully renew its own EA licence for 2025. Otherwise, your registration will lapse after 31 December 2024.

**Picture A** – Check the status of “active” application from the ACEAS dashboard.

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Workspace

Workspace

Workspace

Hi, Francis Reid! Welcome back to your ACEAS Workspace

[View Your Profile](#)

Logout

Alias/Business Name

-

Registration No.

R320934S

Registration Start Date

01/01/2022

Registration End Date

31/12/2022

EA Name

Davy Corp

EA Licence No.

L2100199N

EA Licence Start Date

01/01/2022

EA Licence End Date

31/12/2022

Overview

✓

CPD  
As of 2022

✓

CPF - Medisave  
As of 17/08/2022 10:21:59

Help us improve

Active Applications

Application ID	Application Name	Application Type	Submission Date and Time	Status	Action
<a href="#">LIC-DP-REN-2208000023</a>	EA Licence - Directors and Partners...	Renewal	17/08/2022 10:56:32	Pending EA Submission	
<a href="#">LIC-DP-REN-2208000022</a>	EA Licence - Directors and Partners...	Renewal	17/08/2022 10:56:32	Pending EA Submission	

Drafts

You have no drafts at the moment

**Picture B** – Check the outcome of the application from the Director Partner Renewal module in the EA Management module.

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EA Management

EA Management > Director Partner Renewal

Director/Partner Renewal

Addition/Removal of KEO

Addition and Removal of Directors and Partners

All Applications

+ Create

Show All

Search for Application by ID, submission date and stat...

Application ID	EA Name	Submission Date and Time	Status	Action
<a href="#">LIC-DP-REN-2208000024</a>	Twitty Corp	17/08/2022 16:56:28	Approved	

Page 1 of 1

Showing 10 1 - 1 of 1 Items