

RENEWAL PROCESS GUIDE FOR ESTATE AGENT LICENCE

This renewal guide is for **Estate Agents (EAs) Licence Renewal***.

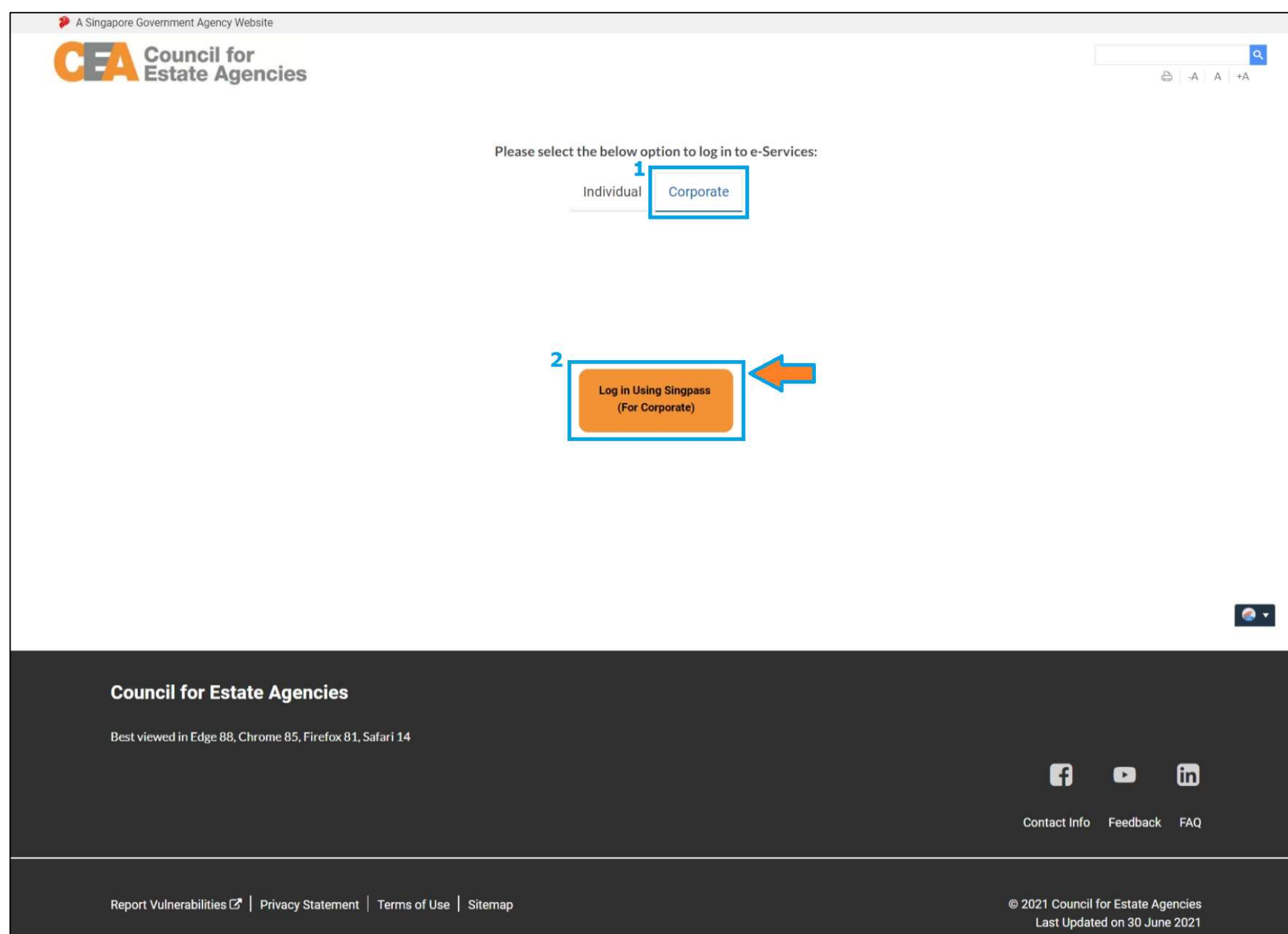
*Please note that when an EA licence renewal application is submitted, it would also submit the KEO's RES registration renewal at the same time.

Both the KEO and its Authorised Users (AUs) can submit the EA licence renewal application. Before submission, EAs are to check that their directors/partners have submitted their renewal applications via CEA's [e-services](#) for **Individual**.

Process for EA Licence Renewal

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**.



Step 2: Check that the KEO has fulfilled both the Continuing Professional Development (**CPD**) requirements and Central Provident Fund (**CPF**) MediSave contribution by the **green ticks** reflected under the “KEO Eligibility” section.

A Singapore Government Agency Website

CEA Council for Estate Agencies

SERVICES

Twitty Corp
keo

Workspace

Workspace


Workspace

Hi, Twitty Corp! Welcome back to your ACEAS Workspace
[View Your Profile](#)

Logout

EA Licence Renewal 2022

Renewal Deadline: 10 Oct 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

Help us improve

KEO Eligibility





CPD
As of 2022




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

Directors/Partners Details


NRIC	Applicant Name	Role	Submission Date and Time	Status	Action
S [REDACTED]	Kyla Adkins	Director	-	● Pending Applicant Submission	
S [REDACTED]	Colin Tate	Director	-	● Pending Applicant Submission	

RES Registration Application Pending EA Action


Pending Submission




0 New and Returning



0 Switching (Incoming)




0 Switching (Outgoing)




0 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: For EAs with directors/partners, check that they have submitted their renewal applications under the “Directors/Partners Details” section in the EA’s ACEAS dashboard.

- a) If they have submitted their renewal applications, the status will show “**Pending EA Submission**” and there will be a green dot indicating ready for EA licence renewal (see “1”).
- b) If they have not submitted their renewal applications, the status will be “**Pending Applicant Submission**” and there will be a red dot indicating that the EA licence renewal application is not ready for submission (see “2”).

Note:

For EAs that have directors/partners, the directors/partners must submit their renewal applications to the EA for review.

For EAs that have no directors/partners, the EA may skip this step and move on to Step 4.

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EA Licence Renewal 2022

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Renew

Help us improve

KEO Eligibility

CPD As of 2022

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

Directors/Partners Details

NRIC	Applicant Name	Role	Submission Date and Time	Status	Action
S [redacted]	Kyla Adkins	Director	-	● Pending EA Submission ¹	
S [redacted]	Colin Tate	Director	-	● Pending Applicant Submission ²	

RES Registration Application Pending EA Action

Pending Submission

New and Returning 0

Switching (Incoming) 0

Switching (Outgoing) 0

Renewals 0

Pending Resubmission

New and Returning 0

Switching (Incoming) 0

Renewals 0

Active EA Applications

You have no active applications at the moment

Drafts

You have no drafts at the moment

Step 4: The “**Renew**” button will be clickable:

- When the KEO fulfils both the CPD requirements and CPF MediSave contribution (see “1”).
- That the EA’s directors/partners have submitted their renewal applications. This is reflected as a green dot under the status column in “Directors/Partners Details” section (see “2”).
- For EAs that have no directors/partners, the “Directors/Partners Details” section will show “No directors/partners data available at the moment”.

After “1” and “2” (if applicable) are all green, the EA may click the “**Renew**” button to initiate the EA licence renewal application.

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EA Licence Renewal 2022

Renewal Deadline: 10 Oct 2022

3

Renew

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.

1

CPD
As of 2022

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

Directors/Partners Details

NRIC	Applicant Name	Role	Submission Date and Time	2 Status	Action
S	Kyla Adkins	Director	17/08/2022 11:21:45	Pending EA Submission	
S	Colin Tate	Director	17/08/2022 11:12:28	Pending EA Submission	

RES Registration Application Pending EA Action

Pending Submission

New and Returning

Switching (Incoming)

Switching (Outgoing)

Renewals

Pending Resubmission

New and Returning

Switching (Incoming)

Renewals

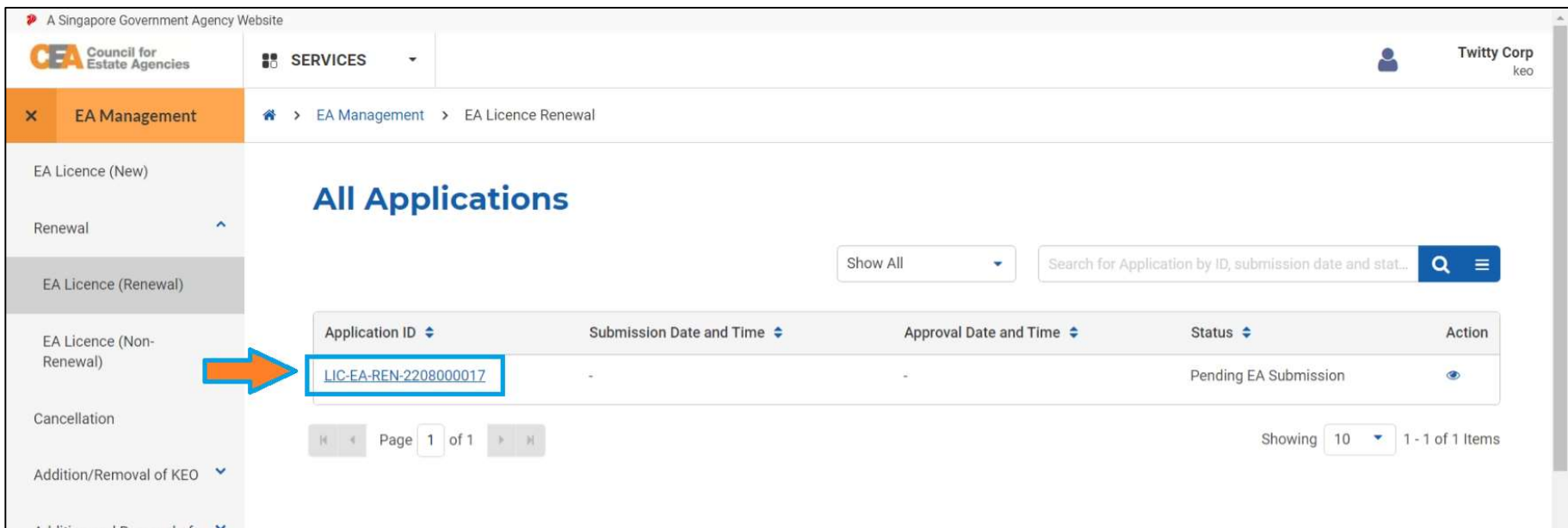
Active EA Applications

You have no active applications at the moment

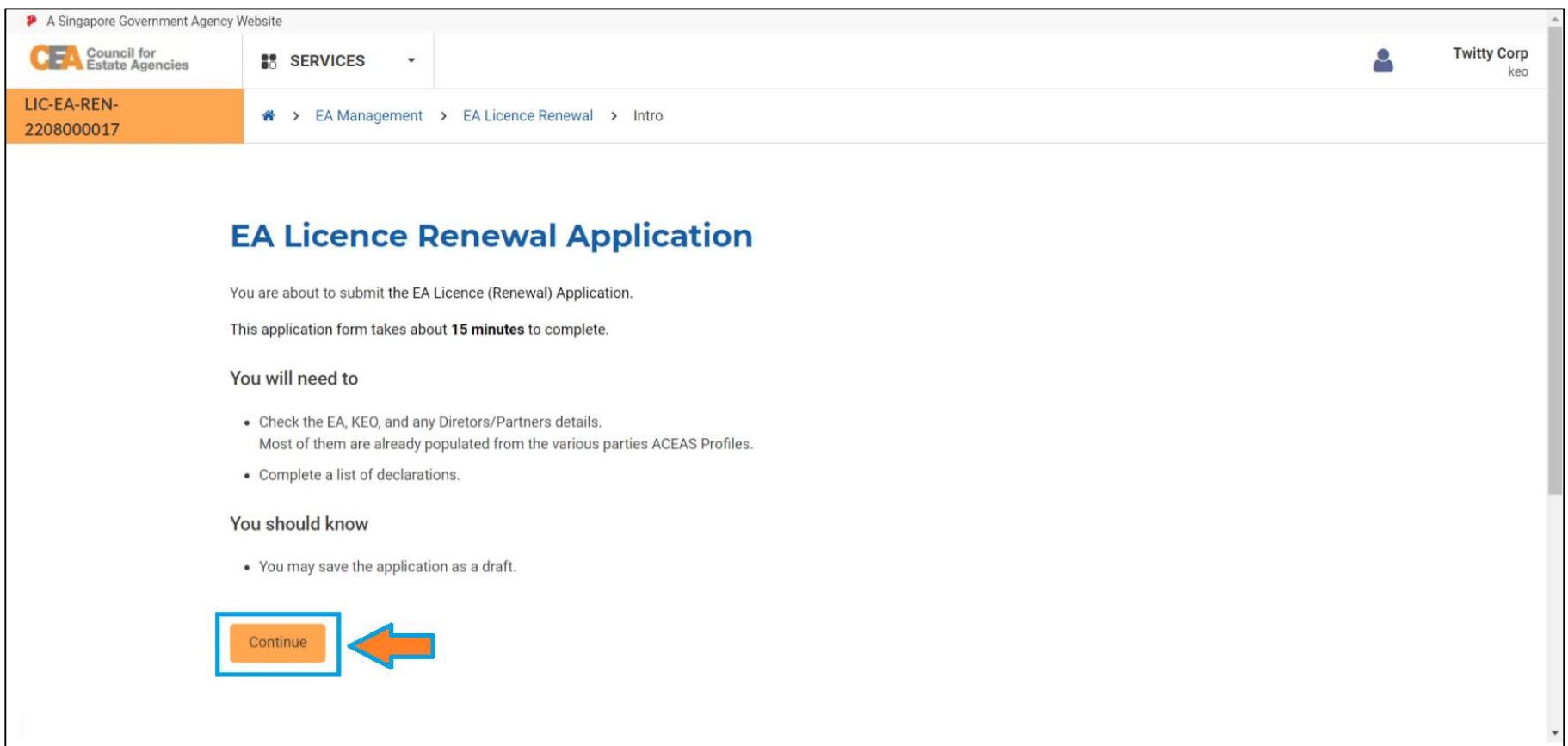
Drafts

You have no drafts at the moment

Step 5: Click on the **EA licence renewal application ID** that has the status “**Pending EA Submission**” to proceed with the EA licence renewal application.



Step 6: Read the notes on what you need to do and should know, before proceeding with the EA licence renewal application. Click the “**Continue**” button.



Step 7: Check that the “**Applicant Information**” is correctly pre-populated from the ACEAS profile for Corporate.

a) Check that the “**Estate Agent Information**” details are correctly pre-populated from the EA’s ACEAS profile for Corporate.

- Boxes that are greyed out are non-editable (i.e., information from MyInfo or details from CEA’s Public Register).
- Boxes in white are editable. Please update them if there are any changes.

b) Click the “**Next**” button.

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LIC-EA-REN-2208000017

EA Management > EA Licence Renewal > Form

EA Licence Renewal Application Form

1 of 8 Applicant Information
Next: Declaration Details

Estate Agent Information

We have pre-filled your information based on your EDH and ACEAS Profile.

Name of Company * Twitty Corp

UEN * 202204801F

Mode of Business * General Partnership

Applicant Name * Joe Blanton

Contact Information

Email Address * easrevamp@xtremax.com

Contact No. * 32145669

Principal Business Address

Postal Code * 123456 [Q Retrieve](#)

Block / House No. * 90

Street Name * jalan cimuncang

Floor No.

Unit No.

Building Name

Mailing Address

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

Postal Code * 123456 [Q Retrieve](#)


Block / House No. * 90

Street Name * jalan cimuncang

Floor No.

Unit No.

Building Name

 [Next](#) [Cancel](#) [Save as Draft](#)

Step 8: Check that the “**Declaration Details**” for the EA are correctly pre-populated from the EA’s ACEAS profile for Corporate. Please ensure that the EA submits its latest declaration information to CEA. Click the “**Next**” button.

Note:

- Section 33(6) of the Estate Agents Act 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 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 Licence Renewal > Form

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EA Licence Renewal Application Form

2 of 8

Declaration Details
Next: KEO Information

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

1) Does the estate agent hold a moneylender's licence? *

☐ Yes

☒ No

2) Does the estate agent have any convictions in Singapore or any country outside of Singapore? You are required to declare all convictions regardless of when they occurred. *

☐ Yes

☒ No

3) Does the estate agent have any judgment entered against it at any time that involved a finding of fraud, dishonesty or breach of fiduciary duties in civil proceedings? *

☐ Yes

☒ No

4) Is the estate agent in liquidation, wound up, in receivership, or has entered into a composition or scheme of arrangement with its creditors? *

☐ Yes

☒ No

➔

Next

Back

Save as Draft

Step 9: Check that the “**KEO Information**” is correctly pre-populated from the KEO’s ACEAS profile for Individual:

- a) Check that the KEO is renewing his/her RES registration with the correct EA based on the “**Practice Preference**”, which is the EA the KEO is registered with as reflected in CEA’s Public Register (see the blue box in the picture below).
- b) Check that the “**Applicant Information**” of the KEO is correctly pre-populated from the KEO’s ACEAS profile for Individual.
 - Boxes that are greyed out 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.
- c) Click the “**Next**” button.

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LIC-EA-REN-2208000017

EA ManagementEA Licence RenewalForm

EA Licence Renewal Application Form

3 of 8

KEO Information

Next: KEO Education Details

Applicant Information

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

Name *

Mr

Joe Blanton

NRIC/FIN *

S

Date of Birth *

31/03/1981

Sex *

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)

Contact Information

Home No. *

32145678

Business Mobile Number *

32145678

Business Number

Business Number

Email Address *

easevamp@xtremax.com

Registered Addresses

Postal Code *

398679

Retrieve

Block / House No. *

22

Street Name *

LORONG 22 GEYLANG

Floor No.

Unit No.

Building Name

Mailing Address

☐

My mailing address is the same as my residential address.

Postal Code *

398679

Retrieve

Block / House No. *

22

Street Name *

LORONG 22 GEYLANG

Floor No.

Unit No.

Building Name

Practice Preference

The list of directors/partners and their practising or non-practising indicator are extracted according to the estate agent (EA) member list at the initiation of the EA renewal application. This is non-editable during the processing of the application.

Do you wish to practise as a salesperson? *

Practising

Non-Practising

Next

Back

Save as Draft

Step 10: Check that the “**KEO Education Details**” are correctly pre-populated from the KEO’s ACEAS profile for Individual. Click the “**Next**” button.

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LIC-EA-REN-2208000017

> EA Management > EA Licence Renewal > Form

EA Licence Renewal Application Form

4 of 8

KEO Education Details
Next: KEO 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

What is the equivalent educational qualification you have attained? *

Choose one

Highest Educational Qualification *

Highest Educational Qualification

Year of Attainment

Year of Attainment

Upload Education Certification(s) *

+ Upload a File

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

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 11: Check that the “**KEO Declaration Details**” are correctly pre-populated from the KEO’s ACEAS profile for Individual. Please ensure that the KEO submits his/her latest declaration information to CEA. Click the “**Next**” button.

- Note:
- Section 33(6) of the Estate Agents Act 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 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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LIC-EA-REN-2208000017EA ManagementEA Licence RenewalForm

EA Licence Renewal Application Form

5 of 8

KEO Declaration Details

Next: Directors/Partners and AU Information

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 12: Check the following:

- a) In the “**Directors/Partners Details**” section, that the EA’s directors/partners have submitted their renewal applications, with application status at “Pending EA Submission” (see “1”).
 - If the above is complete, the EA may proceed to Step 13.
 - If the above is incomplete, the EA may choose to “Save as Draft” while waiting for the EA’s directors/partners to submit their renewal applications.
- b) Check that the “**Authorised Users Details**” are correctly pre-populated from the EA’s ACEAS profile (see “2”).
- c) Click the “**Next**” button.

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LIC-EA-REN-2208000017

EA Management > EA Licence Renewal > Form

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EA Licence Renewal Application Form

6 of 8 Directors/Partners and AU Information
Next: PII Details

Directors/Partners Details

1

n ID	Name	NRIC/FIN	Role	Submission Date and Time	Status
N-2208000025	Kyla Adkins	S	Director	17/08/2022 11:21:45	Pending EA Submission
N-2208000024	Colin Tate	S	Director	17/08/2022 11:12:28	Pending EA Submission

Page 1 of 1 Showing 100 1 - 2 of 2 Items

Authorised Users Details

2

Authorised User 1

☒ The EA has no authorised users

➡ Next Back Save as Draft

Step 13: Check that the “**PII Details**” are correctly pre-populated from the EA’s ACEAS profile for PII information. Click the “**Next**” button.

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> EA Management > EA Licence Renewal > Form

EA Licence Renewal Application Form

7 of 8

PII Details
Next: Confirmation

PII Information

Will the Estate Agent and/or its salesperson be dealing with foreign properties? *

Yes

No

Name of Insured Company *

ABC company

Name of Insured *

Twitty Corp

Insurance Coverage *

Singapore

Coverage Start Date *

01/08/2022

Coverage End Date *

01/08/2023

Category *

EA with 11-30 salespersons

Minimum Idemnity Limit (\$) for Each Category ? *

300000

Minimum Sub-Limit (\$) for Each Salesperson *

100000

Maximum Deductible for Salesperson (\$) for Each Category *

100

Maximum Deductible for EA (\$) for Each Category *

100

Additional Remarks (Premium Paid) *

Yes

No

Cover Note *

Upload a File

Blank_Image (1).jpg 6.12KB

Upload to 1 file (pdf, .doc, .jpg, .png - Maximum file size is 30 MB)

Next

Back

Save as Draft

Step 14: Complete the following:

- a) Check that all the details in the EA licence renewal application are correct and updated (See the “1” in Picture below).
- b) Tick the boxes to declare that you agree to CEA’s Terms of Service and Privacy Policy, and consent to electronic service of documents (See the “2” in Picture below).
- c) Click the “**Submit**” button.

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CEA Council for Estate Agencies SERVICES Twitty Corp keo

LIC-EA-REN-2208000017 > EA Management > EA Licence Renewal > Form

EA Licence Renewal Application Form

8 of 8 Confirmation

1

Applicant Information

Declaration Details

KEO Information

KEO Education Details

KEO Declaration Details

Directors/Partners and AU Information

PII Details

2

I declare that:

☐ I agree to CEA's Terms of Service and Privacy Policy

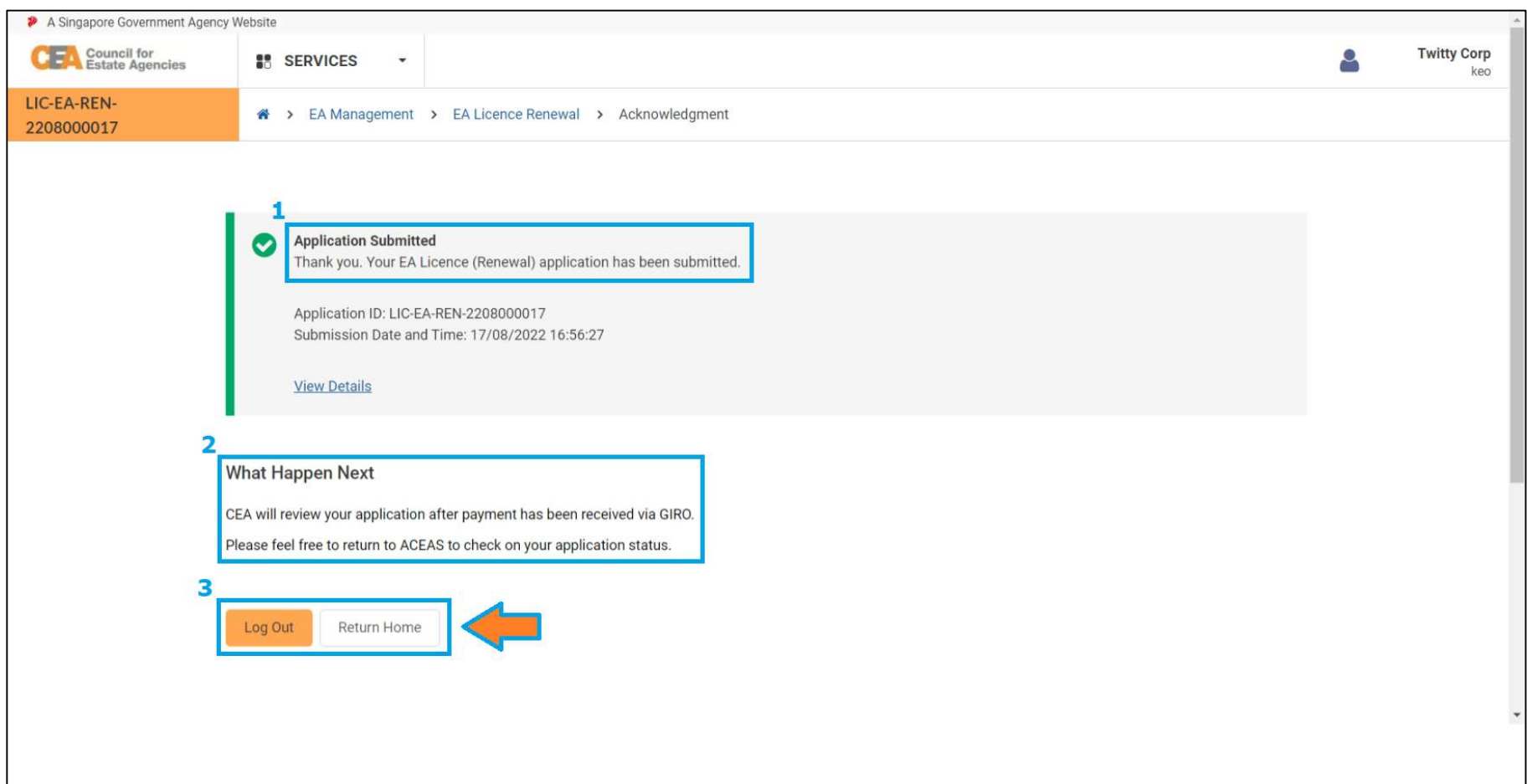
☐ I consent to the electronic service of documents

3

Submit Back [Save as Draft](#)

Step 15: This is the **end of the renewal application**, and the application has been submitted to CEA for processing. Based on the picture below:

- a) "1" shows that your application is submitted to CEA.
- b) "2" shows that CEA will review the licence application after the applicable fees are received.
 - As the EA can only submit its RES registration renewal applications after submitting its EA licence renewal to CEA, hence the EA is advised to submit the licence renewal application early.
 - The EA should ensure that it has sufficient funds in the GIRO account, to allow for smooth payment of the licence and registration renewal fees.
- c) "3" shows that you can choose to log out at this point or return to the "Home" page to check on your application status.



To check the progress and outcome of your EA licence renewal application, you can login to CEA's [e-services](#) for **Corporate** and check the outcome of your application under the Renewal module in EA Management.

If the EA has successfully renewed its licence for 2023, the EA licence end date will be updated to 31 December **2023** and the status of the application will show as "**Licence Renewed**". Similarly, the KEO's registration with the EA will be renewed for 2023, and the KEO's RES registration end date will be updated to 31 December **2023**.

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

The screenshot displays the CEA Council for Estate Agencies website interface. The top navigation bar includes the CEA logo, a 'SERVICES' dropdown menu, and a user profile for 'Twitty Corp keo'. The left sidebar contains a menu with 'EA Management' highlighted, and sub-items like 'EA Licence (New)', 'Renewal', 'EA Licence (Renewal)', 'EA Licence (Non-Renewal)', 'Cancellation', 'Addition/Removal of KEO', 'Addition and Removal of Directors and Partners', and 'Property Transaction Record Management'. The main content area is titled 'All Applications' and features a search bar with a 'Show All' dropdown and a search input field. Below the search bar is a filter section with fields for 'Application ID', 'Submission Date and Time', 'Approval Date and Time', and 'Status'. A table below the filters displays application details. An orange arrow points to the first row of the table, which is highlighted with a blue border. The table has columns for 'Application ID', 'Submission Date and Time', 'Approval Date and Time', 'Status', and 'Action'. The first row shows 'LIC-EA-REN-2208000017', '17/08/2022 16:56:27', '-', and 'Pending Application Fee'. The bottom of the page shows pagination information: 'Page 1 of 1' and 'Showing 10 1 - 1 of 1 Items'.

Application ID	Submission Date and Time	Approval Date and Time	Status	Action
LIC-EA-REN-2208000017	17/08/2022 16:56:27	-	Pending Application Fee	