

RENEWAL PROCESS GUIDE FOR REAL ESTATE SALESPERSONS

This renewal guide is for Real Estate Salesperson (RES)(without any other roles).

Renewal Category

RES (without Director or KEO roles in ACEAS)

Rhea Hargraves

res

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 RES

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**.

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CEA

Council for Estate Agencies

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

Individual

Corporate

Scan with Singpass app to log in

singpass

Use password login instead

Don't have the Singpass app? Download now

Council for Estate Agencies

Best viewed in Edge 88, Chrome 85, Firefox 81, Safari 14

f

in

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Step 2: Check that you have fulfilled the Continuing Professional Development (**CPD**) requirements and Central Provident Fund (**CPF**) MediSave contributions by **the green ticks** reflected under the Overview section.

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SERVICES

Jeffrey Robbins
RES

Workspace

Workspace

Workspace

Hi, Jeffrey Robbins! Welcome back to your ACEAS Workspace

[View Your Profile](#)

Logout

Alias/Business Name	-
Registration No.	R220801J
Registration Start Date	01/01/2022
Registration End Date	31/12/2022
EA Name	Roderick Corp
EA Licence No.	L2208001J
EA Licence Start Date	01/01/2022
EA Licence End Date	31/12/2022

Help us improve

Salesperson Registration Renewal 2022

Renewal Deadline: 10 Oct 2022

You are **eligible to renew** your Salesperson Registration with the Estate Agent that you are currently registered with.

Please ensure that your details in the profile are updated first so that the correct information can be pre-populated when initiating your Salesperson 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

Overview

CPD
As of 2022

CPF - MediSave
As of 15/08/2022 10:54:47

Active Applications

You have no active applications at the moment

Drafts

You have no drafts at the moment

Step 3: When both the CPD requirements and CPF MediSave contributions are fulfilled, you will be able to click on the “**Renew**” button. Click on the button to initiate your RES registration renewal application in ACEAS.

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Workspace

Workspace

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Renew

Overview



CPD
As of 2022



CPF - MediSave
As of 15/08/2022 10:54:47

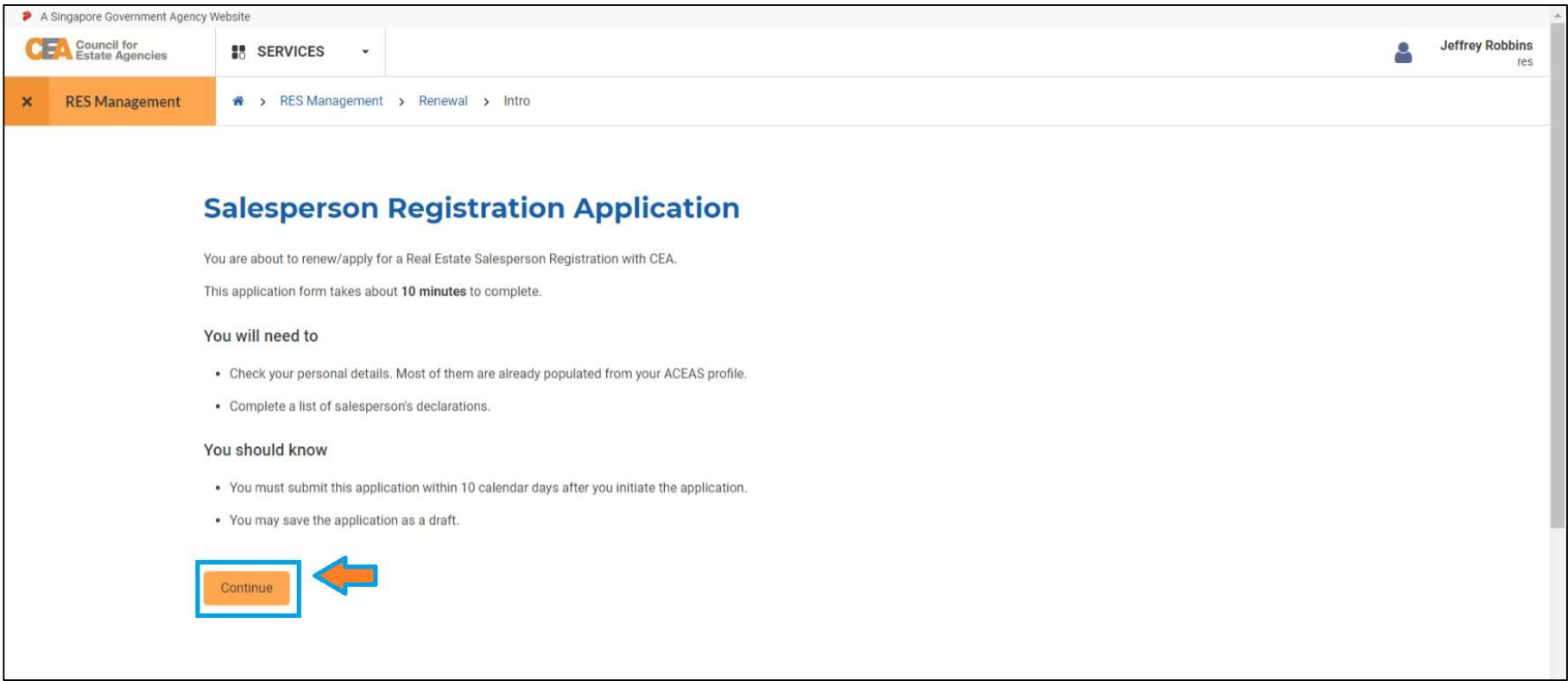
Active Applications

You have no active applications at the moment

Drafts

You have no drafts at the moment

Step 4: Read the notes on what you need to do and what you should know before proceeding with the RES registration renewal application. Click the “**Continue**” button.



Step 5: Check that the **“Application Details”** are correctly pre-populated from your ACEAS profile for Individual:

- a) Check that you are renewing your RES registration with the correct estate agent (EA) based on the **“Estate Agent Information”**, which is the EA you are currently registered with as reflected in CEA’s Public Register (see “1” below).
- b) Check that the **“Applicant Information”** details are correctly pre-populated from your 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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Jeffrey Robbins

RES Management

RES Management > Renewal > Form

Salesperson Registration Application

1 of 4

Application Details

Next: Education Details

1

Estate Agent Information

Estate Agent Licence Number *

L2208001J

Name of Estate Agent *

Roderick Corp

Applicant Information

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

Name *

Mr

Jeffrey Robbins

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)

30993.jpg

31.4KB

Contact Information

Home No. *

32145678

Business Mobile Number *

92145678

Business Number

Email Address *

easrevamp@xtremax.com

Registered Address

Postal Code *

398679

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 registered address

Postal Code *

398679

Retrieve

Block / House No. *

22

Street Name *

LORONG 22 GEYLANG

Floor No.

Unit No.

Building Name

2

Next

Cancel

Save as Draft

Step 6: Check that the “**Education Details**” are correctly pre-populated from your ACEAS profile for **Individual**. Click the “**Next**” button.

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RES Management

> RES Management > Renewal > Form

Salesperson Registration Application

2 of 4

Education Details
Next: Declarations

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 *

A-Level

Year of Attainment

1998

Upload Education Certification(s) *

+ Upload a File

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

434364.pdf

176.53KB

Industry Qualification Information

Industry Examination Qualification *

RES examination (for new applicant: in the immediate 2 years before the date of this applicati

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 7: Check that the “**Declarations**” are correctly pre-populated from your ACEAS profile for Individual. Please ensure that you submit your latest declarations to CEA. Click the “**Next**” button.

Note:

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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RES Management

> RES Management > Renewal > Form

Salesperson Registration Application

3 of 4

Declarations
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. *

☐ Yes

☒ No

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

☐ Yes

☒ 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? *

☐ Yes

☒ 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? *

☐ Yes

☒ 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? *

☐ Yes

☒ 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? *

☐ Yes

☒ No

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

☐ Yes

☒ No

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

☐ Yes

☒ No

➔

Next

Back

Save as Draft

Step 8: Complete the following:

- a) Check that all the details in your RES renewal application are correct and updated (See "1" below).
- b) Tick the boxes to declare that you have read the explanatory notes, agree to CEA's Terms of Service and Privacy Policy, and consent to the electronic service of documents (See "2" below).
- c) Click the **"Submit"** button.

The screenshot shows the 'Salesperson Registration Application' form at the 'Confirmation' stage (4 of 4). The form includes sections for 'Application Details', 'Education Details', and 'Declaration Details'. A blue box labeled '1' highlights the 'Application Details' section. A blue box labeled '2' highlights the 'Declaration Details' section, which contains three checkboxes: 'I have read the explanatory notes', 'I agree to CEA's Terms of Service and Privacy Policy', and 'I consent to the electronic service of documents'. A blue box labeled '3' highlights the 'Submit' button, with an orange arrow pointing to it. The user's name 'Jeffrey Robbins' and email 'res' are visible in the top right corner.

Step 9: This is the **end of the renewal application**, and the application has been submitted to your EA for review. Based on the picture below:

- a) "1" shows that your application is submitted to your EA but not yet submitted to CEA.
- b) "2" shows that your EA is to review your application before submitting it to CEA for processing.
You are advised to ensure that your EA submit your application to CEA by 30 November 2022.
- c) "3" shows that you can either choose to log out at this point or return to the "Home" page.

The screenshot shows the 'Acknowledgement' page after the application has been submitted. A green box labeled '1' highlights the 'Application Submitted' message, which includes the application ID 'LIC-RES-REN-2208000012' and the submission date and time '15/08/2022 12:41:49'. A blue box labeled '2' highlights the 'What Happens Next' section, which states that the Estate Agent will submit the application to CEA after review and that the user can login to ACEAS to check the application status. A blue box labeled '3' highlights the 'Log Out' and 'Return Home' buttons, with an orange arrow pointing to them. The user's name 'Jeffrey Robbins' and email 'res' are visible in the top right corner.

To check the progress and outcome of your RES registration renewal application, you can login to CEA's [e-services](#) for **Individual**:

- a) Check the "Active Applications" section in your ACEAS dashboard (see **Picture A** below). The progress of your renewal application is reflected in the orange box. If your application has been processed by CEA, it will no longer reflect as "active" as there is already an outcome for the application.
- b) If you do not see your application under "Active Applications", please check the outcome of your application in the Renewal module in RES Management (see **Picture B**).
 - If your renewal is successful for 2023, the status of the application will show "**Registration Renewed**". Your registration end date will be updated to 31 December **2023**.
 - Please note that the EA that you renewing with must also successfully renew its own EA licence for 2023. Otherwise, your registration will lapse after 31 December 2022.


Picture A – Check the status of "active" application from the ACEAS dashboard.

The screenshot displays the ACEAS dashboard for Jeffrey Robbins. The 'Active Applications' section contains the following table:

Application ID	Application Name	Application Type	Submission Date and Time	Status	Action
LIC-RES-REN-2208000012	RES Registration - Renewal	Renewal	15/08/2022 12:41:49	Pending EA Submission	

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

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RES Management

New and Returning

Switching

Renewal

Renewal

Non Renewal

RES Management > Renewal

Renewal Applications

Show All

Search for Application by ID

Application ID	Estate Agent Name	EA License Number	Submission Date and Time	Approval Date and Time	Status	Action
LIC-RES-REN-2208000012	Roderick Corp	L2208001J	16/08/2022 09:54:41	16/08/2022 09:56:42	Registration Renewed	

Page 1 of 1

Showing 10 1 - 1 of 1 Items