

EA’s guide to renewing RESs’ Registrations

1

Log in

Log in to CEA’s [ACEAS](#) for **Corporate** with your Singpass.

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

Individual

Log in with singpass

Corporate

Log in with singpass

Note:

As the EA can only submit its RES registration renewal applications after submitting its EA licence renewal to CEA, the EA is advised to submit the licence renewal application early.

2

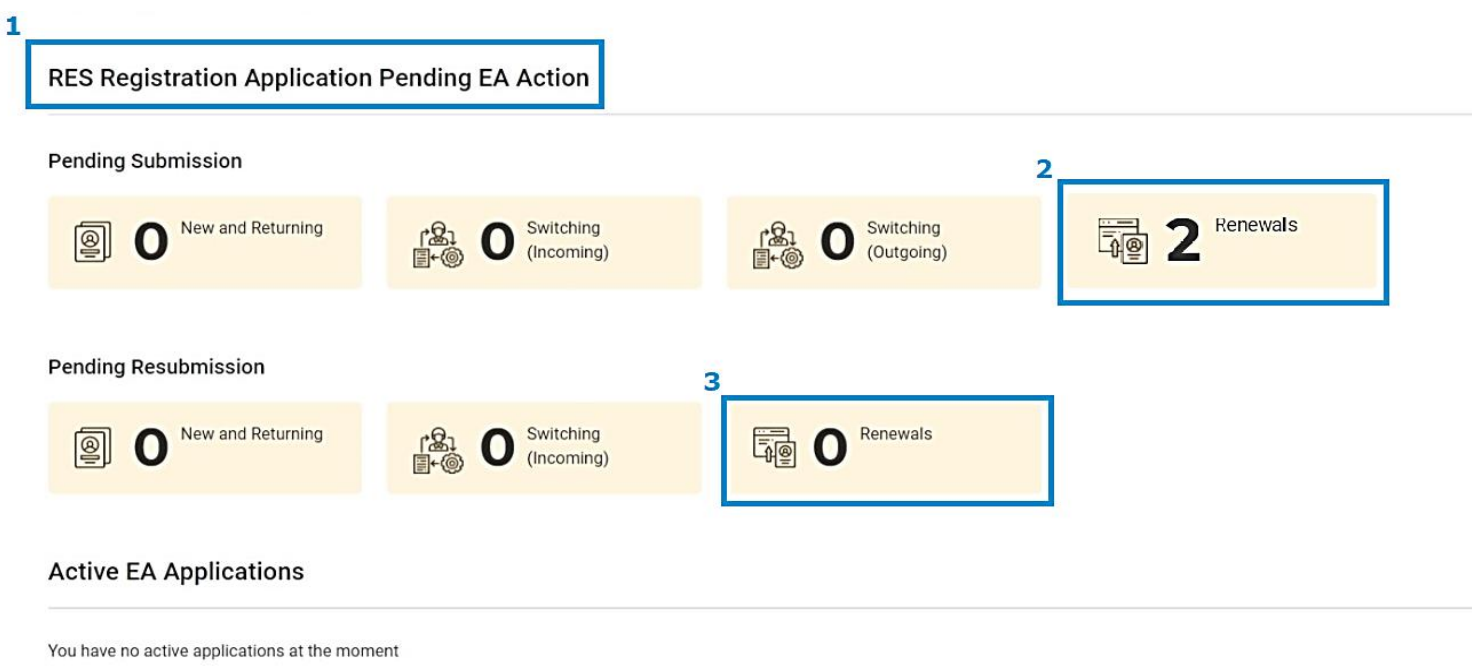
EA’s dashboard overview

Under RES Registration Application Pending EA Action (see “1”), refer to:

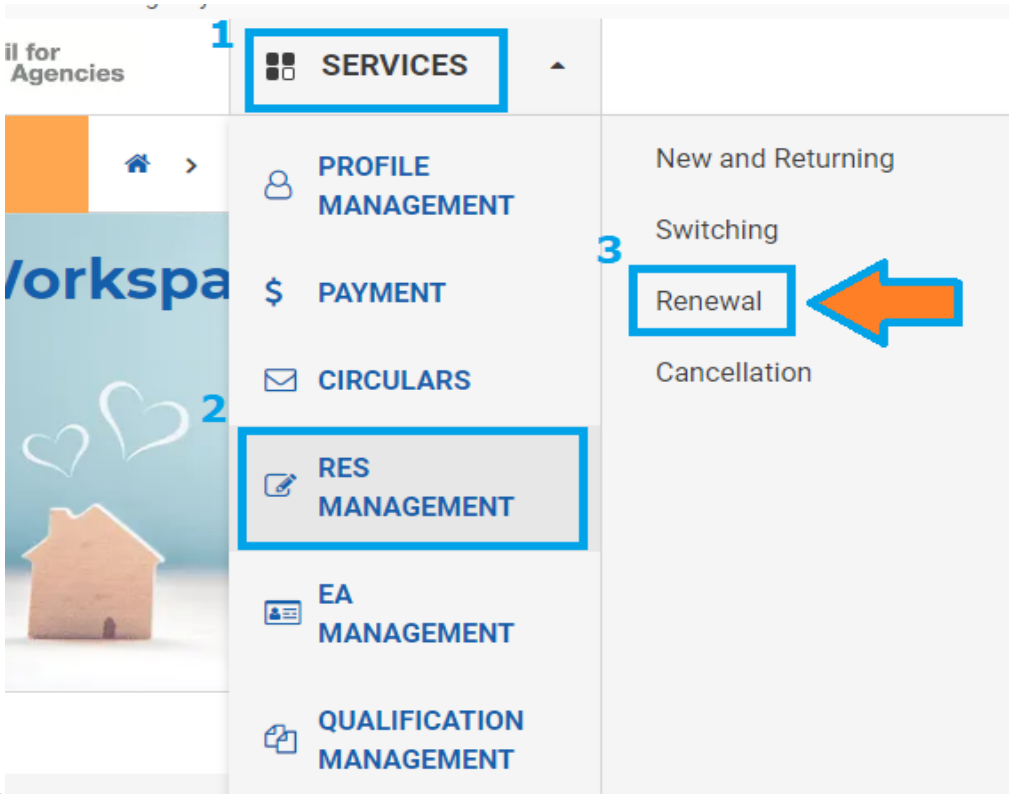
- a) Pending Submission to CEA (see “2”)
- b) Pending Resubmission to CEA (see “3”)

To view RES registration renewal applications:

Method A – Click the blue boxes “2” and “3”.



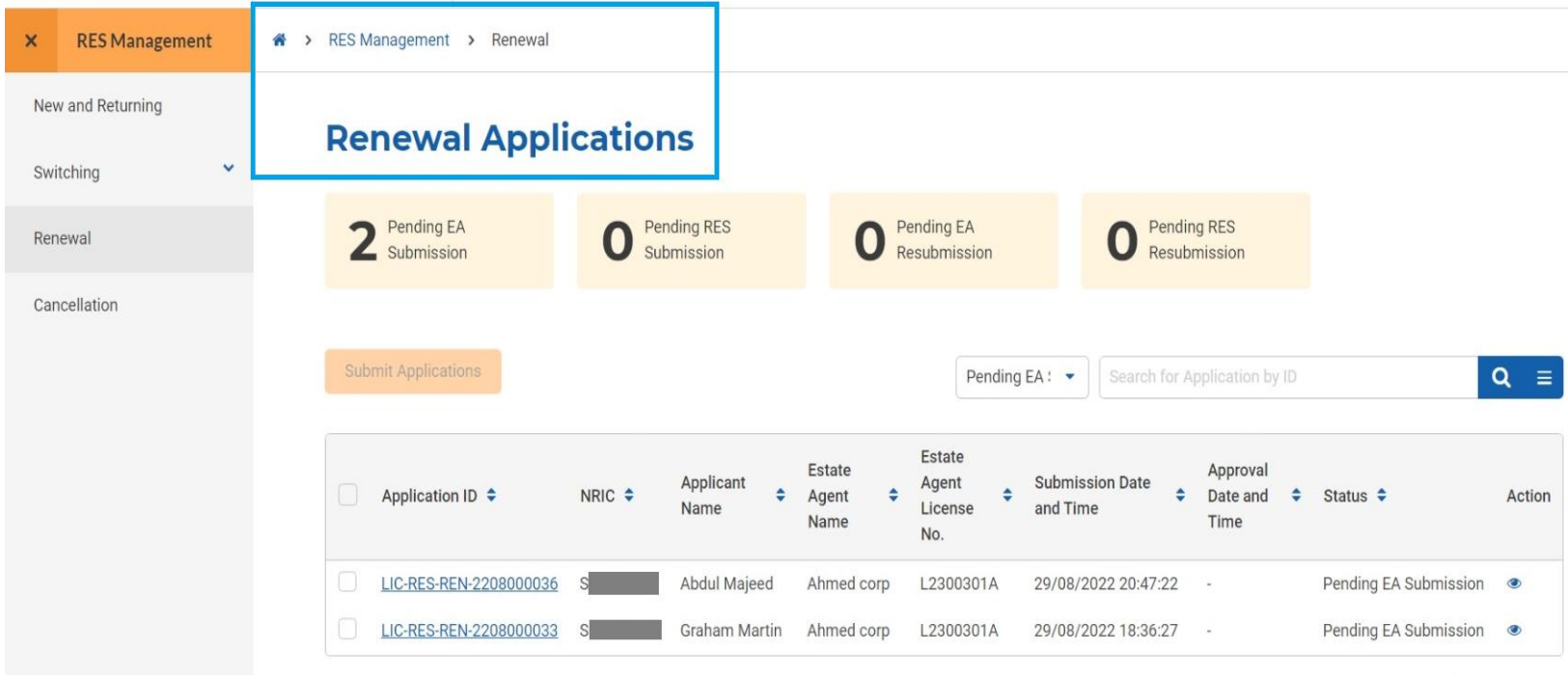
Method B – Click on Services > RES Management > Renewal.



3

RES Management dashboard

Both Method A and B from Step 2 will lead to the RES Management page, which lists all RES registration renewal applications pending EA’s action (i.e., Pending EA submission or Pending EA resubmission).

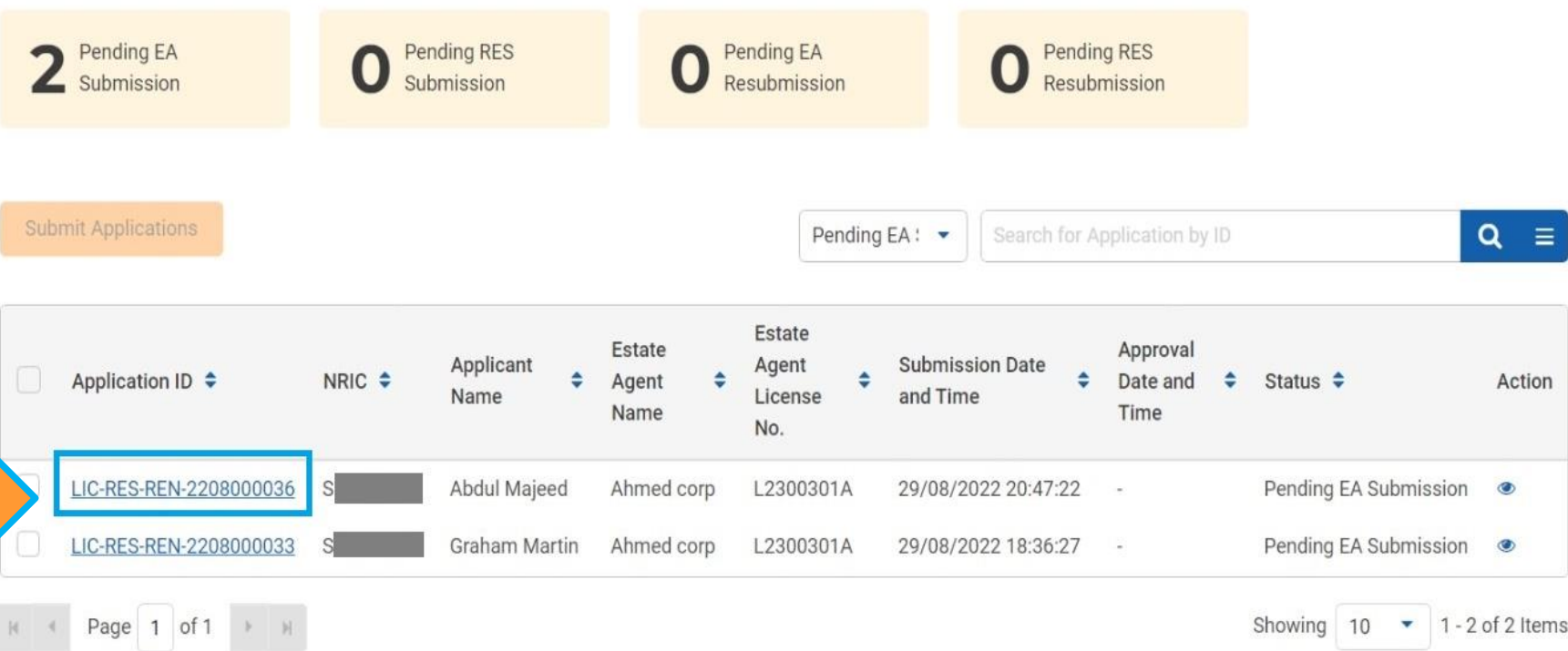


4

Select the Application ID

To process the renewal applications, click “**Application ID**” with “Pending EA Submission” status.

Renewal Applications



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Review RES Renewal Application

Review the application details (see blue box) in the RES registration renewal application form.

Application Information

Application Information

Application ID	LIC-RES-REN-2208000004
Applicant Name	Cuthbert Silva
NRIC/FIN	S [REDACTED]
Registration Number	R220801B
Request Date and Time	-
Submission Date and Time	18/08/2022 14:55:21
Approval Date and Time	-
Application Type	Renewal
Status	Pending EA Submission

Application Details

Application Details

Education Details

Declaration Details

Recommendation

Action *

Action

Remarks *

Remarks

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



6

Submit RES Renewals (Individual or Bulk Submission)

a) **Individual Submission**– Select an action under the **Recommendation** section (see “1”):

- Support Application
- Return to Applicant, e.g., to amend the application form details.
- Reject Application

Then add remarks (see “2”), attach supporting documents, if needed (see “3”), and click **Submit** (see “4”).

Recommendation

1

Action *

Action

Support Application

Return to Applicant

Reject Application

2

Remarks *

Remarks

3

+ Upload a File

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

4

Submit

Cancel

Save as Draft

b) **Bulk Submission** – Select the applications (see “1”) and click **Submit Applications** (see “2”).

Renewal Applications

2

Submit Applications

1

<input checked="" type="checkbox"/>	Application ID	NRIC	Applicant Name	Estate Agent Name	Estate Agent License No.	Submission Date and Time	Approval Date and Time	Status	Action
<input checked="" type="checkbox"/>	LIC-RES-REN-2208000036	[REDACTED]	Abdul Majeed	Ahmed corp	L2300301A	29/08/2022 20:47:22	-	Pending EA Submission	
<input checked="" type="checkbox"/>	LIC-RES-REN-2208000033	[REDACTED]	Graham Martin	Ahmed corp	L2300301A	29/08/2022 18:36:27	-	Pending EA Submission	

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Showing 10 1 - 2 of 2 Items

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After Submission

After submission, a **pop-up message** confirms successful submission (see “1”) and the application status will be updated from “Pending EA Submission” to “**Pending Application Fee or CEA Processing**” (see “2”).

SERVICES

1

Your submission is successful. Thank you.

RES Management

Renewal

Renewal Applications

0

Pending EA Submission

0

Pending RES Submission

0

Pending EA Resubmission

0

Pending RES Resubmission

Submit Applications

Pending EA: [v]

Search for Application by ID

Q

≡

<input type="checkbox"/>	Application ID	NRIC	Applicant Name	Estate Agent Name	Estate Agent License No.	Submission Date and Time	Approval Date and Time	Status	Action
<input type="checkbox"/>	LIC-RES-REN-2208000004	[REDACTED]	Cuthbert Silva	Leroy Corp	L2208001B	18/08/2022 14:55:21	-	2	Pending Application Fee

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Check RES Renewal Application Status

- Login via CEA's e-Services (Corporate) → Renewal module in RES Management.
- If application is approved, registration end date will be updated to **31 Dec of the next calendar year**, and the application status will show “**Registration Renewed**”.

Note: If the EA licence is not renewed for the next calendar year, RES registrations will lapse after **31 Dec of the current year**.

RES Management

RES Management

Renewal

New and Returning

Switching

Renewal

Cancellation

Renewal Applications

0

Pending EA Submission

0

Pending RES Submission

0

Pending EA Resubmission

0

Pending RES Resubmission

Submit Applications

Pending EA: [v]

Search for Application by ID

Q

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<input type="checkbox"/>	Application ID	NRIC	Applicant Name	Estate Agent Name	Estate Agent License No.	Submission Date and Time	Approval Date and Time	Status	Action
<input type="checkbox"/>	LIC-RES-REN-2208000004	[REDACTED]	Cuthbert Silva	Leroy Corp	L2208001B	18/08/2022 14:55:21	-	Pending Application Fee	

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