

How to Renew as a Director or Partner

1

Log in

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



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

Individual

Log in with singpass

Corporate

Log in with singpass

 <div>Travis Herrera<div>director</div></div>	 <div>Bridget Craig<div>res,director</div></div>
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With or without RES registration

2


Check Requirements

If you are a RES, ensure **CPD requirements** and **CPF MediSave** contributions are fulfilled (green ticks in 'Overview'). Non-RES can skip this step.

Overview



CPD
As of YYYY



CPF - MediSave
As of DD/MM/YYYY 12:07:51



3

Start Renewal

Click '**Renew**' in the Director/Partner Renewal banner. If you are a RES, your RES registration renewal application is automatically submitted with your Director/Partner renewal application. No separate RES registration renewal application is required.

Director/Partner Renewal

Renewal Deadline: 30 Nov YYYY

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

4

Read the Renewal Notes

Read the renewal notes carefully before proceeding. Click '**Continue**' to proceed.

Director/Partner Licence Renewal Application

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

This application form takes about **15 minutes** to complete

You will need to

- Indicate which EA(s) you wish to renew your position with.
- Check your personal details. 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 application as a draft.

Continue

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Complete Renewal Survey

Fill up the survey and click “**Submit**” before proceeding to the Director/Partner renewal application form.

Note: You will not be able to save your survey response as a draft.

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Verify Information in Application 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 your practice preference (see “2” below), and personal details. Update white fields if needed; greyed-out fields are non-editable. Click “**Next**” to proceed.

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.

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

Block / House No. *

22

Street Name *

LORONG 22 GEYLANG

Floor No.

Floor No.

Unit No.


Unit No.

Building Name

Building Name

2

Practice Preference

 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)

Next

Save as Draft

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Confirm Education Details

Ensure education details are accurate. Click 'Next' to proceed.

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 * Bachelor's Degree

Field of Study * Economics

Name of Institution * Nanyang Technological University

☐ This is a local private/foreign institution

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 30MB)
MAS_20220104_10084.jpg 1.59MB

Industry Qualification Information

Industry Examination Qualification * Diploma in Building Management, Ngee Ann Polytechnic

Year of Attainment 1987

Upload Industry Examination Certification(s) * [+ Upload a File](#) Upload up to 5 files (email, .pdf, .doc, .jpg, .png, .gif - Maximum file size is 30MB)
MAS_20220104_10084.jpg 1.59MB

Employment History Information

☒ I have no former employment records

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Confirm Declarations

Ensure declarations are correct and up to date. If you have answered "Yes" to any questions below, please provide full details and supporting documents. CEA will verify the accuracy of the declarations made. Click 'Next' to proceed.

- 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

Fit and Proper Criteria

Are you sure if you fulfill CEA's fit and proper criteria for registering as a salesperson? * ☒ Yes ☐ No

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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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Finalise & Submit

Review all details, tick consent boxes for CEA's Terms of Service and Privacy Policy, and click 'Submit'.

Director/Partner Renewal Application

4 of 4 Confirmation

Applicant Information

Education Details

Declaration 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](#)

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After Submission

Your EA must submit your application to CEA by 30 November. Track your application status in ACEAS dashboard or the RES Management module.

- Status "1": Submitted to EA, pending EA submission to CEA
- Status "2": Under EA review
- Status "3": Process complete

1 **Application Submitted**
Thank you. Your Director/Partner application has been submitted to the EA(s).

Application ID: LIC-DP-REN-2208000022
Submission Date and Time: 17/08/2022 10:56:32

[View Details](#)

2 **What Happens Next**
Your Estate Agent will submit your application as part of the EA Licence Renewal to CEA after review.

3 [Log Out](#) [Return Home](#)

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Check Outcome

View application outcome in ACEAS dashboard or EA Management module. Ensure your EA's licence is renewed for registration to remain valid in the next calendar year.

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

Overview

	CPO As of 2022		CRP - Multiwave As of 17/08/2022 10:21:59
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Active Applications

Application ID	Application Name	Application Type	Submission Date and Time	Status	Action
LIC-DP-REN-2208000023	EA Licence - Directors and Partners...	Renewal	17/08/2022 10:56:32	Pending EA Submission	View Details
LIC-DP-REN-2208000022	EA Licence - Directors and Partners...	Renewal	17/08/2022 10:56:32	Pending EA Submission	View Details

Method B – Check the outcome of the application from the Director/Partner Renewal tab in the EA Management module.

EA Management > EA Management > Director/Partner Renewal

All Applications

[+ Create](#) [Show All](#)

Application ID	EA Name	Submission Date and Time	Status	Action
LIC-DP-REN-2208000024	Twilly Corp	17/08/2022 16:56:28	Approved	View Details

Showing 10 1 - 1 of 1 items