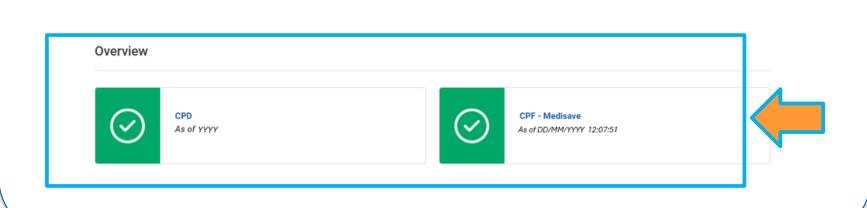


With or without RES registration



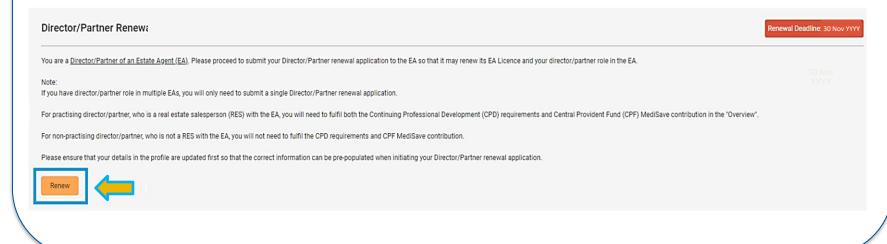
Check Requirements

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



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.



Read the Renewal Notes

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

Director/Partner Licence Renewal Application

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 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.

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

Complete Renewal Survey

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

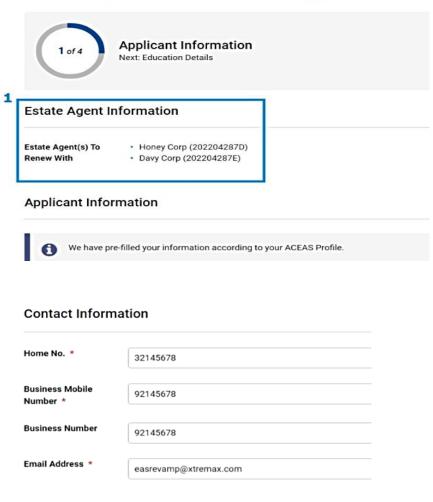
Note: You will not be able to save your survey response as a draft.

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





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	S is the same as my residential address.
Postal Code *	398679 Q Retriev
Block / House No. *	22
Street Name *	LORONG 22 GEYLANG
Floor No.	
Unit No.	
Building Name	
Practice Prefere	ence
extracted acco	artner role in the estate agent (EA) with the practising or non-practising indicator is ording to the EA member lists at the initiation of the DP renewal application. This is the processing of the application.
Which EA you wish to practise as a salesperson?	Non Practising Honey Corp (202204287D) ■ Davy Corp (202204287E)

Confirm Education Details

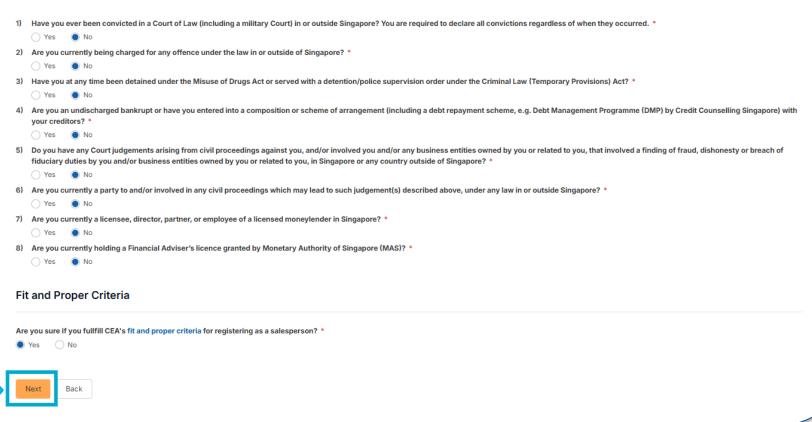
Ensure education details are accurate. Click 'Next' to proceed.

o you have Singapore-Cambridge GCE O- vel (at least 4 passes), OR a higher or quivalent educational qualification? *	• Yes No
o you have at least 4 Singapore-Cambridge CE O-level passes? 0 *	Yes
ighest Educational Qualification *	Bachelor's Degree
eld of Study *	Economics
ame of Institution *	Nanyang Technological University
This is a local private/foreign institution	
ear of Attainment	2010
pload Education Certification(s) *	+ Upload a File Upload up to 5 files (email, .pdf, .doc, .jpg, .png, .gif - Maximum file size is 30MB)
ndustry Qualification Information	MQ_20220314_110854_ipg * 1.39MB
dustry Examination Qualification *	Diploma in Building Management, Ngee Ann Polytechnic
ear of Attainment	1987
pload Industry Examination Certification(s) *	+ Upload a File Upload up to 5 files (email, .pdf, .doc, .jpg, .png, .gif - Maximum file size is 30MB)
	IMQ_20220314_10854.jpg * 1.39MB
mployment History Information	1

8

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.



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

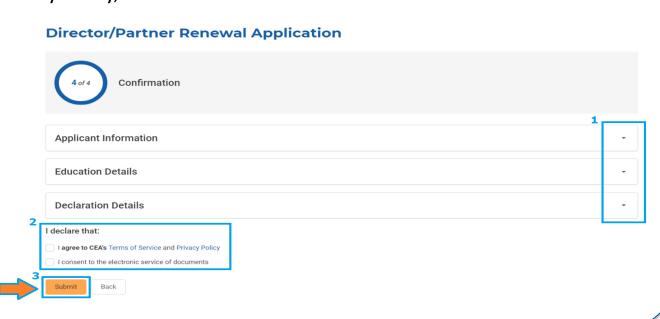
Section 34(7) of the Estate Agents Act 2010 states that any person who, in any application for registration or renewal of registration for himself or any other person, submits false documents or makes a statement which is false or misleading in any material particular shall be guilty of an offence and 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.

9

exceeding 3 years or to both.

Finalise & Submit

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

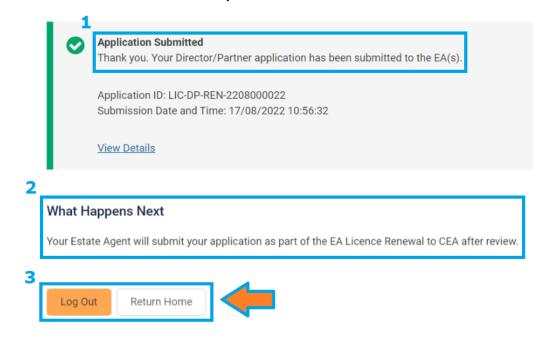


10

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

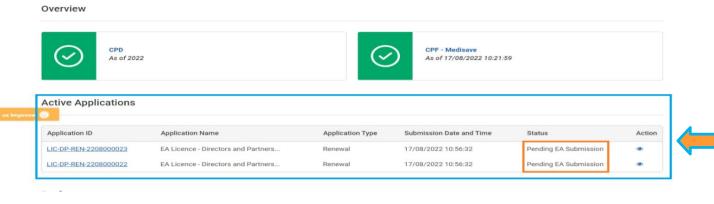


Check Outcome

11

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.



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

