

How to Renew as an EA (with KEO renewal)

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

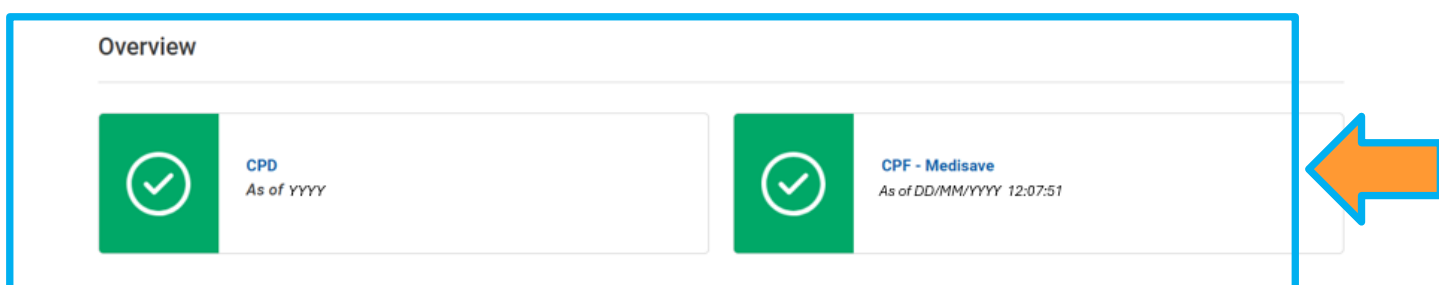
Note:

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

Check Requirements

Chek that the KEO has fulfilled **CPD requirements** and **MediSave** contributions are fulfilled (green ticks in 'Overview').



3

Check Director/Partner applications (if applicable)

For EAs with Directors/Partners, they must submit their renewal applications to the EA for review. *(Skip this step if there are no directors/partners.)*

- a) Pending EA Submission – **Green dot**: if directors/partners have submitted to EA (see “1”).
b) Pending Applicant Submission – **Red dot**: if directors/partners have not submitted to EA (see “2”).

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	

4

Before EA can renew licence

- a) Ensure that KEO fulfils CPD and MediSave contributions (see“1”), and
b) Ensure all Directors/Partners have submitted their renewal applications (**green dot** in Directors/Partners Details, see “2”).
c) Click ‘**Renew**’ to proceed (see “3”).

EA Licence Renewal

Renewal Deadline: 30 Nov YYYY

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.

³ Renew

KEO Eligibility

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	Status	Action
S2638515F	Kyla Adkins	Director	17/08/2022 11:21:45	● Pending EA Submission ²	
S4007954H	Colin Tate	Director	17/08/2022 11:12:28	● Pending EA Submission	

5

Proceed with EA Licence renewal

Select the application ID in EA Management -> EA Licence Renewal module with “**Pending EA Submission**” status to continue.

EA Management

EA Management

EA Licence Renewal

EA Licence (New)

Renewal

EA Licence (Renewal)

EA Licence (Non-Renewal)

Cancellation

Addition/Removal of KEO

All Applications

Show All

Search for Application by ID, submission date and stat...

Application ID	Submission Date and Time	Approval Date and Time	Status	Action
LIC-EA-REN-2208000017	-	-	Pending EA Submission	

Page 1 of 1

Showing 10 1 - 1 of 1 Items

6

Read the Renewal Notes

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

EA Licence Renewal Application

You are about to apply for a renewal of your EA Licence with CEA.

This application form will take about **15 minutes** to complete.

You will need to

- Fill up the renewal survey.
- Check the EA's, KEO's, and any Directors/Partners' details. Most of them are already populated from the various parties' ACEAS Profiles.
- Complete a list of declarations.

You should know

- You may save the renewal application form as a draft.

Continue

7

Complete Renewal Survey

Fill up the survey and click “**Submit**” before proceeding to the Estate Agent Licence renewal application form.

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

8

Verify Information in Application Information

- a) Check that the Estate Agent information details are correct and up to date
 - b) Update white fields if needed; greyed-out fields are non-editable
- Click “**Next**” to proceed.

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

Home No. *

32145678

Business Mobile Number *

92145678

Business Number

92145678

Email Address *

easrevamp@xtremax.com

Principal Business Address

Postal Code *

123456

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

Retrieve

Block / House No. *

90

Street Name *

jalan cimuncang

Floor No.

Unit No.

Building Name

Next

Cancel

Save as Draft

9

Check your EA’s Declarations

Ensure EA’s declarations are correct and up to date.
Click ‘**Next**’ to proceed.

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

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.

10

Verify KEO Information

- a) Confirm **KEO is renewing with the correct EA under Practice Preference** (as listed in CEA’s Public Register).
- b) Confirm that the **KEO’s Applicant information is accurate**. Update white fields if needed; greyed-out fields are non-editable. Click “**Next**” to proceed.

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

Gender *

☒ 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)

20200.jpg 31.4KB

Contact Information

Home No. *

32145678

Business Mobile Number *

32145678

Business Number

Business Number

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

11

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)

IMG_20220314_104854.jpg

1.39MB

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)

IMG_20220314_104854.jpg

1.39MB

Employment History Information

☒ I have no former employment records

Next

Back

12

Check KEO's declarations

Ensure KEO's 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

Next

Back

13

Verify Directors/Partners and Authorised Users details

a) In Directors/Partners Details, ensure all directors/partners have submitted renewals (their status of application should be Pending EA Submission, see "1").

- If complete → proceed to Step 14.
- If incomplete → Save as Draft and inform Directors/Partners to submit their renewals to EA.

b) Verify the details of Authorised Users are accurate (see "2"). Click "Next".

EA Licence Renewal Application Form

6 of 8

Directors/Partners and AU Information

Next: PII Details

1

Directors/Partners Details

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

2

Authorised Users Details

Authorised User 1

☒ The EA has no authorised users

Next

Back

Save as Draft

14

Verify PII details

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

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

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

Blank Image (1).jpg

5.12KB

Next

Back

Save as Draft

15

Finalise & Submit

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

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

16

After Submission

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

- Status "1": Submitted to CEA
- Status "2": Under CEA’s review
- Status "3": Process complete

1

✓

Application Submitted

Thank you. Your EA Licence (Renewal) application has been submitted.

Application ID: LIC-EA-REN-2208000017

Submission Date and Time: 17/08/2022 16:56:27

View Details

2

What Happen Next

CEA will review your application after payment has been received via GIRO.

Please feel free to return to ACEAS to check on your application status.

3

Log Out

Return Home

Note:

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.

17

Check Outcome

View application outcome in ACEAS dashboard or EA Management module. Ensure your EA’s licence is renewed to remain valid for the next calendar year. The KEO’s registration with the EA will also be renewed.

Status indicators:

- EA Licence – application status showing “Licence renewed”
- KEO’s registration with EA – registration end date updated to the **last day of next calendar year**

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

EA Management

EA Management > EA Licence Renewal

EA Licence (New)

Renewal

EA Licence (Renewal)

EA Licence (Non-Renewal)

Cancellation

Addition/Removal of KEO

Addition and Removal of Directors and Partners

Property Transaction Record Management

All Applications

Show All

Search for Application by ID, submission date and stat...

Application ID

License Application ID

Submission Date and Time

Select Date and Time

to

Select Date and Time

Approval Date and Time

Select Date and Time

to

Select Date and Time

Status

Show All

Search

Reset

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	

Page 1 of 1

Showing 10 1 - 1 of 1 Items